1. GENERAL

1.1 Scope
The governance of the Economics Area (referred to in this document as Economics) will be based on the policies and procedures specified herein. Where a conflict may exist, these policies and procedures are subordinate to the OCOB RPT document, the CSU-CFA Collective Bargaining Agreement, and the Campus Administrative Manual/Campus Administrative Policies.

1.2 This Document
Changes, additions, and deletions to this document may be made only by vote of the Economics tenured and probationary faculty and approved by the Dean of the OCOB and the Provost and Executive Vice President for Academic Affairs. This document will be reviewed at least every five years.

1.3 The Collegial Process
This document provides a collegial process for the governance of Economics as one of the academic Areas within the OCOB. Furthermore, this collegial process has the goal to develop a consensus among the members of the faculty for its decisions. It is expected that the majority of the discussions for any deliberations of the Economics faculty will be held within tenured and probationary faculty meetings where all constituents can provide input.

1.4 Design, Goals, and Rules
The primary duties of the Economics faculty are: (1) to design and administer very high quality Economics BS and MS programs, (2) to conduct and publish very high quality research in Economics and closely related fields, and (3) to provide service to the Economics Area, the OCOB, the University, the Economics profession, and the community. The structure of governance set out in this document is designed to allow the faculty to meet its duties and perform its designated functions in an effective, efficient, and equitable way. The goals are to insure that all members of the Economics permanent Faculty have a voice in determining the policies and procedures, and to provide a framework to develop a consensus amongst the tenured and probationary faculty members on important issues such as the strategic direction and the curricula of the undergraduate and graduate Economics programs.

2. GOVERNANCE ORGANIZATION

2.1 The Faculty
The Faculty consists of all academic personnel appointed to Lecturer, Assistant Professor, Associate Professor, or Professor ranks within Economics. Both full-time and part-time appointments are included. Meetings of the Faculty are called and presided over by the Economics Chair.

2.1.1 The Active Tenured and Probationary Faculty (ATPF)
The ATPF, for any quarter of the academic year, consists of all active members of the Faculty appointed to Assistant Professor, Associate Professor, or Professor ranks. Active is defined as (i) full time or (ii) on leave that quarter and fully participating on campus in appropriate ATPF activities.

2.1.2 Meetings
Faculty meetings typically will occur regularly during the academic year and they shall include all Faculty. ATPF meetings will occur regularly during each quarter in the academic year and will be scheduled and presided over by the Economics Chair. The outcome of Faculty meetings, ATPF meetings and Curriculum and Assessment meetings will be documented via minutes. Committee Chairs can invite guests to Committee meetings as needed.

2.2 The Economics Chair
The Economics Chair shall normally be selected from the list of tenured faculty. The Chair is appointed by the Dean to a term of three years, renewable and selected in consultation with the ATPF (See Section 3.6). The typical term for the Chair begins in the fall quarter, and in that case the selection shall occur during the prior winter quarter. Although the Chair serves at the discretion of the Dean, the Economics Chair is accountable to the Faculty and is therefore subject to a recall recommendation by the ATPF (see Section 3.5).

2.3 Director of Graduate Studies
The Director of Graduate Studies (DGS) shall normally be selected from the list of ATPF, is appointed by the Associate Dean for Graduate Programs to a term of three years, renewable and is selected in consultation with the ATPF (See Section 3.7). The typical term for the DGS begins in the fall quarter, and in that case the selection shall occur during
the prior winter quarter. Although the DGS reports to the Associate Dean for Graduate Programs, the DGS is accountable to the Faculty and is therefore subject to a recall recommendation by the ATPF (see Section 3.5).

3. VOTING

When it is necessary to formalize an action of a governance body by vote, the following apply:

3.1 Quorum
A quorum consists of two thirds of the eligible members of the body.

3.2 Decisions
Any member of a governance body can submit a proposal for consideration by the governance body. When clear unanimity has been reached about a proposal through a deliberative process inside the governance body, and a quorum is present, it shall be deemed unanimously approved. Otherwise, a vote will be required, which will be organized as follows: The members of the governance body will identify all alternatives subject to vote. Among those alternatives one will be chosen exactly when

(a) a quorum is present; and
(b) the number of Yes votes for the alternative exceeds the number of Yes votes for each of the other alternatives, except where otherwise specified in this document.

In case of a tie between the alternatives that gathered the most number of Yes votes the governance body shall deliberate further, identify all alternatives subject to vote, and hold a second vote. If there is still a tie on the second vote the governance body shall meet at a later date, identify all alternatives subject to vote, and hold a third vote. If there is a tie on the third vote the Chair of the governance body will break the tie.

3.3 Votes
Votes may be taken by either open or closed ballot. A closed ballot is required if so-requested by a person eligible to vote. A vote for an alternative may be in favor (Yes) or against (No). The voter may also abstain. A Yes or a No vote may be cast for as many alternatives as the voter wishes. Other voting methods may be used if unanimously agreed by the members of the governance body. The minutes of any meeting in which a vote is held will record the number of Yes votes and the number of No votes each alternative obtained, together with the number of abstentions.

3.4 Proxies
Any voting member that is unable to attend a meeting of the governance body may empower another voting member to vote in their place. A written notice by the absent member to the Chair of the meeting is required. The Chair at the beginning of the meeting in which the vote is going to take place shall present the notice.

3.5 Recall
A recommendation to the Dean to recall the Economics Chair may be made by vote of the members of the ATPF. The recall vote will be taken two weeks following an affirmative vote of "no confidence" by a simple majority of the members of the ATPF. A two-thirds majority of the members of the tenured and probationary faculty is necessary to make the recall.

The DGS may be recalled by vote of the ATPF. A two-thirds majority of the members of the ATPF is necessary to recall the DGS. All other Economics Committee Chairs can be recalled by petition of at least two-thirds of the committee membership; notification of the members of their decision will go to the Economics Chair.

3.6 Recommendation for Economics Chair
Any tenured faculty member within Economics with Associate rank or higher is eligible to become a candidate for the position of Economics Chair. Tenured members of Economics who are on leave are also eligible to be a candidate. An eligible person may be nominated to serve as Economics Chair by a written letter or email from a member of the ATPF to the Economics Chair. No other form of nomination may be used. The Economics Chair will maintain a list of nominees. The nominee must indicate a willingness to serve in a written statement to be attached to the letter of nomination. A willing nominee is considered to be a candidate. Members of the ATPF will be provided with a list of candidates at least 14 days before the date set for election of the Economics Chair. All candidates shall have an opportunity, if they wish, to address the Faculty at a Faculty meeting to be held approximately 10 days before the date set for the election. The election shall consist of determining the single candidate who will be recommended to the Dean by the ATPF. Only ATPF members are eligible to vote.

The ATPF will forward its recommendation to the Dean, alongside the number of Yes votes obtained by each candidate, the number of No votes obtained by each candidate, and the number of abstentions.
3.7 **Recommendation for Director of Graduate Studies**

Any member of the ATPF is eligible to become a candidate for the position of DGS. An eligible person must indicate a willingness to be a candidate for DGS in a written statement or email addressed to the Economics Chair. The Economics Chair will maintain a list of candidates. Members of the ATPF will be provided with a list of candidates at least seven days before the date set for election of the DGS. The election shall consist of determining the single candidate who will be recommended to the Associate Dean for Graduate Studies by the ATPF. Only ATPF members are eligible to vote.

The Economics Chair will forward the recommendation to the Associate Dean for Graduate Studies made by the ATPF, alongside the number of Yes votes obtained by each candidate, the number of No votes obtained by each candidate, and the number of abstentions.

4. **GOVERNANCE: RESPONSIBILITIES AND FUNCTIONS**

4.1 **Responsibilities of the Faculty**

The Faculty as a whole is responsible for the mission of the Economics Area, and the OCOB mission. It ensures the quality of the undergraduate and graduate programs and it performs service to the Economics Area, the College, the University, the profession, and the local and national communities. These responsibilities include but are not limited to: (1) teaching students the state of the art in Economic analysis; (2) striving continuously to improve the quality of instruction; (3) serving on Area, College and University committees when appropriate; and (4) creating and fostering strong relations with Alumni and other external groups.

4.2 **Responsibility of the Tenured and Probationary Faculty**

The strength of the department resides primarily in the Tenured and Probationary faculty. In addition to those mentioned above its responsibilities include but are not limited to: (1) conduct and publish very high quality research in Economics and closely related fields; (2) long-range and short-range planning; (3) evaluation of proposed specializations/concentrations within existing programs; (4) evaluation of proposed new programs; and (5) setting of the criteria, standards and timing of the recruiting of lecturers and other faculty.

4.3 **Responsibility of the Tenured Faculty members**

In addition to the responsibilities enumerated above, the tenured faculty has these responsibilities: (1) mentoring probationary faculty; (2) implementing assessment recommendations concerning the graduate and undergraduate programs; and (3) evaluation of faculty.

4.4 **Responsibility of the Economics Chair**

The Economics Chair functions as the chief administrative officer of Economics and serves as the *de facto* director of undergraduate studies. The Chair’s day-to-day responsibilities include but are not limited to: (1) Implementation of policies adopted by the Economics faculty; (2) administration of the economics major and the economic minor; (3) leadership in recruiting faculty and staff; (4) resource acquisition and management, including the procurement of FAR allocations; (5) administering the implementation of assessment recommendations; (6) representing the faculty at public events; (7) serving on the Dean’s council; and (8) make course assignments for the current and subsequent academic years available at the Economics website on a timely basis. In carrying out these responsibilities, the Economics Chair supervises the non-teaching staff of Economics and, in consultation with the DGS, is responsible for: (9) Faculty scheduling, and (10) the recruiting, hiring and supervising of Lecturers.

4.5 **Responsibility of the Director of Graduate Studies**

The DGS is primarily responsible for the administration of the MS in Economics in consultation with the Associate Dean for Graduate Programs. The responsibilities of the DGS include but are not limited to: (1) fostering a long-run vision for excellence in graduate education; (2) recruitment of graduate students locally, nationally, and internationally; (3) graduate admissions; (4) placement of graduate students; (5) resource acquisition and management for graduate education; (6) graduate program design, a responsibility that is shared with the Graduate Committee and the Curriculum and Assessment Committee; and (7) provide an advisory role to the Economics Chair in regards to Faculty scheduling and the recruiting, hiring and supervising of Lecturers.

4.6 **Faculty Committees**

Committees are appointed and formed as necessary to efficiently perform the work of the Faculty. All representatives of Economics to University and OCOB Committees are determined via election during the first ATPF meeting of the academic year, typically held during Fall Conference. While not mandatory, the DGS shall typically be selected to represent Economics in the OCOB GPC. It is the responsibility of the chair of each committee to keep that committee informed regarding all pertinent matters, and to ensure that the committee carries out its duties in a timely manner.

The Standing Committees and their responsibilities are as follows:
4.6.1 Curriculum and Assessment Committee

The Curriculum and Assessment Committee continuously monitors the quality of the Economics Programs. The committee accepts input from all sources regarding perceived program deficiencies, develops solutions to acknowledged problems, routes corresponding improvement tasks to appropriate committees or faculty/staff members, notifies the Economics Chair of these tasks, and verifies their completion. For each task, e-mail approval by the Curriculum and Assessment Committee members is sufficient unless one of its members objects to that procedure. Significant (i.e., nontrivial or potentially controversial) tasks are first submitted to the ATPF for approval before being implemented.

Ongoing responsibilities of the committee are to review the Economics undergraduate and graduate curricula, consider modifications of either substance, modality (e.g., online vs. offline) and timing of existing courses, and addition/deletion of courses for existing program; prepare its documentation for (i) the Cal Poly catalog, (ii) undergraduate and graduate assessment, and (iii) AACSB accreditation. As appropriate, the committee interfaces with any other committees—including the Economics Graduate Committee, the OCOB Undergraduate Program Committee and the OCOB Graduate Program Committee. The work of the committee is summarized regularly at the Faculty meetings.

The Committee members for each academic year are all tenured and probationary Faculty members that are not on leave during that academic year. The Chair of the Committee shall be elected among willing Tenured Faculty members by the members of the ATPF during the Spring Quarter preceding the Fall quarter their term begins. The Chair is elected to serve a term of two years, renewable.

4.6.2 Peer Review and Recruiting Committees

The OCOB RPT document requires the annual formation of Committees for the purposes of evaluation and recruitment of faculty at different levels. For each faculty member requiring evaluation, and depending on his or her rank, or for the purpose of recruitment, Committees will be formed as follows:

- **A Peer Review Committee for a Probationary Faculty Member** consists of at least three members of the ATPF with tenure, chosen by all members of the ATPF. If the ATPF does not contain three tenured members, all tenured members of the ATPF will invite tenured faculty members from other OCOB areas to form part of the Peer Review Committee for a Probationary Faculty Member.
- **A Peer Review Committee for a Tenured Faculty Member** consists of at least three tenured members of the ATPF that hold the Professor rank, chosen by all members of the ATPF. If the ATPF does not contain three tenured members with Professor rank, all tenured members of the ATPF with that rank will invite faculty from other OCOB areas with Professor rank to form part of the Peer Review Committee for a Tenured Faculty Member.
- **A Peer Review Committee for a Lecturer** consists of the Economics Chair and at least two other members of the ATPF with tenure, chosen by all members of the ATPF.
- **A Recruiting Committee** consists of at least three tenured and probationary members of the ATPF chosen by all members of the ATPF. Per the OCOB RPT document, all tenured and probationary faculty are to be included in the interviewing process for the benefit of the applicant as well as the university. The Chair of the Recruiting Committee must be a member with Associate rank or higher.

The Chair of all Peer Review Committee for Lecturers is typically the Economics Chair. All other Peer Review and Recruiting Committees elect their own chair.

Appointments in Peer Review Committee for Lecturers is typically the Economics Chair. All other Peer Review and Recruiting Committees elect their own chair.

4.6.3 Graduate Committee

The Graduate Committee is chaired by the DGS, is comprised of at least three members of the ATPF, and assists the Graduate Program Coordinator with matters of setting the criteria regarding student admission (e.g., GPA, GRE, work experience, and so on), disqualification, comprehensive examinations, and theses. It develops and modifies Economics academic policies for the Graduate Program for the ATPF to approve, and promotes the Graduate Program and assists in securing resources and support for the Graduate Program. All members, other than the DGS, are elected by a vote of the ATPF during the Spring Quarter preceding the fall quarter their term begins for an assignment that runs for one calendar year, renewable.

4.6.4 Faculty Ad Hoc Committees

Ad hoc committees may be formed from the faculty by action within a meeting of the ATPF to deal with short-term situations. An ad hoc committee normally selects its own chair.

4.7 Faculty Personnel Functions

Faculty personnel functions are codified in the *Orfalea College of Business RPT* document. This document is considered to be incorporated herein.
Memorandum

To: Provost Enz Finken

From: Scott Dawson, Dean, OCOB

Subject: Policies and Procedures for Economics

Date: April 16, 2015

The Dean’s Office in OCOB provided review and approved the attached Policies and Procedures for the Economics Area, which we recommend that you approve. Please let me know if you have any questions.
To:        Scott Dawson, Dean  
Orfalea College of Business

From:     Kathleen Enz Finken  
Provost and Executive Vice President for Academic Affairs

Subject: Policies and Procedures for the Governance of Economics

Date: April 20, 2015

Copies:  Al Liddicoat

The subject document, approved by the Economics Area faculty in April 2015, is approved for implementation during the 2015-16 academic year. Please provide the Economics Area faculty access to the document as soon as possible.