

**OPERATING PROCEDURES
DEPARTMENT OF FINANCE
WEST VIRGINIA UNIVERSITY**

I. Faculty

A. Department of Finance

The Department of Finance Faculty consists of all department members holding academic rank as Professor, Associate Professor, and Assistant Professor, or Instructors.

B. Voting Faculty of the Department of Finance

The Voting Faculty of the Department of Finance shall consist of all full-time department faculty members who have continuing (tenured, tenure-track, or term) appointments and are in residence, except faculty holding adjunct appointments in the department. Full-time members of the faculty are those with WVU appointments at 0.8 FTE or greater.

C. Appointments to the Finance Faculty

Any person recommended to become a faculty member must receive the prior endorsement of a majority of the voting faculty. Such voting shall be by secret ballot.

II. Chairperson of the Department of Finance

A. Role of the Chairperson

The appointment and role of department chairs follows the [University protocol](#).

B. Chair Search

The Voting Faculty shall recommend to the Dean a faculty member or members to fill any vacancy in the Chairperson position. The Voting Faculty shall elect the members of the chair search committee with the committee chairperson selected by the Dean following University guidelines. The individual(s) recommended to the Dean must receive the prior endorsement of a majority of the Voting Faculty of the Department of Finance. Such voting shall be by secret ballot. The proposed reappointment of an incumbent Chairperson shall follow the same procedures as outlined above.

C. Interim or Acting Department Chairperson

Should circumstances necessitate the appointment of an Interim or Acting Department Chairperson, such appointment shall follow the procedure for selecting a Chairperson specified above. However, these provisions do not preclude the Chairperson designating an "Acting Chairperson" to perform housekeeping duties of the office during the chairperson's absence or the Dean making an appointment pending the procedure specified above.

III. Committees

A. Appointment and Term

The Department Chairperson shall appoint all Standing Committees at the beginning of each Fall semester, and each committee shall serve until a new committee has been appointed.

B. Standing Committees

1. Undergraduate Program Committee

The Committee shall include at least three members of the Voting Faculty. This Committee will make recommendations to the Voting Faculty with respect to policies concerning the undergraduate programs of the Department.

2. M.S. Finance Program Committee

The Committee shall include the Coordinator of the Master of Science in Finance program, as Chairperson, and at least two other members of the Voting Faculty. This Committee will make recommendations to the Voting Faculty with respect to policies concerning the M.S. Finance program. The Coordinator of the Master of Science in Finance program will form a subcommittee to serve as the Master of Science in Finance program admissions committee.

3. PhD Program Committee

The Committee shall include the Coordinator of the Finance PhD program, as Chairperson, and at least two other members of the Voting Faculty. This Committee will make recommendations to the Voting Faculty with respect to policies concerning the Finance PhD program. The Coordinator of the Finance PhD program will form a subcommittee to serve as the PhD program admissions committee.

4. Promotion, Tenure, and Annual Evaluation Committee

The Promotion, Tenure, and Annual Evaluation Committee shall consist of at least five tenured members of the Voting Faculty at rank of associate professor or higher, not serving on the College Promotion and Tenure Committee. In years in which an associate professor is being considered for

promotion and there are not at least three tenured Voting Faculty at the rank of professor available to serve on the committee, the Department Chairperson may make up the deficiency by asking fully promoted professors from other departments of the College and/or associate professors from inside the department to serve on the Finance Department's committee. A majority of members of the committee must be from the Finance Department.

The duties of this Committee are to recommend to the Chairperson faculty for tenure and promotion, to perform an annual evaluation of each member of the faculty in the Department of Finance following University and College requirements, and to nominate department faculty for annual outstanding teaching, research, and service awards.

C. Other Committees

Either the Voting Faculty or the Chairperson of the Department may create ad hoc committees. The Voting Faculty may create ad hoc committees only by majority of Voting Faculty approval.

IV. Meetings of the Department Faculty

A. Frequency and Notice

A meeting of the Department of Finance faculty shall be held at least once during the Fall semester and at least once during the Spring semester. Additional meetings may be called by the Department Chairperson or by petition to the Chairperson in writing by at least three members of the Voting Faculty. For conducting normal business, a notice of faculty meetings must be given to the faculty in residence at least 48 hours prior to the meeting. In the case of matters which require the immediate attention or approval of the faculty the Chairperson may waive the requirement of 48 hours written notice.

B. Quorum

An attendance of at least 51 percent of the Voting Faculty of the Department shall constitute a quorum.

C. Attendance

At the discretion of the Chairperson individuals who are not members of the Faculty in Finance may be invited to attend faculty meetings.

D. Voting

No person at a meeting of the Faculty in Finance can cast a vote on behalf of an absent Voting Faculty member. All voting on the acceptability of candidates for faculty positions and other personnel matters shall be by secret ballot. All Voting Faculty will have a reasonable opportunity to vote on secret ballots.

E. Minutes

The chairperson shall be responsible for ensuring that minutes of Department meetings are taken, distributed to the faculty, and retained on file within the Department.

V. Other Department Policies

A. Department Journal List

The Department's ratings of journals and presented as the official Journal list follows the calendar prescribed by the College policy. Adoption of the policy requires a favorable vote from a majority of the Voting Faculty. Such vote held by secret ballot. For research output that falls outside the Department's Journal list, it is the faculty member's responsibility to provide supporting data (within Digital Measures).

B. Summer Research Grants

The distribution of funds to support summer research grants prioritizes support for tenure track faculty who have yet to be tenured and do not have sufficient summer research funding. Secondary allocations may be made to tenured associate professors in their first three years following the award of tenure. If sufficient funds remain, remaining research faculty are considered for allocations.

C. New Faculty Search Procedures

The search procedures for new members of the Department shall adhere to College and University guidelines. A faculty search committee will be formed at the request of the Department Chairperson. The Department Chairperson will determine the number of committee members required to meet the search demands and the Voting Faculty shall elect the members of the faculty search committee by secret ballot. The committee chairperson shall be selected by the Department Chairperson from among the elected committee members. When the committee duties include the search for a tenure-track faculty position, a majority of the search committee must be tenure-track faculty. The search committee should be formed prior to the preparation and placement of any advertised position. The Department Chairperson will apprise the committee chairperson of all record-keeping requirements at the beginning of the search process. The committee chairperson will be responsible for any required reporting of the committee search efforts.

V. Amendments

Amendments to this working paper shall be adopted upon affirmative vote of at least two-thirds of the Voting Faculty. Any proposed amendment must be submitted in writing to the Voting Faculty of the Department at least one week prior to the meeting in which the amendments will be introduced.