

ROUTINES AND OPERATING PROCEDURES

DEPARTMENT OF SOCIOLOGY

By and large, departmental routines and procedures follow those detailed in the "Faculty Handbook" for both specification of the activities associated with positions and procedures for filling positions and making other major decisions. These are not repeated here. Included are statements assembled from department meeting minutes and other sources that specify current routines and operating procedures that elaborate on or go beyond the "Faculty Handbook." No attempt has been made to include matters dealt with in the "General Instructions to Graduate Students" and the "Sociology Majors Handbook." What follows is taken from official sources -- although some minor editorial changes in wording have been made to maintain clarity, continuity and consistency -- or describes procedures we have been following that are not specified in the Handbook.

The Chairperson

Appointment. Within the Department of Sociology, a two-stage balloting procedure will be conducted to determine faculty preference for the chairperson of the department if the choice is to be made from within the department. Normally it is expected that an appointee from within the Department will hold the chair for one or two terms. The first ballot will ask each faculty member to rank her or his top three choices for the position, in order for preference. The votes will be counted by two faculty members, who are elected by the faculty as a whole. Using a 3-2-1 point system for first, second, and third preferences, the total distribution of points by faculty member will be reported back to the faculty. Then within 3 weekdays after the first vote, a second ballot will be taken, using the same procedures. Both the first and second ballots will be unsigned, and the ballots will be destroyed after a final count is announced. The results of the second ballot, along with individual letters from faculty members will be communicated to the Dean of Arts and Sciences.

Faculty

Recruitment. Once an authorization to recruit new faculty has been received from the dean, a faculty search committee is proposed by the chairperson and approved (or altered) by the department faculty. A graduate student representative to that committee is chosen by the graduate students. Once the search committee has assembled the necessary files, it identifies a relatively small number of candidates (usually between 10 and 15) to be discussed in a department meeting. Faculty should examine the files of these candidates. Any other files the search committee has assembled will be available to the department faculty for their examination. Any three faculty members can recommend the addition of any candidates dropped by the search committee. Any added candidates must be recommended at least 2 days prior to the department meeting where the candidates are to be discussed.

After discussion at the department meeting, at least two oral or written ballots will be taken at the meeting. The first ballot will serve to cut the pool of candidates to five or six. The second ballot will serve to select the top three candidates, with two backup candidates. Both ballots will use a 5-point scale to score the candidates. All balloting (including the two ballots described here) is restricted to faculty members holding primary tenured or tenure-track appointments in the Department, all of whom may and are expected to vote

regardless of the rank for the position to be filled. Faculty with secondary appointments in the department and graduate student representatives are encouraged to participate in the discussion, but they will not vote.

Ordinarily and if time permits, at the conclusion of interviews of the candidates, the faculty evaluation of them will follow three steps. Within a week after the final interview, a general faculty meeting will be called for an informal discussion of the candidates. Following this meeting, individual faculty members will have the option of writing a letter to the department chairperson with their assessments of the strengths and weaknesses of the candidates. These letters will be on file and available to all faculty members to read. Then, no later than one week after the informal faculty meeting, each faculty member will submit a signed ballot to the chairperson of the department. The exact vote will be reported. The ballots will be kept for at least one week and available to any faculty member, after which ballots and letters will be destroyed.

Reappointment, Promotion and Tenure. The Department rules are the same as those stated in the booklet "Procedures for Appointments, Reappointments and Promotions in Arts and Sciences." In practice, the evaluation committee in this Department is nominated by the chairperson and accepted or modified by the relevant group of faculty. The Department has specific rules with respect to non-tenure track appointments.

Non-tenure Track Appointments. Non-tenure track appointments ordinarily include the ranks of Lecturer and Professor of the Practice.

Lecturer. Non-tenure-track faculty may hold the position of Lecturer with highly distinguished scholars being given the title Senior Lecturer. The position of Instructor is reserved for advanced graduate students and ABD faculty members. A Lecturer is expected to perform instructional and any other duties that are contractually specified. Appointments and reappointments to this rank are made by the Dean of the Faculty of Arts and Science on recommendation of the Department. Appointments and reappointments will be for clearly specified periods and will be based on departmental instructional needs. A candidate's record of teaching and scholarship will be considered in judging qualifications for appointment and reappointment, not in determining whether or not an appointment is needed. Faculty in the position of Lecturer are ineligible for promotion but are eligible for new appointments at other ranks.

Professor of the Practice. This title for non-tenure track faculty is available at all of the levels also applicable to tenure and tenure-track faculty members. It is applied to appointees who have demonstrated the capacity to meet the standards for competence in research and teaching that ordinarily apply to regular faculty appointees, but who have emphasized the application of these skills in the performance of non-teaching and non-research activities (e.g., consulting, therapy, administration) for a significant portion of their careers. The level of the appointment is determined by the amount of accumulated experience and distinction gained in such endeavors. Promotion is possible. Otherwise, the sense of the factors pertaining to this title parallel those that apply to Lecturer.

Joint and Secondary Appointments. In the Department of Sociology, faculty with joint appointments in which the primary appointment is in Sociology have the same status as faculty whose appointment is wholly in Sociology. Faculty whose secondary appointment is in Sociology have the same status as other Sociology faculty except that they may not serve on the Executive Committee and they do not vote on faculty personnel matters (recruitment, reappointment, promotion or tenure decision).

Directors of Graduate and Undergraduate Studies

In departments offering undergraduate instruction, the Chairperson is assisted by a Director of Undergraduate Studies; in departments offering graduate instruction, the Chairperson is assisted by a Director of Graduate Studies. Technically, both Directors are appointed by the respective Deans, but the Chairperson proposes candidates for the positions. The terms of office of the directors may usually be anything from one to three years. Much will depend on the term of office of the Chairperson, the normal pattern being for the terms of office of the Directors to end at the same time as the term of office of the chairperson.

In practice, the Director of Graduate Studies in Sociology is responsible for all matters dealing with the graduate program. S/he monitors the applications for graduate study, corresponds with prospective students, meets with and advises the Admissions and Awards Committee, submits and oversees the graduate awards budget, advises resident students, keeps the "General Instructions for Graduate Students" up-to-date, advises supervisory committees and preliminary examination committees of their responsibilities, and serves as a general point of contact within the Department on all matters associated with the graduate programs.

The Director of Undergraduate Studies serves the comparable functions for the undergraduate program. In particular, s/he oversees student advising for majors, proposes improvements in the undergraduate program, and maintains files on enrollments and program offerings. Traditionally, the Director of Undergraduate Studies has assumed responsibility for organizing each semester's course offerings based on statements of preference from the faculty and advice from the Chairperson and the Director of Graduate Studies.

Committees

Regular committees of the Department are: Undergraduate Programs Committee, Executive Committee, Graduate Admissions and Awards Committee, Sociology Colloquia Committee, Jensen Award Committee, and Preliminary Examination Committees (consisting of members selected by the Chair from within doctoral specialization areas to prepare and grade written examinations in their specialty if it is among those chosen by students being examined). In addition, a number of ad hoc committees are formed from time to time. Except for the Executive Committee (see below), faculty members of all committees are nominated by the chairperson, and the faculty either ratifies the nominations or chooses substitutes. Graduate students serve on the Graduate and Undergraduate Programs Committees and take part in all discussions and decisions, unless they are specifically related to faculty personnel matters. The student member of the Graduate Programs Committee acts as an advisor and reviewer of applications but does not vote on awards decisions.

Executive Committee. The Executive Committee consists of the Chair and three members of the faculty. The three faculty members are elected annually by the faculty at a regular department meeting. At least one faculty member must be non-tenured and one tenured. The Directors of Graduate and Undergraduate Studies, and the Director of Markets & Management Studies are not eligible to serve on the Executive Committee. No faculty member may serve more than two consecutive years on the Committee. Upon majority vote of the faculty, special elections may be held to stagger the terms of elected members. The full faculty retains the right to activate or inactivate the Executive Committee by majority vote.

The Executive Committee is to meet regularly during the academic year. It serves both as an initial review body for proposals of departmental action and as an active planning and evaluation agency. The Executive Committee has no formal decision-making authority for the department. It advises and is consulted

by the Chairperson and the Directors on matters of significance to the department and its programs. However it is expected to report periodically during meetings of the department.

Graduate Admissions and Awards Committee. The Graduate Admissions and Awards Committee is appointed annually by the Chair. It reviews and evaluates applications for graduate study and nominates students for university-wide awards during the semester. It makes recommendations to the DGS, the Chair and the Graduate School concerning graduate admissions and awards.

Undergraduate Programs Committee. The Undergraduate Programs Committee has similar functions to the Graduate Programs Committee with respect to the undergraduate programs. Its membership includes a graduate student selected by his/her peers, an undergraduate student, and a faculty representative each from the Markets and Management program and from the human Development Program. The Director of Undergraduate Studies serves ex-officio.

Sociology Colloquia Committee. This committee monitors invitations to guest speakers for departmental colloquia and the use of departmental resources for this purpose. Essentially it consists of the Chair, who consults with the Chairs of the various graduate program specialties and the two Directors as to the appropriateness of particular speakers and the use of resources for this purpose.

Jensen Award Committee. The Department is the recipient of a gift from Howard and Blanche Jensen to be used to sponsor biennially a guest lecturer who is a professional sociologist working on problems of an applied nature. The terms of the gift specify public lectures and eventual publication as a monograph. Funds also may be used for conferences and individual lectures. Currently, the Lectureship is run in conjunction with the American Sociological Association. This three person committee is charged with publicizing the competition, soliciting applications, and deciding upon an awardee.

Doctoral Areas of Specialization

Each area of specialization has been designed to give focus to the departmental training and research efforts in substantive directive directions that are viewed as distinctive.

Each doctoral specialty is comprised of faculty and students who commit themselves to be engaged in their activities, including program seminars. It is expected that all faculty, including those with joint or adjunct appointments will be affiliated with at least one specialty, although nothing precludes participation in the activities of other specialty areas. The faculty of a specialty will determine its name and focus of concentration. They will be responsible for organization of the program core courses and the nature and content of the program seminars. In addition, they will have the right to make suggestions to the department on such matters as overall curriculum requirements, staffing needs, and special programs (e.g., graduate degree programs, university seminars, research proposals).

All graduate students will be expected, throughout their period of residence, to participate on a regular basis in the seminars of at least two of the specialties. Graduate students entering with a B.A. degree must formally affiliate with a specialization no later than the beginning of the second semester of residence. Affiliated graduate students of each program will elect a voting representative each year.

The doctoral specialty faculty will elect in May of each year a faculty member as coordinator who will serve for a one-year period. The coordinator will call meetings, preside at meetings and represent the program when occasions arise (e.g., at department meetings).

At least one member of each area of specialization should be included in the Graduate Admissions and Awards Committee and *ad hoc* committees when appropriate. (Department meeting minutes, 11/12/82.)

Departmental and Faculty Meetings

Either departmental (i.e., all tenured, tenure track, and non-tenure track faculty, joint, secondary, and adjunct faculty, and student representatives in attendance) or departmental faculty (i.e., only tenured and tenure-track faculty with full or joint appointments) meetings will normally be held once a month during the academic year, but they may be held more frequently if necessary. All regular, joint, secondary, and adjunct members of the faculty may attend departmental meetings and may vote on all matters with one exception. Two graduate students and one undergraduate major represent students at the department meetings. These student representatives are to be chosen by their relevant student bodies (sociology graduate students and undergraduate sociology majors). However, if those bodies fail to select representatives, the Director of Graduate or of Undergraduate Studies, as appropriate, may select representatives to serve in that capacity. Student representatives may take part in all discussions and may vote on all issues except those concerned with faculty personnel decisions. Faculty meetings usually are devoted to decisions involving personnel and personnel planning. Only regular members of the department faculty (i.e., those tenured and tenure-track members whose primary appointment is in the department) may vote on matters concerning faculty personnel decisions (excepting those involving reappointment, promotion, and tenure decisions, for which University rules of eligibility to vote apply. See page 2.) regardless of the type of meeting at which such matters may arise. Specifically, on matters involving the conferring of tenure without promotion, promotion to tenure, or promotion to the rank of Professor, only tenured members of the Department at that rank and above may participate in the discussion and vote. The Chair expresses a personal position in the covering letter to the Dean reporting the Department's action and, hence, does not vote.