

Rules of Procedure and Structures of Committees

Department of Sociology University of Kentucky

Revised October 2002

Preface

These Rules of Procedure are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky and the laws of the Commonwealth of Kentucky and of the United States of America. In the event that these rules of procedure are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

Organizational Structure.

Administrative Location. The Department of Sociology is a Department within the College of Arts and Sciences. The Chair of the department reports directly to the Dean of Arts and Sciences. The department's instructional program is funded primarily by Arts and Sciences, but it may also include cross-listed courses funded by other colleges. Faculty from other colleges are included as outlined in the following section, but Arts and Sciences funds their instructional time when they teach courses that have been scheduled by the Chair of Sociology.

The Governing Body. For matters not directly involving the graduate program, the governing body of the department comprises all individuals with voting privileges in the Department Meeting. This includes all tenured and tenure-track faculty with primary appointments in the Department of Sociology, all other tenured or tenure-track faculty whose recurring salaries are funded in part by the College of Arts and Sciences for services rendered to the Department of Sociology, individuals with formal appointments as Visiting Faculty in the Department of Sociology, two elected graduate students, and one undergraduate student appointed by the Director of Undergraduate Studies. Graduate student representatives are elected by their peers on the basis of procedures developed by the graduate student organization. The Department Meeting acts on all matters of departmental policy and the undergraduate program. While issues and proposals may be presented from the floor, most proposals are generated by committees of the department (discussed below). Proposals generated by Standing Committees (identified below) do not require a second. Other proposals do require a second. Certain matters involving specific personnel or students may be decided by a subset of the governing body. Specifically, students do not participate in decisions about other students. For all issues except personnel matters, each faculty member has one vote without respect to academic rank, tenure, or College of primary appointment. Each elected student representative to the Department Meeting has one vote. Absentee ballots submitted in advance of meetings by voting members are counted. Unless otherwise specified, a simple majority of votes cast is required to pass a motion. Presence by half of the voting members is required for a quorum.

Matters directly involving the graduate curriculum and program requirements are decided by a meeting of the Graduate Faculty in Sociology, consisting of all Members and Associate

Members of the Graduate Faculty as appointed by the Dean of the Graduate School as well as the two graduate students who have been elected as representatives to Department Meetings. The Director of Graduate Studies in Sociology presides over meetings of the Graduate Faculty, which may be held as a portion of a Department Meeting or as a separate meeting. While issues and proposals may be presented from the floor, most proposals are generated by the Graduate Committee. Proposals generated by the Graduate Committee do not require a second. Other proposals do require a second. Certain matters involving specific personnel or students may be decided by a subset of the voting members. Specifically, students do not participate in decisions about other students. Each faculty member has one vote without respect to academic rank, tenure, or College of primary appointment. Each elected student representative has one vote. Absentee ballots submitted in advance of meetings by voting members are counted. Unless otherwise specified, a simple majority of votes cast is required to pass a motion. Presence by half of the Graduate Faculty members who also hold a primary or joint appointment in the department is required for a quorum. Graduate Faculty members not holding a primary or joint appointment have voting privileges if they choose to exercise them, but their absence will not count against the achievement of a quorum.

The Chair. The Chair provides leadership to the faculty in the development of policies on such matters as instructional and research programs and service functions. The Chair presides over all department meetings, except as s/he may delegate this function, and is an ex officio member of all departmental committees. The Chair has administrative responsibility for implementing the department's program within the limits established by the Administrative and Governing Regulations of the University, the Rules of the University Senate, and directives of the College of Arts and Sciences. The Chair provides leadership in the development and assessment of a Strategic Plan for the department and manages the day-to-day operations of the department in all matters which s/he believes do not require joint deliberation. The Chair is responsible for acting on recommendations from the Graduate Committee regarding the appointment or reappointment of students to Teaching Assistantships and (except for those funded by the College of Agriculture) Research Assistantships. The Chair is responsible for recommendations to the Dean on the appointment of new members of the faculty, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure. Before making such recommendations, the Chair is required to solicit opinions of the faculty or tenured faculty, as appropriate. The Chair is responsible for administering the periodic evaluation of department members by procedures and criteria established by the University, the College of Arts and Sciences, and the tenure-track faculty. If the Chair will be out of state or otherwise unavailable for three or more days, s/he will appoint the Director of Graduate Studies, the Director of Undergraduate Studies, or another senior faculty member to serve as Acting Chair.

The Director of Graduate Studies. Under the administrative oversight of the Chair, one faculty member with membership on the Graduate Faculty will serve as Director of Graduate Studies (DGS) and will have responsibility for matters pertaining to the graduate program. Specific responsibilities include corresponding with applicants and potential applicants to the graduate program, working with the Graduate Committee to make decisions about admission and developing recommendations to the Chair (in the case of assistantships) or to the Graduate School (in the case of fellowship nominations) about financial aid, coordinating reviews of students' progress in the program and fulfillment of assistantship responsibilities, making

decisions about continuation of enrollment and (in consultation with the Chair) renewal of financial aid, chairing the Graduate Committee, developing recommendations to the graduate faculty concerning changes in requirements and administrative procedures in graduate degree programs, and performing all other normal activities of the DGS as defined by the Graduate School. The DGS is appointed for a three-year term by the Dean of the Graduate School upon the recommendation of the Chair. Evaluations of the performance of the DGS and decisions about reappointment are made in conjunction with the normal merit review process.

The Director of Undergraduate Studies. Under the administrative oversight of the Chair, one faculty member will serve as Director of Undergraduate Studies (DUS) and will have responsibility for matters pertaining to the undergraduate program. Specific responsibilities include meeting with prospective majors and minors in sociology, coordinating or performing advising activities of major and minor students, referring undergraduate students to appropriate University offices and providing students with advice as they develop career or professional plans, facilitating relationships between undergraduates and faculty, chairing the Undergraduate Committee, developing recommendations to the Department Meeting concerning changes in requirements and administrative procedures in the undergraduate program, and performing other duties related to the maintenance and enhancement of the undergraduate program. Evaluations of the performance of the DUS and decisions about reappointment are made in conjunction with the normal merit review process.

Committees

The Department of Sociology has four Standing Committees (Graduate; Undergraduate; Policy; and Personnel), an Awards Committee that is appointed on a short-term basis each year, a Merit Advisory Committee, and additional committees that are formed on the basis of program areas and special needs of the department. With the exception of the Merit Advisory Committee (chosen by lottery) and committees representing substantive areas (chosen on the basis of self-definition), all faculty members of committees and subcommittees are appointed by the Chair. The four Standing Committees and some other committees have student members, who are elected by their peers, or, in the case of undergraduates, appointed by the Director of Undergraduate Studies. The Chair is an ex officio, nonvoting member of all committees. All other appointed or elected members have one vote each, with the exception that students do not vote on individual decisions regarding other students on any committee. When appointing committee members, the Chair is expected to strive for balance in terms of rank, gender, and area of academic interest.

A description of the Standing Committees follows. In addition to the normal responsibilities described below, each committee may be asked to accept additional responsibilities as needs arise.

Policy Committee. The Policy Committee includes the Director of Graduate Studies, the Director of Undergraduate Studies, other faculty members appointed by the Chair, and one elected graduate student. The number of appointed faculty members will be adequate for the Policy Committee to be roughly equivalent in size to other standing committees. The Policy Committee is responsible for developing and drafting (for approval at a Department Meeting) or annually reassessing the Strategic Plan for the department, coordinating the department's

consideration of recommendations resulting from formal reviews of the department, developing and drafting (for approval at a Department Meeting) position descriptions for tenure-track faculty positions, and considering other department-wide issues that may be presented to them by the Chair or other members of the department.

Personnel Committee. The Personnel Committee includes appointed faculty members and one elected graduate student. Ordinarily, the Personnel Committee will be roughly equivalent in size to other standing committees, but its size may vary according to the number of faculty vacancies to be filled. It is permissible for Personnel Subcommittees to be formed to coordinate specific searches. The Personnel Committee is responsible for reviewing applications for tenure-track faculty positions, selecting candidates to be interviewed, coordinating the interview process and developing a recommendation to the Chair regarding the candidate who should receive a position offer.

Graduate Committee. The Graduate Committee is chaired by the Director of Graduate Studies. It includes appointed faculty members and one elected graduate student. Faculty on the Graduate Committee should include one member of the Department of Community and Leadership Development and one member of the Department of Behavioral Science, both appointed in consultation with their respective Chair. For this reason, the Graduate Committee may be somewhat larger than other Standing Committees. The graduate student participates in all discussions except those involving individual students or applicants. The Graduate Committee is responsible for considering all changes in the graduate curriculum and proposals for changes in graduate-level courses, requirements, or procedures. (Following favorable action by the Graduate Committee, such matters are referred to the Sociology Graduate Faculty for a final decision.) Faculty members on the Graduate Committee are responsible for reviewing applications for admission and financial aid in the department's graduate programs. The Graduate Committee makes final decisions regarding admission and fellowship recommendations. It makes recommendations to the appropriate Chair regarding recipients of Teaching Assistantships and Research Assistantships.

Undergraduate Committee. The Director of Undergraduate Studies chairs the Undergraduate Committee. It includes appointed faculty members, two undergraduate students who have been appointed by the Director of Undergraduate Studies, and one elected graduate student. The number of appointed faculty members will be adequate for the Undergraduate Committee to be roughly equivalent in size to other standing committees. The Undergraduate Committee is responsible for considering all changes in the undergraduate curriculum and proposals for changes in undergraduate courses, requirements, or procedures. (Following favorable action by the Undergraduate Committee, such matters are referred to the Department Meeting for a final departmental decision.)

Department Meeting

For matters not directly involving the graduate curriculum and program requirements, recommendations for policy and procedural changes developed by standing or ad hoc committees are referred to the Department Meeting (composition described above) for discussion and a decision. Department Meetings are announced at the beginning of each semester and are open to the public unless a specific legal basis exists for going into closed session. In such

instances, legally specified procedures for closing the meeting will be followed. At the Chair's discretion, a special department meeting may be called. The time, place, and agenda for any special meetings will be announced via e-mail and posted on the department's web site or on a sign near the main departmental office. At all Department Meetings, formal minutes are taken and become a permanent part of the department's archives.

Matters directly involving the graduate curriculum and program requirements will be decided at a meeting of the Graduate Faculty (composition described above). Such meetings may be held as a portion of a Department Meeting or as a separate meeting. Meetings of the Graduate Faculty will be announced according to the same procedures used for announcing Department Meetings and will be open to the public unless a specific legal basis exists for going into closed session. At all meetings of the Graduate Faculty, formal minutes are taken and become a permanent part of the department's archives.

Personnel Actions

Formal decisions regarding personnel actions are made through letters or written ballots completed and returned by the appropriate set or subset of the department's faculty (specified in the following subsections). In some instances, tenured faculty members hold meetings to discuss the progress of nontenured faculty members or possible candidates for promotion. However, written documents are the means through which formal decisions are made. Major personnel actions include (a) decisions to hire new faculty members, (b) reviews of nontenured faculty members, (c) decisions to promote and/or to grant tenure to members of the faculty, (d) regularly scheduled performance evaluations of faculty members, and (e) selection of students or alumni to receive awards.

(a) Decisions to hire new faculty members for tenure-track positions are made after candidates (selected by the Personnel Committee based on advertisements drafted by the Policy Committee and approved at a Department Meeting) have visited the department for an interview and presentation. All departmental faculty members are invited to complete written ballots regarding candidates, and recommendations are solicited from graduate students. The Chair will collect all ballots and recommendations, summarize them for the Personnel Committee, and receive a recommendation from the Personnel Committee. This recommendation is based on a consideration of faculty and student preferences as well as other considerations that emerge from the deliberations of the Personnel Committee with the Chair. The Chair uses the Personnel Committee's recommendation as well as the Chair's professional judgment to develop his or her recommendation to be transmitted to the Dean. The Chair also consults the Personnel Committee before selecting faculty members for visiting or other temporary appointments but is not required to collect written ballots from all members of the faculty before making such appointments. Procedures for faculty searches involving multidisciplinary positions are developed on a case-by-case basis. In all such cases, the Personnel Committee and interested members of the department's faculty and graduate student body have an opportunity to review final candidates.

(b) Reviews of nontenured faculty members occur at times specified by the College. The review is based on a written statement prepared by the nontenured faculty member and circulated to the tenured faculty along with a current vita. The review occurs during a closed meeting of tenured faculty and shall include written statements from tenured faculty members as required by the

College. At the conclusion of the meeting, the Chair writes a letter to the nontenured faculty member summarizing the discussion and recommendations developed by the tenured faculty. A copy of the letter is sent to the Dean, and a copy is placed in the faculty member's file. If the review leads the Chair to conclude that the faculty member should not be reappointed or should be offered a terminal appointment, the Chair is required, before sending a recommendation to the Dean, to consult and to seek written recommendations from all tenured members of the department, the directors of any multidisciplinary research centers or institutes with which the affected individuals are associated, and all full-time non-tenured faculty members (except those appointed in the research title series, Medical Center clinical title series, or visiting series) with the actual or equivalent rank of Assistant Professor or higher who have been members of the department for two years.

(c) The Chair makes recommendations to the Dean regarding promotion and tenure decisions based on letters written by all members of the tenured faculty with primary appointments in the Department of Sociology and other individuals specified within the Administrative Regulations of the University. Tenured faculty members are allowed to read letters from external reviewers in the process of developing their recommendations. Nontenured faculty members and current and former students are invited but not required to write letters. All letters received from any individual become a part of the official promotion dossier. Prior to the solicitation of external letters, a meeting of the tenured faculty is held to discuss individuals who may be proposed for tenure and/or promotion. A recommendation to the Chair regarding the promotion is developed during the meeting. Unless the candidate is entitled to have a promotion dossier forwarded on the basis of University regulations (i.e., a nontenured faculty member in the sixth year of the probationary period or an Associate Professor with six or more years at the Associate Professor level), the Chair ordinarily will proceed to the step of soliciting external letters only if the recommendation from the meeting is positive.

(d) Performance evaluations for members of the faculty are conducted on a schedule determined by the University administration. The Chair is responsible for developing recommendations to the Dean regarding performance evaluations. The Chair receives nonbinding advice in this process by a committee of two faculty members chosen by random drawing from a list of all tenured members of the faculty with primary appointments in the Department of Sociology (excluding the Chair, faculty on official leave, and faculty who have served on the committee within the past two years). Members of the committee serve for terms of two years. After recommendations have been sent to the Dean, the Chair and Dean discuss ratings for each faculty member and attempt to resolve any differences. In the event of continuing disagreement, the Dean's rating will prevail. Ratings are communicated to faculty members in writing or during private meetings with the Chair. Any faculty member is entitled to request a meeting with the Chair in which the rationale for the ratings, possible strategies for improved performance, and procedures for appeal will be explained.

(e) Graduate students or alumni who receive awards are recommended by a committee appointed by the Chair. Written procedures specific to particular awards will be followed.

Amendment

The Rules of Procedure of the Department of Sociology may be amended by a vote of a majority of the members of the Department Meeting and approval by the Dean and Provost.

Conclusion

These rules of procedure have been created and approved by the faculty of this department, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Dean and Provost as indicated by their signatures below. Any modifications to the rules must also be approved by the Dean and Provost before the modifications take effect. These rules contain a total of seven pages, each of which is initialed and dated by the undersigned persons. A current copy of the approved rules for this department is available in the office of the Chair of the department, the Dean of the College of Arts and Sciences, and the Provost's office.

Chair (indicating approval by the faculty)

Date

Dean, College of Arts and Sciences

Date

Provost, University of Kentucky

Date