

STATEMENT OF SOCIOLOGY DEPARTMENT POLICY
in compliance with Senate By-Law 55
Department By-Laws
[Revised February, 1996]

Department Organization

Voting Membership in the Department

1. All professors (assistant, associate or full) who hold regular, as distinct from visiting or temporary positions, are voting members of the Department. This includes all joint appointments with the titles of assistant, associate or full professor. Faculty retain voting privileges while on leave. Professors-in-Residence have voting privileges on all substantial departmental matters, but not on new appointments and personnel actions. Emeriti faculty do not have voting privileges except during periods during which they have been recalled to active service full-time. Both professors-in-residence and emeriti faculty have the right to notice of meetings, access to materials and the privileges of the floor, in personnel and other departmental actions. Voting members have the right to vote on all substantial departmental questions, including regular appointments and promotions at all tenure and non-tenure levels.
2. Duly elected graduate student body representatives are eligible to attend faculty meetings, participate in the deliberations, and to vote on the motions proposed, with the proviso that these votes be identified as to source and be treated only as "sense" votes. Graduate student representatives may not vote, however, on faculty personnel matters. The election procedures used in the selection of these student representatives shall be clearly and publicly specified for each election. The right of representation is not transferable to others, except to elected pre-designated alternates.
3. The department delegates the authority to make decisions regarding routine departmental affairs to an Executive Committee, which consists of four faculty members and the Chair. All regular faculty shall be candidates for election to the Executive Committee each year, with the following exceptions: (a) those excused for exceptional reasons (e.g., health) by the Chair or the Executive Committee; (b) any member at his or her request who has served three consecutive years.
4. The Executive Committee may make recommendations, but not final decisions on substantial departmental questions, including regular appointments and promotions at any level, the questions of the continuation of non-tenure regular faculty, major revisions of degree

requirements, departmental organization, or other matters of far-reaching concern to the Department.

5. The Minutes of each Executive Committee meeting are distributed promptly to the voting members of the Department and to the Graduate Student Representatives, with the provision that any decision of the Committee is subject to reconsideration at a later meeting of the Executive Committee, or in a full departmental meeting, or by mail ballot of the Department, as requested by one or more voting members of the Department. When faculty or student personnel and recruiting activities are underway, names of the individuals concerned may be omitted from the Minutes at the discretion of the Committee.
6. Consistent with the statement Duties of the Department Chair (dated January 23, 1970) from the Office of the President of the University of California, the chair normally will seek the advice of the Executive Committee regarding significant administrative decisions. Except when limited by confidentiality, the chair will keep the Executive Committee informed of administrative decisions by and recommendations to the Dean, Provost, and Chancellor on Departmental activities.
7. Meetings of the Executive Committee are normally open to any Academic Senate member of the Department who wishes to attend, although voting rights in such Executive Committee meetings are restricted to elected members of the Executive Committee and the Chair.
8. Appointments of all standing committees are made by the chair after consultation with and approval of the Executive Committee. The Executive Committee also must approve the Chair's recommendations' regarding the chairships, size, and composition, of standing committees, and decisions of the chair regarding the addition, termination, responsibilities and membership of standing committees.
9. At his/her discretion, and with Executive Committee concurrence, the Chair may appoint a Vice-chair and delegate to that office part of the responsibility and authority vested in the office of Chair.
10. There shall be at all times a Director of Graduate Studies. This position may be occupied by the Chair, the Vice Chair, or by another member of the faculty, as determined by the Chair with Executive Committee concurrence. The duties of the Director of Graduate Studies shall have responsibility for recruitment and counselling of graduate students and for maintaining liaison between the graduate student body and the Departmental Administration and staff.

Departmental Meetings

11. Meetings of the full department for purposes other than the review of dossiers or equivalent, and general review of student progress, shall be held not less than once each quarter.
12. Decisions regarding the status of graduate students who have prepared their dossiers, or equivalent, shall be made at a meeting for the voting membership, scheduled for this purpose. Student representatives may not vote on these matters and may be excluded from the meeting when matters pertaining to students who object to their presence are being considered.
13. Additional departmental meetings (or additions to the agenda of planned meetings) may be scheduled by the Executive Committee or the Chair, or upon request of any two voting members of the Department.
14. Visiting or temporary members of the faculty are invited to attend and participate in departmental meetings.

Regular Merit Increases and Special Appointments

15. Authority to recommend within-rank, or merit, step increases at all levels is delegated by the Department to the Chair and the Executive Committee.
16. Authority to recommend visiting or temporary appointments is delegated to the Chair and the Executive Committee. Faculty members being reviewed for merit increases may require that their merit increase reviews be conducted by the full faculty in accord with guidelines covering promotions.

Regular Appointments and Promotions

17. Consideration of all regular appointments and promotions will normally be initiated by the Chair. In the case of new appointments, a description of the position will be developed by the Faculty Recruitment Committee (or the Chair and Executive Committee if no Faculty Recruitment Committee has been appointed), and the faculty will be notified of the initiation of the search. Due consideration will be given to any nominations by members of the faculty of the Department. In addition, the position will be advertised or information about the position otherwise appropriately disseminated.

18. In the case of new appointments, the Recruitment Committee must ensure that the voting members have advance notice of its meetings for positions at both tenure and non-tenure levels. Faculty are entitled to attend and participate in all meetings of the Recruitment Committee.
19. In the case of new appointments the following process will pertain after the roster of potential candidates has been obtained:
 - a. The Recruitment Committee will develop a "short list" and one or more candidates on it will be invited to visit the Department.
 - b. Following the visits of persons on the short list, the chair and the Recruitment Committee will obtain reactions from faculty and the faculty will receive a report from the Recruitment Committee on the candidates and its recommendations regarding the appointment.
 - c. A faculty meeting will be held to discuss the Committee's report and to take action on its recommendations. Prior to the meeting, information and publications of candidates will be made available for review by the faculty. In the case of assistant professor appointments, a vote at the faculty meeting on the appointment will be taken, and it will be followed by a mail ballot. In the case of tenure appointments, the Chair will appoint an ad hoc review committee. The report of this committee, letters of evaluation and publications will be made available to the faculty and a meeting of the faculty will be held to discuss the appointment. A favorable majority vote at the meeting, followed by a similar vote on a mail ballot are required before the appointment is recommended to the Dean.
20. In the case of promotion, from Assistant to Associate, or Associate to Full Professor, the Chair will appoint a confidential ad hoc committee to assess the candidate's qualifications, and make a recommendation for departmental action. Prior to the meeting scheduled to examine the candidate's qualifications, the Chair will provide the candidate with a copy of the ad hoc committee report (with identifying names removed to preserve confidentiality). The ad hoc report (with names removed), and any reply to that report that the candidate may wish to make in writing, and letters from external reviewers, constitute part of the dossier that is to be made available to the voting members of the Department. All voting members are entitled to examine dossiers (except for items which must be held confidential in order to protect their source). After such review, the case for promotion is presented to the voting membership for a vote in a meeting of the full Department. The results of this departmental meeting vote are final (see paragraph 24 below formal voting procedures).

Departmental Voting Procedures

21. Any departmental vote made by a majority of the voting members present at a departmental meeting is decisive, unless a quorum is called for, and not met. A quorum shall consist of a majority of voting members, excluding joint appointments. There will be no proxy votes for absent members.
22. Votes may be made by a show of hands, or by a secret ballot (as on personnel matters) taken at the meeting. Every voting member of the department shall have the right to call for secrecy in any ballot. Graduate student representative votes and those of visiting or temporary faculty will be counted separately, and only as "sense" votes.
23. Any departmental meeting vote may be subject to reconsideration at another meeting, called at the request of one-third of the voting members for this specific purpose.

Mail Ballots

24. For faculty votes on personnel issues, the secret vote taken at announced faculty meeting shall suffice; there shall be no mail ballot. Faculty members who cannot attend the meeting may inform the Chair, in writing, of their votes beforehand; they may also submit brief statements which the Chair shall be required to make available at the meeting.
25. By-law revision requires a mail ballot. Members of the Executive Committee will serve as tellers. Mail ballots will not be made available to voting members who are absent on leave or sabbatical on a ballot-by-ballot basis, but such members may vote if they notify the Chair of their desire to receive all such ballots. Mail ballots by faculty not in residence will be accepted up to two working days after the normally allotted voting period. The tally of any and all mail ballots is to be made public to voting members of the Department.

Amendment of By-Laws

26. Amendments to these By-Laws may be proposed by any voting member at any departmental meeting, and then referred to the Chair and the Executive Committee, or a written request of any voting member may be forwarded to the Chair and the Executive Committee. If, in their opinion, the proposed amendment constitutes a serious revision of departmental organization or procedures, the Chair will appoint a special committee to make recommendations, which will then be brought to a

full departmental meeting for a majority vote, to be followed by a mail ballot. If it is a procedural change, without far-reaching implications, it may be brought directly to the Department for a vote at any meeting.

27. This document is to go into effect as of the date of its approval by mail ballot.