

BYLAWS

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DEPARTMENT OF SOCIOLOGY

MICHIGAN STATE UNIVERSITY

—

Fall, 2014

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MISSION STATEMENT

DEPARTMENT OF SOCIOLOGY

The Sociology Department of Michigan State University is part of the College of Social Science, and shares with the other units in the college the broad mission of expanding, preserving, transmitting, and implementing social scientific knowledge. The Sociology Department has close working relationships with various centers and other campus organizations with several members of the department holding joint or adjunct appointments.

As part of a land grant university, this department is particularly concerned with the application of scientific knowledge to practical problems and issues. In the long established tradition of Michigan State University, that concern with knowledge utilization extends beyond the State of Michigan to encompass the United States and the world. The Sociology Department has three broad types of missions: research, teaching and learning, and outreach/engagement/service. Each of these consists of many components.

The research mission of the department is broadly defined to encompass all activities that contribute to the production and dissemination of sociological knowledge. These include quantitative and qualitative data collection, data analysis, conceptual and theoretical development, social problem investigation, and knowledge compilation and systematization. Sociological research may be intended either to contribute to the accumulation of basic knowledge within the discipline of sociology or to help solve applied problems in larger social contexts. Research results are disseminated to the discipline and to the public through appropriate publications and other channels.

The educational mission of the department consists of undergraduate and graduate programs. Within the undergraduate program, the department offers basic education courses that apply the sociological perspective to current social situations and problems. It teaches sociology courses for students majoring in other fields as part of their liberal arts education and career development, and it provides a comprehensive program of instruction for students majoring and minoring in sociology. Within the graduate program, the basic objective is to produce professional sociologists who are competent to contribute to the discipline and to society. The graduate program trains students for academic, research, and applied careers as professional sociologists.

The service/outreach/engagement mission of the department may be conducted within the university, in the local community, throughout the state, at the national level, in other countries, and can take many different forms.

In support of each of these missions, the department supports professional activities such as being active in international, national, regional and state sociological and other professional associations; editorial activities of professional journals; working with government agencies and NGOs; and consulting with business interests.

As a general principle, the university, the college, and the department expect all regular faculty members to contribute to the department, including meetings where the direction and welfare of the department are discussed. These are not only important in terms of department issues, but as a form of community-building.

0.0 **DEFINITIONS**

0.1 **Faculty**

0.1.1 Regular faculty shall consist of all persons appointed in the department under the rules of tenure who hold the rank of professor, associate professor, assistant professor, and for which at least a portion of their salary is covered by the department.

0.1.2 Fixed term faculty shall consist of all persons appointed in the department holding the rank of professor, associate professor, assistant professor, or instructor, including visiting faculty, but not appointed under the rules of tenure.

0.1.3 Emeritus faculty shall consist of all persons who hold emeritus appointments in the department.

0.1.4 Adjunct faculty shall consist of all persons who hold adjunct appointments in the department.

0.1.5 Adjunct status shall be granted to persons by the chair subject to the advice of the Advisory Committee and the department. Voting for adjunct status among regular faculty can be used in cases where there is not a consensus on the individual being considered.

0.1.6 Scholars from other institutions wishing to spend time at Michigan State University should begin by finding a faculty sponsor. The faculty sponsor is expected to contact the chair and Advisory Committee to request that this individual be given Visiting Scholar status in the department. The Advisory Committee will vote on this request and advise the chair on their decision. All Visiting Scholars are expected to engage the department through talks and other events.

0.2 **Graduate Students**

Graduate students shall consist of those students who have been admitted to the graduate program. Continuation as a graduate student is dependent on remaining in “good standing,” as defined in the Graduate Handbook.

0.3 **Undergraduate Students**

Undergraduate students shall consist of the currently enrolled undergraduate students who have declared with the registrar a major in the department. Students who have declared a minor or have a sociology cognate in another discipline are encouraged to engage with the department.

1.0

THE DEPARTMENT ADMINISTRATORS

1.1

The department chair shall serve as the chief administrative officer of the department and the chief representative of the department within the university. The chair shall be responsible for research, teaching and learning, and service/outreach/engagement programs, budgetary matters, physical facilities, and personnel matters in his/her jurisdiction, taking into account the exceptions and advisory procedures outlined below. The chair has a special obligation to build a department strong in scholarship, teaching capacity, public service, and collegiality.

1.2

The chair shall participate in university academic governance as specified in the Bylaws for Academic Governance. This is a university document that can be found at <http://acadgov.msu.edu/bylaws>.

1.3

The department associate chair shall be appointed from the regular faculty by the chair in consultation with the Advisory Committee. The associate chair shall perform those duties and responsibilities delegated to him or her by the department chair. Determination of length of service will be decided upon by the chair in consultation with the Advisory Committee and appointee.

1.4

The graduate program coordinator will be appointed from the regular faculty by the department chair after consultation with the Advisory Committee of the department. This individual shall carry out those duties and responsibilities assigned to them by the department chair. The undergraduate advisor, who may or may not be a regular faculty member, will be hired by the chair in consultation with the Advisory Committee. This individual shall carry out those duties and responsibilities assigned to them by the department chair.

2.0 **THE GENERAL DEPARTMENT MEETING**

2.1 **Composition and Voting**

2.1.1 All department meetings, including the general department meeting, shall be an open meeting. A majority of the faculty may vote to close the meeting to only regular faculty of appropriate rank when deemed necessary.

2.1.1.1 Meetings pertaining to individual personnel matters, promotion and tenure shall be only open to regular faculty of appropriate rank.

2.1.2 The voting faculty shall consist of the regular faculty as defined in 0.1.1.

2.1.3 Four graduate student representatives to the general department meeting shall be selected from and by the graduate students of the department according to the procedures specified in section 8.

2.1.4 Two undergraduate student representatives to the general department meeting shall be elected from and by the undergraduate students of the department, or shall be appointed by the undergraduate program coordinator. Selection processes shall be overseen by the undergraduate program coordinator.

2.1.5 All adjunct faculty, emeritus faculty who are engaged in teaching, research, administration, or extension on a regular basis, and fixed term faculty will have voice, but not vote in general department meetings. Other persons may be granted temporary speaking privileges at a general department meeting with the concurrence of one quarter of the regular faculty present.

2.2 **Functions and Authority**

2.2.1 The regular faculty have final authority on all matters within the discretion of the department pertaining to such issues including permanent course changes, curriculum revision, degree requirements, grading policy, the establishment or disbandment or merger of academic programs, policy pertaining to methods of instruction, policy pertaining to evaluation of instruction, policy pertaining to advising and counseling, policy pertaining to admissions and retention, and policy pertaining to financial aid and employment.

2.2.2 The regular faculty shall consult with and advise the chair on rules and procedures concerning appointments and reappointments, promotion and tenure, salaries, leaves, and retirement of faculty. Individual cases of appointments and reappointments, promotion and tenure, salaries, leaves, and retirement of faculty will begin with consultation with the Advisory Committee before being brought to the regular faculty.

- 2.2.3 The regular faculty shall advise the chair on all matters within the discretion of the department pertaining to the areas of specialization of regular faculty appointments. The chair must consult with the regular faculty, and in addition, specifically with the members of the relevant theme areas on the selection of new regular faculty. After the conclusion of this consultation, the chair shall inform the regular faculty of his/her decision concerning a recommendation and shall explain this decision to the regular faculty.
- 2.2.4 The regular faculty shall consider all matters within its purview brought before it by the chair or the Advisory Committee and, unless a different mode of participation is prescribed by these bylaws, shall provide advice or consultation depending on the nature of the issue. The regular faculty also share authority with the chair in all matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the university.
- 2.3 **Procedures**
- 2.3.1 A quorum for a general department meeting shall be present when at least one-third of the regular faculty members are present. Provided a quorum is present, action may be taken by a majority vote of the regular faculty present and voting at a general department meeting. It is also expected that electronic voting will take place when deemed necessary to include faculty members unable to attend department meetings.
- 2.3.2 Except as otherwise determined, the chair shall develop and distribute to the regular faculty, all adjunct faculty, and all the graduate students, as well as the undergraduate student representatives to the general department meeting, an agenda for each general department meeting at least 48 hours in advance of the meeting. Additional items not on the distributed agenda may be discussed at that general department meeting, may be voted upon at the meeting if deemed necessary by regular faculty in attendance. Online voting may be used if deemed necessary by regular faculty in attendance at the meeting or the department chair.
- 2.3.3 General department meetings may be called by the chair, by the associate chair in the absence of the chair, or by the Advisory Committee. Except during summer term, a general department meeting must be called and held within ten class days of a written request by at least 30 percent of the regular faculty of the department. Except for emergency issues, general department meetings will not be held during summer term.
- 2.3.4 A general department meeting must be held at least once during fall and spring semesters.

- 2.3.5 Minutes of the department meetings shall be made available to the regular faculty, all adjunct faculty, all graduate students and administrative staff, as well as the undergraduate representatives to the general department meeting. This can be accomplished by making all appropriate individuals aware of the minutes being posted online.
- 2.3.6 Except as provided in section 6.2 (Selection or Review of the Chair), the general department meeting shall be chaired by the chair of the department or, in her/his absence, by the associate chair of the department.
- 2.3.7 General department meetings shall be conducted in accordance with Robert's Rules of Order when necessary to maintain a proper decorum.

3.0 **THE FACULTY ADVISORY COMMITTEE**

3.1 **Composition and Voting**

3.1.1 The Department Advisory Committee (hereafter referred to as the Advisory Committee) shall consist of five regular faculty members, the chair, and the associate chair. An alternate member from the regular faculty shall be appointed to the Advisory Committee. The alternate will substitute for a regular member who is or anticipates an extended absence of three or more consecutive meetings. The chair, with the advice of the Advisory Committee, will decide if the presence of the alternate is required and for how long.

3.1.2 Voting members of the Advisory Committee are the five appointed regular faculty members. The chair and the associate chair are ex-officio members with voice but no vote. An appointed alternate member to the advisory committee may vote on any matter when serving on the Advisory Committee.

3.2. **Appointment of Faculty Representatives**

3.2.1 The five regular faculty members shall be appointed by stratified random selection by the chair in consultation with the previous year's advisory committee. Two appointments will be chosen during even numbered academic years, and three will be chosen during odd numbered academic years. This staggering is meant to provide continuity within the Advisory Committee.

3.2.2 Appointments will begin via stratified random selection among each level of faculty. Two full professors, two associate professors, and one assistant professor in his/her second probation period will be selected to serve on the Advisory Committee. One alternate from the full or associate rank will also be randomly chosen. After service for two years those individuals will not be part of the pool until they are either promoted in rank or all other individuals within that rank have been exhausted. Faculty members who are in their first probationary period as tenure-track assistant professor shall not be appointed. Faculty members who are in their second probationary period as tenure-track assistant professors may request to have their name withheld from the pool. Faculty members who have approved leaves of absence for one or more terms during the following academic year shall not have their names in the pool. Every effort will be made to maintain an appropriate balance of Full, Associate, and Assistant Professors. This is dependent on the composition of the regular faculty eligible to be on the Advisory Committee.

3.2.3 The term of office for faculty members shall begin August 16.

3.3 **Functions and Authority**

- 3.3.1 The Advisory Committee shall advise the chair on policies pertaining to faculty personnel actions that are within the purview of the department. The Advisory Committee may informally consider all matters pertaining to the department brought to it by the chair or any of its members.
- 3.3.2 The Advisory Committee shall advise the chair on all decisions relating to the appointments of new regular faculty members and adjunct faculty members, and the establishment of full-time fixed term faculty members. The Advisory Committee shall consult with the chair on all decisions relating to reappointment, tenure, and promotion of regular and adjunct faculty members. The Advisory Committee shall also advise the chair on decisions pertaining to the economic welfare of the department and the use and distribution of educational and research resources within the department.
- 3.3.3 The Advisory Committee shall advise the chair concerning the administrative structure of the department, and shall consult with the chair on the selection of other departmental administrators.
- 3.3.4 The Advisory Committee shall be the final authority with regard to interpretation of these bylaws.
- 3.3.5 The Advisory Committee shall consult with representatives of affected parties such as graduate and undergraduate students, fixed-term faculty, staff, as necessary.
- 3.3.6 Other matters may be referred to the Advisory Committee by the faculty and students of the department.

3.4 **Procedures**

- 3.4.1 A quorum for an Advisory Committee meeting shall consist of three appointed faculty members.
- 3.4.2 The regular faculty members of the Advisory Committee will form a faculty subcommittee during the first meeting of each academic year and elect a chairperson from among themselves for the faculty subcommittee.
- 3.4.3 Provided a quorum is present, action may be taken by a majority of the voting members of the committee.
- 3.4.4 An Advisory Committee meeting may be called by the chair of the department or the chair of the faculty subcommittee. A meeting must be called and held within ten days of a written request by one-third of the faculty representatives on the

committee.

- 3.4.5 Advisory Committee meeting agendas shall be distributed to the regular faculty, all adjunct faculty, and all the graduate students of the department, as well as the undergraduate student representatives to the general department meeting 48 hours in advance of the meeting. Graduate, undergraduate, and other affected parties are invited to voice their concerns to the Advisory Committee but will not have voting rights. Minutes of all Advisory Committee meetings will be distributed to the regular faculty, all adjunct faculty, and all the graduate students of the department, as well as the undergraduate student representatives to the general department meeting.
- 3.4.6 The meetings of the Advisory Committee shall be presided over by the chair of the faculty subcommittee unless that person chooses to have the department chair (or associate chair in the chair's absence) preside.
- 3.4.7 The deliberations of the Advisory Committee on all decisions concerning evaluation of faculty members and students are confidential. Any concerns with Advisory Committee evaluations should be addressed with the department chair. Meetings with the Advisory Committee can also be requested, though Advisory Committee members can abstain from attending. No Advisory Committee member is to speak on behalf of another Advisory Committee member unless previously approved.

4.0 **OTHER COMMITTEES OF THE DEPARTMENT**

4.1 **Establishment and Composition**

4.1.1 There shall be the following standing policy committees in the department in addition to the Advisory Committee:

1. Undergraduate Education Committee
2. Graduate Education Committee

4.1.2 There shall be the following standing administrative committees in the department.

1. Graduate Recruitment and Admissions Committee
2. Teaching Assistant and Fellowship Evaluation Committee

4.1.3 The chair (either on his/her own discretion or in adherence to vote of the faculty) may create and dissolve ad hoc committees composed of faculty and/or students as the need arises.

4.1.4 The chair shall appoint the faculty members of all department standing committees, after consultation with those individuals, the associate chair, and the graduate advisor. It is expected that an effort will be made to rotate members of these committees each year.

4.1.5 The Undergraduate Education Committee shall have two graduate students and two undergraduate student representatives. The Graduate Education Committee shall have two graduate student representatives.

4.1.6 The graduate student representatives on all standing committees shall be selected from and by the graduate students of the department according to the procedures specified in article 8.

4.1.7 The undergraduate representatives on the Undergraduate Education Committee shall be elected from and by the undergraduate students of the department, or shall be appointed by the Undergraduate Program Coordinator. The selection process shall be overseen by the Undergraduate Program Coordinator.

4.2 **Functions**

4.2.1 The Undergraduate Education Committee shall advise the general department meeting on all permanent changes in undergraduate courses, curricula and degree

requirements, and the establishment or disbandment or merger of undergraduate academic programs; and on policy pertaining to: methods of instruction, evaluation of instruction, advising and retention of undergraduate students, and grading practices in undergraduate courses. The Undergraduate Education Committee shall advise the Undergraduate Program Coordinator and the chair on temporary changes in the undergraduate program and courses.

4.2.2 The Graduate Education Committee shall advise the general department meeting on all permanent changes in graduate courses, curricula and degree requirements, and the establishment or disbandment or merger of graduate academic programs; and on policy pertaining to: methods of instruction, evaluation of instruction, recruitment, admissions, financial aid, advising and counseling, and retention of graduate students, and grading practices in graduate courses. The Graduate Education Committee shall advise the Graduate Program Coordinator and chair on temporary changes in the graduate program and courses.

4.2.3 The Graduate Recruitment and Admissions committee shall exercise delegated authority on recruitment and admission decisions into the graduate program.

4.2.4 The Teaching Assistant and Fellowship Evaluation Committee shall exercise delegated authority on financial aid decisions for graduate students.

4.3 **Procedures**

4.3.1 The deliberations of the Graduate Recruitment and Admissions Committee and the Teaching Assistant and Fellowship Evaluation Committee concerning the evaluation of graduate students are confidential, including a member's own statements.

4.3.2 Standing committees can ask for input from the Advisory Committee but are not required to report their activities to the Advisory Committee.

5.0 REVIEW AND EVALUATION OF FACULTY MEMBERS

5.0.1 Values and Goals

The Department of Sociology strives for and encourages excellence in research, teaching and learning, and service/outreach/engagement. The procedures for review and evaluation of faculty members are intended to both encourage excellent work and provide ongoing guidance that will help our department achieve excellence. We also recognize and embrace diversity in how faculty members achieve excellence.

5.0.2 This section of the bylaws will be presented in four parts – 5.1 - Annual Review, 5.2 - Merit Increases, 5.3 – Guidance Towards Promotion and Tenure, 5.4 – Promotion and Tenure Procedures.

5.0.3 Norms and criteria

The norms and criteria to be used for evaluating promotion and tenure, annual reviews, and merit increases are articulated in “Norms and criteria for review and evaluation of faculty members.” (See, Appendix A.) This document will be reviewed and updated in academic years beginning with an even number (e.g., 2016-2017) to insure that it continues to accurately reflect department norms and values and is in compliance with College and University policies and procedures. We emphasize that the evaluation and review of faculty is always based on departmental peer assessments of the quality of work and that the norms and criteria are intended to articulate guidelines and should not be interpreted as rigid criteria.

5.1 Annual Review

5.1.1 Each tenure-stream regular faculty member whose annual review is initiated in the department will be expected to complete both the Faculty Activity Report and Professional Accomplishments Worksheet concerning productivity over the past each calendar year by a deadline provided by the department. Tenure stream faculty whose annual review is initiated outside the department will be expected to turn in materials used in their primary unit.

5.1.2 For the purposes of Annual Review, a scholarly publication is defined as “published” in the year that would be cited in a scholarly index (e.g., reference section of a journal article) or database. This includes scholarly articles, books, book chapters, book reviews, reports, and so forth. The chair and Advisory Committee reviewing the faculty’s packet can ask the evaluatee for further clarification.

- 5.1.3 It is becoming more common for a publication to receive a DOI and be printed in different years. Both publication years could be used in a scholarly index, but the publication should only be counted in one annual review.
- 5.1.4 Presentations considered to be part of a faculty member's research should be counted the year in which the presentation was given.
- 5.1.5 Grant proposals should be counted in the year in which it was submitted to a funding agency. Funded grants should be counted in the year funding was received, as well as any additional years in which funding was received.
- 5.1.6 All other research activities should be counted and explained in this category.
- 5.1.7 Teaching and learning should report the number of classes taught, types of classes (graduate and undergraduate), number of students in each class, and student evaluations. In addition, any publication or presentation focused on teaching should be counted in this category of the annual review. Honors and Awards should be reported in this category. All other teaching and learning activities should be reported in this section.
- 5.1.8 The language for professional accomplishments within the college and university typically folds all service, outreach, and engagement activities under the category of service. Given the complexity of faculty appointments within the Department of Sociology at Michigan State University, we are distinguishing the three components. It is expected that faculty members will see these categories as flexible depending on their work and nature of appointments. In addition, these categories are more fully defined in Appendix A.
- 5.1.9 Service includes all activities related to the department (e.g., Advisory Committees), college (e.g., College of Social Science Hearing Board), university (e.g., University Curriculum Committee), discipline (e.g., service as an elected member of an American Sociological Association area section), government agency (member of a National Science Foundation Panel), and other activities related to service to higher education and government institutions.
- 5.1.10 Outreach includes all activities in which faculty members are bringing research or university-created materials to a community. This would include such activities as developing a green space in an urban neighborhood due to a grant being funded that is focused on creating common areas in urban settings.
- 5.1.11 Engagement includes all activities in which faculty members and community members are mutually creating research and teaching and learning opportunities. This would include such activities as holding a Town Hall meeting to determine

best practices in an area looking to develop tourism activities, as well as a research agenda to study how those efforts at increasing tourism are working.

5.1.12 Given the complexity of appointments and contemporary scholarly activities, it is recommended that each tenure-stream faculty member create a one-page document explaining their year's activities in research, teaching and learning, and service/outreach/engagement that may not be clear to someone outside one's field of expertise. The document need not justify activities included in the "Norms and Criteria for Review and Evaluation of faculty members. It should instead be used to describe a faculty member's overall program of activities and explain important activities and accomplishments.

5.1.13 All annual review materials will be provided to the Advisory Committee for review, which will be used to advise the chair as to the merit of the accomplishments of each tenure-stream regular faculty member.

5.2 **Merit Increases**

5.2.1 Decisions on merit increases regarding salaries will be carried out each year by the chair in consultation with the Advisory Committee. Productivity as reported in the Annual Reviews will be used in these decisions. Any potential merit increase for faculty with joint appointments must be approved by all departments which provide salary to the faculty member. In addition, factors such as being newly promoted or specific activities will be considered.

5.2.2 The Chair of the Department, in consultation with the Advisory Committee, will use the annual review and Appendix A to rate a faculty member. It is understood that the chair, regular faculty members of the Advisory Committee, and regular members of the faculty realize that this process contains both objective and subjective elements. Advisory Committee members will recuse themselves from discussions of their own evaluations.

5.2.3 Once all faculty members who have provided annual review materials have been rated, the chair, in consultation with the Advisory Committee will rank the faculty members to create a list for merit increases to be provided to the College and University for merit raise considerations. Any faculty member who does not provide annual review materials to the chair and Advisory Committee will be rated as Did Not Meet Expectations and will be listed last on this list, unless otherwise determined.

5.2.4 All decisions regarding Merit Increases will be considered confidential. Faculty members wishing to gain a further understanding of their standing are highly encouraged to meet with the Chair to discuss the decision. Faculty members may also request meetings with the Advisory Committee. Members of the Advisory

Committee can accept or refuse these offers through the chair or the evaluatee. No Advisory Committee member may speak on behalf of other Advisory Committee members unless agree upon beforehand.

5.2.5 All faculty members will receive notification and an explanation of their standing by the beginning of each Fall Semester. All final merit increase decisions are made at the university level, and faculty are made aware of these decisions typically in October.

5.3 **Guidance Toward Promotion and Tenure**

5.3.1 The Department of Sociology at Michigan State University in accordance with the College of Social Science, wishes to have a process of annual guidance faculty for promotion and tenure that is timely, equitable, dynamic, and transparent. The purpose of this review process is to provide guidance for faculty at the assistant and associate professor ranks regarding their progress toward promotion and tenure, and to provide an assessment of performance and activity for full professors. The Advisory Committee will appoint a two-person peer committee (Annual Guidance Committee) of regular faculty of the appropriate rank and expertise to guide assistant and associate professors during the fall semester of each year to facilitate this process. It is highly recommended that all persons asked to be part of one of these committees accept the request.

5.3.2 Each assistant and associate Professor holding at least a 50% appointment in sociology (“the reviewee”) is highly encouraged to submit their Annual Guidance Committee report during the Annual Review process, a completed copy of the forms that the College of Social Science uses to evaluate faculty for Promotion and Tenure (“Annual Guidance Documents”).

5.3.3 Reviewees should include all research, teaching, and service activities since their arrival at Michigan State University. Each year thereafter until promoted to full professor, the reviewee should add new items to their Annual Guidance Documents and should highlight these new items. In the narrative essay portion of the Annual Review Documents, the reviewee should discuss his/her progress in research , teaching, and service/outreach/engagement, and should describe her/his future plans for professional development. Every effort should be made to use forms and reporting techniques expected by the College and University so as to facilitate later reporting.

5.3.4 The Annual Guidance Committee for a reviewee holding a 100% appointment in sociology is composed of two regular Department of Sociology faculty of higher rank. For a reviewee holding a joint appointment, the Annual Guidance Committee may include one additional faculty of higher rank from their secondary unit.

5.3.5 The reviewee's performance review committee examines the reviewee's Annual Guidance Documents and drafts one review letter. The review letter evaluates the reviewee's progress toward promotion and/or tenure, and offers clear and specific recommendations for the reviewee's continued progress toward these goals. The draft letter is reviewed by the chair and Advisory Committee and, for reviewees holding joint appointments, by the chair/director of the secondary unit.

5.3.6 The Annual Guidance process shall be as follows:

1. Annual Guidance Committees are requested and formed.
2. Reviewee submits Annual Guidance Documents to his/her Annual Guidance Committee.
3. Annual Guidance Committee presents the evaluation letter to the reviewee.
4. Annual Guidance Committee discusses the evaluation letter in person with the reviewee.

5.4 **Promotion and Tenure Procedures**

5.4.1 There are three promotion and tenure processes – reappointment, promotion to associate professor with tenure, and promotion to full professor. Each of these will be discussed below, and it is expected that faculty members will familiarize themselves with what is expected of them from the college and university.

5.4.2 Candidates for reappointment will, during the fall semester of their third year, complete all needed college and university forms (Form D) and provide the Advisory Committee with these materials, along with a current CV and narrative discussing their research, teaching and learning, and service/outreach/engagement activities. The Advisory Committee will assign a member of the committee to the candidate's materials to provide feedback to the candidate, the Advisory Committee, chair, and the department regarding the candidate's work and case for reappointment. Specific dates for turning in materials, presentations to the Advisory Committee and votes on recommendations for the department will be determined during the semester the candidate is being considered. While every case will be determined on its own merit, a faculty member expecting to be reappointed as an assistant professor should show promise in being published in highly regarded peer review publications (journals and/or books in the discipline of sociology and/or area of expertise) and seeking external funding.

5.4.3 For candidates seeking promotion to associate professor with tenure, the department will during the fall semester of their fifth year create a three-person committee of regular faculty members of appropriate rank and expertise to guide the candidate through the process of promotion and tenure (at least one of these members can be from the regular faculty subcommittee of the Advisory

Committee). This will include having the candidate complete all needed college and university forms (Form D) along with a current CV and narrative discussing their research, teaching and learning, and service/outreach/engagement activities. This committee will present the candidate to the Advisory Committee to provide additional feedback to the candidate. The chair, in consultation with the candidate's committee and Advisory Committee, will create a list of external reviewers for each case for promotion and tenure. Candidates will have an opportunity to review this list and make suggestions in accordance with college guidelines. Specific dates for turning in materials, presentations to the Advisory Committee and votes on recommendations for the department will be determined during the semester the candidate is being considered. While every case will be determined on its own merit, a faculty member expecting to be promoted to associate professor with tenure should be able to show that s/he has been active in seeking external funding and has developed and maintained a national reputation as a scholar.

- 5.4.4 For candidates seeking promotion to full professor, the department will during the fall semester of the year prior to the year in which they expect to be promoted create a three-person committee of regular faculty members of appropriate rank and expertise to guide the candidate through the process of promotion (at least one of these members can be from the regular faculty subcommittee of the Advisory Committee). This will include having the candidate complete all needed college and university forms (Form D) along with a current CV and narrative discussing their research, teaching and learning, and service/outreach/engagement activities. This committee will present the candidate to the Advisory Committee to provide additional feedback to the candidate. The chair, in consultation with the candidate's committee and Advisory Committee, will create a list of external reviewers for each case for promotion. Candidates will have an opportunity to review this list and make suggestions in accordance with college guidelines. Specific dates for turning in materials, presentations to the Advisory Committee and votes on recommendations for the department will be determined during the semester the candidate is being considered. While every case will be determined on its own merit, a faculty member expecting to be promoted to full professor should be able to show that s/he has been successful in obtaining external funding and has developed and maintained an international reputation as a scholar.
- 5.4.5 Each regular faculty is expected to discuss all cases of reappointment and promotion in which they are allowed to vote. Faculty members are not allowed to vote on their own cases, and cannot vote on cases above their own rank.

6.0 **SELECTION AND REVIEW OF THE DEPARTMENT CHAIR**

6.1 The chair of the department shall be subject to regular review at intervals not to exceed five years.

6.2 The general department meeting will have shared responsibility with the Dean of the College of Social Science to call for a review of the department chair and to determine procedures for selecting or reviewing the chair. The Advisory Committee will negotiate with the dean concerning procedures for the selection or review process. The Advisory Committee will choose one of its faculty members to call and chair a general department meeting, excluding the department chair. If the procedures negotiated by the Advisory Committee are not accepted by the department, the Advisory Committee will continue to negotiate with the dean until procedures that are acceptable to the general department meeting (excluding the chair) and the dean are developed. If the general department meeting (excluding the chair) has not accepted the negotiated procedures by the time the selection or review process must be initiated, the general department meeting (excluding the chair) shall develop a proposed procedure to be submitted to the provost, together with the dean's proposal, for resolution.

6.3 Regular faculty members of the department shall advise the Dean of the College of Social Science in the selection or review of the department chair. Graduate students and undergraduate majors may consult with the department and dean concerning selection or review of the chair. Fixed term faculty members, emeritus faculty, adjunct faculty, affiliate faculty, and staff may consult with the department and dean concerning selection or review of the chair.

7.0

AMENDMENT PROCESS

- 7.1 Amendments to the bylaws shall be considered only during the regular academic year (excluding summer term). Amendments may be proposed by any member of the department in writing to the Advisory Committee. The Advisory Committee must approve any amendments before they are submitted to a general department meeting. However, an amendment proposed in a petition signed by one-third of the regular faculty must be considered at a general department meeting.
- 7.2 The regular faculty of the department shall have shared responsibility with the chair of the department for amending these bylaws.
- 7.3 The chair shall call a special general department meeting to discuss the proposed amendments. Written notice of that meeting (via electronic dissemination), together with a copy of the proposed amendments, must be distributed to all members of the department at least two weeks in advance of the meeting.
- 7.4 Proposed modifications of, or alternatives to, the proposed bylaw amendments may be submitted in writing to the chair by any member of the regular faculty. These modifications or alternatives must be received by the chair at least one week before the scheduled general department meeting, and distributed to the department at least four days before the general department meeting.
- 7.5 At the general department meeting the members shall consider: 1) the present wording of the sections of the bylaws that are being considered for amendment; 2) the amendments proposed by the Advisory Committee or by petition as provided in 7.1; and 3) any modifications to alternatives proposed according to section 7.3. The general department meeting shall formulate the final wording of the proposed amendments, or alternatives, to be acted upon.
- 7.6 The existing wording of the bylaws being considered for amendment, the final wordings of the proposed amendments, and any alternatives adopted by the general department meeting, shall be presented to the regular faculty of the department on a written or electronic ballot. One or more rounds of voting shall be conducted until one option receives a majority vote. The selected option shall be forwarded to the chair for adoption under the rules of shared responsibility.

8.0 **SELECTION OF GRADUATE STUDENT REPRESENTATIVES**

- 8.1 Graduate students shall select representatives to the general department meeting and to departmental committees by using the following procedures:
- 8.1.1 The term of office for graduate student representatives shall run from September 1 of the year in which they are selected to August 31 of the following year (12 consecutive months).
- 8.1.2 Graduate student representatives will be selected by volunteering to serve.
- 8.1.3 In the event that the number of volunteers for department service exceeds the number of positions allowed for graduate student representatives, a run-off election will be held to determine who the representative(s) will be. All graduate students enrolled in the department that term may vote in the election.
- 8.1.4 All graduate student representation should be arranged by September 30.
- 8.1.5 One of the previous year's graduate student representatives to the general department meeting shall supervise the selection process.
- 8.1.6 The Graduate Program Coordinator may assist the graduate students in arranging for the selection of representatives if so requested by the graduate student(s) in charge of this process.
- 8.1.7 Every graduate student who is enrolled for the term in which an election is held is eligible to vote in that election.

9.0 **GRADUATE STUDENT GRIEVANCES**

- 9.1 Graduate student grievances in the department shall be conducted in accordance with procedures set forth in the document, “Graduate Student Rights and Responsibilities” (GSRR), which can be found online at <http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-1-graduate-student-rights-and-responsibilities-at-michigan-state-university>.
- 9.2 The composition and functioning of the hearing board as set forth in this document shall implement and be consistent with the provisions of GSRR and section 9.3 below.
- 9.3 Hearing Board Composition (see GSRR 5.1.3)
- 9.3.1 Each fall term a hearing board panel shall be selected consisting of:
- 9.3.1.1 The chair of the department or designee.
- 9.3.1.2 Two faculty members drawn by lot from the list of regular faculty in the department. Two faculty members who will serve as alternates shall also be drawn by lot.
- 9.3.1.3 Two graduate students drawn by lot from the list of graduate students in the department. Two graduate students who will serve as alternates shall also be drawn by lot.
- 9.3.1.4 The chair of the board shall be selected from among the faculty members of the board by a vote of all hearing board members.
- 9.3.1.5 The associate chair of the department shall serve in an advisory capacity without vote and is responsible for ensuring that the board is properly constituted, for supervising the selection of the chair, for informing the board about its functions and for advising the board on matters of procedure.
- 9.3.2 For each case a hearing board shall be selected consisting of:
- 9.3.2.1 The chair of the department or designee
- 9.3.2.2 Two faculty members selected according to 9.3.1.2. If one or more are disqualified according to 9.3.3 they are replaced with alternates. Additional alternates may be drawn by lot if necessary.
- 9.3.2.3 Two graduate students selected according to 9.3.1.3. If one or more are

disqualified according to 9.3.3, they are replaced with alternates. Additional alternates may be drawn by lot if necessary.

9.3.2.4 The chair of the board selected according to 9.3.1.4. If the chair of the board is disqualified according to 9.3.3, an alternate faculty member shall be selected and a new chair selected according to procedures in 9.3.1.4.

9.3.2.5 The associate chair of the department.

9.3.3 Persons on the list of regular faculty or graduate students in the department involved or possessing a conflict of interest in a case shall be disqualified by the judgement of the chair of the hearing board and the associate chair of the department from sitting on the hearing board for that specific case.

10.0

UNDERGRADUATE STUDENT GRIEVANCES

- 10.1 Undergraduate student grievances in the department shall be conducted in accordance with procedures set forth in the document, “Academic Freedom for Students at Michigan State University” (AFR) and can be found online at <http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university>
- 10.2 The composition and functioning of the hearing board as set forth in this document shall implement and be consistent with the provision of AFR and section 10.3 below.
- 10.3 Hearing Board Composition (see AFR 2.4.2 and 2.4.4.1).
- 10.3.1 Each fall semester a hearing board panel shall be selected consisting of:
- 10.3.1.1 The chair of the department or designee
- 10.3.1.2 Two faculty members drawn by lot from the list of regular faculty in the department. Two faculty members who will serve as alternates shall also be drawn by lot.
- 10.3.1.3 Two undergraduate students drawn by lot from the list of undergraduate students in the department. Two undergraduate students who will serve as alternates shall also be drawn by lot.
- 10.3.1.4 The chair of the board shall be selected from among the faculty members of the board by a vote of all hearing board members.
- 10.3.1.5 The associate chair of the department shall serve in an advisory capacity without vote and is responsible for ensuring that the board is properly constituted for convening the initial meeting of the board, for supervising the selection of the chair, for informing the board about its functions and for advising the board on matters of procedure.
- 10.3.2 For each case a hearing board shall be selected consisting of:
- 10.3.2.1 The chair of the department or designee
- 10.3.2.2 Two faculty members selected according to 10.3.1.2. If one or more are disqualified according to 10.3.3, they are replaced with alternates. Additional alternates may be drawn by lot if necessary.
- 10.3.2.3 Two undergraduate students selected according to 10.3.1.3. If one or more are

disqualified according to 10.3.3, they are replaced with alternates. Additional alternates may be drawn by lot if necessary.

- 10.3.2.4 The chair of the board selected according to 10.3.1.4. If the chair of the board is disqualified according to 10.3.3, an alternate faculty member shall be selected and a new chair selected according to procedures in 10.3.1.4.
- 10.3.2.5 The associate chair of the department.
- 10.3.3 Persons on the list of regular faculty or undergraduate students in the department involved or possessing a conflict of interest in a case shall be disqualified by the judgement of the chair of the hearing board and the associate chair of the department from sitting on the hearing board for that specific case.

11.0 **FACULTY GRIEVANCES**

11.1 Any (unit) faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the faculty grievance officer (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedure.

11.2 Initiation of Grievances and Hearing Procedure

11.2.1 Initiation of Grievances

11.2.1.1 A faculty member who feels aggrieved may without delay discuss the matter in a personal conference with the FGO. The FGO shall determine if the grievance falls under the Faculty Grievance Procedure, the University Committee on Faculty Tenure or the Anti-Discrimination Judicial Board.

11.2.1.2 In order to establish standing and retain access to the formal hearing mechanisms at the (unit) level, a faculty member must submit a written grievance statement to the FGO within 30 days of his/her first knowledge of the alleged violation. (For good cause shown, any time limits specified in this document may be waived or extended by the FGO or upon mutual agreement of the parties. References to days in this document are to be calendar days.)

11.2.1.3 The written grievance statement shall set forth the alleged violation of existing policy or established practices, a concise statement of the facts relevant to the grievance, the name(s) of any administrator(s) whose action is at issue, the approximate date on which the alleged action took place and the redress sought.

11.2.1.4 The FGO shall forward a copy of the grievance statement to the administrator(s) named within ten (10) days of the receipt of the grievance.

11.2.2 Informal Resolution

11.2.2.1 The FGO shall investigate the grievance and make every reasonable effort to resolve it informally. The FGO may recommend dropping the grievance as lacking in merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant.

11.2.2.2 Within 30 days of the filing of the grievance statement, the parties and the FGO shall attempt to resolve the grievance informally. If the FGO determines that the grievance cannot be resolved informally, notice of such determination shall be provided to the parties. If the grievant wishes to pursue the grievance, a written

request for a formal hearing must be submitted to the FGO within 30 days of such notice. Failure to submit such a request will constitute a waiver of the grievant's right to pursue the grievance.

11.2.2.3 The FGO shall determine after consultation with both parties the appropriate hearing level (department/unit, college, university) and shall notify the administrator at the appropriate level of the written request for hearing.

11.3 Formal Hearing Procedures

11.3.1 A (unit) hearing panel shall be established by the FGO in the following manner:

11.3.1.1 A hearing panel shall consist of three members drawn by lot from the unit faculty. All drawing shall be conducted by the FGO.

11.3.1.2 The FGO shall notify each party of the names drawn for the hearing panel and within ten days either party may challenge any member for cause. In addition, each party shall have one peremptory challenge. Cause shall be determined by the (unit) advisory council or its designee(s). Challenged members shall be replaced pursuant to the procedures stated in 11.3.1.1.

11.3.2 The hearing panel shall conduct a hearing according to the procedures stated below and according to guidelines in Articles 3 and 6 of the Faculty Grievance Procedure.

11.3.2.1 A hearing shall commence within 14 days of the final establishment of the hearing panel.

11.3.2.2 The FGO shall assemble the hearing panel and shall supervise selection of the presiding officer from among the members of the hearing panel.

11.3.2.3 The presiding officer shall apply the rules of procedure consistent with the guidelines stated in Article 6 of the Faculty Grievance Procedure.

11.3.2.4 The hearing panel shall decide whether the preponderance of the evidence does or does not support the allegation(s) made by the grievant.

11.3.2.5 Findings and recommendations of hearing panels shall conform to existing policy and procedures in the (unit).

11.3.2.6 Whenever a hearing panel loses a member, the hearing shall be terminated and a new panel selected.

11.3.2.7 Hearing panels shall report their findings and recommendations in writing within

14 days of the completion of the hearing to the FGO, who shall forward them to the grievant, the respondent, and the administrator who is the respondent's immediate supervisor.

11.3.3 The immediate supervisor (dean, chairperson, or director) shall provide written notification of his/her decision to the parties to the grievance and the FGO within 14 days of his/her receipt of the findings and recommendations of the hearing panel. Failure to provide written notification within 14 days shall result in automatic appeal.

11.3.4 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days of the receipt of the decision of the appropriate administrator, in accordance with the procedures established in Article 5 of the Faculty Grievance Procedure.

11.3.4.1 Failure to appeal within the prescribed time shall be deemed to be acceptance of the decision.

12.0

REVIEW OF THE BYLAWS

12.1

A bylaw committee shall be appointed by the chair to review and evaluate the bylaws for applicability and relevance and report to the department at a general meeting during even academic years (e.g., 2016-2017). If nothing is to report, the above document will be maintained until changes are felt to be necessary.

12.2

Should the committee find revision of the bylaws to be necessary, the chair shall appoint a committee to draft revisions. All revisions must be approved by a vote of the regular faculty in concurrence with section 7.0.