

# Operating Code

## Department of Sociology

Revised, May 5, 2014

### I. PREAMBLE

A. This document specifies the administrative and policy-making procedures of the Department of Sociology. Policy-making means the establishment or alteration of basic departmental objectives, priorities, programs or procedures; administration refers to the practical implementation and management of said objectives, priorities, etc.

B. The scope of this document includes all departmental matters, operations, programs and procedures not specifically structured by superior code.

C. The primary function of this code is to insure and support the cooperative involvement of administrators and faculty in departmental affairs related to the discharge of their, and the Department's, primary functions: the dissemination, production, and application of sociological knowledge.

D. This document is based on the principle that maximum departmental and individual effectiveness is achieved when departmental operations are based on the informed cooperative enterprise of its membership. Thus, within the limits imposed by superior administrative codes, this document subscribes to the principle of democratic procedure in intra-departmental governance.

E. This code is viewed as the basis for agreement and understanding between departmental faculty and university administrators on the internal organization and administration of the Department of Sociology.

### II. DEPARTMENT MISSION AND OBJECTIVES

The Department of Sociology is dedicated to advancing sociology as a scientific discipline and profession serving the State of Colorado and the public good. We seek to stimulate and improve research, instruction, discussion, and outreach. We also encourage cooperative relations among those engaged in the scientific study of society.

The sociology department has a commitment to both the undergraduate and graduate programs. The department believes that the programs are interrelated and that changes in one affect the other. Faculty are expected to participate in both undergraduate and graduate programs, and over time, are encouraged to serve on both the graduate and undergraduate committees.

The basic objectives of the Department of Sociology are to implement, within its area of competence and to the limits of its resources, the basic goals of the University through the activities of its faculty in the areas of teaching/advising, research/scholarship and service/outreach.

A. **TEACHING/ADVISING.** The department provides three instructional and professional training programs, including: (1) a program of undergraduate study leading to a major in the field of Sociology, but also including courses designed to support the liberal education of undergraduate students undertaking courses of study in other departments and colleges in the University; (2) a Master's Program of graduate study designed to produce advanced comprehensive knowledge of the discipline and skills for paraprofessional employment or enrollment in advanced programs of graduate study; and (3) a Doctoral Program providing advanced graduate training in the applied sociological area of Social Change. Faculty members are encouraged to advise both undergraduate and graduate students in their programs of study. At the graduate level, this included serving on thesis and dissertation committees.

B. **RESEARCH/SCHOLARSHIP.** The professional role of the academic scholar includes creative research resulting in contributions to the literature of the discipline and profession. Because the professional productivity of faculty affects the academic status and professional respectability of their institution, the Department of Sociology encourages its faculty in sponsored or unsponsored research efforts as well as other professional involvements in the discipline. It further encourages the involvement of graduate students in research endeavors as part of their professional training.

C. **SERVICE/OUTREACH.** The Department also encourages faculty who wish to apply their professional skills and knowledge in service and outreach to the University, community, or society. Normally such service entails the professional application of sociological knowledge to the resolution of issues or problems confronting groups, organizations, or agencies outside the department or discipline. Included in this applied area are professional consulting, speeches or addresses to lay or non-sociology professional audiences, and other such service-oriented professional activities.

### **III. DEPARTMENT ORGANIZATION**

The major administrative units of the Department of Sociology include:

The Chairperson  
 The Department Council  
 The Executive Committee  
 Standing Committees  
     The Graduate Committee  
     The Undergraduate Committee  
 The College Curriculum Liaison  
 The Director of Graduate Studies  
 The Director of Undergraduate Studies  
 Ad Hoc Committees

#### **A. THE DEPARTMENT CHAIRPERSON**

1. The Department Chairperson shall be appointed in accordance with procedures set forth in current rules of governance of the College and University.
2. As these procedures require departmental recommendations to higher administration, they shall include (a) the dissemination of all pertinent information concerning the candidate(s) to all members of the Department

Council, and (b) a confidential polling of the Council to determine the degree of their support for the candidate(s). This procedure shall be implemented by the Search Committee appointed by the Dean in accordance with College and University codes.

3. In the event that the Chairperson be absent from office for more than three working days, the Chairperson shall, with the approval of the Dean, appoint a member of the department faculty to serve as Acting Chairperson with full authority to conduct business of office.

4. In matters of administering University, College and Department policies and directives, the Chairperson is the chief executive officer of the department. In this capacity the Chairperson has, as an explicit responsibility to superior administrative authority, the execution of particular directives and policies established by higher administration, and is charged to avoid the implementation or administration of any departmental policies or procedures which contradict or violate said directives or policies. It is recognized that the Chairperson has the authority to reject any recommendation from the various bodies and committees as they relate to policy and procedure within the administration of the department.

5. In the event that the Chairperson exercises veto power, the veto shall be accompanied by a written explanation to the Executive Committee and/or other affected groups or individuals.

6. The Chairperson shall be responsible for the supervision of main office personnel.

7. The Chairperson shall be responsible for the management of the Department budget. While in the process of formulating the annual Department budget, the Chairperson shall, at a regular meeting of the Department Council, inform the Council of budgetary considerations, and shall seek the Council's recommendations on policies and allocation priorities concerning discretionary (i.e., not fixed by higher authority) budgetary items.

8. The Chairperson shall be the final arbiter on departmental curriculum and teaching schedules.

9. The Chairperson is automatically an ex-officio member of all Standing Department Committees.

J O. The Chairperson shall act as initial adjudicator in cases of intra-departmental disputes (cf., Section IV, Parts, G & H, below).

11. The Chairperson shall be specifically responsible for forwarding the following recommendations to higher administration:

- a) Appointment of new faculty
- b) Annual re-appointments of untenured faculty on regular appointment
- c) Promotion of faculty
- d) Stipends and grants to graduate students
- e) Leaves of absence or sabbaticals
- f) Salary changes for faculty and staff
- g) Tenure of faculty
- h) Department curriculum schedules
- i) Department budget reports

12. Further responsibilities of the Chairperson include the negotiation and scheduling of teaching assignments, the affirmation of faculty and student representative assignments to Department Standing Committees, appointment of faculty on special assignments and the administration of available department funds for professional travel.

## **B. THE DEPARTMENT COUNCIL**

1. The Department Council is the legislative body of the Department whose prime purpose is the establishment or alteration of basic departmental policies, priorities, programs, or procedures (cf., C.2.4.2, CSU Academic Faculty & Administrative Professional Manual)

2. The Department Council consists of all regularly appointed department faculty and student representatives as specified in Section IV, Part A, Items 1 and 2, below.

3. The Department Council shall meet on a regular monthly basis during the academic year. Other meetings of the Council may be convened by the Chairperson, the Executive Committee, or any member of the Council with the endorsement of the Chairperson or a majority of the Executive Committee.

4. Regular meetings of the Council shall constitute the principal forum for (a) the introduction, deliberation, or legislation of action recommendations concerning departmental policies, programs, or procedures, and (b) the Chairperson's dissemination of knowledge and information concerning departmental operations.

5. The Department Chairperson shall preside at meetings of the Council. Meetings shall be conducted in accordance with *Robert's Rules of Order* (revised Edition).

6. The Chairperson shall be responsible for the recording of Council minutes. Minutes shall specifically record policy, programmatic, and procedural judgments of the Council, when such are brought to question and passed by a majority. The Chairperson shall also circulate an agenda prior to any scheduled meeting of the Council.

7. Matters concerning departmental policies, priorities, programs, or procedures may be introduced into Department Council deliberations by the Chairperson, the Executive Committee, or any Council member. The matter may then be referred to the appropriate Department Standing Committee for clarification of options and implications and policy recommendations, and then returned to the Department Council. After due consideration, the Department Council may move to recommend to the Chairperson specific policy or procedural actions. It shall then be the responsibility of the Executive Committee to advise the Chairperson on matters of policy execution with regard to their articulation with existing policies or codes.

## **C. THE EXECUTIVE COMMITTEE**

The Executive Committee shall be the major departmental agent representing the academic and professional interests of the departmental faculty in departmental affairs.

1. The Executive Committee shall consist of four members of the department faculty elected by majority vote of the regularly appointed faculty members whose major university is to the Department of Sociology. Term of service shall be two years, with two members elected in alternate years.
2. At the first regularly scheduled annual meeting of the Executive Committee, a chairperson for this committee shall be elected. Meetings shall be held at least once a month and conducted in accordance with *Robert's Rules of Order* (Revised Edition). The chairperson of the Executive Committee shall be responsible for the recording and subsequent distribution of minutes to the department faculty prior to the next scheduled **meeting**.
3. All matters of policy or procedure recommended by the Committee to the Department Council or the Chairperson shall entail the casting and recording of a majority vote of the committee to qualify as an official recommendation of the Committee.
4. Specific duties of the Committee shall include, but are not limited to, substantive written recommendations to the Chairperson on matters concerning faculty tenure, promotion, salary changes, contract renewals, and the appointment of faculty to Department Standing Committees. More generally, the Executive Committee shall play a strategic role in the formulation of policy or procedural recommendations to the Department Council or the Chairperson for appropriate action.
5. The Committee may meet in executive session only in cases where confidentiality is absolutely required by superior code. In confidential deliberations involving individual members of the department, the Chairperson of the Department shall be responsible for the Committee's full compliance with the 1969 Colorado Open Records Act.
6. When required, the Executive Committee shall act as a second level review and appeal board in cases of grievance or complaint by faculty or students (cf., Section IV, Parts G & H, below).

#### **D. STANDING COMMITTEES**

1. Each standing committee shall have on file in the main office a copy of an operating paper specifying its basic change and a full stipulation of procedure structuring its operations. Operating papers must be approved by the Department Council. The chairperson of each standing committee shall make an annual report to the Department Council at the last meeting of the school year.
2. The primary task of Departmental Standing Committees is the conduct of basic routine activities essential to departmental operations, and the development and recommendation of policy necessary to their sphere of responsibility.
3. When a Standing Committee forwards a recommendation of the Department Council or the Chairperson, the recommendation shall be in writing, and shall have been approved by a majority of the committee.
4. The faculty membership of Standing Committees shall be jointly nominated by the Chairperson and the Executive Committee, and approved by the Department Council. There is no set number of members on these committees, and each committee shall contain one duly elected student representative. The student representative appointed to the Graduate Committee shall be a regular student in the sociology graduate

program. The student appointed to the Undergraduate Committee should be a regular student in the sociology undergraduate program.

#### **E. THE DIRECTOR OF GRADUATE STUDIES**

1. The Director of Graduate Studies (DGS) will be appointed for a term of one year and may serve for successive years with the Council's annual approval. The Director of Graduate Studies will be responsible for working with faculty and graduate students to promote the well-being of the Department's graduate program, representing the theoretical, methodological, and substantive plurality of the Department. The Director of Graduate Studies will chair the Graduate Committee.
2. The Director of Graduate Studies will be appointed by the Chairperson of the department in consultation with the Executive Committee with the approval of the Department Council. The position of DGS is not to be limited to any or some ranks [assistant, associate, or full professor], but in practice tenured persons should be given priority.
3. Compensation for the academic year and for the summer as well as the basis for evaluation should be negotiated by the Chairperson in consultation with the Executive Committee and the individual prior to assuming the position. This information will be made available to the Department Council at the time of their decision to approve the appointment.
4. The Director of Graduate Studies is responsible to the Department Chairperson.

#### **F. THE DIRECTOR OF UNDERGRADUATE STUDIES**

1. The Director of Undergraduate Studies (DUS) will be appointed by the Department Council for one year and may serve for successive years with the Council's annual approval. The DUS will be responsible for working with faculty and undergraduate students to promote the well-being of the Department's undergraduate program, representing the theoretical, methodological, and substantive plurality of the Department. The DUS will chair the Undergraduate Committee.
2. The Director of Undergraduate Studies will be appointed by the Chairperson of the Department in consultation with the Executive Committee with the approval of the Department Council. The position of DUS is not to be limited to any or some ranks [assistant, associate, or full professor], but in practice tenured persons should be given priority.
3. Compensation for the academic year as well as the basis for evaluation should be negotiated by the Chairperson in consultation with the Executive Committee and the individual prior to assuming the position. This information will be made available to the Department Council at the time of their decision to approve the appointment.
4. The Director of Undergraduate Studies is responsible to the Department Chairperson.

### **G. AD HOC COMMITTEES**

When occasion warrants, the Department Council or Chairperson may establish temporary Ad Hoc task-force committees for a specified purpose, such as searches for open positions, and period of time.

## **IV. DEPARTMENTAL PROCEDURES**

### **A. VOTING RIGHTS AND PROCEDURES**

1. Full voting rights shall be extended to all regularly appointed faculty members whose major university appointment is to the Department of Sociology for all decisions requiring a vote
2. Voting rights are also extended to duly elected student representatives appointed to the Department Council and Standing Committees. Student representatives shall have full voting rights for all decisions requiring a vote except for faculty and/or Department Chairperson hiring decisions. In the case of faculty and/or Department Chairperson hiring decisions student representatives appointed to the Department Council shall not vote. Instead, the student representative appointed to the search committee shall cast a single vote.
3. Together, regularly appointed faculty and one student representative from each of the three departmental programs (i.e., Undergraduate, Masters, Doctoral) shall constitute the Department Council.
4. Unless otherwise specified in *Robert's Rules of Order*, or elsewhere in this document, all decisions of the Department Council and Standing Committees shall be made by majority vote. In certain cases confidential balloting is permitted and/or required (i.e., in the evaluation of faculty for tenure or promotion, the yearly evaluation of the Chairperson's performance, the annual review of faculty performance). In other cases, balloting may be confidential if requested by one-third of the Council or Committee membership.

### **B. PARLIAMENTARY PROCEDURES**

1. The rules contained in the most recent edition of *Robert's Rules of Order* (revised) shall govern the conduct of all Department Council and Standing Committee meetings.

### **C. ANNUAL CHAIRPERSON REVIEW**

1. In accordance with the College of Liberal Arts Code, evaluations of the Departmental Chair will be solicited from the faculty and staff of his or her department (cf., V.A). It shall constitute the substance of opinion forwarded to the Dean by the Executive Committee.
2. The annual review of the Chairperson is due in the Dean's office by March 10 of each year, to coincide with the annual review of department faculty.
3. The Executive Committee shall distribute a form prepared by the Dean's Office to be used by members of the Department Council for their evaluation of the Chairperson. This form shall have specific provision for evaluation of the Chairperson's (a) administration of the department, (b) accomplishment of department goals, and (c) adherence to the Department Code. In the matter of professional and scholarly achievement (teaching, research, publication), the Chairperson shall be evaluated in accordance with the same procedures employed for faculty evaluation. See especially subsection D, 3 of this section.

4. The results of the review shall be compiled by the Executive Committee and distributed to the Chairperson, the Dean of the College, and members of the Department Council. A copy of the review results shall be kept on permanent file by the chairperson of the Executive Committee.

#### **D. WORKLOAD, TENURE, PROMOTION AND PERFORMANCE REVIEWS**

I. Faculty effort distributions must meet two standards: first, they must be designed in a way that makes it possible for the Department to fulfill its overall institutional mission; second, effort distributions may vary in ways that reflect the distinctive contributions of individual faculty to that mission. Therefore, workload expectations are subject to changes in university workload policy.

Effort distributions will be designed with reference to the following standard. A distribution of 50% effort in teaching and advising is associated with an academic year assignment of four three-credit Type A courses plus graduate and undergraduate advising and other Type B activities. Faculty on a four-course load and a 35% or higher effort distribution for research/creative activity must sustain a record of research and creative activity that is on a level (in terms of both productivity and quality) equivalent to national norms at CSU's peer universities that have two-two teaching loads.

Non-tenured faculty who are on a tenure-track appointment will normally be assigned no more than four Type A courses in an academic year.

As long as any agreements reached are consistent with the records of the faculty involved and the ability of the Department to fulfill its institutional mission, individual faculty may negotiate individual effort distributions with the Department Chair. Any reduction or addition of a three-credit Type A course from the standard outlined above will change the effort distribution 12.5% over the nine-month academic year. A corresponding change in the proportions assigned to research and service will occur. Except in the cases that have the prior approval of the Dean, the range of possible variation in individual effort distributions will be constrained by the following minimums: 25% teaching (where each three credit Type A course will be counted as 12.5% over a nine-month academic year, with a minimum of 5% advising or Type B activities); 25% research and other creative activity; and 10% service/outreach. If a redistribution of effort is made (e.g., for not teaching courses), expectations for productivity will be adjusted appropriately to account for the redistribution.

Following family, medical, or sick leave, expectations for research, teaching and/or service productivity will be reduced by the amount of leave taken. This adjustment will be made for each year in which leave is included in the review period.

The Department Chair has the discretion to approve temporary alterations in effort distributions that would not be normally justifiable given a faculty member's record if such arrangements are part of a professional development plan designed to help faculty improve their teaching for research.

2. Criteria and procedures for faculty promotion, tenure and performance reviews will conform to general policy as specified in the *CSU Academic Faculty & Administrative Professional Manual* (cf., E.10-E.13).

3. Department criteria for tenure and promotion:

The Department of Sociology's criteria for appointment to tenure and/or advancement in rank are intended to preserve and enhance the excellence of the Department and the University. Tenure contributes

to this objective by giving a strong measure of security and protection to faculty members -- freeing them to teach, inquire, create, publish, and serve, with less concern for the immediate popularity or acceptability of their efforts than would be the case if termination of employment were a continual possibility. A favorable recommendation for appointment to tenure and/or advancement in rank requires a forecast that a candidate's intellectual vitality and performance as a faculty member will be of high quality for many years to come. Granting of tenure and a long-term commitment of university and state resources requires proof of excellence in past performance and a judicious expectation of continued excellence.

Appointment to tenure and advancement in rank are the two highest academic honors the University can confer on a faculty member. Because of the utmost gravity of these recommendations by the Department, for both the faculty member and the University, a meticulous and attentive examination of the candidate by the Department is required, employing only the most demanding standards. The overriding considerations in appointment to tenure and advancement in rank recommendations are the professional performance of the faculty member, and the maintenance and improvement of departmental programs. The Department, in considering a candidate's future contributions to the educational function, should accord major significance to all evidence of scholarly competence and productivity. Scholarly competence and productivity are measured by the quality of (a) research and scholarly publications; (b) teaching and advising; and (c) service and outreach to the public, university, and profession. The three areas -- research, teaching, and service -- are not independent and unrelated. They encompass the diversity of activities essential for all faculty. The Department of Sociology recognizes that faculty members have different blends of specialization in these three areas, but quality performance in each is expected. Excellence in past and prospective performance is the criterion for a favorable tenure and/or advancement in rank **recommendation.**

a) Research/Scholarship

Evaluation of a candidate's research efforts must take into consideration the variety of methods and approaches to research. The candidate should have demonstrated the ability to conduct research that reflects creative scholarship and makes a significant contribution to knowledge. Among the forms of competence that may be demonstrated are the abilities (a) to conduct research with appropriate methodological rigor and technique; (b) to conceptualize and theorize in an original way, with logical formulation as appropriate; (c) to synthesize, criticize, and clarify extant knowledge and research; (d) to innovate in the collection and/or analysis of empirical data; and (e) to relate research to the solution of practical problems.

Evidence of research competence includes: (a) publication or acceptance of scholarly books, monographs, chapters, bulletins, etc.; (b) publication or acceptance of papers and articles in professional journals; (c) reviews or evaluations of the candidate's publications and manuscripts; (d) citations of the candidate's work; (e) research awards, grants, and proposals; (f) evaluations by authorities, especially from other major universities in the candidate's field of specialization; (g) technical reports, papers presented at professional meetings, invited lectures at other universities, invitations to participate in special professional meetings, research honors, awards, and **JJd consultations.**

b) Teaching/advising

Evaluation of teaching ability must take into account the wide range of approaches to teaching within the University. Besides the variations attributable to individual personality and style, there are distinctions among types of teaching situations. These include lectures, discussion sections, seminars, laboratory instruction, internships, and individual advising and consultation. A candidate need not be equally proficient in all teaching situations and, indeed, different needs within the Department justify a substantial amount of diversification.

The types of evidence to be used in evaluating teaching ability are (a) surveys of student opinions; (b) assessment by colleagues based on direct observation; (c) course outlines, bibliographies, and other

teaching materials; *(d)* assessment by teaching assistants, trainees, and the like; *(e)* the record of student advising, consultations, and research supervision; *(f)* development of new courses and teaching materials, including textbooks and instructor's manuals; *(g)* the development of innovative and successful course and curricular components; *(h)* the development of new educational programs, concentrations, or specializations; *(i)* the development of instructional materials adopted for use by other institutions; *(j)* formal or informal participation in efforts to help others improve their teaching; *(k)* evidence of continuing efforts, including criticism by peers, to evaluate one's own teaching and application of the results; and *(l)* teaching honors and awards. A balanced judgment of teaching ability must rely on more than one kind of **evidence**.

c) Service/Outreach

All faculty members are expected to be actively engaged in service and outreach activities. Although service cannot be the major criterion for appointment to tenure or advancement in rank, it can help build a candidate's case for tenure and/or advancement in rank. Three types of service activities will be evaluated: public, university and department, and professional. All service should be adequately documented.

*Public.* Faculty members participate in various ways in carrying out the University's obligation to serve the state and public at large. Public service may include membership on committees and boards, preparation of publications, articles, and reprints for the public, testifying at public hearings, speaking to public bodies, professional consulting, and participation in workshops and conferences. Consulting within guidelines established by the University is considered to be service insofar as it is found to be consistent with fulfilling the teaching, service, and research expectations of the Department.

Public service activity shall be evaluated according to the level of skill and success in communicating and applying one's professional knowledge. Recognition shall be given to the fact that public service is an especially important responsibility of faculty with applied and extension responsibilities. The relevance of the activity to the mission of the University should be assessed. Without evaluation, some accomplishments listed as "service" may appear to be normal civic responsibility or routine professional consulting not related to the candidate's likely future contribution to the mission of the Department or the University.

The Department requires specific reliable evidence of productivity, quality, and creativity in public service activities. Such evidence requires a description of the activities involved, incorporating such items as the nature of the problems and the publics served, the objectives of the activity and its relevance to societal problems, the methods employed, and the results achieved.

*University and Department.* The Department recognizes that the effective operation of the university as an organization with a high degree of faculty participation requires widespread and, at times, intensive involvement in faculty governance, departmental and university committees, administrative roles, advisory functions, and other similar tasks. Meritorious service to the University by the candidate must be documented. Such service may be seen in, but is not limited to: *(a)* significant participation in and leadership on major committees; *(b)* the initiation and direction of interdisciplinary programs and activities; *(c)* contributions to University programs beyond the area of academic affairs; *(d)* a critical role in innovative solutions to University problems; and *(e)* exceptional service to the University community-at-large.

*Professional.* Service to one's profession or academic discipline may occur at local, state, national, and international levels. Such activities include serving as an officer, member of a board, committee, or task force, serving on an editorial board of a professional journal, reviewing research proposals or manuscripts, and organizing and participating in technical meetings and other projects.

4. Recommendations for advancement shall be based on peer evaluation of the performance, accomplishments, and future usefulness of the faculty member under consideration in the areas of teaching, research and service.

5. Particular criteria to be applied in consideration of tenure, promotion, and annual performance reviews shall be formulated in operational term by the Chairperson and the Executive Committee and adopted or amended by a majority of the Department Council. An operating paper specifying these criteria shall be placed on permanent file in the main office. Criteria will be supportive of the following principles:

a) No criteria shall be applied in a manner that violates the principle of peer review exercised through designated departmental procedure.

b) Criteria will be applied in a manner consistent with a faculty member's assigned distribution of effort among the areas of teaching, research and service (i.e. faculty shall not be disadvantaged by virtue of their assigned workload distributions).

6. In the matter of tenure and promotion, early in the academic year, the Executive Committee and the Chairperson shall jointly prepare a list of all eligible faculty members for consideration of tenure and/or promotion. Any member meeting eligibility requirements may also enter his/her name for consideration.

7. If any member of the executive Committee or the Chairperson is under consideration, that person shall be excluded from Committee deliberations pertaining to his/her case.

8. The Chairperson and the Executive Committee shall cooperate with faculty candidates in the collection, compilation and distribution of candidate's personal and professional data summaries (including vita) to voting members of the Department Council for their review and recommendations.

9. A recommendation regarding tenure shall have approval by a majority vote of the tenured faculty members of the Department Council, excluding the Chair.

10. A recommendation regarding promotion in rank shall have approval by a majority vote of the regularly appointed faculty members of the Department Council who have earned a rank equal to, or higher than, the rank aspired to by the candidate for promotion. If there are fewer than three faculty members who meet this qualification within the Department, the Chair will select additional tenured faculty members of higher rank from the Departments of Anthropology, Economics, History and Political Science to produce a committee of three members.

11. The Executive Committee shall compile the results of such reviews (written materials, vote results, etc.) and present them to the Chairperson as part of a positive or negative recommendation for tenure and/or promotion.

12. The Chairperson shall then prepare a final recommendation, which shall reflect the recommendations of the faculty and the Executive Committee, for submission to the Dean of the College.

13. All written recommendations shall be made available for review by candidates prior to being forwarded to the Dean.

14. If it is the decision of the Chairperson to forward to the Dean a recommendation that is contrary to that of the Department Council and/or Executive Committee, the Chairperson shall provide the Dean, the Department Council, and affected individuals with a written justification of her/his actions. As mentioned above (ill, B, p. 4), due process for resolution of disputes is provided in the *CSU Academic Faculty & Administrative Professional Manual* (cf., E.10.7).

15. Post-tenure reviews of faculty will conform to E.14.3 of the *University Manual*.

#### **E. SENIOR TEACHING APPOINTMENTS**

Senior Teaching Appointment (STA), which is a position created and recognized by the University, refers to an instructor who was employed primarily to fulfill the teaching mission of the Department of Sociology and who meets the minimum requirements as described in E.11 of the Faculty and Staff Manual and the requirements set forth by the College of Liberal Arts. Appointment to this position (1) will be initiated by the Department Chair in consultation with the Executive Committee and (2) will be made by a 2/3 affirmative vote of the Department Council. Individuals holding the position of STA will have the following privileges and responsibilities:

##### Qualifications:

- Must have an MA or higher degree in Sociology or related field.

##### Privileges:

- A maximum of one STA, selected by all STAs in the department, will serve as a voting member on the Department Council (if only one STA is appointed at any given time, that person will automatically be appointed to Department Council).
- The STA Representative to Department Council will be eligible to vote on all but personnel matters.
- STAs have full access to all departmental resources and facilities.
- STAs may serve on appropriate committees relevant to the instructional mission of the Department as determined by the Executive Committee.

##### Responsibilities:

- Maintain “exceeds expectations” in teaching.
- Serve on committees as needed and assigned by the Executive Committee.
- Contribute to student advising and mentoring.
- Contribute to service in the Department.

STAs will go through the same annual evaluation process as full-time tenured or tenure-track faculty and hence will be reviewed annually by the Chair and the Executive Committee.

#### **F. DEPARTMENT SELF-EVALUATIONS**

1. During the first year of incumbency the Chairperson shall present in writing to each member of the Department Council a program of specific departmental objectives (both long and short range) regarding undergraduate and graduate programs, research and publication, departmental service functions, and other matters vital to department functions.

2. Not later than the fourth year of the Chairperson's incumbency, the Chairperson shall call a meeting of the Department Council to initiate evaluation of department operations.

3. At this meeting, a Department Self-Evaluation Committee shall be established, consisting of five members: three elected from the department at large, and two elected by the Executive Committee from its own membership. At least three members of the Evaluation Committee shall be of senior rank (Full or Associate

Professor), and both senior ranks shall be represented.

4. Within four weeks of the general department meeting, the Self-Evaluation Committee shall elect a Chairperson and prepare for distribution to members of the Department Council an evaluation form based on the general department objectives contained in Part II of this Code, and the specifications of these objectives referred to in D, 1 above.

5. The self-evaluation report shall be distributed in report form to members of the Department Council, the Chairperson, and the Dean of the College.

6. A departmental self-evaluation must also be conducted whenever so requested by a majority vote of the Department Council. Should such a situation eventuate, the Dean shall be notified.

#### **G. AFFIRMATIVE ACTION POLICY AND PROCEDURES**

1. The Sociology Department adheres to a policy of equal opportunity and non-discrimination on the basis of sex, race, color, religion or national origin in its personnel policies, and in the recruitment and admission of students to its programs of study.

2. In pursuance of this policy, and in conformance with the Affirmative Action Program of Colorado State University, the Sociology Department shall (a) actively cooperate with University offices and programs established to provide financial aid and academic counseling services to women and minority group students in department degree programs; (b) provide for equal opportunity and equitable treatment for present and future faculty and staff members; and (c) assist in the implementation of local, state or federal programs designed to encourage the participation of women and minority group members in department programs.

#### **H. GRIEVANCE PROCEDURES: FACULTY**

1. In the event that a faculty member has a grievance, he/she will request and obtain a conference with the Chairperson which, if appropriate, will include other concerned parties involved in the grievance.

2. If the grievance cannot be resolved in this conference, the aggrieved party shall request and obtain a hearing before the Executive Committee, and shall present an advance statement to the Committee. Involved parties shall also be invited to this hearing.

3. If the grievance cannot be settled by these means, further action shall be in accord with the guidelines set forth in the *Academic Faculty & Administrative Professional Manual* (cf., E.10.7, K).

#### **I. GRIEVANCE PROCEDURES: STUDENTS**

1. If a student has a grievance with a faculty member, and can neither negotiate nor resolve this grievance directly with the faculty member, the student shall arrange a conference with the Department Chairperson, and shall submit a letter of grievance.

2. The Chairperson shall then consult the faculty member involved in the grievance, document the position of the faculty member, and adjudicate the case.

3. Records shall be kept of all conferences, and documents initialed and minutes initialed by the parties involved certifying their accuracy.

4. The Chairperson shall report the results of his/her decision in writing to all parties involved in the dispute.

5. If these procedures do not resolve the dispute, the student may appeal to the department appeals

committee. This ad hoc committee shall be nominated jointly by the chairman and the executive committee and approved by the departmental council. The committee shall consist of three faculty members, one graduate student, and one undergraduate student.

6. If the dispute is still not resolved, the student may appeal to the Conflict Resolution and Student Conduct Services Office.

7. A full discussion of students' rights and responsibilities can be found in the *CSU General Catalog* under "Policies and Guiding Principles" and in the *CSU Student Conduct Code*.

### **I. AMENDMENT PROCEDURES**

1. Amendment procedures to this code shall be formally instituted by petition (signed by three or more members of the Department Council) presented as a matter of new business at any regular meeting of the Department Council.

2. The petition shall be circulated to all members of the Council at least one week prior to said Council meeting.

3. To be adopted at the departmental level, an amendment must be approved by a two-thirds majority of the members who are present and voting, or who have cast an absentee ballot prior to the vote.

4. Amendments to this code shall be immediately forwarded to the Dean's office, and shall become operational upon notification of the Provost's approval.

### **J. Authority of the Colorado State Board of Governors**

1. The Colorado State Board of Governors (delegated to the President of Colorado State University) has final authority in personnel decisions.

### **K. Faculty Search Procedures**

1. Hiring new tenure-track faculty members in the Department of Sociology will follow the procedures and schedule mandated by the Dean of the College of Liberal Arts and certified by the University's Office of Equal Opportunity as well as those described in the Department of Sociology's code (section IV, subsection A). Application materials, including letters of recommendation, from candidates for tenure-track and tenured positions who have been selected for further consideration by the department's search committee, will be made available to all tenure-track and tenured members of the department and the department's Senior Teaching Appointment representative. The entire eligible department selects candidates to invite for campus interviews, and reconvenes to rank order those finalists and to make a recommendation to the department chair. All participating members of the department shall abide by the confidentiality required by the search process.