

**DEPARTMENT OF SOCIOLOGY AND
CRIMINAL JUSTICE**

BYLAWS
(Formerly *Department Policy Handbook*)

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I. PREFACE

The Department of Sociology and Criminal Justice is an interdisciplinary department offering BA degrees in Sociology and Criminal Justice as well as MA and Ph.D. degrees in Sociology and Criminology. The department is committed to rigorous interdisciplinary teaching and empirical research, with specialized interests in Deviance, Criminology, Law and Society, Gender, Race, Methods, Theory, Health, and Disasters and the Environment. The department also houses one interdisciplinary research center, the Center for Drug and Health Studies, and is affiliated with another, the Disaster Research Center.

Diversity Statement

The Department of Sociology and Criminal Justice values diversity, equality, inclusivity and representation in all of our campus-wide and community work with students, staff, faculty, and Delaware residents. Given the historical and structural nature of advantages for some groups and disadvantages to others, we seek to mitigate through education and research the barriers individuals and groups have experienced because of their age, race, ethnicity, national origin, sex, SES, gender identity, disability, sexual orientation, culture, ideology, politics, religion, citizenship, marital status, job classification, veteran status, parental status, body size and justice-involved histories. Obstacles for such groups stand in opposition to our commitment to diversity. The values of diversity, equality, inclusivity and representation are vital to us in our own individual endeavors as well as to our professional organizations and disciplines. We also recognize their importance to the lives and identities of those we serve inside and outside of the classroom, on and off campus. We celebrate and promote these values not only because they characterize our democracy, but also because they enrich all aspects of our work and personal lives. We commit, as a department, to implement best practices in the promotion of these values.

These by-laws govern the committee structures and operation of the Department of Sociology and Criminal Justice at the University of Delaware. Separate documents outline the procedures/policies for the following departmental issues:

- The expectations for faculty workload in teaching, scholarship, and service and annual review and merit policies for faculty. See *Sociology and Criminal Justice: Workload Policies* at the link below.
- The promotion and tenure policies and procedures. See *Sociology and Criminal Justice: Promotion & Tenure* at the link below.

All three documents and these Department Bylaws are available at:
<https://provost.udel.edu/resources/faculty-policies/college-department-resources/>

A separate document governs graduate program policies and procedures. See the *Graduate Policy Handbook*, available on the department web page.

All department policies, procedures, and operations are subject to and must be consistent with

those of the University and of the College of Arts and Sciences.

These by-laws may be amended at a duly constituted department meeting by a two-thirds majority of the voting members of the department who are not on leave at the time of the vote.

II. DEPARTMENTAL FACULTY

Department Faculty Membership and Voting Rights

Except where otherwise delineated in the department's Promotion and Tenure Policies, the voting faculty of the Department of Sociology and Criminal Justice shall consist of all Professors, Associate Professors, Assistant Professors, and Continuing Track faculty of all ranks who hold full-time appointments in the department. Individuals holding joint appointments, including voting rights, are defined below. Individuals with primary appointments in other departments, or professional staff at the University, may hold secondary faculty appointments in the department.

Individuals granted secondary appointments will hold the rank appropriate to their level of accomplishment as defined by the University Faculty Handbook and Department P&T Policy. Individuals with secondary appointments are welcome to attend faculty meetings and may serve on department committees as appropriate to their faculty role, but do not have voting rights and do not count toward the quorum for department business.

Voting on all personnel issues including promotion and tenure and hiring decisions shall be decided with a secret ballot.

Joint Appointments

Faculty members in allied departments may petition for a joint appointment in the Department of Sociology and Criminal Justice. For details on the definition of "joint appointment," see the University's Faculty Handbook, Section 4.1.2. The following procedures govern joint appointment in the department:

1. Persons seeking joint appointments shall submit a written request to the Department Chair for transmittal to the faculty for their consideration. All joint appointments require a majority vote of the faculty.
2. Persons receiving a joint appointment shall hold an academic rank in the department equivalent to that granted in the primary department.
3. Reappointment, promotion, and tenure will be determined solely by the primary department in accordance with their procedures. Unless indicated in an MOU, the Department of Sociology and Criminal Justice will not participate in reviews of joint appointees, however the primary department may seek information or advice regarding the performance of the appointee.
4. Responsibilities of joint-appointees to the department shall include reasonable participation in teaching, research, thesis and dissertation guidance, and other matters relevant

to the ongoing conduct of a department. Persons holding joint appointments will normally be expected to offer courses each year that contribute to the instructional program of the department based on the percentage of appointment. Normally, the course will be cross-listed. The course must be approved by the undergraduate or graduate policy committees, as appropriate. (See the section on cross-listing of courses below.)

5. Responsibilities to the Department of Sociology and Criminal Justice undertaken as a consequence of a joint appointment shall be considered as part of the normal workload of the faculty member in the primary department.

6. The length of a joint appointment shall be five years unless otherwise specified in an MOU, at which time a written request for renewal must be submitted to the Department Chair by the faculty member. At the time of renewal consideration, the status of the joint appointment may also be dissolved by either party.

7. Joint appointments shall be granted the full rights, privileges, and responsibilities in the department, except that they may not participate in voting on personnel matters, hiring decisions, or matters relating to faculty or students unless the appointment is greater than 51% in the Department of Sociology and Criminal Justice.

Faculty Search Procedures

The department maintains a hiring map that sets priorities for any new hires. This hiring map is developed by the Department Chair in conjunction with the Executive Committee and recommended to the faculty for adoption. The chairperson will use this map as the basis for presenting the department's hiring priorities and accompanying rationales to the Dean and Associate Dean, and will consult with the faculty when making decisions about which positions to request.

The Chair will inform the Executive Committee when the department receives permission from the Dean to search for any full-time faculty member (whether continuing track, tenure-track or tenured). The Chair, in compliance with university policy and in consultation with the Executive Committee, shall appoint an ad-hoc Search Committee of at least 4 members and designate its Chairperson, who shall be a tenured faculty member. The Search Committee members will be drawn from the full-time faculty and include members whose area of expertise aligns with the specialization of the search as possible. One of the committee members will be a member of the Climate and Social Justice Committee and will serve as the diversity and equity advocate. The role of the diversity and equity advocate, in addition to being a full committee member, is to ensure that applicants from under-represented groups are given full and equal consideration at all steps of the departmental search process.

The position description of any available position shall be written by the Chairperson of the Search Committee and the Chair of the Department, and guided by UD ADVANCE's Best Practices for Search Committees. The position description should be discussed and approved in a dedicated portion of a departmental meeting when possible. If the proposed hire is in accord with the existing hiring plan, but action is necessary outside the regular term, the Executive Committee may approve a job advertisement without discussion in a faculty meeting. However, the search committee shall actively and systematically solicit the views of the department as a

whole and make every effort to be guided by the department's wishes throughout the hiring process.

Once the position announcement receives all required approval, the Department Chair and Search Committee Chair work together to make the description widely available, including publication in major hiring sites (e.g., the Chronicle of Higher Education).

The Search Committee should agree on a rubric to use in holistically evaluating all applicants. The Search Committee is encouraged to actively consider the inclusion of underrepresented groups among the qualified candidates. Each committee member should evaluate all applicants and spend sufficient time fully reviewing each application to enable equity. The Search Committee shall be responsible for selecting a pool of semi-finalists from among the applicants (typically 10), which the department shall consider and assist in narrowing down to a group of finalists (typically 4). The dossiers of the 10 semi-finalist candidates will be open for review by all members of the faculty.

After discussion by the faculty at large, a vote by secret ballot will be taken to determine the acceptability of each finalist for interviews. This will be followed by a secret ballot vote to accept or reject the slate of candidates to be invited to interview. The Chair of the Search Committee will arrange for finalists to interview for the position including a presentation before the faculty. Preferably, this process will take place in person but may be done remotely if public health or other considerations make a campus visit impractical.

After interviews are completed, the search committee will reconvene and vote on each candidate's acceptability for hiring and rank the candidates deemed acceptable. The Search Committee shall present a recommendation to the Chair and the department faculty at a departmental faculty meeting. After faculty discussion and consideration of the input from the search committee, the faculty will vote by secret ballot on the acceptability of each candidate. Based on a majority vote, candidates deemed unacceptable are eliminated from further consideration. The faculty will then vote on who to recommend as the top-ranked candidate. Subsequent votes will follow the same process to determine the second-ranked candidate and subsequently ranked candidates, as appropriate, until the list of acceptable candidates is exhausted. The ranked list of acceptable candidates shall be presented by the Department Chair to the Dean for approval. Upon approval, the Department Chair shall initiate negotiations with the top candidate as soon as possible. Should these negotiations fail, the Chair is entitled to move to the next ranked acceptable candidate without revisiting the issue with the faculty. Close communication with the Dean shall be maintained by the Chair at all stages of the negotiation process. If negotiations with all candidates deemed acceptable fail, the search committee will consult with the faculty and consider the following possibilities: 1) expand the number of finalists; 2) revise the list of acceptable candidates; or 3) declare the search failed.

Any other hiring of full-time faculty outside of the normal process described above shall require a majority vote of the faculty.

NOTE: This section refers to the hiring of full-time faculty only; for the procedures for joint appointments, see the section on joint appointments above.

III. ADMINISTRATIVE POSITIONS

Chair

The Department Chair provides leadership to the unit and its members and is responsible for administering the policies and procedures of the university, the college, and the department.

The Chair advocates for the department and communicates department priorities to the higher administration. The Chair also seeks opportunities for the department and facilitates the success of department faculty, students, and the unit as a whole.

The responsibilities of the Chair include:

1. Overseeing the departmental budget and making allocation decisions, including office space, in consultation with the Executive Committee.
2. Coordinating departmental activities not specifically delegated to other roles or committees (e.g., position planning, convening ad-hoc committees, and planning departmental events and activities).
3. Conducting annual evaluations of faculty and assigning workloads (consistent with the department's Merit Pay Guidelines and Workload Policy, the Faculty Handbook, and the Collective Bargaining Agreement). Faculty service roles should take into consideration faculty feedback and preferences and be assigned in consultation with the Executive Committee as appropriate.
4. Assigning faculty mentors.
5. Contributing evaluations for promotion and tenure, peer reviews, and other evaluation processes.
6. Serving as a member of the department's Executive Committee.
7. Representing the department to the College of Arts and Sciences and other external units on campus, including participation in recruitment events such as Decision Days and Blue and Golden Saturdays.
8. Participating in other departmental activities or governance where leadership is necessary (e.g., China dual degree program; on-line MA program proposal).

The Dean of the College appoints the Department Chair with input from the faculty, normally for a term of five years followed by a review. At any time the department faculty, by a majority vote, may petition the Dean to review the performance of the Chair.

Director of Graduate Studies

The Director of Graduate Studies coordinates and administers the graduate program of the department. The responsibilities of the Director of Graduate Studies include:

1. Serving as an ex-officio member of all departmental committees concerned with graduate programs.

2. Planning, organizing, and administering an orientation program for incoming graduate students.
3. Conducting a proseminar for the first-year graduate students and an Advanced Series seminar that addresses issues relevant to graduate students beyond their first year (often inviting faculty and former graduate students to present).
4. Serving as a liaison between the department, the Graduate College, and all academic units relating to the operation of the graduate program.
5. Assuming responsibility for the submission of all revisions of the graduate catalog to the appropriate University and College committees.
6. Maintaining, in consultation with the Graduate Policy Committee, a graduate student handbook outlining the procedures, requirements, and programs of the department.
7. Assuming overall responsibility for graduate student advising and assigning all incoming students both a faculty and peer mentor in the department.
8. Soliciting, coordinating, and submitting nominations for university fellowships, summer research grants, and awards in coordination with the Department Chair. Coordinating graduate student teaching and research assistantships, including assigning teaching assistants to courses and recommending graduate students for independent instruction opportunities (in collaboration with the Associate Chairs). Coordinating research assistantships with faculty, the Center for Drug and Health Studies, and other affiliated departments and centers.
9. Coordinating the annual review of graduate students (in collaboration with the Graduate Policy Committee).
10. Making recommendations to the Department Chair on any special budgeting requests submitted by graduate students in connection with their work toward their degrees.
11. Coordinating the graduate student admissions process, including developing and sending out promotional materials to attract a strong prospective student pool, and endeavoring to ensure diversity, equity and inclusion in the process and the final cohort.
12. Organizing and leading the prospective admitted graduate student recruitment event, including ensuring a strong pool of admitted students that adheres to the goals and interests of the department.
13. Coordinating and administering comprehensive exams.
14. Assuming responsibility for any other duties relative to the graduate program as assigned by the Chair.

The Director of Graduate Studies is appointed by and serves at the pleasure of the Department Chair for a term and conditions agreed upon by the participants.

Associate Chairs

The two Associate Chairs administer the programs in Sociology and Criminal Justice. The responsibilities of the Associate Chairs include:

1. Organizing the department's teaching enterprise, including drafting course schedules and collaborating with the Department Chair on the allocation of s-contract assignments, as well as collaborating with the Director of Graduates Studies and the Department Chair on the

assignment of graduate student teaching and in person evaluation of graduate student teaching.

2. The Associate Chairs also review annually and update the University Catalog, Major Finder, and Four Year Plan Documents, as well as update the department handbooks for each major as required.

3. Coordinating the undergraduate advising system, including serving as advising liaison with the College, the dissemination of advising information, and evaluation of advisement in the department. The Associate Chairs share responsibility with the Chair for advising of new/potential majors.

4. Processing transfer credit requests, and oversight of the transfer credit policy.

5. Approving and online filing of course substitutions for students in the majors.

6. Serving as members of the Department Executive Committee.

7. Participating in recruitment events such as Decision Days and Blue and Golden Saturdays.

8. Serving as departmental representatives as necessary and appropriate (and in the absence of the Department Chair) to the College and the University.

9. Other duties as assigned by the Chair.

Associate Chairs are appointed by and serve at the pleasure of the Department Chair for a term and conditions agreed upon by the participants.

IV. DEPARTMENT MEETINGS

Faculty Meetings

Regular faculty meetings are called by the Chair, ordinarily at monthly intervals. The Chair circulates, in advance, an agenda of topics to be discussed. Written updates from standing committees should also be included with the department meeting agenda. Two graduate student representatives assigned by the Graduate Council are invited to attend faculty meetings, but will be asked to leave for discussions of personnel matters. Graduate Student Representatives cannot vote, but are encouraged to contribute their perspectives. Faculty Meeting Minutes will be taken and circulated to all faculty, ideally within 7 days of the meeting. The faculty will rotate taking minutes, based on the alphabetical order of their last name. The department chair or designated staff member will notify faculty in advance of the meeting. If a faculty member will be absent or run a substantial portion of the meeting, their name will move to the bottom of the alphabetical list and the next person on the list will be the designated note-taker.

Faculty meeting rules and procedures

Quorum

A simple majority of the voting faculty constitutes a quorum.

Decisions

Except where otherwise specified, binding decisions require a simple majority of those voting,

whether in person, by email, or by paper ballot. A quorum is required for a vote to be valid. All departmental decisions made by majority vote are binding except where authority for a decision is otherwise delegated either by College or University Policy or in these by-laws.

Voting procedures

Absentee ballots: Absentee ballots are only allowed for promotion and tenure decisions (including contract renewals) and not for hiring decisions or other votes.

Secret ballots: A secret ballot may be called for by any voting member present. Secret ballots are required for all personnel decisions including promotion, contract renewal, and hiring decisions.

Electronic voting: If extenuating circumstances make electronic voting necessary and the majority of faculty agree, the chairperson may call for an electronic vote on any department matter except for personnel matters and amendment to these by-laws.

Open Department Meetings

In addition, one annual open departmental meeting is held, usually in the fall semester, which all faculty, graduate students, undergraduate students, and staff persons are invited to attend. The purpose of the annual open department meeting is to address department concerns. It is organized by the Climate and Social Justice Committee (described below).

V. DEPARTMENTAL COMMITTEES

With the exceptions noted below, the Chair generally assigns membership to departmental committees (in consultation with the Executive Committee) and distributes an updated list of committee members by the end of each spring semester. As part of this process, faculty complete an annual online survey, normally early in the spring semester, to provide input to the Chair on their preferences for non-elected service assignments and to communicate any questions or concerns about their service-related activities. All departmental committee chairs shall also receive feedback from the Chair as part of the annual review process.

Committee Responsibilities

Department committees formulate policy and develop procedures for implementing policy in their areas. The following practices and guidelines govern all standing committees:

Diversity and inclusion

Although the department has a standing committee on climate and social justice with diversity and inclusion as its focal concern, this work cannot be siloed in one committee, but should be in the forefront of the activities of all departmental committees.

Meeting minutes and annual reports

Except for personnel issues, meeting minutes will be taken at all standing committee meetings and archived in a protected Google Drive folder as soon as possible after committee meetings, preferably within seven days. Minutes must be labeled with the committee's name and the

meeting date, and saved in the designated Google Drive folder. Committee actions involving the establishment of new policy or the modification of existing policy should be explained in sufficient detail in the minutes to ensure comprehension by non-committee members. The distribution of votes on all formal motions should also be recorded. Committee actions not challenged at the subsequent faculty meeting (see below) become effective twenty-four hours after the faculty meeting. In addition, all standing committees should prepare a summary report at the end of each academic year, including tasks assigned/expected, tasks accomplished, and tasks or processes recommended for the incoming committee. These reports should also be archived in the Google Drive folder. Committees should also submit shorter written updates to the Chair as necessary to be circulated with the faculty meeting agendas.

Procedures for challenging committee actions

Actions reported in committee minutes may be challenged and/or reversed at the next regularly scheduled faculty meeting. Challenges may be raised in faculty meetings in one of three ways: 1) at the initiation of the Department Chair; 2) at the initiation of any member of the originating committee; or 3) at the initiation of any two members of the department. Committee actions not raised for challenge at the subsequent faculty meeting become effective twenty-four hours later.

Graduate and undergraduate committee members

When graduate and undergraduate students are committee members (e.g., the GPC, UPC, or Climate Committee), they are welcomed to attend all meetings and encouraged to provide input, except in cases where personnel issues are discussed. However, student committee members will not be allowed to vote. Graduate student committee members are also expected to communicate relevant information from their committee assignments to all graduate students. However, meeting minutes should be checked and approved by committee chairs before distribution.

Standing Committees

Executive Committee

The Executive Committee is a standing committee responsible for policies and issues of concern to the entire department and in areas that overlap the jurisdiction of other standing committees.

The Executive Committee consists of the department chair, associate chairs, and 1 elected representative from each faculty rank (6 total members).

Elected members of the Executive Committee:

1. Before the end of the spring semester each year, the department conducts an election for the following academic year. The term of an elected member is one year.
2. The Executive Committee nominates a slate of 2 candidates from each faculty rank (assistant, associate, or full professor). Nominees must be voting members of the faculty. An

electronic ballot is circulated by a member of the administrative staff. The ballot asks faculty to rank order the nominated candidates within each faculty status (where 1=first choice). The candidate with the lowest total score within each rank becomes a member of the Executive Committee, with the elected full professor serving as chair of the committee. If fewer than two faculty members occupy a rank or agree to be nominated within a rank, then two eligible voting faculty members will be selected to serve from a pool of four candidates. This pool of four candidates will be composed of all nominated faculty at the underrepresented rank and a sufficient number of candidates from the next highest rank.

Executive Committee Operations:

1. The Executive Committee Chair distributes the minutes of each meeting to the department as described under “Meeting minutes and annual reports” above.
2. Any member of the department may propose an item for the Executive Committee’s agenda via communication with any member of the Executive Committee or the department’s anonymous suggestion box, which is monitored by the Executive Committee Chair.
3. The committee meets at least monthly. Regular meetings are called by the committee chair, but any member of the committee can call for an additional meeting.
4. A quorum consists of a majority of the committee members (i.e., 4 members).
5. Any member of the department may request permission to attend a meeting and speak to the committee.

Responsibilities of the Executive Committee:

1. Advise the Department Chair concerning the general administration of the department, including but not limited to financial matters (e.g., budget and endowment, faculty and student travel funds), allocation of office space, and department community and morale.
 2. Approve membership of standing committees and area committees, and nominate and hold elections for candidates for positions within the department as applicable. Approve ad-hoc committees (including search committees).
 3. Recommend amendments and approve faculty meeting agendas.
 4. Draft job announcements, based on feedback from the faculty. Final approval of position announcements rests with the full faculty.
 5. Develop and maintain departmental guidance documents – i.e., mission statement, hiring map/preferences, etc.
 6. Address concerns raised anonymously through the department’s suggestion box. Department members can also raise concerns to be addressed by the committee by contacting any committee member directly. The Executive Committee Chair may refer submissions to relevant standing committee Chairs, as appropriate.
- Decisions of the Executive Committee are subject to review at a department meeting and can be overturned by a majority vote of the department.

Graduate Policy Committee

The Graduate Policy Committee (GPC) is a standing committee responsible for policies and issues related to graduate programs.

The responsibilities of the GPC include:

1. Conducting the graduate admissions process, including review of applications, ranking of applicants, and decisions about fellowships and other financial offers for incoming students.
2. Establishing policies concerning admissions, funding priorities, and degree requirements for graduate programs, maintaining the Graduate Policy Handbook, and originating any Curriculog program proposals related to the graduate program.
3. Working with the faculty to make recommendations on courses for inclusion in the course catalog, including cross-listed courses, and being the Curriculog submitter for such proposals or being responsible for delegating submissions to a staff or faculty member
4. Responding to student petitions to modify course and degree requirements and assessing course substitutions.
5. Monitoring area committees, including reading lists and course offerings.
6. Ranking of nominees for awards, including university fellowships and dissertation awards, as well as departmental awards (e.g., the Frank Scarpitti Graduate Student Award).
7. Working to enhance the quality of graduate education in the department.
8. Other duties as assigned by the Chair.

The GPC is composed of five faculty members, two elected graduate students, and the Director of Graduate Studies (an ex officio member). Graduate student members do not vote on personnel matters or participate in the evaluation of applicants to the graduate program. GPC members are selected by the Department Chair and normally serve for one academic year, however in order to ensure continuity in the committee the Chair will assign at least one member to serve for a second year.

Undergraduate Policy Committee

The Undergraduate Policy Committee (UPC) is a standing committee responsible for policies and issues related to the undergraduate program and the undergraduate curriculum.

The responsibilities of the UPC include:

1. Evaluating and working with the faculty to recommend courses for inclusion in the course catalog, including cross-listed courses, and being the Curriculog submitter for such proposals or being responsible for delegating submissions to a staff or faculty member.
2. Evaluating and recommending both new course proposals and changes to existing courses proposed by faculty, and being the Curriculog submitter for such proposals or being responsible for delegating submissions to a staff or faculty member.
3. Evaluating and recommending on proposed changes to the undergraduate curriculum and, when necessary, bringing them to the faculty for a vote, and being the Curriculog submitter for such proposals or being responsible for delegating submissions to a staff or faculty member

4. Consulting with associate chairs regarding student requests for modifications to course requirements as necessary.
5. Consulting with faculty regarding undergraduate teaching and advising, including keeping faculty abreast regarding changes in undergraduate degree requirements.
6. Recommending policies involving course offerings (e.g., class sizes, requirements for the major, minors, concentrations, writing courses).
7. Soliciting nominations for and selecting the recipient of the McLuckie, Perfetti, and Haas Awards.
8. Responding to administration and faculty senate requests regarding the undergraduate curriculum.
9. Acting as a liaison between the department and undergraduate student organizations (e.g., Sociology and Criminal Justice Club).

The UPC is composed of five members—three faculty members and two undergraduate students (one from Sociology and one from Criminal Justice). Student members cannot vote. If a year is expected to have higher workload in a given year, the Chair may add an additional two faculty members to the committee.

UPC members are appointed by the Department Chair and normally serve for one academic year, however in order to ensure continuity in the committee the Chair will assign at least one member to serve for a second year.

Peer Review Committees: Promotion and Tenure and Post-Tenure Review Committees

Department peer review committees and procedures refer to and are intended to supplement the minimum requirements set forth in the UD Faculty Handbook Section 4.3.5 on Evaluation of Faculty Members.

Minimum frequency of evaluations (summary) from the Faculty Handbook, Section 4.3.5:
Tenure Track Faculty

- Instructors and assistant professors: every two years
- Associate professors: every three to five years
- Full professors: every five to seven years

Continuing Track Faculty

CT faculty are reviewed according to the schedule set forth in Section 4.1.6 of the Faculty Handbook, i.e., starting at two-year intervals for the six-year probationary period and culminating in a review every five years if renewed in year thirteen. They are reviewed by the Promotion and Tenure Committee.

The periodic peer review of tenured Associate Professors not applying for Full Professor and of Full Professors is overseen by the Post-Tenure Review Committee.

The Promotion and Tenure Committee guides faculty seeking promotion and/or tenure and all CT contract reviews.

Promotion and Tenure Committee

The Promotion and Tenure (P&T) Committee, in consultation with the department Chair, guides candidates through all stages of the promotion process and offers informal advice to faculty seeking information about their dossier and the timing of their promotion plans. The specific procedures for the promotion and tenure process are outlined in the **Department's Promotion and Tenure policy**, available on the Provost's website.

The five-member Promotion and Tenure Committee shall be elected by faculty members eligible to vote upon promotion and tenure decisions. This committee shall be elected by the end of the fall semester and shall serve for one year, with the exception of the Chair-Elect, who will serve for two years (one as Chair-Elect, and one as Chair). The election process is as follows: At the end of the fall semester, the Executive Committee will nominate three Full Professors and three additional Professors (at the rank of Associate or Full) to stand for election by electronic ballot. The ballot asks faculty to rank order the nominated candidates within each faculty status (where 1=first choice). The two Full Professors with the lowest scores become members of the committee, with the Full Professor with the lowest score becoming Chair-Elect of the Committee for the following year, and then the chair of the committee during their second year on the Committee. The remaining 2 committee members are the faculty with the lowest scores among the Associate and remaining Full Professors. The Committee will consist of at least three Full Professors. In the event that there are not enough Full Professors in the department to constitute the Committee, the department shall nominate and Full Professors from related disciplines within the university who would be willing to serve and the department will vote and elect members in a separate electronic ballot

In the event that a CT faculty member is up for contract renewal or promotion, a CT faculty member will serve in an ad hoc, advisory, non-voting capacity on the Promotion and Tenure Committee, in addition to the serving members. If the ad hoc member is a member of the department, they retain any rights to participate as a voting member of the department. In the event that there are not enough CT faculty in the department to serve as an ad hoc member, the Department Executive Committee shall appoint a CT professor from related disciplines within the university who would be willing to serve. Ad hoc members from outside the department do not have voting rights.

Post-Tenure Review Committee

I. Committee makeup:

1. The chair of the department appoints the post-tenure review committee and decides on the chair of the committee. The chair's selections are discussed with the Executive Committee.
2. Post-Tenure Review Committee shall consist of a minimum of three committee members.

3. All reviewers must be at the same rank as or higher than the faculty member under review.

II. Appeals: A faculty member may appeal the decision of the review body by requesting another review within a semester of the first review, and may request a new committee. This request may be rejected by the department Executive Committee, but is subject to appeal to the appropriate college and university committees. The faculty member under review may only initiate an appeal after receiving the initial review. If an appeal is granted, the chair will name a new committee within a month. The new peer review will be conducted using the original dossier, but with a new classroom observation.

III. Dossier makeup: Faculty members under review have the right to supply such evidence that they feel may be necessary to a fair evaluation of their merits. This should not preclude departments or others properly involved in the review process from soliciting and using other evidence, but in every such instance, the faculty member should be informed of the source of that evidence. All dossiers will be reviewed in accordance with the individual workload of the faculty member.

IV. Dossier Preparation

Dossiers for post-tenure review normally include:

1. The faculty member's CV with material from the period under review highlighted.
2. Narrative statements on scholarship, teaching, and service.
3. A chronological list of all courses taught for the period under review with enrollments and evaluation scores.
4. A chronological list of service activities.
5. A list of all chair and member roles in master's theses and doctoral dissertations.

V. Duties of the Peer Review Committee chair:

The chair of the Peer Review Committee will convene the committee as soon as the dossier is available and assign members to dossier and classroom evaluation.

The chair will communicate to the committee:

1. The period covered by the review.
2. The workload (percentage research/teaching/service) of the faculty member under review.
3. The deadline for completion of the report. When initial reports in the relevant categories have been drafted, the Committee should meet to go over the drafts and arrive at a final version of the report, which is typically a 2 to 3-page letter addressed to the chair of the department.

Climate and Social Justice Committee

The Climate and Social Justice Committee is a standing committee charged with building departmental community and promoting social justice practices.

The responsibilities of the Climate Committee include:

1. Recommending ways to improve departmental climate and strengthen the department's practices with respect to issues of diversity, equity, inclusion, and social justice.
2. One member of the Climate Committee will serve on all faculty search committees. The Department Chair will determine who will serve in this role in consultation with the Executive Committee and the Climate Committee Chair.
3. Consulting with other standing and ad-hoc committees as needed to support their work as it pertains to climate, social justice, diversity, equity and inclusion.
4. Serving as a forum for faculty, staff, and students to raise concerns related to climate, social justice, diversity, equity and inclusion.
5. Calling the annual open department meeting for department-wide discussion of concerns about climate, social justice, diversity, equity, and inclusion.
6. Other duties as assigned by the Chair.

The climate committee is composed of 7 members—three faculty, two graduate students, and two undergraduate students. The faculty members will be selected annually from a slate of volunteers by the Department Chair in consultation with the department's Executive Committee, who will also vote on which member will serve as the Chair-Elect. Using the same Chair-Elect/Chair structure as the Promotion and Tenure Committee, faculty selected as Chair-Elect will serve for two years. The other committee members may not serve more than two consecutive terms. The two graduate students will be chosen by the Graduate Council. The undergraduate representatives will be chosen by the committee.

Ph.D. Area Committees

Area committees are standing committees responsible for the evaluation of graduate students in substantive areas. The department's current comprehensive exam areas and procedures are outlined in the Graduate Policy Handbook, available on the department's web page.

The responsibilities of Area Committees include:

1. Overseeing the curriculum in the area.
2. Generating and reviewing reading lists and written guidelines defining the scope of comprehensive examinations and papers. Exam and paper guidelines and area reading lists are to be reviewed and revised as necessary, normally on a regular cycle of every two years.
3. Advising students on preparation for comprehensive examinations and papers.
4. Preparing examination questions, reading and evaluating comprehensive exams and papers, and attending oral defenses.

Area committees and their chairs are appointed by the Department Chair. Committees shall be represented by at least three (3) members of the faculty, but the committee may consult other members of the faculty with competence in the area during the preparation of exams and reading lists.

VI. UNDERGRADUATE TEACHING ASSISTANT POLICIES

Undergraduate students may serve as Teaching Assistants under the following conditions.

1. *No undergraduate TA may evaluate essay exams, research papers or any other form of written work submitted for a grade.*
2. *All undergraduate TA's must have completed a minimum of 62 credits, including at least 15 in the major of the course in which they are serving as TA. They must also have an overall GPA of at least 2.5, and 3.0 in their major.*
3. *No instructor is permitted more than two undergraduate TAs for credit in a semester without permission of the Department Chair or Associate Chair.*
4. *Undergraduate TAs receive independent study credits. Restrictions on independent study credits are outlined in curriculum requirements for sociology and criminal justice majors.*

VII. CROSS-LISTING OF COURSES

Graduate Courses

Graduate courses may be cross-listed in Sociology and Criminal Justice without formal Graduate Policy Committee approval if the following three criteria are met:

1. The faculty member teaching the course has a secondary appointment in Sociology and Criminal Justice.
2. The course is offered as a special topics course.
3. The Chair and Associate Chairs approve the course.

If one or more of these criteria are not met, prior approval for cross-listing must be obtained from the Graduate Policy Committee.

Undergraduate courses

Proposed cross-listed undergraduate courses taught in other departments will be evaluated by the Undergraduate Policy Committee on the following criteria:

1. Does it address topics that are important to their sociological or criminological education?
2. Does it contain significant sociological or criminological content?
3. Does it contain depth and breadth appropriate to the course topic and level?
4. Is it of high quality as indicated by the course syllabus, assignments, and course evaluations?

Cross-listed courses taught primarily in other departments will be reviewed by the UPC every two years to determine if they continue to meet the above criteria.