

**Department of Sociology, Anthropology & Social Work  
Departmental Procedures, Criteria, Standards, and Bylaws**

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# **Department Of Sociology, Anthropology & Social Work Departmental Procedures, Criteria, Standards, and Bylaws**

## **I. LEGISLATIVE PROCEDURES**

### **A. Department Meetings**

1. Department meetings will be scheduled and announced in advance by the Department Chairperson, who will also set the agenda for such meetings. Any Department member may have an item placed on a meeting agenda by submitting it in writing to the Chairperson prior to a meeting.
2. Department meetings will be chaired by the Department Chairperson, or a designated substitute, and will employ the current edition of *Robert's Rules of Order* of the date of adoption of these Bylaws to handle procedural disputes. Statements in these Bylaws take precedence over *Robert's Rules of Order*.
3. Recording of minutes of Department meetings is to be rotated among all regular faculty (defined as faculty who are tenured, tenure-track, and those to whom a tenure commitment has been made) as appointed by the Chairperson. The recording secretary shall list the names of all voting members present in the minutes for each meeting.
4. During the first two meetings of each semester, and at the end of the Spring Semester, time will be scheduled for individual presentations by the Department Chairperson, the Department's Academic Senator(s), Social Work Program Director, representatives to University committees, and individuals conducting outcomes assessment for the Department. These individuals will report on key issues affecting the Department and will summarize the bearing of their proposed activities upon the interests of the Department and its members. Time will be allotted, following each presentation, for other Department members to query and provide feedback to the various representatives.
5. Extraordinary Meetings. There may arise issues which require a relatively immediate response or position statement by the Department. If it is impossible or impractical to call a formal meeting of the Department, an issue or position vote may be solicited via e-mail from Department members. Under this provision, the Chair or acting Chair may issue a ballot via e-mail to all eligible members. Such an action will be considered a legitimate action by the Department if:
  - a. the number responding within the time specified in the e-mail meets the requirement for a quorum (as specified in I.B.1.), and

- b. the record and details of the action be presented at the next Department meeting as minutes and if approved as such by a majority vote (as specified in I.B.5.).

Should the action be rescinded or not approved at the next regular meeting, the appropriate University offices, units, and officials will be notified of this invalidation of the previous action.

## **B. Voting**

1. Official business may be transacted in Department meetings only when there is present a quorum of one more than half of all voters currently teaching and eligible to vote on the business under consideration.
2. All Bylaws, including changes in them, are to be determined by a majority vote of all regular faculty. Proposed changes in Department Bylaws must be announced at least one week prior to the meeting in which they will be acted upon.
3. Except as specified elsewhere in these Bylaws, those eligible to vote in Department meetings are all faculty who are members of the Faculty Association bargaining unit and all temporary faculty with at least half-time appointments.
4. Proxy Voting: In order that a proxy vote may be used without abusing the individual's right to participate in voting or her/his responsibilities to the Department, their use must conform to the following rules in all Department meetings.
  - a. A proxy may be used only when the member has a conflicting obligation arising directly from teaching duties, professional responsibilities, or personal emergencies.
  - b. A Department member voting by proxy must write and sign a statement declaring the conflicting obligation and that s/he has given her/his vote to a voting Department member. This written statement must indicate the issues on which the proxy is to be utilized. The Department member acting as a representative will deposit the written proxy permission with the Chairperson prior to the start of the meeting. A Department member may vote only one person's proxy at any one meeting.
  - c. In those cases where circumstances make only oral instructions possible (i.e., a telephone call), the representative will write out the

proxy permission and present it to the Chairperson prior to the Department meeting.

- d. The representatives should be fully instructed by the member as to her/his views on the issue and the goal to which the proxy should be voted so that the representative can vote the proxy according to her/his evaluation of issues developed in debate combined with her/his evaluation of the instructions given to her/him.
  - e. Proxies may not be used to move, second, or amend, or for procedural matters (e.g., adjournment or closing debate).
  - f. Faculty members who have not availed themselves of opportunities, or who were otherwise unable to be informed on matters of candidate hiring, reappointment, promotion, or tenure may not utilize the privilege of casting an absentee or “proxy” ballot.
5. E-mail votes may be solicited during extraordinary meetings as specified in I.A.5, above. In announcing an e-mail election, the Chair will enable discussion by means of the “reply all” or other methods. To retain confidentiality, e-mail ballots must be submitted to the Department secretary, who will retain a printed copy of the ballots, from which identifying information shall be removed. The secretary will completely delete the electronic copy. The printed copy shall be filed with the minutes of the next regular Department meeting.
6. Definition of Majority
- a. With the exception of personnel recommendations and certain procedural situations, all action calling for a Department vote shall require a simple majority of the eligible members who do vote on a particular matter.
  - b. Recommendations to reappoint and to promote shall require a positive majority vote of those regular faculty members submitting valid ballots. Hiring recommendations shall require a positive majority vote of those regular faculty voting.
  - c. Tenure recommendations shall require a positive majority vote of those eligible faculty members submitting valid ballots on a tenure application. Only tenured faculty, and faculty to whom a tenure commitment has been made, are eligible to vote on a tenure recommendation.

- d. On particular procedural matters, the Department shall use definitions of a majority vote contained in *Robert's Rules of Order*.

**C. Guests at Meetings**

Persons other than those eligible to vote in Department meetings may attend and/or address a meeting with the agreement of those voting members present at the meeting. However, nothing in this section will be construed to contradict the Open Meetings Act.

**D. Areas of Debate and Information Open Only to Faculty**

1. The following areas of debate and personnel information are open only to Department faculty members with regular appointments:
  - a. Transcripts and letters of recommendation of candidates for positions.
  - b. Reappointment applications and decisions.
  - c. Promotion and professor supplement decisions.
  - d. The selection of graduate assistants.
  - e. Any discussion where the presence of persons other than Department faculty would constitute an invasion of privacy of specific students or faculty.
2. Debate and personnel information pertaining to tenure applications and decisions shall be open only to Department faculty members with tenure or those to whom a tenure commitment has been made.
3. Proper and informed input from students enrolled in Department programs shall not be excluded by these restrictions; there shall be an opportunity for such input at meetings dealing with these matters, following which the Chairperson shall request that the proceedings be conducted further in private.

**E. Departmental Committees**

The Department's standing committees shall include, but not be limited to, the following: Finance, Graduate Program, Personnel, Undergraduate Curriculum, Speakers and Public Relations, and Technology Committees. The following bylaws apply to all Departmental committees.

1. All regular faculty are required to serve on departmental committees. The significance of committee service will be considered in reappointment, promotion, professor supplement, and tenure decisions.
2. Membership on all committees, excluding any with membership restricted in the Department's Bylaws, shall be open to all departmental faculty. Membership is achieved by notification of the appropriate committee chairperson.
3. Committee chairpersons shall be elected by majority vote of committee voting members. Such elections shall be held every two years, or earlier at the discretion of each committee.
4. The committee chairperson shall:
  - a. Chair committee meetings and set agenda.
  - b. Keep the Department Chairperson apprised of committee membership and any changes therein.
  - c. Call meetings when the committee's work demands it, giving written notification (excepting under extraordinary circumstances) of such meetings as early as possible to each committee member and including an indication of the committee business to be undertaken and any available supporting material which the members may require for that business.
  - d. Report to the Department, through the appropriate forum, the action of the committee.
5. Votes on all committee business shall be determined by a simple majority of all voting committee members. A quorum is not required for a committee to proceed with its business.
6. The committee chairperson may delegate her/his duties to a committee member in case of necessary absence by the committee chairperson.
7. The Department Chairperson may assign faculty members, with their consent, to ad hoc committees when volunteers are not otherwise available or if specific expertise or information is necessary. This does not limit faculty participation as described in Item 2. above.
8. Except as specified elsewhere in this document, all committee actions shall be recommendations requiring departmental action before they can be considered final and binding.

9. The above regulations apply only to those committees and committee activities not otherwise enjoined in these Bylaws.

## **II. PERSONNEL MATTERS**

### **A. Voting Rights and General Procedures for Personnel Matters**

1. Personnel recommendations will be made by regular faculty with half-time or more appointments in the Department. Eligibility to vote varies with the category of personnel matter under consideration.
  - a. Tenure recommendations will be acted upon by voting members who are tenured, or to whom a tenure commitment has been made (i.e., whose tenure has been approved by the Board of Trustees.)
  - b. Reappointment recommendations will be acted upon by regular faculty members who have completed one year of service.
  - c. The selection of new faculty, promotion, and professor supplement recommendation will be acted upon by regular faculty members.
2. Personnel Committee
  - a. **Composition:** The Personnel Committee comprises the Department Chairperson; one member of each academic rank (assistant professor, associate professor, and professor), elected by members of the respective ranks; plus three more members, one elected by members of each respective departmental discipline (sociology, anthropology, and social work) – a total of seven members. All members of the Personnel Committee must be regular faculty. The term on the Personnel Committee is two (2) years.
  - b. **Charge:** The Personnel Committee shall prepare recommendations to the Department regarding selection of new faculty, tenure, reappointment, promotion, professor supplement, and retrenchment.
    - (1) **Selection of New Faculty:** The Personnel Committee shall
      - a) prepare a recommended position posting for departmental approval, b) screen applicants for posted positions, and c) recommend appointments to the Department.
    - (2) Social Work regular faculty will be encouraged to participate in Personnel Committee meetings (as non-

voting members unless they have been elected to the Personnel Committee as voting members) and in all aspects of the processes related to position posting, screening applicants, interviewing applicants, and making recommendations to the Department on candidates in social work who are being hired. Social Work regular faculty will be encouraged to participate in Personnel Committee meetings (as non-voting members unless they have been elected to the Personnel Committee as voting members) and in all aspects of the processes related to reappointment, tenure, promotion, and professor supplement decisions regarding social work faculty. The Department's general statement regarding eligibility to vote varies with the category of personnel matter under consideration and applies here (see II.A.1.).

For all recommendations regarding personnel decisions in Social Work, Social Work regular faculty shall convene and prepare recommendations to the Personnel Committee.

At the option of a majority of Social Work regular faculty, written recommendations regarding any personnel decision may also be communicated to the Department, when their recommendations are at variance with the recommendation being made by the Personnel Committee to the Department. Support by Social Work faculty for recommendations made by the Personnel Committee to the Department may be communicated as well, orally at the Department meeting in question.

- (3) Reappointment, Tenure, Promotion, and Professor Supplement: The Personnel Committee shall a) evaluate submitted documentation of performance against Department standards in the areas of teaching, scholarly, creative, and professional activities, and university or public service; b) prepare a report to the Department that summarizes how submitted documentation meets or fails to meet Department standards for tenure, reappointment, promotion, or professor supplement; and c) on the basis of this report, prepare a recommendation to the Department for or against tenure, reappointment, promotion, or professor supplement.
- (4) Retrenchment: The Personnel Committee, using provisions in the Agreement between CMU and the CMUFA and Department procedures, shall prepare a recommendation to

the Department specifying how a position reduction or retrenchment decision by the administration is to be implemented.

3. In the case of denial of reappointment, tenure, promotion, or professor supplement requests, the candidate has the option of pursuing the appeal/grievance procedures as specified in relevant sections of the Department Bylaws (II.C.2.) and as further specified by the Academic Senate and the Agreement between CMU and the CMUFA.
4. The Department standards and criteria for reappointment, tenure, promotion, and professor supplement shall be applicable to all faculty members in the Department. Changes in Department standards and criteria shall be determined by majority vote of all regular faculty members in the Department.
5. All decisions on reappointment, tenure, promotion, and professor supplement shall be made by secret (written) ballot, as follows:
  - a. Ballots on a reappointment, tenure, promotion, or professor supplement recommendation shall be submitted in a sealed envelope to the Department secretary within two (2) school days after the Department meeting at which the recommendation of the Personnel Committee was discussed. Faculty submitting ballots shall be recorded by the Department secretary.
  - b. Those voting in disagreement with the Personnel Committee recommendations must indicate their reasons on the ballot or in an accompanying statement. Such ballots which do not include such a statement shall be discarded and shall not be considered in the determination of a majority.
  - c. Ballots for a reappointment, tenure, promotion, or professor supplement recommendation shall be tabulated on the third school day following the Department meeting at which the recommendation of the Personnel Committee was discussed. Tabulation of ballots shall be conducted by the Chairperson and two (2) Department members (excluding the candidate) selected at random and any other faculty members eligible to vote on the specific matter and wishing to attend.
  - d. If a reappointment, tenure, promotion, or professor supplement application is denied, the ballots for that case shall be preserved for at least a one-year period.

## **B. Procedures and Criteria for Selection of New Faculty**

In selecting new staff, all applications and supporting documents are to be open to all regular faculty for their inspection. The Personnel Committee shall screen applicants and make its recommendation(s) to the Department.

1. New faculty without the doctorate shall not be appointed above the instructor level.
2. New Social Work faculty on a regular appointment, with the exception of the Director of Field Education, are required to have an M.S.W. degree, at least two years of post-M.S.W. social work experience, and a doctorate in social work or a closely related field. The Director of Field Education is required to have an M.S.W. degree and at least two years of post-M.S.W. work experience with the requirement of having completed the doctorate by the tenure decision date. Faculty on temporary appointments, whether full or part-time, are required to have an M.S.W. and two or more years of post-master's degree social work experience.

## **C. Promotion Policies**

1. We hold that the Department's first priority in all personnel decisions should be to fulfill its academic obligations to our students and our respective disciplines. The objectives of promotion and professor supplement are:
  - a. To provide encouragement and recognition to faculty members for their contributions (over and above what is necessary for reappointment) to the academic community at both the local and discipline levels.
  - b. To make known to the entire academic community the qualities this Department deems most desirable in academic women and men.

It is our belief that these objectives and the following procedures, criteria, and standards will aid the Department in developing a faculty of high caliber, establishing conditions that will attract the most capable students, creating circumstances productive of a Department whose members perform multiple roles, and maximizing the contribution the Department can make to the advancement of knowledge.

2. Procedures
  - a. Promotion and professor supplement recommendations to the Department will be made by the Personnel Committee. The

candidate for promotion or professor supplement may not participate in the discussion of or vote on her/his case.

- b. The Chairperson shall notify the Department members and Personnel Committee as to the date for the consideration of promotion and professor supplement. It is the candidate's responsibility to provide the Personnel Committee with materials directly relevant to the Department's standards, although the Personnel Committee may request other materials from the candidate. Each candidate may request an allotment of time before the Personnel Committee for the purpose of an oral presentation to that body.
- c. The decision-making process should entail the assignment of evaluations to candidates on each criterion, as well as overall. The overall evaluation should represent a summation of the evaluations on the component criteria.
- d. All positive and appealed decisions of the Personnel Committee shall be presented to the Department as a whole for review. If a request for promotion or professor supplement is denied by the Personnel Committee, it shall write a letter of explanation to be delivered only to the candidate at the earliest possible moment. At this point, the application for promotion or professor supplement of a faculty member receiving a negative recommendation shall not be forwarded to the Department, and the individual will be asked if s/he wishes to withdraw candidacy. If the faculty member does not withdraw candidacy within three class days after delivery of the letter advising of the negative recommendation, the recommendation shall be forwarded for further consideration to the Department.
- e. Voting by the Department shall be by secret ballot, as specified in Part II.A.5. of these Bylaws. The Chairperson shall notify the candidate as early as possible of the decision reached by the Department with respect to her/his promotion or professor supplement application. Positive and negative Department decisions shall be forwarded to the Dean. In the case of a negative Department decision, the candidate shall be informed in writing of the reasons for denial and may proceed as stipulated by the Agreement between CMU and the CMUFA.

### 3. Criteria and Standards

- a. Teaching: The major concern here is with skill in imparting the knowledge of the discipline to students. We recognize, however,

that various equally defensible conceptions of both adequate teaching and methods for assessing it prevail.

Each candidate shall provide information on this criterion based upon her/his preferred method of evaluation. The method is subject to the following restrictions only:

- (1) Provision for all students in the candidate's classes to have the opportunity to participate in the evaluation process.
- (2) A reasonable claim to validity (in the judgment of the Committee) of the method.
- (3) Provision for obtaining an overall rating of teaching effectiveness on a three-to-five point scale with "satisfactory" as the mid-point; and/or the evidence submitted by or in behalf of, a candidate may be non-numerical documentation, in which case the Committee will evaluate each category of items by separate vote.
- (4) Implementation of the method by someone other than the candidate himself/herself.

The required performance level for promotion to a rank above Assistant Professor shall be an "average" (adequate) rating.

- b. **Scholarly, Creative, and Professional Activities:** The Department of Sociology, Anthropology and Social Work values the diverse scholarly, creative, and professional activities that represent contributions to the academic as well as the applied/practitioner and pedagogical areas of our disciplines and their publics. The major concern here is probable impact upon knowledge in the disciplines and, where relevant, on applications of that knowledge. Unless a work receives some independent measure of acclaim or professional acknowledgement, "probable impact" for the purposes contained here is defined as scholarly and creative activity which appears in reputable publications under conditions of peer review, editorial selection, or advisory committee oversight, and includes publications aimed at regional, national, and international academic and/or professional audiences. Evidence of publication shall be defined as a published work, galley or page proofs, or a final letter of acceptance from an editor or editors. The candidate shall include in her/his narrative a discussion of the significance of the contributions.

- (1) The required standard for promotion from Assistant Professor to Associate Professor shall be, since attaining present rank, publication of one of the following:
- (a) two articles or book chapters [except see (i) below],  
or
  - (b) one book or monograph, or
  - (c) one edited book containing at least one original substantive chapter by the candidate.

In addition, the required standard for promotion from Assistant Professor to Associate Professor shall be, since attaining present rank, any two occurrences from the following activities OR one additional article/book from the list (a)-(c) above.

The concern here is for an indicator of commitment to one's discipline through substantive or pedagogical contributions. The candidate shall include in her/his narrative a discussion of the significance of the contributions claimed.

- (d) Editorship, associate editorship, or book review editorship of a professional journal or book series.
- (e) Presentation of a paper at a professional meeting.
- (f) Discussant at a professional meeting.
- (g) Publication of a book review in a professional journal.
- (h) Submission of an external research or teaching grant proposal.
- (i) Receipt of an external research/professional grant. Securing such a grant may be evaluated by the Personnel Committee as equivalent to one article or more than one of the items (d)-(h) above. Multiple grants may not count as more than one article.
- (j) Participation in other scholarly, creative, and professional activities not listed above, including

grants and awards internal to CMU, as evaluated by the Personnel Committee.

- (2) The required standard for promotion from Associate Professor to Professor and for professor supplement shall be, since attaining present rank or since receiving a previous professor supplement, publication of one of the following, or an equivalent combination of:
- (a) three articles or book chapters [except see (i) below], or
  - (b) one book or monograph, or
  - (c) one edited book containing at least one original substantive chapter by the candidate and some original chapters by others. An edited volume consisting solely or reprinted articles shall be considered equivalent to two articles.

In addition, the required standard for promotion from Associate Professor to Professor and for professor supplement shall be, since attaining present rank, any two occurrences from the following activities OR one additional article/book from the list (a)-(c) above.

The concern here is for an indicator of commitment to one's discipline through substantive or pedagogical contributions. The candidate shall include in her/his narrative a discussion of the significance of the contributions claimed.

- (d) Editorship, associate editorship, or book review editorship of a professional journal or book series.
- (e) Presentation of a paper at a professional meeting.
- (f) Discussant at a professional meeting.
- (g) Publication of a book review in a professional journal.
- (h) Submission of an external research or teaching grant proposal.

- (i) Receipt of an external research/professional grant. Securing such a grant may be evaluated by the Personnel Committee as equivalent to one article or more than one of the items (d)-(h) above. Multiple grants may not count as more than one article.
  - (j) Participation in other scholarly, creative, and professional activities not listed above, including grants and awards internal to CMU, as evaluated by the Personnel Committee.
- c. Attainment of the Doctorate: The required standard for promotion to any rank above instructor shall be attainment of the doctorate. However, this criterion is not applicable to faculty whose initial appointments were made with the understanding that another graduate degree would constitute the terminal degree.
- d. University, Departmental, and Community Contributions: The candidate shall include in her/his narrative a discussion of the significance of the contributions claimed. The required standard on this criterion shall be four occurrences among the following activities, at least two of which must be from (1-5):
  - (1) Active participation in one Departmental, College, or University Committee, including Faculty Association committees and serving as Academic Senator.
  - (2) Advising of majors or minors.
  - (3) Advising a recognized campus student organization (e.g., Anthropology Club).
  - (4) Serving as advisor for an M.A. thesis or Plan B paper, or membership on two thesis or Plan B committees.
  - (5) Significant community service, defined as exclusively pro bono contributions to non-profit organizations, agencies, and groups in areas of professional expertise.
  - (6) Chairperson at a professional meeting.
  - (7) Officer or committee member of a professional organization.
  - (8) Manuscript review for a professional journal or publisher.

- (9) Departmental, university, community, or professional contributions, including program development, not listed above, as evaluated by the Personnel Committee.
- f. Over-all Evaluation: This represents a summary evaluation. Only candidates who meet the required standards on these criteria shall receive recommendations for promotion or professor supplement.

#### **D. Reappointment and Tenure Policies**

1. Prefatory Note: Two general objectives have guided our formulation of criteria and procedures for reappointment and tenure:
  - a. To facilitate the development of a Department faculty that will make significant contributions to the academic community at both the local and discipline levels.
  - b. To protect individual faculty members from unjust or arbitrary treatment in these personnel decisions. Thus, judgments should never threaten free speech, fair comment, dissent, and critical thought, which lie at the heart of a free intellectual life.
2. Guidelines: The methods of evaluation described for the various criteria for promotion and professor supplement shall also apply for reappointment and tenure.
3. Procedures for Reappointment and Tenure
  - a. Reappointment and tenure recommendations will be made to the Department by the Personnel Committee. Those serving on the Personnel Committee and those eligible to vote in the Department must meet the following requirements:
    - (1) To vote on a reappointment recommendation, a faculty member must have completed one year of service. A candidate for reappointment may not participate in the discussion of or vote on her/his own recommendation.
    - (2) Only tenured faculty members, or those faculty members to whom a tenure commitment has been made, are eligible to vote on a tenure recommendation.
  - b. Voting by the Department on reappointment and tenure recommendations shall be by secret ballot, as specified in II.A.5. of these Bylaws.

- c. With regard to notification as to the date for consideration of tenure and reappointment decisions, the responsibility of the candidate to provide supporting materials, and the procedures of appeal in the case of negative decisions at either the Personnel Committee or departmental levels, the specifications under items II.A.3. and II.C.2.b.-e. above shall apply.

4. Criteria for Reappointment

The candidate shall include in her/his narrative a discussion of the significance of the contributions or accomplishments claimed with regard to the following criteria:

- a. Teaching: Required standard shall be at or above the midpoint of the scale used during the first two years and above the midpoint for subsequent reappointments.
- b. Scholarly, Creative, and Professional Activities: Required standard is evidence of progress in research and/or writing intended for publication. In addition, the required standard after two years is one of the activities listed under II.C.3.b. or one published article/book.
- c. Progress Toward Doctorate: Demonstrable progress required (e.g., comprehensive exams passed, dissertation chapters submitted, or scheduling of oral defense).
- d. University, Departmental, and Community Contributions: Required standard for reappointment is one of the activities listed under II.C.3.e.

5. Criteria for Tenure: The criteria and standards for tenure are identical with those for promotion to Associate Professor (see II.C. of these Bylaws) with the following exceptions:

- a. Publications prior to appointment at CMU may be counted toward tenure.
- b. In accord with the Agreement between CMU and the CMUFA, the Personnel Committee shall include in its recommendation an evaluation of the candidate's promise and of the fit between the candidate's qualifications and the Department's needs.

## **E. Policy on Faculty Reduction**

### 1. Criteria

- a. In the event that the Department of Sociology, Anthropology, and Social Work is required to reduce the number of faculty positions, the following options are to be considered in the order of priority listed:
  - (1) To recommend to the administration that we leave unfilled a vacancy caused by retirement, resignation, or other form of natural attrition.
  - (2) Non-reappointment of faculty holding temporary positions.
  - (3) Reconversion of graduate assistantships earlier established by the conversion of faculty positions to graduate assistantships.
  - (4) Non-reappointment of a non-tenured faculty member holding a regular position.
  - (5) Dismissal of a tenured faculty member or a faculty member to whom a tenure commitment has been made, according to established University policies.
- b. Within each of the options under a. above, consideration shall be given to affirmative action goals and seniority.
- c. Decisions not conforming to the above ranking of options can be made only under the following conditions:
  - (1) The Department's ability to sustain adequate undergraduate or graduate programs is appreciably jeopardized, or
  - (2) The Department's compliance with affirmative action requires it.

In such a case, the Department must be prepared to give its reasons, in writing, to the individual(s) adversely affected.

### 2. Procedures

In implementing the above policy, the following procedures shall be observed:

- a. The Personnel Committee shall prepare recommendations for the consideration of the full Department and inform the affected person(s).
- b. The Personnel Committee's recommendation shall require the approval of a majority of the Department's regular faculty members.
- c. Each individual affected by the decision shall have the right and adequate time to present to the Personnel Committee and the Department evidence in support of her/his case.
- d. Nothing in this document shall be construed to diminish any faculty member's rights as established in existing or future collective bargaining agreements or elsewhere in these Bylaws.

## **F. Temporary Faculty Appointments**

### 1. Definitions

A temporary position is:

- a. a position generated by a leave of absence,
- b. a tenurable position filled on an interim basis with a temporary appointment, or
- c. a non-tenurable position temporarily assigned to the Department.

A temporary appointment is a full-time or part-time non-tenure-track appointment for a determinate period.

### 2. Procedures

- a. For initial appointment to temporary positions, established procedures for selection of new faculty will be followed (see Department Bylaws II.B.).

On occasion, part-time one-semester temporary appointments may need to be made at a time very close to the beginning of the fall or spring semester. In these situations, the Chair may find it impossible to convene the entire Personnel Committee and/or the Department. Thus, the Chair is permitted in these rare circumstances to make offers of employment, subject to the following conditions:

- (1) The Chair will follow the bylaws to solicit appropriate applications for internal and/or external candidates.
  - (2) The Chair will follow appropriate criteria, as indicated by the bylaws, in ranking candidates.
  - (3) The Chair should communicate with as many members of the Personnel Committee as possible, and seek their approval, prior to offering employment.
  - (4) The candidates offered such employment must have the requisite qualifications for teaching the courses to be covered.
  - (5) The Chair will explain the situation(s) and present rationales for the action at the earliest opportunity to the full Personnel Committee and the Department.
- b. Subsequent appointments for temporary faculty will be acted upon by regular faculty.
  - c. A faculty member on a temporary appointment may request and be recommended for subsequent appointment to a temporary position, or to some portion of a temporary position. The number of semesters of full-time temporary employment is subject to University limitations on such appointments.
  - d. Faculty members on temporary appointments shall be notified as promptly as possible of the definite and possible vacant temporary positions to be available in the subsequent semester.
  - e. Those faculty members on temporary appointments who desire additional appointments should prepare an application. The application should include information pertinent to teaching in areas needed by the Department, and other relevant information (such as preference for a full-time or part-time appointment).
  - f. Temporary appointment shall be offered to external candidates only after internal candidates who have been hired on the basis of an affirmative action search have been considered.
  - g. Where possible, a faculty member holding a temporary appointment of one-half time or more who requests a subsequent appointment shall receive notice of appointment or non-appointment by 1 May for a subsequent Fall Semester and 1 December for a subsequent Spring Semester. Uncertainty about

the availability of positions is the only circumstance where these deadlines may not be applied.

3. Criteria for Subsequent Appointments for Temporary Faculty
  - a. Teaching: Required standard shall be at or above the midpoint on the scale used.
  - b. Progress Toward Doctorate: Demonstrable progress required (e.g., comprehensive exams passed, dissertation chapters submitted, or scheduling of oral defense).
  - c. Scholarly, creative, and professional activities; and university, departmental, and community contributions may be considered in decisions to reappoint temporary faculty.
  - d. Temporary faculty who meet the standards for promotion listed in II.C.3. may request the Department's recommendation for appointment at a rank higher than the initial appointment.

### **III. INSTRUCTIONAL MATTERS**

#### **A. Procedures for Class Assignment**

1. Fall and Spring Semesters

At schedule-preparation time for Fall Semester, the Chairperson shall request from each Department member or program coordinator/director preferences as to courses and times (including alternatives for each) for both the Fall and subsequent Spring Semesters. The request forms shall specify departmental needs regarding numbers of sections, specific courses, and time periods. Upon receipt of the preferences, the Chairperson shall construct the schedule for each semester, taking into account departmental needs for specific courses, course times, and numbers of sections. Faculty shall be notified of their teaching assignments for each semester in a timely manner, so as to allow adequate time to negotiate changes before publication of the CMU registration bulletin. Undergraduate classes which fail to attract an enrollment of at least seven students during the pre-enrollment period may be canceled by the Chairperson. Any other schedule changes subsequent to publication of the CMU registration bulletin shall be cleared with those faculty who are there affected.

2. Summer Sessions

- a. At schedule-preparation time for the Summer Sessions the Chairperson shall request from each faculty member her/his preferences as to courses and times (including alternatives for each) by the specified deadline. Following that date, the Chairperson shall construct the schedule within the limits of the allotted FTE, in accord with the program needs and the rotation list of sociology and anthropology. Social Work faculty, in consultation with the Social Work Program Director, will decide how social work summer FTE allocations are to be distributed and will inform the departmental Chairperson.
- b. If a course is allocated to the Chairperson it will not be counted against the discipline to which the Chairperson belongs.
- c. The remaining courses shall be allocated among the subgroups on the basis of the preceding three-year average of Student Credit Hour production in each subgroup. Each subgroup shall have an allocation of summer classes equivalent to its three-year share of the departmental SCH.
- d. Regular faculty shall be provided with opportunities to teach summer courses in order of their priority position in a “rolling” rotation list for each sub-group. This rotation list shall assign points to each faculty member for the courses taught in the past five summers according to the following weights:

Year Five (most recent):	5 per course
Year Four:	4 per course
Year Three:	3 per course
Year Two:	2 per course
Year One (least recent):	1 per course

The lower the individual’s score, the higher the individual’s priority for the allocation of summer teaching.

- e. Temporary faculty in each discipline will be given opportunities to teach summer classes only if there are more classes allocated than regular faculty in the discipline are willing to teach. In the event a discipline does not use its full course allocation in a given summer, the remaining allocation may be distributed to another discipline.
- f. No faculty member may teach more than six semester hours per summer from the Department’s allocation. A faculty member in anthropology may teach only one summer class unless no other

eligible anthropology faculty member wishes to teach. The Social Work Program Director and faculty will determine how social work summer FTE allocations are to be distributed.

- g. The Chairperson shall assign courses to eligible faculty according to faculty preferences and program needs.

3. Extended Learning Classes

- a. Departmental approval of applicants to teach Extended Learning classes is required by the Academic Senate. To assure that qualified teachers are appointed, and that consistent criteria are applied in the consideration of candidates, the Department Personnel Committee, in consultation with faculty who have relevant specialties, shall consider and approve candidates according to the following criteria:
  - (1) For courses at the 100 and 200 levels: A.B.D. in Sociology or Anthropology, M.S.W. in Social Work.
  - (2) For courses at the 300 and 400 levels:
    - (a) Ph.D. in Sociology or Anthropology, or M.S.W. in Social Work; and
    - (b) graduate-level course work, research experience, or teaching experience relevant to the course topic.
  - (3) For courses at the 500 level and above:
    - (a) doctoral degree in appropriate field and
    - (b) graduate-level course work, research experience, or teaching experience relevant to the course topic.
  - (4) Reapproval of faculty to teach Extended Learning courses shall require, in addition to the criteria and standards stated in (1)-(3) above, evidence of teaching competence.
  - (5) Exceptions may be considered in the case of individuals who have been approved prior to August 1996.
  - (6) Requests to teach a special topics course must be accompanied by a course syllabus.

- b. The Department will forward its decisions to the College of Extended Learning within two weeks of receipt of the candidate's application, and in cases of non-approval will state the reasons for denial.
  - c. The Chairperson shall notify Department faculty of opportunities to develop and teach courses by correspondence. First priority in teaching any correspondence course shall be given to the faculty who teach the course on campus.
4. Special Topics Courses
- a. Faculty proposing new Special Topics courses shall distribute copies of a syllabus and bibliography to the Department's faculty in advance of the scheduling deadline; if any faculty indicate objection to the proposed course, a Department discussion and vote will be held.
  - b. Special topics courses taught through Extended Learning do not have to be taught on the Central Michigan University campus first.
5. Disputes Concerning Class Assignments

A faculty member who objects to her/his class assignment may appeal the matter to the Personnel Committee.

## **B. Teaching Load**

1. The normal teaching load in the Department is nine semester hours. A reduced load of six semester hours may be negotiated in return for a higher-than-average class size.
2. Except for Social Work (see section III.B.3.) the Chairperson will set class capacities in accord with student demand, the number of preparations assigned to each instructor, class level, appropriate pedagogy, and the size of available rooms. The Chairperson shall endeavor to equalize student loads among Department faculty. The Department's goal is to stabilize faculty loads in the range of 100-140 students per full-time faculty member per semester. Caps for 100- and 200-level courses will normally be no larger than 70. Faculty may agree to larger class sizes in return for reduced semester-hour loads.
3. Class capacities for social work courses will be consistent with the CSWE accreditation requirement.

4. Faculty members who supervise or function in liaison roles regarding internships or practica shall receive credit consistent with the instructional load represented by the number of students and contact hours per week.
5. Faculty who engage in extensive non-traditional teaching activities (such as independent studies and theses supervision) relative to others in the Department – and in addition to normal departmental service obligations – have the option of requesting a reduced load for a given semester. Such a request should be in writing to the Chair who will bring the request to the Department. The request should document the activities in which the faculty member has been engaged, noting both the amount of the activities and their quality and significance. If the Department approves such a request, the Department’s recommendation will be forwarded to the Dean. The Department office will maintain records on who completes such activities to facilitate this process.
6. A Department member who objects to her/his assignment of student load may appeal to the Personnel Committee.

**C. Syllabus Preparation**

1. Faculty members are expected to prepare a course syllabus for each course assigned consistent with Academic Senate policy regarding the master syllabus.
2. Faculty members are expected to provide students with information at the beginning of each course, including a course outline, a list of all textbooks or other materials to be purchased for the course, a list of all course requirements, a description of the basis for grading the student’s work, and, if a University Program course, an indication of which U.P. group includes the course.
3. A copy of the syllabus for each course should be placed on file in the Department office.
4. The Department recommends the inclusion in the syllabus of this paragraph:

The Department of Sociology, Anthropology, and Social Work has an established procedure for dealing with student complaints. Any student with a complaint concerning an instructor or class is strongly encouraged to consult with the instructor first. The student also has the option of approaching the Department Chairperson in an attempt to resolve a complaint.

**D. Evaluation of Teaching**

Regular evaluation of teaching is required for reappointment, tenure, promotion, and professor supplement (see Section II of these Bylaws). All Department faculty are encouraged to use student evaluation and peer review of teaching on a regular basis.

New faculty should be advised by the Chairperson of evaluation requirements for reappointment, tenure, promotion, and professor supplement as stated in Section II of this document.

**E. Advising New Students**

Generally, all regular faculty shall participate, on a rotating basis, in advising new students. Faculty who teach in the summer session shall also participate in summer advising to the extent allowed by their teaching schedules. Social Work faculty shall all participate in advising with the Program Director assigning students to advisors and monitoring the resulting balance of advisee load per advisor.

**F. Attending Commencement**

All regular faculty shall participate, on a rotating basis, attending Fall and Spring commencement. Faculty who teach in the summer session shall also participate in summer commencement to the extent allowed by their teaching schedules. Faculty unable to participate in accordance with the foregoing policy must find other Department faculty to substitute for them. The implementation of this policy shall be the responsibility of the Chairperson.

**G. Independent Study**

1. Purpose: Independent study courses are intended to provide flexibility to the Department's curriculum. Normally, they will only be used to cover topics or activities not regularly taught. Because of the burden which Independent Study places on the instructor, it is recommended that each faculty member limit supervision of independent study to no more than five students per year.
2. Procedures for Enrollment: Students are required to secure approval from the instructor before formal registration. Each student must submit to the Department office, prior to registration, an Independent Study Report Form, signed by her/his instructor, specifying the assignments to be carried out by the student and the bases for evaluating the student's work.

## H. Student Complaint Procedure

1. Student complaints against Department faculty alleging discrimination and/or harassment on the basis of sex, race, ethnicity, sexual orientation, disability, or other categories protected by the University's Affirmative Action policy should be referred to the Affirmative Action Office.
2. Student complaints against Department faculty concerning grading or other instructional matters should be dealt with as follows:
  - a. The student shall be encouraged to approach the instructor first. The student shall also have the option of approaching the Department Chairperson in an attempt to resolve the complaint. If the student approaches the Social Work Program Director, the Director will both inform the Chairperson of the complaint and refer the student to the departmental policies and procedures regarding complaints. In any case, complaints are to be made by student(s) no later than 60 days after the beginning of the next regular semester following the semester in which the complaint arose.
  - b. If the student chooses to approach the instructor first, and if during the course of the meeting the complaint cannot be resolved, the student shall approach the Department Chairperson in an attempt for reconciliation.
    - (1) It shall be the responsibility of the Chairperson to approach the instructor with the complaint, at which time a resolution to the complaint shall be sought. In the event that a resolution does not take place, the Chairperson shall inform the student that s/he may pursue the matter further by writing a letter detailing the nature of the complaint and requesting the arrangement of a hearing.
    - (2) If the student requests a hearing, a Hearing Committee shall be selected, the charge of which shall be the endeavor to reach an informal, non-binding resolution of the complaint. The Hearing Committee shall be composed of five members, selected from a panel of seven persons to be drawn by lot (by the Department Secretary) from a list of voting members of the Department, excluding persons directly involved in the complaint. (Persons unwilling to serve will be excused and others substituted for them, to be chosen in the same manner.) Each party to the complaint shall have the right of one peremptory challenge, which if exercised, would reduce the panel to five, the required size

of the Committee. If not exercised, the Department Secretary shall randomly select the Hearing Committee of five from the panel. In all cases peremptory challenges shall be treated confidentially, so that, so far as public announcements are concerned the membership of the Committee is the result of random selection only.

- (3) The student, the Department Chairperson, and any Department member of the student's choosing may present the complaint to the Hearing Committee for resolution. The Hearing Committee's procedure for dealing with the complaint shall be consonant (but not necessarily identical) with those described in "Procedures for Handling Questions of Professional Concern Involving One or More Members of the Faculty," *Faculty Handbook*.
- (4) If the complaint is not resolved to the student's satisfaction by the Hearing Committee, the student may pursue the matter with the Dean of the College of Humanities and Social & Behavioral Sciences.

- c. In case the student chooses to approach the Department Chairperson with the complaint prior to consulting with the instructor, the same procedure for dealing with the complaint shall be followed as in (1)-(3) above.
- d. In the event that a student, after consultation with the instructor and/or the Department Chairperson, obtains resolution to the complaint, the matter shall be dropped, and the instructor shall be informed of the resolution.

#### **IV. FISCAL AND RESOURCE MATTERS**

This section refers to departmental S&E funds and other resources under its control but excluding funds available to or allocated specifically for use by the social work program. The Social Work Program Director has the responsibility to oversee the budgeting and expenditure of those funds and to report to the Dean of the College regarding funding availability and budget reconciliation.

##### **A. Professional Travel**

1. Each full-time Department member shall be allocated at least \$200 annually in professional travel funds. The Finance Committee may recommend additional amounts for this purpose as budgetary constraints allow.

Part-time faculty shall be allocated shares in proportion to the amount of FTE to which they are appointed.

2. Faculty who present papers or appear on the program of national or regional meetings shall receive an additional amount of \$50 per conference insofar as the Department budget allows.
3. In case of reduction in Department S&E funds, the amounts indicated in IV.A.1. and IV.A.2. will be reduced by the same percentage as the cut in S&E.
4. No faculty member may use Department travel money for non-travel purposes except by vote of the Department faculty.

**B. Requests for Supplies, Equipment, or Other Departmental Funds**

Any request for supplies, equipment, or other expenses for class-related or professional purposes beyond those normally provided by the Department of an amount above \$50 annually require action on the part of the Finance Committee and the Department.

**C. Film/Video Rental Policy**

1. Faculty shall submit film/video rental requests 30 days before expected date of use. Each semester, all faculty members will receive their indicated first choice. Faculty members cooperating to request a film/video will be given top priority on their second choice. Subsequent choices will be approved only if departmental funds are sufficient.
2. All film/video rental requests are limited to \$100 per film/video. Requests exceeding this amount require approval of the Finance Committee.

**D. Procedures for Allocating Assigned Space**

Requests for specific classrooms and vacant offices shall be made in written form to the Chairperson. In cases of multiple requests for the same space, vacant offices will be assigned by the Finance Committee on the basis of needs such as research activity or student advising. Classroom or laboratory space will be assigned on the basis of program needs. Finance Committee decisions may be appealed to the Department as a whole.

**E. Sabbatical and Leave Matters**

1. Requests for sabbatical leave require approval of the Personnel Committee and of the voting members of the Department. All such requests must be submitted to the Department at least two weeks before they are due in the

Dean's office, providing the Department has been informed of the deadline in a timely fashion.

2. Other requests for leaves of absence shall require approval by the majority of the voting members of the Department.
3. Excepting those on leave without pay, faculty on sabbatical or research leave from the university shall be entitled to all privileges and resources of the Department normally allocated to faculty not on leave including:
  - a. are entitled to mail forwarding of first class letters and journals.
  - b. may be asked to vacate office space sufficient to accommodate faculty hired to replace them.
  - c. if on leave without pay, a faculty member may appeal to the Finance Committee for access to privileges and resources. The Committee recommendation will be based upon consideration of faculty need and departmental interests.

#### **F. Scholarships**

The Department administers several scholarships and awards for recognizing student excellence. These include the Koopman Social Science Scholarship, the Bernard N. Meltzer Scholarship, the Leslie Lieberman Social Science Scholarship for Higher Achievement, and the Edward E. McKenna Prize. Information concerning eligibility, application procedures, and selection criteria are included in the Department brochure on scholarships.

### **V. GRADUATE PROGRAM MATTERS**

#### **A. Role of Graduate Faculty**

Members of the graduate faculty shall be responsible for all instruction, supervision, and advising of graduate students. Graduate faculty standing is required for the teaching of all courses at the 500 level and above.

#### **B. Graduate Faculty Membership**

1. Criteria for regular and associate membership of the graduate faculty are those established by the Graduate Council and approved by the Academic Senate.
2. Faculty may apply for graduate faculty membership by submitting a request with supporting evidence to the Department's Graduate Program Committee. Recommendations for appointment and reappointment to the

graduate faculty shall be made by the Committee and forwarded to the Graduate Dean for final confirmation.

3. Appeals of Graduate Program Committee decisions may be made to the Department faculty. Individual or departmental appeals of confirmation decisions by the Graduate Dean may be made to the Graduate Council. Further appeals shall follow the normal university grievance procedure.

**C. Graduate Program Committee**

1. Membership on the Graduate Program Committee is limited to members of the Graduate Faculty. Membership on the Graduate Program Committee is mandatory for faculty teaching core graduate courses.
2. Exceptions to any published standards and requirements regarding admissions, and Plan A and Plan B must be approved by the Graduate Program Committee.
3. The Graduate Program Committee shall conduct an annual audit of the Graduate Program, and report its findings during the initial faculty meeting of the academic year. The audit shall include an overview of regular and conditional graduate admissions, and student progress towards degree completion (including course scheduling needs, cumulative graduate point averages, students on probationary status, and the like).
4. The Graduate Program Committee is responsible for: acting on initial student applications for admission, petitions for admission to Regular Status from conditionally admitted students, and applications for Plan A thesis candidacy; accepting graduate transfer credit; selecting and assigning graduate teaching assistants; determining other selected financial awards for graduate students; initiating curricular changes to the Graduate Program; appointing the Graduate Academic Advisor; and auditing the Graduate Program.
5. The Graduate Program Committee shall maintain, with assistance from office personnel, graduate student records and files, and a program data base.

**D. Student Admission to the Graduate Program**

1. The Graduate Program Committee shall establish and periodically review standards for admission of students to the Department's graduate programs.

2. Students meeting or exceeding the standards established by the Committee may be admitted to graduate programs by approval of the Graduate Program Committee.
3. Applicants who do not meet the minimum published standards may be granted conditional admission by the Committee. The Committee may request additional information, or an interview, with candidates who do not meet the requirements of Regular Status.
4. Conditionally admitted students who satisfy the requirements for Regular Status, as specified in their letter of admission, must formally apply for Regular Status to the Graduate Program Committee. The application must include three letters of recommendation from SASW faculty as well as a writing sample.

**E. Advising of Graduate Students**

1. All newly admitted graduate students are assigned to the Graduate Academic Advisor, with whom they must meet and complete the “Authorization of Graduate Degree Program” prior to the end of their first semester of graduate classes. The Graduate Academic Advisor is available for consultation on course schedules, and general program information and referral.
2. Each graduate student must select a Plan A Supervisor (who chairs the thesis committee), or a Plan B Supervisor (who coordinates the comprehensive examinations and the Plan B paper).
3. The Graduate Academic Advisor, and all Plan A and Plan B Supervisors must be members of the Department and the Graduate Faculty.

**F. Plan A and Plan B Options**

1. Admission to Plan A thesis candidacy shall be by positive vote of the Graduate Program Committee, upon formal application of a graduate student who submits a transcript, writing sample, Plan A Supervisor letter of support and agreement, Human Subject Review and approval, and a general overview of the thesis topic, methods, and time frame.
2. Letters of recommendation for graduate students applying to Ph.D. programs shall be withheld until admission to Plan A thesis candidacy is granted.
3. The Plan B comprehensive examination must involve a minimum of three tested areas, and are to be read by no fewer than three examiners who are members of the Graduate Faculty, *excluding* the Plan B Supervisor.

4. A retake of one or more areas of the Plan B comprehensive examination shall be allowed. An additional and final retake of one or more areas of the Plan B comprehensive examination requires that the student remediate the material through formal course work, at the direction of the Plan B Supervisor.
5. The Plan B paper must be passed by at least two members of the Graduate Faculty, *in addition to* the Plan B Supervisor.

#### **G. Academic Integrity Policy for Graduate Students**

Because academic integrity and ethical behavior are vital to an academic environment, graduate students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics. In the academic community the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which a student submits must be the product of her/his own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes plagiarism, cheating, and other forms of dishonest behavior, is prohibited. Ethical standards, as articulated in the standards of the American Sociological Association, must be observed by all graduate students. Allegations of academic dishonesty or unethical behavior will be handled according to the policies given here. Appeals of decisions are processed according to the policies set forth in the “Academic Integrity Policy for Graduate Students,” which is published in the College of Graduate Studies *Bulletin*.

Although no specific time frames are included in this policy, it is understood that matters should be handled expeditiously.

1. In cases where an instructor, supervisor, or fellow student believes a student has demonstrated academic dishonesty or professionally unethical behavior, the instructor, supervisor, or fellow student should report the incident to the Department Chairperson.
2. The Department Chairperson will discuss the allegations with the person(s) making them. If the Department Chairperson believes that there is evidence to support the allegation, the Chairperson will notify the student of the charges, in writing.
3. In the letter to the student, she/he will be told the allegations and told that the Department’s Graduate Committee will be asked to review the allegations, look at the evidence, and determine what, if any, sanctions should be issued. The student will be offered the opportunity to admit to the violations, remain silent, meet with the Department’s Graduate Committee to share her/his perceptions of the incident, or submit a written

rebuttal to the charges. The student will be given a response deadline of two weeks or longer to respond.

4. In a case where a member of the Department's Graduate Committee made the original allegations, she/he will not participate as a Graduate Committee member with regard to this case.
5. If the student elects to meet with the Department's Graduate Committee to present her/his version of the events under investigation, the student may bring another person (but not a lawyer) to the meeting to provide support and advice.
6. The Graduate Committee's decision on culpability and appropriate sanctions will be communicated in writing to the Department Chairperson. If the student is found not culpable, or if sanctions, other than dismissal or suspension from the program, are issued this will be communicated in writing by the Department Chairperson to the student.
7. If the sanction is dismissal or suspension from the program, the sanction will be communicated by the Department Chairperson to the Dean of the College of Graduate Studies who will communicate the decision to the student.
8. If sanctions are issued, Graduate Committee records will be retained for at least one year.

#### **H. Appointment of Graduate Assistantships**

1. The prime purpose of graduate assistantships is to attract and support good students who are committed to intellectual excellence and their development as sociologists.
2. The availability of graduate assistantships shall be announced by January 15 of each year, with applications and letters of recommendation to be due by March 1.
3. The Graduate Program Committee shall evaluate the applicants and make recommendations including a list of alternates for the awarding of assistantships to the Department for final action. Only faculty may participate in the examination of the applications and supporting materials, and only faculty may vote on the awarding of these positions.
4. Criteria for reappointment of graduate assistants to a second year are:
  - a. a minimum grade point average of 3.25 for graduate coursework,

- b. satisfactory performance of assistantship duties (see Section V.J.7.), including favorable evaluations from the previous year, and
  - c. evidence of a timely application for a Graduate Fellowship (including GRE scores).
5. Graduate Teaching Assistantships shall be limited to two years, or one semester after 24 credit hours of graduate work are completed, whichever occurs first.
  6. Letters notifying candidates of initial appointment shall inform them of the criteria for reappointment.
  7. The Department's policies regarding graduate assistants shall be provided to them at the beginning of their period of appointment.

#### **I. Assignment of Graduate Assistants**

1. Assignment of graduate assistants to faculty will be made by the Graduate Program Committee. Faculty requesting the assistance should submit their requests to the Committee Chairperson with a rationale and description of anticipated duties. Priority will be given to teaching needs and to faculty with the largest teaching loads. The minimum request for assistance is 10 hours of graduate teaching assistance. At the discretion of the Graduate Committee, up to 20 hours of graduate assistant time per semester may be assigned to research activities. Graduate assistants may not be assigned full responsibility for teaching a course.
2. No graduate assistant will be assigned to more than two faculty members in the same semester.
3. In the event that more graduate teaching assistance is requested by departmental faculty than is available in a particular semester, faculty not receiving assistance shall receive priority consideration the next semester.
4. A graduate assistant's preference to be assigned to a particular faculty member will be formally solicited and will be given fair consideration prior to the placement.
5. Requests for reassignment of graduate assistant time after assignments have been made must be approved by the Graduate Program Committee following consultation with the faculty member(s) and graduate assistant(s) affected.

## **J. Guidelines for Faculty Supervision of Graduate Assistants**

1. Graduate assistantships are intended to serve as apprenticeships providing assistants with professional learning experiences.
2. Twenty hours per week is the maximum time which may be required of a graduate assistant. All duties required of a graduate assistant by any faculty member, including lecture attendance and required readings, count toward the 20 hour limit.
3. Weekly hours that are not used by faculty members may not be accumulated, except in unusual circumstances such as the extra time necessary to grade exams, and then only by mutual agreement.
4. A graduate assistant may not be assigned to activities which conflict with normal classes of the graduate student.
5. Adequate notice should be given to a graduate assistant of tasks assigned by faculty. For preparing a lecture, the request should be made at least two weeks in advance.
6. Graduate assistants will be given access to services, facilities, and supplies for the performance of their assistantship duties. When a professor requires extra materials or special equipment of the graduate assistant the Department or faculty concerned will provide such materials.
7. At the end of each semester, faculty will be asked to evaluate the performance of assistantship duties by the assistant(s) assigned to them (see Section V.H.4.b. of these Bylaws): failure to submit timely evaluations may be taken into account when graduate assistant assignments are made.

## **K. Graduate Student Complaint Procedures**

1. Complaints arising from the policies regarding graduate assistants, negative decisions regarding applications for Regular Status for student conditionally admitted, negative decisions regarding application for Plan A thesis candidacy, or any other complaints of graduate students against faculty, faculty against graduate students, or graduate students against each other, may be made to the Department Chairperson.
2. The Chairperson shall endeavor to resolve the complaint(s) through discussion with the parties affected.
3. If the Chairperson is unable to resolve the complaint(s) the matter shall be referred to the appropriate body. Complaints involving allegations of

discrimination based on race, sex, age, or other category protected by the University's affirmative action policy shall be referred to the Affirmative Action Officer. Other complaints will be referred to the Graduate Program Committee for resolution. Where a complaint involves a decision of the Graduate Program Committee, the complaint may be appealed to the Department as a whole.

- L. The Department shall provide incoming graduate students with information on Department policies relevant to the graduate program.**

## **VI. CHAIRPERSON MATTERS**

- A. Appointment to the position of Chairperson shall be for no more than two consecutive three-year terms. Successive terms shall each require a full implementation of the process described in paragraph VI.B.
- B. At the beginning of the third year of the Chairperson's term, a three-person Chairperson Election Committee shall be elected by voting members of the Department. The Committee shall solicit and accept nominations, solicit written statements from each nominee concerning her/his conception of the Chairperson's role, circulate the nominee's names and statements to Department members, and arrange for a questions and answer session and then election by secret ballot. The election of the Chairperson requires a majority of all voting members of the Department who have completed at least two consecutive semesters of at least half-time service in the year preceding the election.
- C. Should a vacancy occur in the position of Chairperson before the end of a regular term, a Chairperson Election Committee shall be constituted promptly and shall carry out the procedures indicated in VI.B. above. In the interim between the occurrence of the vacancy and the election of a new Chairperson or Acting Chairperson, the Personnel Committee shall elect a Department Chair from among its members.
- D. An annual evaluation of the Chairperson shall be conducted. Evaluations shall be solicited from each Department member during the second to last week of Spring Semester, focusing on the items listed below. A short instrument based on these items will be provided to faculty. The responses will be provided to the Chairperson.
  - 1. Encouragement of faculty research and creative activities.
  - 2. Support and facilitation of improved and excellent teaching.
  - 3. Support of a high standard of education for CMU students.
  - 4. Democratic and impartial conduct of departmental business.

5. Impartial assignment of teaching duties among faculty.
  6. Impartial conduct with regard to promotion, tenure, and hiring.
  7. Provision of adequate notice of deadlines (e.g., reappointment, promotion, tenure, and other deadlines).
  8. Responsible fiscal management.
  9. Availability to faculty and students.
  10. Tolerance of and commitment to diversity.
  11. Effective representation of the Department to the administration.
  12. Leadership and provision of direction to the Department.
  13. Other comments and evaluation.
- E. In accord with the Agreement between CMU and the CMUFA, a person assigned as Department Chairperson may be removed from the assignment during her/his term.
- F. A formal review of the Chairperson may be called for at any time by a majority of Department faculty and temporary faculty who have completed at least two consecutive semesters for at least half-time service in the preceding year. If such a formal review is called for, a Formal Review Committee shall be established according to the procedure described in VI.B. above for the constitution of a Chairperson Election Committee. The Formal Review Committee shall gather data pertaining to the items listed under VI.D. The data shall be summarized and presented to Department members and to the Chairperson. After the Chairperson has had fourteen days to respond in writing to the data presented, the Committee shall schedule a vote on removal. A majority vote of Department faculty who have served at least two consecutive semesters of at least half-time service is required for removal. The votes shall be counted by the Formal Review Committee and the vote count made known to Department members and to the Chairperson. The Dean will be notified of such a review and the Department vote, consistent with the Agreement between CMU and the CMUFA.

## **VII. SOCIAL WORK PROGRAM DIRECTOR MATTERS:**

- A. The position of Social Work Program Director is generally occupied by a current bargaining unit member based upon the recommendation of the social work faculty and Department and approval of the Dean and Provost. However, upon occasion it may be necessary to conduct an external faculty search in order to fill

this position, upon the recommendation of the social work faculty and Department and approval of the Dean and Provost. The initial appointment to the position of Social Work Program Director shall be for a three- to five-year term, contingent upon re-appointment as a faculty member or achievement of tenure. A person may serve up to three consecutive terms, for a total number of no more than ten consecutive years as Director.

- B. Certain responsibilities have been delegated to the Social Work Program Director and are described in the document *Administrative Duties of the Social Work Program Director*. Changes in this document must be approved by the social work faculty and Department as well as by the Dean.
- C. For the performance of the Director duties, the Director is paid an annual salary supplement. In addition, the Director will receive release time to perform these administrative duties.
- D. To compensate the Director for summer duties, the Director shall have an additional administrative appointment with compensation. Additional appointments for teaching during summer sessions may occur in accordance with Department by-laws.
- E. An annual formative evaluation of the Director shall be conducted. Evaluations shall be solicited by the Director from each member of the social work faculty (including both regular faculty and temporary faculty), near the end of the Spring Semester, focusing on the main sections of document, *Administrative Duties of the Social Work Program Director*. A short instrument based on these sections will be provided to the social work faculty, allowing for open-ended comments as well as closed-ended responses. The responses shall be provided directly to the Director. This evaluation will not be part of the Director's personnel file and will be shared with others only at the discretion of the Director. In addition, provision shall be made in the instrument for social work faculty who wish to do so to forward additional feedback to the Chair for sharing with the Director in a way which respects the confidentiality of the person providing that feedback.
- F. The Social Work Program Director shall discuss with the Chair the results of the annual formative evaluation, in conjunction with a discussion of the Annual Report on the Social Work Program, in a manner which allows the Chair to provide additional feedback as well.
- G. The Social Work Program Director shall arrange an annual survey of non-social work SASW Department faculty aimed at obtaining input about the Social Work Program and its curriculum and activities. The survey shall include an item enabling such faculty to provide formative evaluation content regarding the performance of the Social Work Program Director in carrying out the *Administrative Duties of the Social Work Program Director*.

- H. The Social Work Program Director may be removed as Director by the Dean for nonperformance of duties or for deficient performance of duties.
- I. At the beginning of the last year of the Director's term, the Chair will meet with the Social Work Program Director in order to ascertain whether the Director wishes to serve a subsequent one-to-five year term. If the Director wishes to do so, the individual will prepare a narrative for consideration concerning her/his conceptions of the role of Director, past accomplishments, and plans for the future.
- J. If the Director wishes to serve a subsequent term, the Chair will conduct a summative evaluation of the work of the Social Work Program Director. Evaluations shall be solicited from each member of the social work faculty (including both regular faculty and temporary faculty). Such an evaluation will ideally be finished by the second to last week of Fall Semester, but will in all cases be completed prior to Spring Break. The evaluation will focus on the main sections in the document, *Administrative Duties of the Social Work Program Director*. A short instrument based on these sections will be provided to the social work faculty, allowing for open-ended comments as well as closed-ended responses. A summary of these responses (distinguishing between the responses of regular and temporary faculty) will be prepared by the Chair and will be provided to the social work regular faculty, to the Director, and to the voting members of the Department. This summary will be made available to the Dean, if requested.
- K. Based upon the narrative prepared by the Director and this summative evaluation, the social work regular faculty shall make a recommendation to the Personnel Committee regarding whether to offer another term to the Social Work Program Director. The recommendation will include the length of that term, which will be one, two, three, four, or five years. The Personnel Committee will consider the social work faculty recommendation, the Director's narrative, and the summary evaluation provided by the Chair and will make a recommendation to the Department. At the option of the Social Work faculty, their written or verbal recommendations shall be included as an addendum to the recommendation of the Personnel Committee to the Department. No recommendation shall be made by the Personnel Committee to the Department that is contrary to a unanimous recommendation of the social work regular faculty. The Department shall take action on the recommendation using the voting procedure used for tenure and promotion decisions, as specified in II.A.5. Regular members of the Department are eligible to vote. Positive recommendations will be forwarded to the Dean.
- L. In cases when the Director does not wish to serve a subsequent term, the Director has served for the maximum number of terms or maximum number of years, or the Director is not approved to serve a subsequent term (by the Department, the Dean, or the Provost), the social work representative to the Personnel Committee or the Department Chair (if that representative is the out-going Director) shall

convene a meeting of the social work regular faculty to determine whether one or more social work regular faculty members is interested in serving as Director. All such candidates will prepare a written narrative about their conceptions of the role of Director, past accomplishments, and plans for the future program. Based upon an evaluation of all candidates' credentials and narratives, the social work regular faculty will make a recommendation to the Personnel Committee regarding to whom to offer a term as Social Work Program Director. The recommendation will include the length of that term, which will be three, four, or five years. The Personnel Committee will consider this recommendation, along with the candidates' credentials and narratives. At the option of the Social Work faculty, their written or verbal recommendations shall be included as an addendum to the recommendation of the Personnel Committee to the Department. No recommendation shall be made by the Personnel Committee contrary to the unanimous recommendation of the social work regular faculty. The Department shall take action on the recommendation using the voting procedure used for tenure and promotion decisions, as specified in II.A.5. Regular members of the Department are eligible to vote. Positive recommendations will be forwarded to the Dean.

- M. When a vacancy exists in the position of Social Work Program Director after having followed the procedures in I-L above, the social work representative to the Personnel Committee or the Chair (if that representative is the out-going Director) shall convene a meeting of the social work regular faculty to determine whether to recommend an external search for the Director. The Personnel Committee will consider any such recommendation and forward its recommendation to the Department. At the option of the Social Work faculty, their written or verbal recommendations shall be included as an addendum to the recommendation of the Personnel Committee to the Department. The Department will forward its recommendation to the Dean, ensuring that no recommendation will go forward to the Dean that is opposed by a unanimous vote from the regular social work faculty.
- N. In the absence of an approved departmental recommendation, the Dean may appoint a Director for a nonrenewable term of up to one (1) year. Such appointment shall be made in consultation with the social work faculty and the Department. Any individual so appointed must meet CSWE standards for a Director.