

BYLAWS

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DEPARTMENT OF SOCIOLOGY

MICHIGAN STATE UNIVERSITY

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MISSION STATEMENT

DEPARTMENT OF SOCIOLOGY

The Sociology Department of Michigan State University is part of the College of Social Science, and shares with the other units in the college the broad mission of expanding, preserving, transmitting, and implementing social scientific knowledge. The Sociology Department has close working relationships with the Agricultural Experiment Station, International Studies and Programs, and the Urban Affairs Program, with several members of the department holding joint appointments with each of those units.

As part of a land grant university, this department is particularly concerned with the application of scientific knowledge to practical problems and issues. In the long established tradition of Michigan State University, that concern with knowledge utilization extends beyond the State of Michigan to encompass the United States and many other parts of the world. The Sociology Department has three broad types of missions: education, research, and service. Each of these consists of many components. The educational mission of the department consist of undergraduate and graduate programs. Within the undergraduate program, the department offers basic education courses that apply the sociological perspective to current social situations and problems. It teaches sociology courses for students majoring in other fields as part of their liberal arts education and career development, and it provides a comprehensive program of instruction for students majoring in sociology. Within the graduate program, the basic objective is to produce professional sociologists who are competent to contribute to the discipline and to society. The graduate program trains students for both academic and applied careers as professional sociologists.

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

The service mission of the department may be conducted within the university, in the local community, throughout the state, at the national level, or in other countries. The performance of this mission can take many different forms, including the following: designing, conducting and evaluating action programs; participating as professionals in public affairs; teaching in developing countries; acting as consultants to private and public organizations; providing volunteer professional activities to local organizations; and performing liaison functions with non-sociological academic and professional organizations.

In support of each of these three missions, the department supports professional activities such as international, national, regional and state sociological associations; the editorial activities of professional journals; and the convening of professional conferences.

As a general principle, the university, the college, and the department encourage all regular faculty members to contribute to these department meetings.

0.0 **DEFINITIONS**

0.1 **Faculty**

0.1.1 The regular faculty of the department shall consist of all persons appointed in the department under the rules of tenure who hold the rank of professor, associate professor, assistant professor, or instructor.

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

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

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

0.1.5 Adjunct status shall be granted to persons who hold a graduate degree, who are active in the sociology profession, who maintain a teaching, research, administrative or extension relationship with Michigan State University, and who have been recommended by a substantive committee of the department and approved by the chair subject to the advice of the Advisory Committee.

0.2 **Graduate Students**

The graduate students of the department shall consist of those students who have been admitted to graduate study by the department, and who have declared with the registrar a major in the department, and have been enrolled during the previous academic year.

0.3 **Undergraduate Students**

The undergraduate students of the department shall consist of the currently enrolled undergraduate students who have declared with the registrar a major in the department.

1.0 **THE DEPARTMENT ADMINISTRATORS**

- 1.1 The department chair shall serve as the chief administrative officer of the department and the chief representative of the department within the university. The chair shall be responsible for education, research, and service programs, budgetary matters, physical facilities, and personnel matters in his/her jurisdiction, taking into account the exceptions and advisory procedures outlined below. The chair has a special obligation to build a department strong in scholarship, teaching capacity, and public service.
- 1.2 The chair shall participate in university academic governance as specified in the Bylaws for Academic Governance.
- 1.3 The department associate chair shall be nominated to the Provost by the chair, after consultation with the Advisory Committee of the department. The associate chair shall perform those duties and responsibilities delegated to him or her by the department chair.
- 1.4 The graduate program coordinator and undergraduate program coordinator shall be appointed by the department chair after consultation with the Advisory Committee of the department. They shall carry out those duties and responsibilities assigned to them by the department chair.

2.0 **THE GENERAL DEPARTMENT MEETING**

2.1 **Composition and Voting**

- 2.1.1 The general department meeting shall be open to all voting members of the department.
- 2.1.2 The voting faculty shall consist of the regular faculty and the fixed term faculty who are appointed on at least a half-time level on an academic or annual year basis.
- 2.1.3 Four voting representatives shall be selected from and by the graduate students of the department according to the procedures specified in article eight.
- 2.1.4 Two voting representatives shall be elected from and by the undergraduate students of the department, or shall be appointed by the undergraduate program coordinator. The selection process shall be overseen by the undergraduate program coordinator.

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

2.2 **Functions and Authority**

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

2.2.2 The voting members of the department shall consult with and advise the chair on rules concerning appointments and reappointments, promotion and tenure, salaries, leaves, and retirement of faculty.

2.2.3 The voting members of the department shall advise the chair on all matters within the discretion of the department pertaining to the areas of specialization of regular faculty appointments. The chair must consult with the voting members of the department, and in addition, specifically with the members of the relevant area committees, on the selection of new regular faculty. After the conclusion of this consultation, the chair shall inform the voting members of the department of his/her decision concerning a recommendation and shall explain this decision to the voting members of the department.

2.2.4 The voting members of the department shall consider all matters within its purview brought before it by the chair or the Advisory Committee and, unless a different mode of participation is prescribed by these bylaws, shall provide advice or consultation depending on the nature of the issue. The voting members of the department also share authority with the chair in all matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the university.

2.3 **Procedures**

2.3.1 A quorum for a general department meeting shall be present when at least one-third of the regular faculty members of the department are present. Provided a quorum is present, action may be taken by a majority vote of the voting members of the department present and voting at a general department meeting.

- 2.3.2 Except as otherwise provided herein (see sections 7.2 and 7.3), the chair shall develop and distribute to the voting faculty, all adjunct faculty, and all the graduate students of the department, as well as the undergraduate student representatives to the general department meeting, an agenda for each general department meeting at least 48 hours in advance of the meeting. Additional items not on the distributed agenda may be discussed at that general department meeting, but may not be voted upon at the meeting.
- 2.3.3 General department meetings may be called by the chair, by the associate chair in the absence of the chair, or by the department Advisory Committee. Except during summer term, a general department meeting must be called and held within ten class days of a written request by at least 30 percent of the voting members of the department. Except for emergency issues, general department meetings will not be held during summer term.
- 2.3.4 A general department meeting must be held at least once during fall and spring semesters.
- 2.3.5 Minutes of the department meetings shall be distributed to the voting faculty, all adjunct faculty, all graduate students and administrative staff of the department, as well as the undergraduate representatives to the general department meeting.
- 2.3.6 Except as provided in section 6.2, the general department meeting shall be chaired by the chair of the department or, in her/his absence, by the associate chair of the department.
- 2.3.7 General department meetings shall be conducted in accord with Robert's Rules of Order.

3.0 **THE DEPARTMENT ADVISORY COMMITTEE**

3.1 **Composition and Voting**

- 3.1.1 The department Advisory Committee shall consist of five elected faculty members, two graduate student representatives, two undergraduate representatives, the chair, the associate chair, and the graduate and undergraduate program coordinators. An alternate member shall be elected to the advisory committee. The alternate will substitute for a regularly elected member who is or anticipates an extended absence of three or more consecutive meetings. The chair, with the advice of the advisory committee, will decide if the presence of the alternate is required and for how long.

- 3.1.2 Voting members of the department Advisory Committee are the five elected faculty members, two graduate student representatives and two undergraduate student representatives. The chair, the associate chair and the graduate and undergraduate program coordinators are ex-officio members with voice, but no vote. An elected alternate member to the advisory committee may vote on any matter.
- 3.1.3 **Election of Faculty Representatives**
- 3.1.3.1 The five elected faculty members shall include at least two professors.
- 3.1.3.2 Balloting shall begin during the last week of March. Faculty members who are in their first probationary period as tenure-track assistant professor shall not appear on the ballot. Faculty members who are in their second year probationary period as tenure-track assistant professors may request to have their name withheld from the ballot. Faculty members who have approved leaves of absence for one or more terms during the following academic year shall not appear on the ballot. Ballots shall be due five working days after their distribution. **Voting will allow voters to vote for, or to approve of, as many candidates as they wish. Each candidate approved of receives one vote, and the candidates are ranked according to the most votes. The candidates with the highest number of votes will be elected to the Advisory Committee, provided the final slate of elected representatives satisfies the requirements of at least two professors as stipulated in 3.1.3.1. If 3.1.3.1 is not satisfied, then the full professor(s) with the highest votes will be moved to the top of the slate. In case of ties winners will be selected by lot from those who are tied.**
- 3.1.3.3 Faculty members are elected from and by the regular faculty for a term of two years. Vacancies shall be filled by an election for the remainder of the term of office. No faculty member shall serve as a voting member of the Advisory Committee for more than two consecutive terms but not to exceed five years.
- 3.1.3.4 The term of office for faculty members shall begin August 16.
- 3.1.4 Two graduate student representative shall be selected from and by the graduate students of the department, according to the procedures specified in article 8.
- 3.1.5 Two voting representatives shall be elected from and by undergraduate students of the department, or shall be appointed by the undergraduate program coordinator. The selection process shall be overseen by the undergraduate program coordinator. The term of office for undergraduate representatives shall be one year, beginning on September 1.

3.2 **Functions and Authority**

- 3.2.1 The department Advisory Committee shall advise the chair on policies pertaining to: faculty personnel actions that are within the purview of the department, including appointments and reappointments, leaves, promotions, tenure, and retirement; economic compensation of the faculty and graduate assistants; assignment of faculty and graduate assistants to teaching, research and administrative duties; the distribution and use of education, research, and service resources within the department; research development that is within the purview of the department; and all other matters of academic policy that are not reserved to the general department meeting. The department Advisory Committee may informally consider all matters pertaining to the department brought to it by the chair or any of its members.
- 3.2.2 The department Advisory Committee shall advise the chair on all decisions relating to the appointments of new regular faculty members and adjunct faculty members, and the establishment of full-time fixed term faculty members. The department Advisory Committee shall consult with the chair on all decisions relating to reappointment, tenure, and promotion of regular and adjunct faculty members. The department Advisory Committee shall also advise the chair on decisions pertaining to the economic welfare of the department and the use of distribution of educational and research resources within the department.
- 3.2.3 The department Advisory Committee shall advise the chair concerning the administrative structure of the department, and shall consult with the chair on the selection of other departmental administrators.
- 3.2.4 The department Advisory Committee shall be the final authority with regard to interpretation of these bylaws.
- 3.2.5 Other matters may be referred to the department Advisory Committee by the faculty and students of the department.

3.3 **Procedures**

- 3.3.1 A quorum for a department Advisory Committee meeting shall consist of three elected faculty members.
- 3.3.2 The faculty members of the Advisory Committee will form a faculty subcommittee and annually elect a chairperson from among themselves for the faculty subcommittee.

- 3.3.3 Provided a quorum is present, action may be taken by a majority of the voting members of the committee present and voting at a meeting for which an agenda has been distributed 48 hours in advance.
- 3.3.4 A department Advisory Committee meeting may be called by the chair of the department or the chair of the faculty subcommittee or must be called and held within ten days of a written request by one-third of the members of the committee.
- 3.3.5 An agenda for meetings of the department Advisory Committee shall be distributed to all voting members of the department at least 48 hours before the meeting. Minutes of all department Advisory Committee meetings will be distributed to all voting members of the department.
- 3.3.6 The meetings of the Advisory Committee shall be presided over by the chair of the faculty subcommittee unless that person chooses to have the department chair (or associate chair in the chair's absence) preside.
- 3.3.7 The deliberations of the department Advisory Committee on all decisions concerning evaluation of faculty members and students are confidential, including a member's own statements, with the exceptions noted in sections 5.3 and 5.4.8 and subject to university policy.
- 3.3.8 Student participation on the department Advisory committee shall in all cases be the same mode as faculty participation, except that the following matters are reserved to the faculty by the University Bylaws for Academic Governance.
 - 3.3.8.1 Policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty.
 - 3.3.8.2 Decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of faculty members.
 - 3.3.8.3 Matters affecting the professional responsibilities of the faculty to establish and maintain the intellectual authority of the university.

4.0 **OTHER COMMITTEES OF THE DEPARTMENT**

4.1 **Establishment and Composition**

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

1. Undergraduate Education Committee
2. Graduate Education Committee

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

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

4.1.3 There shall be the following standing substantive committees in the department:

1. A subject area committee for each major and minor concentration in the graduate program
2. A Theory Committee
3. A Methods Committee
4. A methods specialization committee for each type of methods specialty currently offered in the department

4.1.4 The chair may create, appoint, and dissolve ad hoc committees composed of faculty and/or students as the need arises.

4.1.5 The chair shall appoint the faculty members of all department standing committees, after consultation with those individuals.

4.1.6 The Undergraduate Education Committee shall have two graduate students and two undergraduate student representatives. The following committees shall each have two graduate student representatives: the Graduate Education Committee, the Graduate Recruitment and Admissions Committee, the Teaching Assistant and Fellowship Evaluation Committee, the subject area committees, the Theory Committee, and the Methods Committee. The methods specialization committees shall each have one graduate student representative.

- 4.1.7 The graduate student representatives on all standing committees shall be selected from and by the graduate students of the department according to the procedures specified in article 8.
- 4.1.8 The undergraduate representatives on the Undergraduate Education Committee shall be elected from and by the undergraduate students of the department, or shall be appointed by the Undergraduate Program Coordinator. The selection process shall be overseen by the Undergraduate Program Coordinator.
- 4.1.9 Faculty-Graduate Student Liaison Committee. The purpose of this committee is to provide information concerning problems between graduate students and members of the faculty in the Department of Sociology. The committee will advise graduate students on the status of their problems and the appropriate procedures for resolving them. The committee may also make policy recommendations to the department on issues concerning relations between faculty and graduate students.
- 4.1.9.1 Composition of the Committee. A Faculty-Graduate Student Liaison Committee shall be established consisting of two (2) faculty members and three (3) graduate students.
1. Faculty members shall be appointed by the department chair from volunteers. A third faculty member shall be an alternate to serve.
 2. Graduate students shall be selected by the members of the Sociology Graduate Student Collective at an open meeting.
 3. The chair of the committee shall be elected by the committee from the two faculty members.
- 4.1.9.2 Procedures. When a graduate student has a specific problem or when there is a collective concern regarding faculty-student relations, the following steps shall be taken.
1. The concerned student(s) will meet with the three graduate student representatives.
 2. If they think that further action is necessary, the three graduate student representatives will inform the chair of committee, who will convene a meeting of the committee.
 3. The student(s) shall inform the committee of the nature of the problem.

4. The committee shall evaluate the information and reach a decision about the appropriate way of dealing with the problem. The committee will not adjudicate complaints about the academic, professional, or personal conduct of a faculty member.
5. Based on this decision the committee shall make recommendations to the student(s) and if necessary refer the issue to the department chair, and/or make polity recommendations to the general department meeting.
6. The department chair shall inform the committee of the disposition of the matter and any actions taken.

4.1.9.3 Review and Evaluation. Every two (2) years the committee shall review and evaluate its effectiveness and report to the department at a general meeting.

4.2 **Functions**

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

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

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

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

4.2.5 The substantive committees shall consider all proposals concerning permanent and temporary changes in courses, curricula and degree requirements in their respective areas prior to consideration of those proposals by the Undergraduate Education Committee or the Graduate Education Committee. The substantive committees shall advise the department Advisory Committee on the appointment of affiliate faculty in their respective areas. The substantive committees shall advise the department chair on adjunct appointments, and on staffing for courses, in their respective areas.

4.3 **Procedures**

4.3.1 Student representative shall be included in all committee activities except for evaluations of other students or prospective students.

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

4.3.3 Student representatives on department standing committees shall have voting rights except on matters reserved to faculty in the University Bylaws for Academic Governance, where they will have voice, but not vote.

5.0 **REVIEW AND EVALUATION OF FACULTY MEMBERS**

5.1 **Annual Report**

5.1.1 During the spring semester of each year all faculty members of the department shall submit an annual report for the current academic year.

5.1.2 It is the responsibility of each faculty member to report all activities that he/she considers relevant.

5.1.3 The annual report shall include information pertaining to the following, as well as any other professional activities.

5.1.3.1 Research and contributions to knowledge

- a. publications of research or contributions to knowledge
- b. manuscripts or research or contributions to knowledge not yet published
- c. reviews and abstracts
- d. current research activities and funding
- e. preparation for future research and funding
- f. awards received related to research activities

- 5.1.3.2 Teaching
- a. courses taught
 - b. course materials
 - c. all student evaluations collected, and a summary thereof, for each course
 - d. advising activities
 - e. teaching assistant in-service training
 - f. publications or manuscripts concerning teaching
 - g. preparation for future teaching, and funding of teaching program development
 - h. awards received related to teaching activities
- 5.1.3.3 Administrative service and academic governance
- a. University
 - b. College of Social Science and other units of the university
 - c. Department of Sociology
- 5.1.3.4 Community and professional service
- a. Extension related activities
 - b. conferences, panels, colloquia
 - c. consultantships
 - d. non-academic
 - e. advising
 - f. non-profit or government boards and advisory committees
- 5.1.3.5 Professional involvement
- a. organizational memberships and offices
 - b. meetings attended
 - c. editorial activities
 - d. awards received
 - e. external reviews
- 5.1.4 Teaching evaluation forms are to be stored in the instructor's possession but made available to the chair and Advisory Committee at regular times of review. Full sets of completed forms must be retained for five years.
- 5.2 **Public File**
- 5.2.1 Each faculty member is responsible for maintaining a public file in the department office that contains her/his recent annual reports, a current vita, copies of recent publications, course syllabi, and teaching evaluation summaries for the past five years.

- 5.2.2 The public file shall be the principal source of information for all decisions related to salary, promotion, reappointment and tenure.
- 5.3 At the request of the chair or the Advisory Committee, any faculty member may be reviewed by the Advisory Committee in regard to professional or other matters. Any faculty member may also request a review of him/herself. The chair shall convey to each faculty member reviewed an appraisal of his/her work, along with a summary of the Advisory Committee evaluation.
- 5.3.1 Untenured faculty members in the tenure track shall be reviewed by the chair and the Advisory Committee every year. The chair shall convey to each faculty member reviewed an appraisal of his/her work, along with a summary of the Advisory Committee evaluation.
- 5.4 **Review and Evaluation Procedures**
- 5.4.1 The chair and Advisory Committee shall share responsibility for adopting a set of procedures for promotion, reappointment and tenure decisions and faculty reviews by November 1 of each year. These procedures shall be distributed to all voting members of the department.
- 5.4.2 Any faculty member being considered for promotion, reappointment or tenure or being reviewed shall have a review file established in the department office. The review file shall contain information from the public file and all other information and material submitted by any members of the department or requested by the Advisory Committee. The review file shall be the principal source of information for such decisions and reviews.
- 5.4.3 Any faculty member being considered for promotion or tenure shall have the quality of his/her research and contributions to knowledge evaluated by at least three persons outside the department, one of whom can be designated by the faculty member and two will be selected by the Advisory Committee. These evaluations, along with any other outside evaluations, shall be included in the review file, and shall be available to the faculty member concerned with identifying letterhead and signature removed (unless otherwise requested by the reviewer).
- 5.4.3.1 The outside reviewers will receive copies of the candidate's curriculum vita, two to three articles representative of the candidate's research publications, and a summary of the candidate's professional career and future directions.

- 5.4.4 Any faculty member being considered for promotion, reappointment or tenure, or being reviewed has the right to inspect his/her review file prior to the date set for discussion of that faculty member, to insert into the review file any additional information according to the procedures established by the chair and the Advisory Committee.
- 5.4.5 No one may remove any item from a review file while that case is being considered without the concurrence of the candidate, the chair, and the Advisory Committee. After a decision has been made on a case, one copy of all materials in the review file that are not part of the public file will be kept in the department office for a period of five years. A log of all materials that were in the review file will also be kept in the department office. If a faculty member is to be reviewed in a subsequent year, he/she may review the log and add additional materials to comprise a new review file.
- 5.4.6 Any faculty member being considered for promotion, reappointment, or tenure or being reviewed has the right to confer with the Advisory Committee and/or the chair prior to the date set for the discussion of that faculty member. Requests to confer shall be made in writing to the chair.
- 5.4.7 In cases involving promotion, tenure, reappointment, or review of faculty members, the chair and the elected faculty members of the Advisory Committee with at least the same rank as sought in the promotion will serve as a Peer Review Committee.
- 5.4.7.1 In the event that there are no minority or women faculty members elected to the Advisory Committee, the chair will select, in consultation with the elected faculty members of the Advisory Committees, a woman and/or minority faculty member to serve as member(s) of the Peer Review Committee. If no woman/minority faculty are available to serve, the chair may select, in consultation with the committee, a sociologist(s) outside the department.
- 5.4.7.2 Graduate and undergraduate student representatives on the Advisory Committee will be invited to submit written statements to the Peer Review Committee on the case.
- 5.4.8 The Peer Review Committee will examine all information contained in the person's review file. In each case, the chair shall consult with the Peer Review Committee concerning the decision to be made. Each elected faculty member of the committee with at least the same rank as sought in the promotion shall then submit a written recommendation on the case together with reasons for the recommendation.

- 5.4.9 In cases of promotion and tenure, all regular faculty will meet to hear a presentation from the Peer Review Committee on the work of the candidate. Prior to the meeting, the regular faculty will receive all material sent to outside reviewers and a record of the teaching and outreach/service activities, including a statistical summary of evaluations of courses taught in the past two to three years. Copies of the candidate's complete public review file will be available in the department.
- 5.4.9.1 Written evaluations and recommendations will be submitted by the regular faculty to the chair and the Peer Review Committee after the meeting by regular faculty, etc. Regular faculty members who have not attained the same rank as sought in the promotion will be invited to submit written statements to the Chair.
- 5.4.10 Subsequently, the chair must inform the Peer Review Committee of his/her decision concerning that case and explain this decision to the committee. The chair shall then make a written recommendation to the Dean of the College of Social Science, according to the schedule established by the Advisory Committee, the dean, and the university. In all cases, the chair must notify the faculty member in writing of his/her decision regarding that person and include an appraisal of the faculty member's work and a summary of the Peer Review Committee evaluation and the recommendations of the faculty. The chair must also make available to the faculty member the written statement of the Peer Review Committee members, regular faculty, and students (with names deleted) regarding the case.
- 5.4.10.1 In all cases, the Advisory Committee shall have, in consultation with the chair, the option of submitting a written summary of its evaluations and those of the faculty to the Dean of the College of Social Science.
- 5.4.11 The criteria to be used in making promotion, reappointment, tenure, and other academic decisions about faculty members are the quality of their contributions to: 1) research and knowledge; 2) undergraduate and graduate teaching; and 3) professional, administrative, and outreach service. High levels of competence and continued productivity are expected of all faculty members in research and teaching, although extraordinary performance in one area may be considered in conjunction with adequate performance in the other area. In the third area, all faculty members are expected to be active participants and contributors to a number of service activities. Outreach service activities will receive greater weight in the case of faculty members with special appointments (e.g., administrative or extension appointments).
- 5.4.11.1 Criteria for tenure shall also include promotability to the rank of associate professor and promise of continuing productivity in research, teaching, and service.

5.4.11.2 For promotion to full professor, primary but not exclusive attention will be given to accomplishments while in the rank of associate professor. Evidence of a continuing record of achievement in research, teaching, and outreach service is required. The candidate is also expected to have provided leadership to the intellectual life of the department, college, and university. In research, the candidate is expected to provide evidence of a continuing record of nationally or internationally recognized research. In teaching, the candidate is expected to have a continuing record of teaching quality. In service, a candidate should provide evidence of a continuing record of leadership in service to the profession, department, university and to the outreach mission of the university.

5.4.12 Decisions on annual faculty merit reviews shall be made in accordance with the departmental policy statement, “Annual Faculty Activities and Salary Increase Review Policies and Procedures”.

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

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

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

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

7.0 **AMENDMENT PROCESS**

7.1 Amendments to the bylaws shall be considered only during the regular academic year (excluding summer term). Amendments may be proposed by any member of the department in writing to the Advisory Committee. The Advisory Committee must approve any amendments before they are submitted to a general department meeting. However, an amendment proposed in a petition signed by one-third of the regular faculty must be considered by a general department meeting.

7.2 The voting members of the department shall have shared responsibility with the chair of the department for amending these bylaws.

7.3 The chair shall call a special general department meeting to discuss the proposed amendments. Written notice of that meeting, together with a copy of the proposed amendments, must be distributed to all members of the department at least two weeks in advance of the meeting.

7.4 Proposed modifications of, or alternatives to, the proposed bylaw amendments may be submitted in writing to the chair by any member of the general department meeting. These modifications or alternatives must be received by the chair at least one week before the scheduled general department meeting, and distributed to the department at least four days before the general department meeting.

7.5 At the general department meeting the members shall consider: 1) the present wording of the sections of the bylaws that re being considered for amendment; 2) the amendments proposed by the Advisory Committee or by petition as provided in 7.1; and 3) any modifications to alternatives proposed according to section 7.3. The general department meeting shall formulate the final wording of the proposed amendments, or alternatives, to be acted upon.

7.6 The existing wording of the bylaws being considered for amendment, the final wordings of the proposed amendments, and any alternatives adopted by the general department meeting, shall be presented to the voting members of the department on a written ballot. One or more rounds of voting shall be conducted by the Advisory Committee until one option receives a majority vote. The selected option shall be forwarded to the chair of the department for adoption under the rules of shared responsibility.

8.0 **SELECTION OF GRADUATE STUDENT REPRESENTATIVES**

8.1 The graduate students of the department shall select representatives to the general department meeting and to departmental committees by using the following procedures:

- 8.1.1 The term of office for graduate student representatives shall run from September 1 of the year in which they are selected to August 31 of the following year.
- 8.1.2 Graduate student representatives will be selected by volunteering to serve.
- 8.1.3 In the event that the number of volunteers for a committee or the general department meeting exceeds the number of positions allowed for graduate student representatives, a run-off election will be held to determine who the representative(s) will be. All graduate students enrolled in the department that term may vote in the election.
- 8.1.4 All graduate student representation should be arranged by September 1.
- 8.1.5 One or both of the graduate students who were representative(s) to the department Advisory Committee during the previous year shall be responsible for coordinating the selection process. They will also run any election that is necessary.
- 8.1.6 In the event that neither of these two representatives is able to coordinate the committee selection process, one of the previous year's graduate student representatives to the general department meeting shall supervise the selection process.
- 8.1.7 The Graduate Program Coordinator may assist the graduate students in arranging for the selection of representatives if so requested by the graduate student(s) in charge of this process.
- 8.1.8 Every Sociology graduate student who is enrolled for the term in which an election is held is eligible to vote in that election.
- 9.0 **GRADUATE STUDENT GRIEVANCES**
- 9.1 Graduate student grievances in the department shall be conducted in accordance with procedures set forth in the document, "Graduate Student Rights and Responsibilities" (GSRR), as promulgated in September, 1984 and subsequently amended.
- 9.2 The composition and functioning of the hearing board as set forth in this document shall implement and be consistent with the provisions of GSRR and section 9.3 below.
- 9.3 Hearing Board Composition (see GSRR 5.1.3)

- 9.3.1 Each fall term a hearing board panel shall be selected consisting of:
 - 9.3.1.1 The chair of the department or designee.
 - 9.3.1.2 Two faculty members drawn by lot from the list of regular faculty in the department. Two faculty members who will serve as alternates shall also be drawn by lot.
 - 9.3.1.3 Two graduate students drawn by lot from the list of graduate students in the department. Two graduate students who will serve as alternates shall also be drawn by lot.
 - 9.3.1.4 The chair of the board shall be selected from among the faculty members of the board by a vote of all hearing board members.
 - 9.3.1.5 The associate chair of the department shall serve in an advisory capacity without vote and is responsible for ensuring that the board is properly constituted, for supervising the selection of the chair, for informing the board about its functions and for advising the board on matters of procedure.
- 9.3.2 For each case a hearing board shall be selected consisting of:
 - 9.3.2.1 The chair of the department or designee
 - 9.3.2.2 Two faculty members selected according to 9.3.1.2. If one or more are disqualified according to 9.3.3 they are replaced with alternates. Additional alternates may be drawn by lot if necessary.
 - 9.3.2.3 Two graduate students selected according to 9.3.1.3. If one or more are disqualified according to 9.3.3, they are replaced with alternates. Additional alternates may be drawn by lot if necessary.
 - 9.3.2.4 The chair of the board selected according to 9.3.1.4. If the chair of the board is disqualified according to 9.3.3, an alternate faculty member shall be selected and a new chair selected according to procedures in 9.3.1.4.
 - 9.3.2.5 The associate chair of the department.
- 9.3.3 Persons on the list of regular faculty or graduate students in the department involved or possessing a conflict of interest in a case shall be disqualified by the judgement of the chair of the hearing board and the associate chair of the department from sitting on the hearing board for that specific case.

10.0 **UNDERGRADUATE STUDENT GRIEVANCES**

- 10.1 Undergraduate student grievances in the department shall be conducted in accordance with procedures set forth in the document, “Academic Freedom for Students at Michigan State University” (AFR) as promulgated in September, 1984 and subsequently amended.
- 10.2 The composition and functioning of the hearing board as set forth in this document shall implement and be consistent with the provision of AFR and section 10.3 below.
- 10.3 Hearing Board Composition (see AFR 2.4.2 and 2.4.4.1).
 - 10.3.1 Each fall semester a hearing board panel shall be selected consisting of:
 - 10.3.1.1 The chair of the department or designee
 - 10.3.1.2 Two faculty members drawn by lot from the list of regular faculty in the department. Two faculty members who will serve as alternates shall also be drawn by lot.
 - 10.3.1.3 Two undergraduate students drawn by lot from the list of undergraduate students in the department. Two undergraduate students who will serve as alternates shall also be drawn by lot.
 - 10.3.1.4 The chair of the board shall be selected from among the faculty members of the board by a vote of all hearing board members.
 - 10.3.1.5 The associate chair of the department shall serve in an advisory capacity without vote and is responsible for ensuring that the board is properly constituted for convening the initial meeting of the board, for supervising the selection of the chair, for informing the board about its functions and for advising the board on matters of procedure.
 - 10.3.2 For each case a hearing board shall be selected consisting of:
 - 10.3.2.1 The chair of the department or designee
 - 10.3.2.2 Two faculty members selected according to 10.3.1.2. If one or more are disqualified according to 10.3.3, they are replaced with alternates. Additional alternates may be drawn by lot if necessary.

- 10.3.2.3 Two undergraduate students selected according to 10.3.1.3. If one or more are disqualified according to 10.3.3, they are replaced with alternates. Additional alternates may be drawn by lot if necessary.
- 10.3.2.4 The chair of the board selected according to 10.3.1.4. If the chair of the board is disqualified according to 10.3.3, an alternate faculty member shall be selected and a new chair selected according to procedures in 10.3.1.4.
- 10.3.2.5 The associate chair of the department.
- 10.3.3 Persons on the list of regular faculty or undergraduate students in the department involved or possessing a conflict of interest in a case shall be disqualified by the judgement of the chair of the hearing board and the associate chair of the department from sitting on the hearing board for that specific case.

11.0 **FACULTY GRIEVANCES**

- 11.1 Any (unit) faculty member with the rank of professor, associate professor, assistant professor, lecturer, instructor, assistant instructor, research associate, specialist, or librarian may initiate a grievance procedure, alleging violation of existing policies or established practices by an administrator, by filing a complaint with the faculty grievance officer (FGO) pursuant to the procedures set forth in the Faculty Grievance Procedure.
- 11.2 Initiation of Grievances and Hearing Procedure
 - 11.2.1 Initiation of Grievances
 - 11.2.1.1 A faculty member who feels aggrieved may without delay discuss the matter in a personal conference with the FGO. The FGO shall determine if the grievance falls under the Faculty Grievance Procedure, the University Committee on Faculty Tenure or the Anti-Discrimination Judicial Board.
 - 11.2.1.2 In order to establish standing and retain access to the formal hearing mechanisms at the (unit) level, a faculty member must submit a written grievance statement to the FGO within 30 days of his/her first knowledge of the alleged violation.*

*For good cause shown, any time limits specified in this document may be waived or extended by the FGO or upon mutual agreement of the parties. References to days in this document are to be calendar days.

- 11.2.1.3 The written grievance statement shall set forth the alleged violation of existing policy or established practices, a concise statement of the facts relevant to the grievance, the name(s) of any administrator(s) whose action is at issue, the approximate date on which the alleged action took place and the redress sought.
- 11.2.1.4 The FGO shall forward a copy of the grievance statement to the administrator(s) named within ten (10) days of the receipt of the grievance.
- 11.2.2 Informal Resolution
 - 11.2.2.1 The FGO shall investigate the grievance and make every reasonable effort to resolve it informally. The FGO may recommend dropping the grievance as lacking in merit or for other just cause. Such a recommendation, however, shall not be binding on the grievant.
 - 11.2.2.2 Within 30 days of the filing of the grievance statement, the parties and the FGO shall attempt to resolve the grievance informally. If the FGO determines that the grievance cannot be resolved informally, notice of such determination shall be provided to the parties. If the grievant wishes to pursue the grievance, a written request for a formal hearing must be submitted to the FGO within 30 days of such notice. Failure to submit such a request will constitute a waiver of the grievant's right to pursue the grievance.
 - 11.2.2.3 The FGO shall determine after consultation with both parties the appropriate hearing level (department/unit, college, university) and shall notify the administrator at the appropriate level of the written request for hearing.
- 11.3 Formal Hearing Procedures
 - 11.3.1 A (unit) hearing panel shall be established by the FGO in the following manner:
 - 11.3.1.1 A hearing panel shall consist of three members drawn by lot from the unit faculty. All drawing shall be conducted by the FGO.
 - 11.3.1.2 The FGO shall notify each party of the names drawn for the hearing panel and within ten days either party may challenge any member for cause. In addition, each party shall have one peremptory challenge. Cause shall be determined by the (unit) advisory council or its designee(s). Challenged members shall be replaced pursuant to the procedures stated in 11.3.1.1.

- 11.3.2 The hearing panel shall conduct a hearing according to the procedures stated below and according to guidelines in Articles 3 and 6 of the Faculty Grievance Procedure.
- 11.3.2.1 A hearing shall commence within 14 days of the final establishment of the hearing panel.
- 11.3.2.2 The FGO shall assemble the hearing panel and shall supervise selection of the presiding officer from among the members of the hearing panel.
- 11.3.2.3 The presiding officer shall apply the rules of procedure consistent with the guidelines stated in Article 6 of the Faculty Grievance Procedure.
- 11.3.2.4 The hearing panel shall decide whether the preponderance of the evidence does or does not support the allegation(s) made by the grievant.
- 11.3.2.5 Findings and recommendations of hearing panels shall conform to existing policy and procedures in the (unit).
- 11.3.2.6 Whenever a hearing panel loses a member, the hearing shall be terminated and a new panel selected.
- 11.3.2.7 Hearing panels shall report their findings and recommendations in writing within 14 days of the completion of the hearing to the FGO, who shall forward them to the grievant, the respondent, and the administrator who is the respondent's immediate supervisor.
- 11.3.3 The immediate supervisor (dean, chairperson, or director) shall provide written notification of his/her decision to the parties to the grievance and the FGO within 14 days of his/her receipt of the findings and recommendations of the hearing panel. Failure to provide written notification within 14 days shall result in automatic appeal.
- 11.3.4 If the grievance is not satisfactorily resolved, either party may appeal the decision within 14 days of the receipt of the decision of the appropriate administrator, in accordance with the procedures established in Article 5 of the Faculty Grievance Procedure.
- 11.3.4.1 Failure to appeal within the prescribed time shall be deemed to be acceptance of the decision.