

**DEPARTMENT OF
SOCIOLOGY, ANTHROPOLOGY
& GEOGRAPHY**

BY-LAWS

2012

1 INTRODUCTION

These by-laws serve to govern the Department of Sociology, Anthropology and Geography at the University of Tennessee at Chattanooga. These policies and procedures are considered to be supplemental to the policies and procedures of the College of Arts and Sciences, The University of Tennessee at Chattanooga, the University of Tennessee Board of Trustees, and the laws of the State of Tennessee. Should they conflict, the policies and procedures of these larger bodies will take precedent.

2 MISSION STATEMENT

2.1 Mission of the Department of Sociology, Anthropology & Geography

- 2.1.1 The department shall have a Mission Statement that expresses its identity, purpose, goals, and vision.
- 2.1.2 The department mission shall be consistent with and reflect the broader mission of the College and University and should include long term and strategic plans.

2.2 Community Advisory Board

- 2.2.1 The department shall have a Community Advisory Board that reflects the departmental disciplines and mission and represents the community's resources and interests. The purpose of the Board is to:
 - 1. Foster the metropolitan community engagement mission of the University.
 - 2. Foster the department's role within the University mission.
 - 3. Advise the department on general matters.
- 2.2.2 The Advisory Board shall be appointed by the department head with input from the full-time faculty.
- 2.2.3 The Advisory Board will discuss issues related to the department and make recommendations consistent with its purpose.

3 COMMITTEES & MEETINGS

3.1 Department Meetings

- 3.1.1 The department meeting will be the primary self-governance mechanism of the department with the discipline and other committees reporting to it.
- 3.1.2 The department head will preside over the department meeting.
- 3.1.3 Tenure track faculty shall be voting members. Full-time non-tenure track faculty with three years consecutive full-time teaching in the department shall also be voting members. Emeritus faculty, phased retirement, retired, or adjunct faculty may also be invited to attend but shall not vote.
- 3.1.4 Meetings shall be held each month at a regularly scheduled time. Additional meetings may be added as needed.
- 3.1.5 A quorum shall be a simple majority (more than half) of the voting faculty.
- 3.1.6 Meetings shall follow Robert's Rules of Order.
- 3.1.7 All voting shall be by simple majority and by written ballot unless declined by a simple majority of the voting faculty.
- 3.1.8 Department minutes shall be the responsibility of a faculty member elected at the first meeting of the academic year who will also serve as parliamentarian. The department administrative assistant will take notes at the meeting and forward them to the Executive Committee for editing, distribution to, and approval by the faculty.
- 3.1.9 Each department meeting shall also be audio-recorded. The audio-recording and written minutes shall be maintained securely in the department office and archived in department records for 10 years.

3.2 Department Executive Committee

- 3.2.1 The department shall have an Executive Committee whose purpose is to:
 - 1. Advise the department head on University and department matters, including mission, governance, teaching, research, service, best practices, and community relations.
 - 2. Contribute agenda items for departmental meetings.
 - 3. Chair the respective discipline committees of sociology, anthropology, and geography.
 - 4. Serve as the departmental Curriculum Committee.

5. Review and disseminate the fully transparent department budget to the Discipline Committees, including making faculty aware of new equipment/software purchased by the department.
- 3.2.2 The Executive Committee shall consist of three tenure track faculty. One member will represent each of the three disciplines in the department (sociology, anthropology, and geography).
- 3.2.3 Committee members shall serve for one year, and shall be elected by members of their respective discipline on a rotational basis so that every tenure track faculty within the discipline serves before the same faculty member serves again.
- 3.2.4 The Executive Committee Chair shall be rotated on an annual basis among the three disciplines.
- 3.2.5 A quorum of the Executive Committee shall be a simple majority.
- 3.2.6 Meetings shall follow Roberts Rules of Order.
- 3.2.7 Voting shall be by simple majority.
- 3.2.8 One member will be chosen to take Executive Committee minutes. Meeting minutes shall be archived permanently.
- 3.2.9 The Executive Committee shall meet at least once a semester with additional meetings with the department head or alone as necessary.
- 3.2.10 The Executive Committee member of each discipline shall chair the respective Discipline Committee and also serve as the department Curriculum Committee (see Section 3.4).

3.3 Curriculum Committee

- 3.3.1 The Curriculum Committee will oversee and make recommendations regarding all curricular matters including teaching, programs, concentrations, general education, University requirements, etc.
- 3.3.2 The Curriculum Committee shall consist of the three discipline representatives of the Executive Committee (Sociology, Anthropology, Geography).
- 3.3.3 The Executive Committee Chair shall also serve as the Curriculum Committee Chair.
- 3.3.4 Members will serve for one year, concurrent with their Executive Committee membership.
- 3.3.5 A quorum shall be a simple majority of the committee membership.

- 3.3.6 Meetings shall follow Robert's Rules of Order.
- 3.3.7 All voting shall be by simple majority and by secret written ballot.
- 3.3.8 Meetings shall be called by the Chair and held at least once a semester, and more often if necessary. Meetings may be concurrent with an Executive Committee meeting.
- 3.3.9 All curriculum proposals considered by the Curriculum Committee shall first be presented and approved within the respective Discipline Committees, and presented to the Curriculum Committee by the Discipline Committee Chair.
- 3.3.10 All faculty who teach courses considered or affected by the Curriculum Committee shall be notified in writing by the Chair, and have an opportunity for input before a vote is taken. All faculty will be informed in writing of the action taken by the Curriculum Committee, and when the Committee's recommendation will come before the full department and, if passed, before the University Curriculum Committee and Faculty Senate.
- 3.3.11 Curriculum proposals shall be presented to the full-time faculty at the next department meeting for approval.
- 3.3.12 Curriculum Committee meeting minutes shall be archived for 10 years in the department office.
- 3.3.13 The Curriculum Committee shall formally review the department's curriculum in association with the Department Program Review required by the University every five years.

3.4 Discipline Committees For Sociology, Anthropology, and Geography

- 3.4.1 There shall be three discipline committees in the department: Sociology Committee, Anthropology Committee, and Geography Committee.
- 3.4.2 The purpose of the discipline committees shall be to:
1. Foster a discipline identity within the department, University, and community.
 2. Ensure that all faculty in the discipline, including full-time and adjunct faculty, have ample opportunity for input and to raise relevant issues regarding the discipline and teaching.
 3. Foster interaction and cooperation among members of the discipline.
 4. Oversee the department programs, curriculum, courses, and classroom needs.
 5. Propose curriculum and program changes or innovations.
 6. Share discipline research and information including current research, coordination of textbooks, guest speakers, grant/contract opportunities, conferences, associations.
 7. Determine student award and scholarship nominees/recipients.
 8. Discuss student performance, career information, graduate schools, and employment.
 9. Discuss local, regional, or national issues related to the discipline.

10. Make the community aware of the contributions of the discipline, providing liaison with relevant community leaders, and identifying community service opportunities.
- 3.4.3 The discipline committees shall consist of all tenure track, full-time, and adjunct faculty in that discipline.
- 3.4.4 The committees shall be chaired by the representative from that discipline to the Executive Committee who will convey the discipline committee's major issues and recommendations to the Executive Committee and department head. The chair will serve for one year, concurrent with their Executive Committee membership.
- 3.4.5 Discipline committees shall meet at least twice a semester with additional meetings held as necessary.
- 3.4.6 All voting shall be by simple majority and by secret written ballot.
- 3.4.7 The Discipline committee minutes shall be maintained in the department office and archived in department.

3.5 Faculty Search Committee

- 3.5.1 All departmental searches will follow the *Faculty Handbook* and University policies and procedures.
- 3.5.2 The department head or other appropriate University authority will appoint a Search Committee from among the tenure track faculty in the department. The majority membership of the committee shall be from the discipline being sought with at least one other discipline in the department represented. Should not enough tenure track faculty in the discipline be available, faculty from other disciplines or departments may be included.
- 3.5.3 A quorum shall be a simple majority of the Committee membership.
- 3.5.4 The Committee meetings shall follow Roberts Rules of Order.
- 3.5.5 All voting shall be by simple majority and by written secret ballot.
- 3.5.6 For both internal and external searches, standard search procedures will be utilized including interviews.
- 3.5.7 The Search Committee Chair will maintain minutes of the meeting or designate a Committee member to do so.
- 3.5.8 All minutes and documents pertaining to the search shall be archived.

3.6 Department Rank Tenure & Reappointment Committee

- 3.6.1 The Committee shall consist of all tenured faculty in the department. If needed, additional faculty at the appropriate rank from other departments shall be selected with a simple majority approval of the Committee. Appropriate rank is the rank being sought or higher.
- 3.6.2 The Committee shall follow the procedures and timetable outlined in the *Faculty Handbook* and University policies and procedures documents.
- 3.6.3 The Committee shall convene early in the fall semester and elect a chair, by academic tradition usually the senior faculty member or one of the faculty at the highest rank in the department.
- 3.6.4 At the organizational meeting, the Committee shall determine the list of candidates for reappointment, tenure and promotion and request dossiers from those candidates.
- 3.6.5 The Committee will conduct a preliminary review of the dossiers received and may request any clarification or additional information from each candidate prior to final consideration. For reappointment and promotion, two faculty members at the rank or higher than the rank being sought shall have separately observed the candidate's classroom teaching.
- 3.6.6 Upon completion of the dossier review and observation, the Committee will call a voting meeting with a quorum present (a simple majority of the Committee membership at or higher than the rank being sought by a candidate). Voting shall be yes or no (abstentions shall be permitted) and shall be by written secret ballot.
- 3.6.7 The Committee will forward a written recommendation to the department head and dean on each candidate together with the record of the Committee membership, membership attendance at final discussions, and voting results. The Committee will also inform the candidate in writing of the Committee's recommendation.
- 3.6.8 Records of the Committee shall be archived in the department.

3.7 Other Department Committees

- 3.7.1 The department may form additional ad hoc committees as needed.
- 3.7.2 Ad hoc committees will elect a chair by simple majority.
- 3.7.3 Voting on such committees shall be by a simple majority and by written secret ballot.
- 3.7.4 Only full-time faculty shall serve as voting members on other committees (which may include additional members drawn from full-time or adjunct faculty, other University faculty, or community members).

- 3.7.5 All recommendations shall be brought before the department for a simple majority approval.
- 3.7.6 All committees will provide a year-end written report to the department prepared by the chair.
- 3.7.7 The committee records and votes will be archived in the department.

4 PERFORMANCE EVALUATION

4.1 Performance Evaluation

- 4.1.1 The Department will follow the *Faculty Handbook* and University policies and procedures guidelines for performance evaluation.

4.2 Evaluation of Teaching

- 4.2.1 Evaluation of teaching shall follow the *Faculty Handbook* guidelines for “Best Practices for Evaluating Faculty Teaching.”
- 4.2.2 The teaching of tenure track and contingent faculty shall be reviewed at least yearly.

4.3 Evaluation of Research, Scholarly and Creative Activities

- 4.3.1 Evaluation of scholarly, research and creative activities shall follow the *Faculty Handbook* guidelines for “Best Practices for Evaluating Scholarly, Research and Creative Activities.”
- 4.3.2 There are no research requirements for faculty appointed at the rank of Lecturer. There are no research requirements for faculty appointed at the rank of Instructor except for those whose contract specifies that the continuation of their appointment is dependent on the completion of the terminal degree within one year of their initial requirement, as specified by the *Faculty Handbook*.

4.4 Evaluation of Service

- 4.4.1 Faculty appointed at the rank of Lecturer or Instructor are welcome, but not required, to provide departmental, university, or community service through committee assignments or arrangements developed in consultation with the department head and specified in the statement of EDO objectives.

- 4.4.2 Evaluation of service shall follow the *Faculty Handbook* guidelines for “Best Practices for Evaluating Service.”

4.5 Criteria for Evaluations

- 4.5.1 The criteria for EDO evaluations of Exceeds Expectations for Rank, Meets Expectations for Rank, Needs Improvement for Rank, and Unsatisfactory for Rank shall follow *Faculty Handbook* and University policy and procedure guidelines.

5 CRITERIA FOR TENURE AND PROMOTION

5.1 Rank Tenure & Reappointment Committee

- 5.1.1 The Rank Tenure & Reappointment Committee and department head will assist the candidate to develop a five-year plan which will become the foundation for tenure.
- 5.1.2 A mentoring system for new faculty shall be maintained by the department head and the Executive Committee.
- 5.1.3 For tenure and/or promotion, the faculty member considered by the Committee shall meet the criteria presented in the *Faculty Handbook*, as well as the required elements listed in Section 5.2. Additional elements listed in Section 5.3 may enhance a faculty member’s request.
- 5.1.4 A tenure request by an Assistant Professor may be accompanied by a request for promotion to Associate Professor. A tenure request by an Associate Professor may be accompanied by a request for promotion to Full Professor.

5.2 Required Evidence for Tenure and Promotion

- 5.2.1 Quality authored books, edited books, monographs, refereed journal articles and book chapters, or the equivalent.
- 5.2.2 Quality papers and posters presented at regional, national or international meetings or conferences.
- 5.2.3 Additional evidence of professional competence including, but not limited to, book reviews published in professional journals/newsletters, reviews of manuscripts for academic journal editors, organizing and/or chairing symposia at professional meetings, serving as a discussant at professional meetings, or other scholarly professional activity.
- 5.2.4 Evidence of continuing professional activity such as plan for or progress toward additional papers and publications, or book or book prospectus.

- 5.2.5 Evidence of good teaching based upon quality of classroom materials, classroom visitations by colleagues, student evaluations, and appropriate advisement of assigned students.
- 5.2.6 Evidence of a strong commitment to research with clear evidence of external recognition of research performed while at UTC.
- 5.2.7 Evidence of at least one external grant proposal or equivalent.
- 5.2.8 Evidence of dedication and commitment to the University as measured by participation in the normal operation of the department, service on University committees, participation in UTC ceremonies and interviews with candidates.
- 5.2.9 Evidence of collegiality as measured by good citizenship in the department and University and interacting well with students and faculty colleagues.

5.3 Additional Evidence for Promotion and Tenure

- 5.3.1 Evidence of other measures of accomplishment such as invited research lecturers, software, symposia organized, or service to a professional organization.
- 5.3.2 Evidence of service to professional organizations related to discipline expertise.
- 5.3.3 Evidence of supporting a positive reputation for the department, College, University, and discipline.

5.4 Required Evidence for Promotion in Rank

- 5.4.1 Exceptional quality authored books, edited books, monographs, refereed journal articles or book chapters in well-respected sources, major research grants, or the equivalent.
- 5.4.2 Exceptional quality papers and posters presented at national and/or international meetings or conferences. Regional contributions will also be considered.
- 5.4.3 Additional evidence of professional excellence and exceptional achievement including: 1) citation by others of published works in books or scholarly publications in major journals; and 2) for promotion to rank of full professor, evidence of positive evaluations by peers in the given field indicating a national or international reputation.
- 5.4.6 Continued excellent service to the University, profession or professional organizations, or community.

6 CHANGES TO THE BY-LAWS

- 6.1 These by-laws can be changed by a simple majority vote of the tenure track and non-tenure track full-time faculty.