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## **Department of Sociology, University of Oregon Internal Governance Policy**

### **Vision Statement**

The faculty of the University of Oregon Sociology Department are united in seeking to provide a high quality educational program for our undergraduate and graduate students. We seek to equip students with a sound academic foundation that helps them to question critically, think logically, communicate clearly, act resourcefully, and live ethically. Our graduate program further aims to develop thinkers, leaders, and innovators whose subsequent efforts will benefit the human social world and life on the planet. Our research ranges from broad, global sweeps of social change to micro-level social interaction, using an array of theories and methods. We generate new knowledge through our scholarship. The results of our research help people to understand the evolving social, political, economic, technological, and physical environment, to respect the dignity and essential worth of all individuals, to value a diversity of opinions and ideas, and to formulate public policies that reject discrimination, bigotry, and violence.

### **Preamble**

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and of the College of Arts and Sciences, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost or designee.

### **Department Structure**

#### **Article 1: Name**

The name of this organization, governed by this policy, is the Department of Sociology at the University of Oregon, hereafter referred to as the department, and indicated by the pronouns “our” and “we.”

#### **Article 2: Members**

- A. Members of the Sociology Department comprise all Professors, Associate Professors, Assistant Professors, and Career Non-Tenure Track faculty. Those who are retired and who regularly participate in the department are also considered members, as are regularly elected graduate student representatives.
- B. The Faculty of the Sociology Department comprise all tenure-track faculty, Career non-tenure-track faculty, Pro Tem faculty, and postdoctoral fellows.
- C. Membership in the department does not lapse because of approved leaves of absence.

#### **Article 3: Officers**

- A. The department’s officers comprise:
  - 1. Department Head
  - 2. Associate Department Head
  - 3. Director of Graduate Studies
  - 4. Director of Undergraduate Studies
- B. Appendix A lists the officers’ general duties.
- C. The officers shall aim to act consultatively, to conduct department business in a transparent and open manner, and to discuss all issues of importance in department meetings.

#### **Article 4: Committees**

Committees perform much of the department’s work in hiring, graduate admissions, curriculum, and peer review. All members of the department may appear before standing and *ad hoc* committees. Time spent by funding contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.

##### **A. Appointed Standing Committees**

In all appointed standing committees, the term of office is one year, each committee member has full voting rights, and graduate student members shall be recused from discussions and votes concerning their peers in the program.

1. **Staff Development Committee:** The SDC’s main responsibility is to conduct searches for new faculty members in a professional manner conforming to university policies, review applicants, recommend top candidates to the department, and recommend procedural changes to the department. SDC also approves GTF Instructors’ and Pro Tem Faculty’s appointments, working with the Associate Department Head. SDC comprises three to five tenure-track faculty members, depending on its anticipated workload, appointed by the Head, and one graduate student member nominated by the Graduate Forum and appointed by the Head. The Department Head identifies one faculty member as chair.
2. **Joint Curriculum Committee:** The JCC oversees both the graduate and undergraduate curriculum (hence “joint”). It consists of three faculty members and one graduate student. Tenure-track faculty and Career NTTF are eligible to serve on this committee. It recommends additions, revisions and deletions to the sociology curriculum, considers proposals to change requirements and standards, and offers proposals to improve requirements and standards. The JCC may encourage and assist faculty in developing new curriculum consistent with changing student and university needs, consult with other departments and programs as part of its work, and develop student and instructor evaluations. It identifies the resource implications of curricular matters to the department. The Associate Department Head may consult with the JCC in preparing future academic years’ curricular offerings. JCC members are appointed by the Head, including the graduate student member nominated by the Graduate Forum. The Head identifies one member as chair.
3. **Admissions and Awards Committee:** The AAC is chaired by the Director of Graduate Studies. It reviews graduate applications, admits new graduate students to the program, determines GTFs’ eligibility for appointment in consultation with the graduate secretary, and recommends changes in the graduate program. It also makes decisions and recommendations on awards to graduate and undergraduate students that fall within the purview of the department. The AAC comprises two or three tenure track faculty members in addition to the Director of Graduate Studies. All are appointed by the Head.
4. **Colloquium Committee:** This committee organizes the department’s colloquium series. The committee comprises two or three faculty members. The Head identifies one member as chair.
5. **Communications Committee:** The Communications Committee manages the public face of the department. It publicizes department events, news, and accomplishments and oversees website content, social media, and communications with alumni, including the department newsletter. The CC includes three faculty members. The Head identifies one member as chair.
6. **Committee on Diversity, Equity, and Representation:** The CDER consists of three faculty members, one staff member, up to two undergraduate students appointed by the Head, and up to two graduate students nominated by the Graduate Forum and appointed by the Head. It monitors the department’s achievements and challenges regarding diversity, equity, and representation, shares relevant resources with the department, and identifies and facilitates short- and long-term priorities for action. The Head identifies one faculty member as chair.

C. Elected Standing Committees

The term of office for all elected standing committees is one academic year.

1. Executive Advisory Committee: This committee advises the Department Head on emergent issues and consists of four tenure track or Career NTTF faculty members plus the Department Head. It is elected each fall by faculty members voting for three people from a ballot that lists all eligible faculty members in residence for the year. The Office Manager (who manages much of the voting; see Department Processes, Article 2.B.1) gives the Head a list of the top four vote recipients. In the event that the top four vote recipients include no assistant professors, the Head selects the top three vote recipients and adds the top vote recipient among the assistant professors. The Head can break a tied vote. The Head calls meetings on an as-needed basis or at regular intervals, depending on issues at the moment and the Head's needs.
2. Merit Committee: This committee evaluates faculty members for merit pay increases when they are available based on the Department's Merit Procedures. It comprises the top two vote recipients elected from the tenure-track faculty at large and the Department Head acting as a third member and chair. The Office Manager tallies the votes and reports the results to the Department Head, who announces the results to the faculty. The Head can break a tie vote.

D. Elected *ad hoc* Committees

1. The department routinely elects *ad hoc* committees to conduct third-year pre-tenure faculty reviews, and sixth-year post-tenure reviews of tenured faculty. These committees comprise three tenure-track faculty. They are elected by having each tenure-track faculty member vote for three people from a ballot, which lists all tenured faculty members in residence. The top three vote recipients comprise the committee. The Department Head can break a tie vote and designates the committee chair.

E. Appointed *ad hoc* Committees

1. Promotion and tenure review committees for tenure-track faculty comprise three tenured faculty members. They are appointed by the Department Head, in consultation with the candidate.
2. Promotion committees for NTTF comprise three tenure-track or Career NTTF faculty. They are appointed by the Department Head, in consultation with the candidate.
3. Course load Reduction Committee: This committee evaluates tenured faculty members for course load reductions based on the Department Course Load Reduction Policy. The committee comprises two tenured faculty members and the Department Head, acting as a third member and chair. The Head can break a tie vote.
4. Other *ad hoc* committees are appointed and instructed by the Department Head as the need arises. The faculty also may vote to establish and instruct an *ad hoc* Committee.

F. Committee Authority

1. The following committees make recommendations to the department meeting or to the Department Head:
  - i) Admissions and Award Committee, on matters of basic policy.
  - ii) *Ad hoc* promotion and tenure committees of individual faculty
  - iii) Executive Committee
  - iv) Joint Curriculum Committee
  - v) Staff Development Committee
  - vi) Third-year Pre-Tenure Review Committee
  - vii) Sixth-year Post-Tenure Review Committee
  - viii) Merit Committee
  - ix) Courseload Reduction Committee
2. The following committees make decisions concerning graduate students' admission, funding, and academic performance:
  - i) Admission and Awards Committee
  - ii) Comprehensive Exam Committees of individual students
  - iii) Dissertation Committees of individual students

3. Decisions made by department committees will be documented by the department head or a designated individual and appropriately archived. Access to these decisions will be readily available to all TT and Career NTT faculty members.

#### **Article 5: Department Meetings**

- A. The department meeting is the basic governing body of the Sociology Department.
  1. Its members comprise all sociology faculty and up to six regularly elected graduate student representatives.
  2. The faculty meets separately from time to time to discuss, but not take action on, various issues.
  3. All references to meetings in this document refer to both department meetings and faculty-only meetings, unless otherwise specified.
- B. Functionally department meetings operate to:
  1. determine departmental degree requirements, including acceptable progress toward degrees
  2. make recommendations to the UO faculty concerning other curricular matters
  3. make recommendations to the UO administration concerning faculty hiring, promotion, and tenure
  4. create policy concerning graduate student admission and funding
  5. determine the ground rules about its own operation, e.g., who can vote on what issues, etc.
- C. Under Oregon “sunshine” laws anyone may attend a department meeting except when certain topics concerning particular individuals are discussed.
  1. Traditionally members of this department do not attend the meetings when their own hiring, promotion, or individual petition is under consideration.
  2. Up to six graduate student representatives may participate in department meetings  
Three shall be selected by the Graduate Forum. Although no department policy exists concerning how they are selected, it is generally expected that they will be elected at a Forum meeting (real or virtual) that is well advertised in advance and is open and accessible to all graduate students.  
The other three representatives shall be elected by those graduate students eligible to be appointed graduate student instructors at the beginning of the academic year. Those rules of eligibility are the ones specified in the Graduate Duties and Responsibilities Statement.
  3. Graduate students may participate fully in all department meeting deliberations, including introducing motions and casting votes. However, only faculty votes are decisive in all issues concerning:
    - i) curriculum and degree requirements
    - ii) individual students’ academic performance or petitions
    - iii) faculty hiring, faculty promotion, and all other instructor hiring
    - iv) departmental governance.
- D. Department meetings are held as the need arises during the academic year at a set aside, regular meeting time, currently 1:00-2:30pm on Fridays.
  1. The Office Manager is responsible for not scheduling classes during the regular department meeting time.
  2. All members are responsible for not scheduling office hours, other meetings, or other obligations during the regular department meeting time.
  3. If we fail to cover all agenda items during the scheduled meeting time, members may vote to extend the time in order to finish the agenda or to return to it at the next scheduled meeting.
  4. The Department Head may decide to postpone or cancel a scheduled department meeting. Every effort will be made to ensure timely notice to all members.
  5. Special meetings at non-regular times may be called by the Department Head when necessary or by request of one-fourth of the department members.
- E. By tradition, the Department Head chairs department meetings. However, the Head may assign a chair designate for all or part of these meetings. All references to the meeting chair in this document shall include the chair designate.

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- F. Ordinarily, written notice and the agenda of each meeting will be emailed to all members at least three days prior to the regular meetings. All members may place an item on the agenda by submitting them to the Head or Office Manager at least four days prior to the meeting.
- G. Minutes of each meeting shall be kept by a member of the office staff.
  - 1. Copies of the minutes shall be kept in an accessible place for members to review if they wish.
  - 2. The Office Manager shall keep a permanent file of the minutes.
  - 3. Minutes shall cite those in attendance.
  - 4. Decisions made in department meetings shall be archived in the meeting minutes.

### **Article 6: Ratification and Amendment**

Amendments to these policies shall be submitted to the Department Head for a required first reading at least two weeks prior to a vote. Ratification or amendment shall be accomplished by secret ballot. A two-thirds majority of faculty shall be required for ratification or amendments to pass.

### **Department Processes**

#### **Article 1: Quorum and Voting**

- A. Voting members of the department comprise the tenure-related faculty, plus regularly elected graduate student representatives. Career Non-Tenure Track faculty may vote on all matters decided at department meetings, with the exception of faculty hiring and tenure and promotion decisions. Retired faculty may vote during the terms they have UO appointments of .5 FTE or greater.
- B. Tenure-related faculty have a duty to regularly attend and participate in meetings concerning department matters. Those who cannot meet this obligation shall notify the Department Head soon as the conflict becomes apparent.
  1. Faculty are not obligated to participate in department governance when on sabbatical or leave. They may, however, choose to participate, either fully or on selected matters.
- C. A quorum shall constitute a simple majority (i.e., more than half) of the tenure related faculty members, excluding those on those on sabbatical or on leave without pay.
  1. The meeting chair may waive the quorum rule, but decisions made during meetings attended by less than a quorum will not be upheld.
- D. Proxy votes represent the *a priori* decisions of voting members who cannot be present for discussion in the department meeting when voting occurs.
  1. Proxy votes are prohibited except on issues related to hiring new faculty and to amending these policies.
  2. Proxy votes will be counted when missing members convey their wishes to the meeting chair in writing or by an email received by the Department Head at least four hours before the meeting commences.
    - i) The missing members are responsible for ensuring that their proxy is received.
    - ii) The Department Head or the person designated as meeting chair will invoke and interpret proxies.
  3. Voting members out of town or on sabbatical may convey their preferences by proxy but they will not be counted as “present” to achieve a quorum.
- E. On several issues, voting traditionally occurs outside department meetings, via email or paper ballot, with the Office Manager tallying votes. These issues include hiring, tenure and promotion, third-year pre-tenure review, important documents either formulated in department meetings or revised according to guidance from a department meeting (e.g., course load reduction criteria, position descriptions, etc.). Elections to standing committees are also conducted outside of department meetings (see Article 4, Section C). In addition, the meeting chair may call for a vote a few days after department meeting discussion when members consent.
- F. Department meetings shall be conducted in an open, civil, and democratic manner
  1. Members will aim to keep discussions frank and informal.
  2. We are able to make some decisions by a simple “sense of the meeting,” and we are committed to working toward consensus when possible. Most decisions, however, are made as the result of formal motions and votes.
  3. If we cannot achieve consensus or a procedural disagreement arises, voting members will follow Bob’s Rules of Order (Appendix B).
    - i) In order to facilitate discussion, the meeting chair may briefly suspend Bob’s Rules of Order. That person will announce when the Rules are suspended and when they resume.
    - ii) If we still cannot reach consensus, a simple majority vote of those voting will be taken.

#### **Article 2: Selection of Department Officers**

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- A. The Department Head position
  - 1. Qualification: The person shall be a full Professor, except in extraordinary circumstances.
  - 2. The term of office is three years.
  - 3. Eligible department members shall vote and recommend to the Dean a new Department Head in February of the existing Head's final year.
  - 4. The new Head's duties shall commence July 1st or another date negotiated with the outgoing Head and Dean.
  - 5. The Head shall announce her or his selection of Department Officers within one month of assuming office.
    - i) Department Officers serve at the Head's behest, normally for three-year appointments.
- B. Electing a Nominee for Head
  - 1. The Office Manager shall supervise voting and elections.
  - 2. The outgoing Head will issue a formal call for nominations two to four weeks before an election.
    - i) Faculty members interested in serving as Department Head will submit their names to the Office Manager during a specified time period.
    - ii) The Office Manager will present a list of nominees to the voting members of the department.
  - 3. At a regularly scheduled department meeting, nominees may present or discuss their case with the department's voting members.
  - 4. Voting shall be conducted by secret ballot.
    - i) All voting members of the department specified in Article 2, part A may vote for their top choice.
    - ii) Within three days, the Office Manager will secretly tally the ballots and announce the identity of the top two vote recipients to all members of the department.
    - iii) The top vote recipient's name will be conveyed to the CAS Dean for approval and appointment, and the Dean has final authority on appointment.
      - (1) If the Dean requests two or more candidates, the top two vote-getters' names (or all vote-getters if more than two are requested) shall be conveyed to the Dean along with the vote totals for each candidate.
  - 5. If for any reason the Head's position becomes vacant, members shall elect (by simple majority vote) an appropriate Acting Head nominee for recommendation to the Dean to serve for the remainder of the academic year.
  - 6. When out of town for one week or more, the Head will ask the Associate Department Head or another designee to serve as Acting Head.

**Appendices to the Internal Governance Policy**

**Appendix A: Duties of Departmental Officers**

**Appendix B: Bob's Rules of Order**

## Appendix A: Duties of Departmental Officers

The duties listed below may change or shift. Department officers should endeavor to update their duty lists routinely.

1. The **Head's duties** include:
  - i) presiding over department meetings and special meetings of the faculty
  - ii) appointing most department committees
  - iii) appointing department officers
  - iv) overseeing the department's budget and finances
  - v) working closely with the Department Manager to oversee department operations
  - vi) making merit raise recommendations in consultation with the Merit Committee
  - vii) conducting faculty personnel reviews, including organizing promotion and tenure cases
  - viii) conveying a "sense of the meeting" and an independent opinion when forwarding departmental recommendations on faculty hiring and promotion to the UO administration
  - ix) representing and advocating for the department in negotiations with the UO administration
  - x) conveying policy and procedure changes and other important information from the UO administration back to the department
  - xi) representing and advocating for the department to parents, alumni, potential donors, professional associations, and the general public
  - xii) leading the spring commencement ceremonies and various other events
  - xiii) staying abreast of trends, issues, and best practices in the discipline
  - xiv) negotiating job offers with incoming faculty
  - xv) hearing minor grievances and resolving conflict for students, faculty, and staff
  - xvi) tracking department enrollments and other trends
  - xvii) supervising office staff and NTTF
  - xviii) maintaining a collegial atmosphere conducive to faculty and student achievement
  - xix) encouraging and recognizing various and sundry faculty achievements
2. The **Associate Department Head's duties** include:
  - i) determining which courses will be taught during the academic year and assigning instructors
  - ii) chairing the Staff Development Committee
  - iii) handling changes to the teaching schedule by finding additional instructors
  - iv) knowing the Graduate Duties and Responsibilities Statement (GDRS) very well
  - v) assigning GEs to courses from among those the Admissions and Awards Committee determines eligible
  - vi) assigning GE sole instructors after consulting with the Department Head and Director of Graduate Studies
  - vii) working closely with the Department Manager and Graduate Coordinator on course scheduling and on GE and instructor assignments
  - viii) organizing Summer Session courses and instructors
  - ix) serving as Acting Head during long absences by the Head
3. The **Director of Graduate Studies' duties** include those adopted by the Graduate School and:
  - i) chairing the Admissions and Awards Committee
  - ii) teaching the Proseminar to incoming graduate students
  - iii) administering the Teaching Certificate program
  - iv) representing the department to potential graduate students and negotiating with them in such a way as to attract the best
  - v) acting as a go-between with the Graduate School and department, in part by conveying and explaining Graduate School policies to students and faculty, and implementing them
  - vi) routinely tracking graduate students' progress through the program, communicating with them about their difficulties and encouraging successes, in part by annually sending each graduate student a letter officially documenting their progress
  - vii) working closely with the Graduate Program Secretary
  - viii) making sure the GDRS is updated
  - ix) organizing and administering departmental recognition and awards to graduate students
  - x) encouraging and facilitating graduate students' ability to obtain UO and external recognition and awards

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- x) representing and advocating for sociology graduate students at UO, in professional associations, and with the general public
  - xii) working with the graduate student secretary to track graduate student alumni locations and accomplishments
4. The Director of **Undergraduate Studies**' duties comprise:
- i) organizing and supervising the Sociology Honors Program
  - ii) organizing and supervising the Undergraduate Leadership Team
  - iii) organizing and supervising Alpha Kappa Delta
  - iv) Organizing an annual event to celebrate Sociology Honors Program participants and induct AKD members.
  - v) Communicating information and opportunities about and associated with the sociology major to undergraduate students.
  - vi) Working closely with the Undergraduate Advisor, Undergraduate Coordinator and Career Advisor to monitor the health of the undergraduate program, advising issues and other student needs and to make changes as needed to the undergraduate program
  - vii) supervising the application process for undergraduate research assistants (academic internships) for faculty and graduate student research
  - viii) recognizing undergraduate honors at the June commencement ceremony (Latin honors, honor societies, and departmental honors)

## **Appendix B: Bob’s Rules of Order**

For most small organizations, “Bob’s Rules of Order” suffice to run meetings in a friendly yet efficient manner – without needing to know parliamentary procedure its hundreds of specific, obscure rules. These have been lightly adapted to suit the University of Oregon Sociology Department.

### **Speaking at Meetings**

To speak at a meeting, a person must be recognized by the meeting’s chair. Only one person can be recognized at a time. Only one person shall speak at a time (i.e., no whispered sidebar conversations). The chair will grant meeting members reasonable time to speak. Department meeting members strive to meet the time limits offered below.

- Invited presenters may speak for an agreed-upon number of minutes not to exceed 30. Those who run out of time may ask the meeting chair for a 5-minute extension. If the chair does not grant the extension, discussion immediately begins on that presentation or the meeting proceeds to the next scheduled presentation.
- Committee chairs reporting to the department are allowed to present for 5 minutes. If they run out of time, they may request a 2-minute extension. If the chair does not grant the extension, discussion immediately begins or proceeds to the next scheduled presentation.
- Members who wish to discuss the issues may speak for 2 minutes. If they have more to say, they may request a 1-minute extension.
- If the chair does not grant the extension, discussion begins immediately on that presentation or immediately proceeds to the next chair’s presentation.
- At each meeting a parliamentarian shall be selected to keep time and indicate time limits to speakers.
- The chair may temporarily suspend Bob’s Rules of Order to facilitate discussion. The chair will announce when the Rules are suspended and when they resume.

Members agree to speak courteously and professionally. Members who speak out of turn or disrupt the meeting in any way may be found “out of order” by the chair and, in extreme cases, asked to leave.

### **Motions**

A main motion must be made and seconded before beginning discussion on any proposal for action. Only three things can happen to a main motion: It may be (1) amended, (2) tabled, or (3) either adopted, rejected, or referred back to a committee.

1. An amendment can be debated, amended itself, and finally adopted or rejected by a majority vote of those voting. If it is adopted, it becomes part of the main motion. If it is rejected, the discussion returns to the main motion.
2. A motion to table requires a majority vote of those voting. If a main motion is tabled, it cannot be raised again at that meeting.
3. A main motion (as amended) can be adopted, rejected, or referred back to a committee by a majority vote of those voting. A motion may be referred to a committee for further review if a majority of voting members determines that further research is required. The committee chair is required to either take action or report progress at the next regular meeting. Once a main motion has been voted upon, no one may discuss it further at that meeting.

Discussion on a motion, an amendment to a motion, or a motion as amended ends when someone “calls the question” to end discussion and proceed to a vote. This can be done either “informally” or “formally.”

- Informally, the chair asks if everyone is ready to vote. If no one objects, an immediate vote is taken, with no discussion allowed.
- If anyone objects to ending the discussion, a more formal procedure ensues, again with no discussion allowed. An immediate vote is taken on whether to end discussion. If a majority of those at the meeting wish to end discussion, then no more discussion is allowed. If less than a majority vote to end discussion, then discussion continues until someone else calls the question again.

### **Adjourning the Meeting**

A motion and a second by voting members to adjourn a meeting can be made at any time. There is an immediate vote, with no discussion allowed. If a majority wishes to adjourn, then the meeting is over. If less than a majority wish to adjourn, then the meeting continues.

### **Other Issues**

Under “Bob’s Rules of Order” all other questions regarding how to run a meeting should be decided by the chair using common sense. If anyone objects to any decision by the chair, that person can “challenge the ruling of the chair.” When this occurs, each voting participant, including the chair, can speak to the challenge once and for only 1 minute. Then discussion is ended and a vote is taken immediately to either uphold or reject the chair’s decision. If the majority of those voting uphold the chair’s decision, then the meeting proceeds. If the majority vote to reject the chair’s decision, then the chair must announce a different decision, which can also be challenged if it is not acceptable.