Administrative Structure and Manual of Operations and Procedures[1]

Department of Sociology
The University of Iowa
Amended October 24, 2007
Amended February 12, 2008
Approved by the College of Liberal
Arts and Sciences, February 2008

Administrative Structure and Manual of Operations and Procedures of the Department of Sociology

(Revised October 2007, February 2008)
(Approved by the College of Liberal Arts and Sciences, February 26, 2008)

I. Goals

The Department of Sociology has three goals: (1) to foster scientific research in the behavioral sciences and to disseminate it through scholarly publication; (2) to develop excellence in teaching at both the graduate and undergraduate levels through well formulated curricula as well as individual teaching effort; and (3) to serve the larger community through extension work and in such advisory capacities as may be requested to assist in the proper application of sociological knowledge.

To achieve these goals we must recruit and hold tenured/tenure-track faculty who are capable of playing research, teaching, and service roles. Although the qualifications of tenured/tenure-track faculty at various levels are in the CLAS Criteria for Faculty Rank, http://www.clas.uiowa.edu/faculty/review/criteria-tt.shtml , we must further recognize the importance of these three roles throughout the total reward system, especially in reference to beginning salary levels and annual merit increments. Due regard must be had for the fact that excellence may not be evenly distributed in all instances; contributions of a superior nature in one area may offset contributions that are less than might be expected in another.

The department will strive for the development of a quality program at all levels. At the undergraduate level, the department will provide instruction to as many students as can be accommodated without any serious reduction of quality. At the graduate level, the department will provide the training appropriate for professional sociologists. The graduate student body will be limited in numbers and primary emphasis will be placed on the Ph.D. degree. The M.A. degree will remain an important degree, but for most students it will be seen as a necessary step toward the Ph.D. degree.

II. Some Principles of Operation:

A. The business of the department is to be conducted in a collegial manner and must comply with Section III.15.4, Responsibilities to Colleagues, in the University's *Operations Manual* stating the following:

> "As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He or she respects and defends the free inquiry of associates and avoids interference with their work. In the exchange of criticism and ideas, he or she shows due respect for the rights of others to their opinions. He or she refrains from personal vilification, and acknowledges contributions of others to his or her work. When asked to evaluate

the professional performance of a colleague, the faculty member strives to be objective."
See http://www.uiowa.edu/~our/opmanual/iii/15.htm#154.

B. Faculty who are conducting the business of the department should document their activities and archive these materials periodically.

C. The faculty encourage graduate student input into graduate program policy.

III. The Faculty

The power to make departmental policy resides with the faculty. Policy making by the department will be conducted within the policy established by official University bodies outside the department. Documents related to department governance are to be archived on the department's shared drive as a read-only file.

The voting faculty is defined as tenure-track and tenured faculty, at least one-half of whose salary is regularly paid by the department.

Tenured/tenure-track faculty who hold joint appointments in the Department of Sociology and who provide substantial service to the department, but who do not receive at least half of their remuneration from the department, may request and upon the discretion of the faculty, be granted a circumscribed vote (vote on issues involving departmental structure, e.g., constitutional change; faculty hiring and retention; and salaries; and the election of the chairman shall be specifically prohibited). The decision to grant the vote shall require a two-third majority and the privilege shall exist as long as the individual continues to contribute to the department.[2]

Unsalaried secondary appointments of tenured/tenure-track faculty on the budgets of other departments may be made. Such faculty shall have no right to vote and the department is under no obligation to appoint them as voting faculty members should their appointments be terminated elsewhere in the University.

In the DEO's absence, the DEO will recommend, subject to approval by the Dean, an individual to whom administrative responsibility will be delegated. During a temporary absence of the DEO, the DEO will appoint an acting DEO for the duration of that absence, subject to approval by the Dean of CLAS. The acting DEO will normally be an elected member of the Executive Committee.

IV. The Department Executive Officer

The Department Executive Officer (DEO) is the chief administrative officer of the department. The DEO's primary responsibility is to administer the policies established by the faculty, the College, and the University.

Examples of the DEO's administrative responsibilities are preparation of the course schedules, assignment of offices and equipment to the tenured/tenure-track faculty, annual review of faculty and staff, and the development and administration of the budget. The DEO shall consult with the Executive Committee on planning and on the development of the budget.

The DEO will be appointed by the Dean of the College with approval of the Provost. The Dean shall be advised that the faculty of the Sociology Department has formally resolved that the DEO cannot serve more than two three-year terms consecutively. The new DEO shall take office at the beginning of the academic year.

The procedures to be followed in the appointment of the DEO are set forth in the CLAS Manual of Procedure, Article XI. All tenured members of the Sociology Department will be considered potential nominees for recommendation to new DEO. Nominations for the new DEO shall be initiated by the current DEO no later than the period between the third and sixth week of the spring semester proceeding the fall session in which the new DEO is to take office. Between the seventh and eleventh week of this semester the Department will begin a formal caucus. Caucus activities involve at least one meeting of the faculty. At this meeting each candidate will be invited to separately participate in a question and answer session. According to CLAS procedures, each faculty member will submit a confidential statement to the Dean in which he or she lists some or all candidates in his/her order of preference and assess the strengths and weaknesses of each of his/her preferred candidates. These statements inform the Dean's judgment in appointing a DEO.

In the event that the current DEO is a candidate for recommendation for a second term of office, the role of the DEO in the nomination and recommendation process, as specified herein, will be carried out by a tenured faculty member who does not wish to be considered for nomination for DEO. The current DEO will request a list of tenured faculty who are not interested in being considered for nomination for DEO. From that list, the tenured and tenure-track faculty will elect a faculty member who will preside over departmental procedures for nominating and recommending the next DEO. The faculty member with the largest number of votes from a secret ballot will fulfill the duties of the DEO as those duties pertain to the nomination and recommendation process.

An exception to the above procedure will be followed when professionally qualified persons outside the Department of Sociology are to be considered as potential nominees for DEO. A simple majority of the Sociology Department may request to look outside of the

department for a new DEO. This request can only be made in conjunction with the approval of the Dean of CLAS in the spring prior to the year in which a search commences.

If the DEO is to be on leave during the second year of his/her tenure, the Dean in consultation with the Executive Committee, will appoint a DEO to serve in the DEO's absence. If the DEO plans to go on leave either during their first or third year of service, a new DEO will be appointed.

V. The Director of Graduate Studies

The Director of Graduate Studies shall serve as chair of the Graduate and Graduate Admissions Committees. S/he shall be a tenured faculty member who preferably has served on the Graduate and Admissions Committees. Duties include supervising reviews of the graduate program, summarizing faculty evaluations of graduate students, assigning teaching and research assistants to faculty in collaboration with the DEO, and providing information about the graduate program to current and prospective students. The Director of Graduate Studies shall be appointed by the DEO for a renewable three-year term.

VI. The Director of Undergraduate Studies

The Director of Undergraduate Studies shall serve as chair of the Undergraduate Committee. S/he shall be a tenured faculty member who preferably has served on the Undergraduate Committee. Duties include supervising reviews of the undergraduate program, advising students, and providing information about the undergraduate program to current and prospective students. The Director shall be appointed by the DEO for a renewable three-year term.

VII. Standing Committees

The department will have five standing committees: Executive; Graduate; Graduate Admissions; Recruitment; and Undergraduate. The responsibilities and composition of these committees are as follows:

A. Executive Committee: Shall serve in an advisory capacity to the DEO with respect to development of the budget, and planning for the department. Student opinion will be solicited by the committee. Two or more members or the DEO may schedule a meeting.

The Executive Committee will be composed of four tenured faculty members, one untenured faculty member, and will be chaired by the DEO. The tenured faculty members will be elected in the following manner. Tenured and untenured faculty will vote for a number of candidates equal to the number of pertinent vacancies on the committee (typically two). The candidates who receive the most votes will be members of the committee. Elections to the committee will be by secret ballot and held during the final weeks of the spring semester for service beginning the following fall. Terms are for two years and the terms of members shall be staggered. When vacancies have different term lengths, separate elections specific to each length will be held, starting with vacancies of longer duration. The untenured member will serve one year on the committee and will be elected in a separate vote, using the procedures enumerated above. Faculty who do not wish to be considered during these elections should have the DEO convey that information to the faculty one month before the elections occur.

The four tenured faculty members of the Executive Committee will also serve on the department's Promotion & Tenure (P&T) committee. The committee shall elect by secret ballot a member of the committee to serve as Chair. The DEO will administer that election and serve as an ex officio member of the committee. The P&T committee conducts all reviews of faculty, including annual reviews, contract-renewals, tenure reviews, and post-tenure reviews.

B. Graduate Committee: Shall make recommendations concerning the graduate curriculum, award evaluations, generally supervise requirement and examinations of M.A. and Ph.D. degrees and approve composition of M.A. and Ph.D. examining committees.[3]

The Graduate Committee shall consist of three faculty members and one graduate student. The DGS shall serve as the chair and voting member of the committee. The two faculty members will be appointed by the DEO in consultation with the DGS. The graduate student member will be appointed by the DEO in consultation with the DGS. Student participation on the committee is governed by Section VIII.

C. Graduate Admissions Committee: Shall select graduate applicants for admission to the graduate programs and nominate some for awards; supervise proficiency examinations for entering students; organize recruitment of graduate students to the department; coordinate activities that facilitate adjustment of new graduate students to the department by faculty and students.[4]

The Graduate Admissions Committee shall consist of three faculty members. The DGS shall serve as the chair and voting member of the committee. Two faculty members will be appointed by the DEO in consultation with the DGS.

D. Recruitment Committee: Shall make recommendation with respect to visits and hiring of job candidates.

The three faculty members on the Recruitment Committee and the Chair of the committee will be appointed by the DEO. The one graduate student member on the committee will be appointed by the DEO in consultation with the DGS.

E. Undergraduate Committee: Shall be responsible for recommendations regarding the undergraduate curriculum and the advising of undergraduates. The Committee will consist of three voting tenured/tenure-track faculty, the graduate student undergraduate advisor and one undergraduate student majoring in sociology.

The two faculty members on the Undergraduate Committee will be appointed by the DEO in consultation with the DUS. The undergraduate student will be chosen by the DUS. The graduate student member will be chosen by the DEO in consultation with the DUS.

VIII. Participation of Students in Departmental Governance

A. General

The power to make Departmental policy resides with the faculty. Regular faculty meetings are open to graduate students; graduate student committee members may place items on the agenda but students do not have votes in faculty meetings, only in certain committees, three of which have graduate student members and one of which has one undergraduate member. University of Iowa graduate assistants' collective bargaining agreement with the University precludes graduate students from participating in discussions of any issues related to terms of employment covered by the COGS contract or to any grievances related to that contract.

B. Eligibility and Selection of Graduate Student Committee Members

1. Eligibility and Selection of Graduate Student Committee Members

(a) *Graduate Committee* -- students who have completed all requirements for the M.A. degree and have been admitted to the Ph.D. program (and who are in residence during the Spring Semester and thereby eligible to be selected to serve in the subsequent academic year).

(b) *Other Committees* -- students who have completed at least two semesters of study in this Department (as graduate students or, in the case of the Undergraduate Committee, as majors).

2. Graduate students are nominated to the DEO in the Fall Semester. In the spring semester the DEO request graduate student volunteers for committee assignment for the next academic year. The DEO then selects his/her appointments to serve in the subsequent academic year from the nominees.

C. Graduate Student Vote on Committees

1. Graduate-student committee members vote on committee issues with the following exceptions:

(a) *General*: conventionally understood conflicts of interest which should result in self-disqualifications

(b) *Graduate*: direct evaluations of other graduate students, including on whom is to be admitted from the M.A. or the Ph.D. program.

(c) *Recruitment*: selection of job candidates for visits to the Department or to whom job offers should be made.

2. The Department is open to graduate student suggestions on any issue and the faculty wish to participate with graduate students in designing and implementing an outstanding professional training program in sociology.

IX. Meetings of the Department

Regular departmental meetings shall be scheduled for the second week of the month. Additional meetings may be called at the discretion of the DEO provided that forty-eight hours advance notice is given.

An agenda shall be circulated to all faculty or posted twenty-four hours prior to any departmental meeting. At departmental meetings a quorum will consist of two-thirds of the voting faculty (excluding members on leave). Decisions shall be based on a simple majority of the voting members forming a quorum. Abstentions do not count as votes. Any member absent from a specific meeting may leave his or her vote on any issue with the departmental executive secretary.

Department meetings shall be conducted in accordance with Robert's Rules of Order.

Routine business may be raised and voted on in a given departmental meeting. However, important new business addressing the department's structure or procedures should be referred to an appropriate committee for consideration. The committee will circulate its recommendations to the department prior to the meeting at which they are an agenda item. All *major* motions shall be circulated in writing at the same time as the agenda, at least 24 hours prior to the meeting at which a vote could be taken. If anyone requests additional time to vote on a motion that has just been introduced for the first time, the chair should defer the vote to the next scheduled meeting.[5]

Minutes of meetings are to be kept by the departmental executive secretary who will be appointed by the DEO to serve on a yearly basis. Each departmental tenured/tenure-track faculty meeting shall be fully recorded as to the substance of discussion on various matters, and all official action shall be recorded verbatim. Minutes shall be copied and circulated following each meeting.

X. Procedures for Amendment of the Manual of Operations and Procedures

If some portion of the department operations and procedures needs to be amended at some time in the future, this amendment will be placed on the agenda for an upcoming, scheduled, faculty meeting. This change will be discussed at this meeting and voted on at the next scheduled meeting. The amendment to change the operations and procedures requires a two-thirds vote of those faculty present at the meeting and approval by the College.

References

[1] This administrative structure and manual of operations and procedures (formerly called by-laws) was approved in principle at the December 15, 1969, meeting of the Department of Sociology; editorial revisions were made and circulated in a memo dated December 16. Revisions were approved at the January 5, 2002 meeting of the Department of Sociology and were approved by the College of Liberal Arts and Sciences, September 2002. Amendments to the 2002 version, as presented herein, were approved at the October 24, 2007 faculty meeting of the Department of Sociology and were approved by the College of Liberal Arts and Sciences on February 26, 2008.

[2] Voting procedures for persons holding joint appointments in the Department of Sociology as formally approved at the March 5, 1974 meeting of the department.

[3] The revision of administrative structure of the Graduate Committee was adopted by the vote of the faculty of the Department of Sociology, January 2, 1973.

[4] The revision of administrative structure and the title change from Examination Committee Graduate Admissions Committee was adopted by a vote of the faculty of the Department of Sociology, January 2, 1973.

[5] The revision of new business procedure was adopted by the vote of the faculty of the Department of Sociology, October 13, 1995.