

CENTRAL CONNECTICUT STATE UNIVERSITY

BYLAWS Revised Spring 2005

DEPARTMENT OF SOCIOLOGY

ARTICLE I: PREAMBLE AND DEFINITION OF DEPARTMENT

Section 1

Definition. The Department shall consist of all full-time faculty in Sociology. A quorum of the Department shall consist of two-thirds of the membership.

ARTICLE II: PERSONNEL

Section 1

The Chair: The Chair serves at the pleasure of Department members and coordinates the smooth functioning of the Department as a whole.

- A. Selection. The Chair shall be elected for a three-year term according to approved University policies. Selection shall be by secret ballot and decided by a simple majority of all full-time members of the department, tenured and non-tenured.
- B. Duties. The Chair administers the general affairs of the Department. Duties shall include, but not be limited to, the following:
1. calling and chairing department meetings;
 2. maintaining records of department faculty and of the general affairs of the Department;
 3. participating in all personnel matters of the Department and in recruiting new faculty;
 4. serving as ex-officio voting member of all department committees;
 5. developing budgets for the Department for submission to the appropriate administrative officers;
 6. overseeing the student advisory system;

ARTICLE II: PERSONNEL

Section 1 (continued)

7. assisting the Administration in the scheduling of the classes of the Department after consulting with members of the Department;
8. making every effort to aid and encourage the professional development of faculty and students within the Department;
9. mediating personal and professional disagreements within the Department, and seeking remedies for complaints in conjunction with individual faculty affected;
10. mediating student complaints and seeking remedies;
11. representing the Department as a whole to administrative officers of the University;
12. collecting and maintaining a file of course syllabi of all part-time and full-time faculty teaching in the program by the first week of class of each semester;
13. approving and recommending student applications for independent studies;
14. approving and recommending faculty requests for release time.

Section 2

The Faculty. The Department should recruit and retain an able faculty.

Faculty members must have access to information concerning the quality of their teaching and other duties so that they may identify their strengths and deficiencies. Faculty members should be encouraged and given a reasonable opportunity to address those deficiencies and to strengthen their scholarship and teaching skills. Finally, teaching excellence, service, and research shall be recognized through recommendations for promotion, tenure and other rewards.

- A. Rank and Tenure. Academic rank and tenure in the Department shall not be recommended for anyone except in accordance with normal procedures for evaluation and recommendation as provided in B and C below.

ARTICLE II: PERSONNEL Section 2 (continued)

B. Appointments.

1. Department Needs The Chair shall, in consultation with the full-time faculty, identify needs for new faculty, and shall communicate these needs to the appropriate administrative officers.
2. Procedures (full-time faculty)
 - a. When a faculty appointment is authorized in the Department, the Chair shall appoint committee chair. The committee itself shall be comprised of all full-time faculty. The procedures for selecting new faculty shall include whenever possible but not limited to:
 - (1) review the credentials of the candidate
 - (2) an opportunity for Department faculty to meet with the candidate;
 - (3) an opportunity for representatives of undergraduate majors of the program to meet the candidate.
 - b. The recommendation for appointment to the Department must be made by majority vote of departmental faculty.
 - c. In the event of an emergency appointment, the Chair shall attempt to consult with faculty and then make a recommendation to the Administration.

C. Non-reappointment, Dismissal, Promotion and Tenure

1. Procedures

The membership of the Department Evaluation Committee (DEC) shall be established in compliance with University policy and shall consist of at least three (3) tenured faculty from the Department.

- a. If fewer than three departmental faculty are available, then a mutually agreed upon outside tenured faculty member may sit on the committee.

ARTICLE II: PERSONNEL Section 2 (continued)

- b. Recommendations for non-reappointment, dismissal, promotion and tenure shall be made to the appropriate administrative officers by a majority vote of the Department Evaluation Committee. Any committee member who does not concur with the recommendation shall have the opportunity to append comments to the recommendation.
 - c. Non-tenured faculty shall be evaluated by the Department Evaluation Committee annually.
 - d. Each tenured teaching member shall receive a post-tenure review at least once every six years.
 - e. Members of the Department Evaluation Committee shall be elected to a two-year term by members of the Department. The Committee will be convened by September 15 each year and will elect a chair and assign responsibilities.
 - f. The Department Evaluation Committee shall perform its work in compliance with University policy.
2. Faculty and Course Evaluation Questionnaires.
Course evaluations will be administered pursuant to contract requirements.
 3. Teaching Loads, Assignments and Materials. The Department shall recommend teaching loads and optimal class sizes to the Dean of the School of Arts and Sciences.
 4. Departmental Meetings. In addition to the Chair any member of the Department may call a meeting of the Department, provided that all members including the Chair are given reasonable notice. Department meetings will be scheduled once a month at a pre-determined time. A schedule of meetings will be distributed at the beginning of each semester. Agenda will be distributed one week prior to the meeting. Meetings will begin promptly. Additional meetings will be scheduled as needed, keeping in mind faculty convenience, and minutes may be recorded at each meeting. The recorder will rotate alphabetically. Department votes (except for recall) shall be by simple majority. An absentee vote(s) may be exercised by a designated proxy for Department-wide decisions.

D. Part-Time Faculty

1. To the extent possible, department full-time faculty will provide input for the appointment of part-time faculty.
2. All faculty meetings are open to part-time faculty. Voting is restricted to full-time faculty members.

ARTICLE II: PERSONNEL Section 2(continued)

3. The Chair is responsible for evaluating their respective part-time faculty each semester.
 - a. Evaluation of teaching merit shall include, but not be limited to, the following criteria:
 - (1) Attendance. The instructor must be in attendance at all scheduled class meetings. If a class must be canceled due to illness, the Chair and/or department secretary must be informed simultaneously with the required notification to the Office of Continuing Education;
 - (2) Course Syllabus(i). The instructor must submit a course syllabus to the Chair prior to the first week of classes. Course requirements, required readings, attendance policies, and grading criteria must be provided in the course syllabus(i);
 - (3) On-site Visitation. On-site visitation to classes by the Chair or designee may occur at any time during the academic semester;
 - (4) Student Academic Evaluation. Part-time faculty shall provide students with some form of academic evaluation before the end of the first five (5) weeks of an academic semester;
 - (5) Interim Faculty Evaluation. Part-time faculty in their first semester at CCSU shall distribute and collect course evaluations from students before the end of the sixth (6) week of an academic semester.
 - (6) Class Meetings. Classes shall be met through the full semester period.
 - (7) Final Examinations. Final examinations shall be given in compliance with University policy;
 - (8) Part-time faculty shall provide for the collection of student evaluations at the end of each academic semester in accordance with University procedures.

ARTICLE III: ACADEMIC AFFAIRS

Section 1

Curriculum Procedures. Full-time faculty may submit all proposals for program curriculum change, which then shall be reviewed by the Department. Curriculum changes must be approved by simple majority vote.

Section 2

Advising Procedures. Upon declaring their major, students will be assigned an advisor. Students are responsible for meeting with their advisor prior to registration. Faculty are to advise students to the best of their abilities.

Section 3

University Committees. All department representatives to University Committees shall be elected by majority vote of the Department and shall report on committee activities at Department meetings. Such representatives may be recalled by a two-thirds vote of the Department (excluding the representative) providing the vote to recall is by secret ballot and occurs no sooner than one week following a department meeting where the representative is given the opportunity to answer all arguments for removal. The Department Chair shall call a meeting to initiate recall procedures no later than one week after receiving a request from any three members of the Department.

Section 4

Recall of Chair. The Chair may be recommended for recall from office by a two-thirds vote of the Department (excluding the Chair), provided the vote is by secret ballot and occurs no sooner than one week following a department meeting where the Chair is given the opportunity to answer all arguments for removal. If the vote is to recommend recall, then a letter shall be sent to the dean expressing the recommendation for recall, and requesting permission to hold department elections in accordance with the Bylaws of the Department.

Section 5

Assignment of Full-time Offices. Faculty shall be assigned office space on the basis of seniority in the Department. "Seniority" is defined as the number of years at CCSU. If full-time faculty must share an office, faculty will be given an opportunity to volunteer to share their office(s).