DEPARTMENT OF SOCIOLOGY

DEPARTMENT POLICY STATEMENT

Revised by the faculty of the Department of Sociology: May, 1994; February, 1995; February, 2003; September, 2004; October, 2006; February, 2007; June, 2018; November, 2018; April, 2019.

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DEPARTMENT POLICY STATEMENT

DEPARTMENT OF SOCIOLOGY

It is the right, the responsibility, and the privilege of University faculty to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculty and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

The Department of Sociology of Western Michigan University is a community of scholars engaged in instruction, research, consultation, and other activities, all of which contribute to knowledge and service. This Department Policy Statement is designed to maximize opportunities for all department faculty members to pursue these activities.

This Department Policy Statement replaces all previous ones, upon its acceptance by the faculty and its ratification by the representatives of Western Michigan University and the AAUP.

I. STATEMENT OF PRINCIPLES

As a matter of general principle, faculty recommendations regarding policies and programs of the Department of Sociology shall rest upon the consensus of the entire sociology faculty as developed through a democratic leadership process positively facilitated and guided by the department Chair and the Executive Council.

The process will be facilitated by the department Chair and the Executive Council, always responsive to the voting membership of the department. The model for the Executive Council shall be that of shared leadership on policy matters, and the continuing review of department operations.

All policies of the department shall be in conformity with university policy and the most recent WMU-AAUP Agreement.

Robert's Rule of Order shall govern the conduct of all regular and special department meetings and Executive Council meetings.

II. DEPARTMENT ORGANIZATION

A. DEPARTMENT AS A COMMUNITY OF SCHOLARS

The department faculty is conceived as a community of scholars: an associated professional group whose identification is vocational, whose enterprise is intellectual, whose goals are educational, whose heritage is disciplinary, whose mode of governance is democratic, whose locale is the department domain, and whose bargaining agency is the AAUP.

This group has a sense of individual pride and purpose in membership and a feeling of satisfaction in common as well as individual achievement. It has an appreciation of the importance of diversity among its members in talent, training, academic perspectives, personal attributes, department services and the like, but recognizes as well the equal importance of an interlocking bond among its members based on concerned involvement in the group's enterprise, acceptance of individual obligations to the group, and individual commitment to commonly accepted principles and processes. The strain in the fabric of our department human relations should be toward the integration of diversity in a scholarly professional endeavor.

Undergraduate majors and graduate students in Sociology have the status of student members, with appropriate rights and obligations in the sociological community. Their primary role is that of students engaged in acquiring the basic theoretical, methodological, and substantive knowledge of the discipline. This implies, on the one hand, the right to effective counseling and good instruction and, on the other, the obligation to make maximum use of the educational opportunities afforded by the department.

A secondary but nevertheless important role, especially for the advanced graduate student, is that of acquiring the insights, the skills, and the ethos of a professional sociologist, particularly as this role pertains to the governance and administration of an academic community. Although students may not participate as voting members in department meetings, they may elect representatives to be present at meetings not designated as closed. This also includes the right to participate in the decision-making process of the department through the election of representatives to serve on the Executive Council and specified department committees.

Graduate students may participate as voting members on the Executive Council, standing, ad hoc, and other department committees, unless otherwise specified. The election of graduate students to the Executive Council and specified department committees should be conducted annually during the spring semester by the graduate student body of the department. The graduate students so elected will be considered representative of the graduate student body in that they will be guided in their participation by their perception of graduate student sentiment. The election of undergraduate student representatives, where provided for and in the event of adequate interest, shall be conducted at meetings of the undergraduate student bodies of the department (i.e., The AsSOCiation and the Criminal Justice Student Association). The undergraduate students so elected will be considered representatives of the undergraduate student bodies in that they will be guided in their participation by their perception of undergraduate student sentiment. All students so elected to committees and councils will be voting members of the group to which they are elected unless otherwise specified in this document.

B. DEPARTMENT FACULTY

1. Membership

Membership in the sociology faculty is determined by appointment to the Sociology Department by the Board of Trustees and additional criteria specified by the current WMU-AAUP Agreement. Each member of the department faculty holds one vote.

2. Functions

Collectively, the sociology faculty is to be organized in such a way that the decision-making process functions democratically. Final authority on all matters within their jurisdiction rests with the faculty in regularly constituted department meetings. This authority is limited by the provisions of the most recent WMU-AAUP Agreement.

In addition to their regular academic duties, faculty members will be individually responsible for carrying out their assigned committee obligations and administrative tasks. These assignments will be made by the Chair of the department or the Executive Council, subject to department faculty recommendations.

3. Meetings

The faculty will act corporately through regular monthly meetings during the academic year, the dates to be determined and announced by the department Chair at the beginning of each semester. Items for the agenda may be suggested to the Chair prior to the meeting or brought up from the floor by any member.

A majority of the membership, with the exception of faculty members on leave or sabbatical, shall constitute a quorum. Unless otherwise specified, a majority of those present and voting shall be necessary for the department to take action. Written minutes of all actions taken in all department meetings will be prepared and made available to all members by the department Chair.

The faculty may also act corporately through special department meetings. These meetings may be called by the department Chair, by a majority vote of the Executive Council, or by any five members of the sociology faculty. Special meetings are intended for matters requiring immediate actions of the faculty as a bargaining unit and/or protracted, continuous department consideration of policy or other issues. Agendas for special meetings should be distributed at least three working days in advance of the meeting along with relevant materials. All rules of procedure, bases of collective action, and the maintenance and availability of minutes applying to department meetings shall also apply to special meetings. Except when the faculty meet as a bargaining unit, department meetings and special meetings shall be presided over by the Chair of the Sociology Department or his/her designee. For any department

meetings and/or special meetings, the department may designate, by two-thirds approval vote, a presider other than the Chair.

4. Student Representation at Department Meetings

Two graduate students shall be elected annually by the Graduate Student Association of the department to serve as non-voting representatives to department meetings. Two undergraduate students may also be elected by the undergraduate student organizations (i.e., the AsSOCiation and the Criminal Justice Student Association) to serve as non-voting representatives to department meetings.

C. CHAIR

1. Recommendations for Appointment of Department Chair Candidates

a. Nomination

As soon as it is known that a replacement for the Chair will be required, a three-member ad hoc screening committee, composed of one faculty member from each professorial rank, will be elected by the department faculty. In general, the ad hoc screening committee should be elected no later than one year prior to the selection of the candidate or candidates.

Any member of the ad hoc screening committee who accepts nomination as Chair shall be replaced on this committee by another staff member of the appropriate professorial rank.

The ad hoc screening committee is charged with carrying out the following responsibilities:

(1) To determine the qualifications most needed and most desired by the department community and the Dean. The criteria for selecting candidates for department chair shall be established through consultation with the Dean, through one or more general department meetings or retreats, supplemented if necessary by survey or other procedures;

(2) To receive nominations and seek approval from the nominees (any voting department faculty member shall be eligible to nominate a candidate for chair) or to organize an external search for appropriate candidates

(3) To gather information about each nominee or candidate, evaluate nominees and candidates on the basis of previously established criteria, screen out inappropriate nominees and candidates, distribute information about appropriate nominees and candidates, and arrange for their interviews;

(4) To prepare a slate of candidates to be distributed to the department at least one week prior to the department meeting to select the candidate to be recommended to the Dean.

A meeting of the department faculty, presided over by the chair of the ad hoc screening committee, will be held for the specific purpose of selecting candidates to be recommended to the Dean. Each candidate put forth on the slate prepared by the screening committee will be voted on separately by the faculty. A candidate, in order to be recommended to the Dean, must receive a simple majority vote. Voting shall be carried out by secret ballot, the result of which will be tabulated immediately by a special committee of three persons appointed by the presider of the special meeting and reported at that meeting. A ranked list of candidates for Chair will be sent to the Dean. Minority reports may be filed with the Dean.

If no person recommended to the Dean is selected by the Dean, or all selected decline the offer for the position of Chair, a special meeting with the Dean will be requested - within one week - to discuss the situation and the process by which other candidates may be recommended to the Dean.

Faculty on sabbatical or leaves of absence are eligible to vote and, if unavailable to attend the meeting, may cast an absentee ballot by message, mail, e-mail, or FAX. Absentee ballot(s) will be counted on the nominating ballot only. In the event of a ranking ballot, only those present will participate.

b. Goals

While recognizing that the determination of the Chair's responsibilities is the prerogative of the Administration as laid out in the WMU Policy Manual, the faculty of Sociology recommends that the Chair strive for the following goals:

(1) Professional Leadership. The Chair shall devote specific energies toward and provide measurable evidence of establishing:

(a) yearly department objectives
(b) long-term goals as are appropriate;

(2) Strengthening democratic processes in the resolution of department problems;

(3) Consideration of department policies pertaining to department objectives, development of course and curricular offerings, clarification of standards for staff appointment, tenure and promotion, and the creation of conditions for improved research and instruction;

(4) Creating optimum conditions for maximizing staff morale, cooperation, and productivity;

(5) Maintaining open channels of communication and constructive rapport with students, staff, and university officials;

(6) Exercising leadership in such other ways as are essential to maintain the high degree of respect the department and the discipline hold in the academic community.

c. Duties

(1) The Chair is expected to pursue the recruitment, replacement, and retention of faculty positions;

(2) The Chair is expected to make an annual report at a regularly constituted department meeting.

d. Chair Absence

If the Chair is to be absent from the university (other than for vacation time) for sabbatical or disability leaves of absence, the Executive Council of the Department of Sociology will nominate an Acting Chair of the Department of Sociology. This nomination, if confirmed by the department at a regular or special meeting of the department, shall be forwarded as a department recommendation to the Dean of the College of Arts and Sciences.

2. Recommendations for Reappointment of the Chair

The Chair shall be evaluated in coordination with the Dean's office at least every third year or more frequently by a majority vote of the department (see C in Department Operating Procedures and Policies). Results of the evaluation shall be distributed to faculty in a special meeting to review and recommend action to the Dean.

3. Recommendations for the Removal of the Chair

The faculty within the department recognize that due to changing circumstances within the university community and/or within the department, or due to the personal problems and/or incapacitation of the Chair, the incumbent may be unable, or may simply fail, to fulfill properly the expectations of the office (as specified by the Department Policy Statement) and, therefore, the faculty may determine that it is necessary and desirable to recommend his/her removal from office.

Thus, the faculty of the department reserves the right, and accepts the responsibility, to recommend to the appropriate university officers that the incumbent chair be removed. Such a recommendation will be forwarded to the current Chair, with an opportunity for the incumbent to resign as Chair prior to any further proceedings being initiated. Removal proceedings may be initiated: 1) by request of the Executive Council or 2) by written request, to the Executive Council, from any five members of the department faculty.

Upon receipt of the petition to consider the question of recommending the removal of the chair, a special meeting of the faculty shall be called by the Executive Council within two weeks of the request, for the purpose of a preliminary hearing on the particulars upon which the removal consideration is initiated. The current chair of the department will be permitted to attend the meeting.

As a first order of business, a "Hearing Chair" shall be selected by a majority vote of the members present. Persons signing the removal consideration request shall not serve as Hearing Chair. The Hearing Chair will then recognize a spokesperson for the faculty members requesting the hearing, who will present to the faculty in attendance the basis for their request, and all information which they deem relevant to the consideration. Members (including the current Chair) may ask questions or present additional information. After all information has been presented and understood to the satisfaction of the members present, a vote shall be taken to determine whether or not to proceed with a final removal hearing.

If the motion to recommend a final removal hearing is supported by a majority vote of those present, the Hearing Chair shall establish the date and time for the final hearing. At this point, appropriate University officials shall be informed by the Hearing Chair of the department's action and of the meeting date and site. The purpose of a final hearing is to review the information which formed the basis of the removal considerations and to permit the current Chair and appropriate administrative officials an opportunity to present any information they believe bears on the situation and to present whatever information they deem relevant to the department's action.

After hearing all discussion, a vote on the petition shall be taken by secret ballot. If the recommendation to remove is supported by a majority of the voting members present, a letter shall be prepared by the Hearing Chair for transmittal to the appropriate University officials. This letter shall include:

(1) The motion of removal with a full tabulation of the votes ("for," "against," and abstentions);

(2) The reasons given for such action;

(3) The procedures followed;

(4) The requested date of termination;

(5) A request for their concurrence, their assistance and cooperation in selecting a replacement, and their assistance in making an orderly transition in leadership roles.

If the recommendation for removal is approved by the Administration, the Executive Council shall select an ad hoc chair screening committee to be charged with carrying out the duties assigned to it as defined in the Department Policy Statement, and shall indicate a time schedule for completing its charge.

D. DEPARTMENT EXECUTIVE COUNCIL

The advisory body of the Department of Sociology will be the Executive Council.

1. Membership

There are three categories of Executive Council members:

(1) The Chair of the Department of Sociology;

(2) Three elected faculty members;

(3) A graduate student member.

The Chair of the department will serve as one of the regular members of the Executive Council.

The three faculty members of the Executive Council will be elected by the faculty of the Department of Sociology at the final department meeting of each academic year. The three regular members will serve staggered two-year terms. At the same time, the Department will elect the chair of the Executive Council from among the three regular faculty members. Faculty will be eligible for re-election to the Council after one academic year's absence from the Council. In the event of a prolonged absence from the Council by a regular member, the faculty of the Department of Sociology shall conduct a vote for an alternate member who shall replace the absent member. Such a vote ideally will occur at the next regularly scheduled department meeting, but may occur electronically by email or web-survey if Executive Council will or is likely to next meet before the next regularly scheduled department meeting.

The Graduate Student Association will, at the beginning of each academic year, elect one person to serve as a regular voting member of the Executive Council and one alternate member to serve in the event of a prolonged absence from the Council by the regular graduate member. The regular student member and the alternate serve a one-year term.

2. Functions

The Executive Council performs the following functions:

(1) If deemed necessary, review both short- and long-term department needs (e g., courses, curriculum, staffing, equipment, procedures, policies) and initiate action via the appropriate departmental committee or make recommendations to the department chair;

(2) Review Chair's recommendations regarding department organizational structure (NOTE: Promotion, tenure, and merit committees excluded);

(3) Perform any other functions as specified in this document and the WMU-AAUP Agreement, or as delegated or assigned by department faculty.

3. Meetings

The Executive Council will be scheduled by the Council's chair to meet monthly during the academic year. The Executive Council may also be called into special session by any member of the Council. A quorum will consist of four regular members.

Meetings of the Executive Council will be open as a general rule. However, the Executive Council may move to a closed session by a majority vote of the Council.

E. FACULTY RECRUITMENT, APPOINTMENT, REAPPOINTMENT, AND LAYOFFS

The WMU-AAUP Agreement recognizes three types of positions that are eligible to fit some combination of the teaching, research, and service missions of the department. The first is the traditional faculty line. The department affirms its reliance on traditional faculty to define and carry out each mission. The second type of position is that of the faculty specialist. The department might look to persons in this role to assist in specialized service needs within the department and to teach undergraduate courses for which traditional faculty are not well trained or are not available due to other considerations (e.g., workload). Finally, the third type of position is the term-appointment.

1. Appraising the Needs of the Department

On an annual basis, the faculty of the department will appraise the foreseeable hiring needs of the department. Whenever an opportunity to recruit an additional or replacement faculty member is possible, the department will be assigned the task of prioritizing hiring recommendations to be made to the Chair of the department.

It is the preference of the department that an emphasis be placed on the hiring of traditionally-ranked faculty. Given the nature of sociological inquiry, research, and teaching, faculty specialists are seen as an unusual fit with the traditional needs of the department.

Furthermore, term appointments are clearly intended to meet the needs of the department only for short periods of time.

2. Traditional Tenure Track Faculty

Traditional tenure track faculty are those individuals who hold the doctoral degree in Sociology or a related discipline and are expected to fully participate in the teaching, research, and service activities of the department. In recruiting such faculty members, emphasis is placed on those who have the doctorate in hand or for whom the doctoral degree is imminent. These faculty members hold the ranks of assistant, associate, or full professor.

When hiring for a position is authorized, the Chair will appoint an ad hoc recruitment committee (or committees, in the event of multiple positions). The ad hoc committee(s) will conduct recruiting activities, screen vitae, and make recommendations to the department for the interviewing of appropriate candidates. All application files will be made available for inspection by department faculty and graduate students. Candidates interviewed for a position will be evaluated by both faculty and graduate students. These evaluations will be initially reviewed by the ad hoc committee, which will make a hiring recommendation to the department. At a regular or special department meeting, the department will then review the evaluations and the ad hoc committee recommendation, and make a final recommendation to the Chair about the hiring of the candidate.

While faculty hiring decisions contractually rest with the Dean, the faculty of the Department of Sociology believe that the choice of candidates made by the department faculty and Chair should normally have presumption in the hiring decision. There are several reasons for such a presumption: 1) as members of a discipline, the faculty and Chair are presumed to have experience and expertise in the disciplinary knowledge and practice relevant to the evaluation of candidates; 2) as professionals, the faculty and Chair are presumed to be responsible for the choice of colleagues with whom they will work, and whose performance they will review; and 3) as the persons spending the most time and effort in reviewing candidates' materials and interacting with the candidates, the department faculty and Chair are presumed to be the best informed about the relative strengths and weaknesses of the candidates.

Faculty hired on traditionally-ranked, tenure-track appointments will be reviewed at least bi-annually by the department tenure committee, Chair, Dean, and Provost, as directed in the WMU-AAUP Agreement. The review will be based on the criteria specified in the current WMU-AAUP Agreement and the Department Policy Statement.

3. Faculty Specialists

Faculty specialist refers to a specialized type of faculty member. The University recognizes five types of faculty specialists - lecturers, clinical specialists, professional specialists, aviation specialists, and language specialists - as detailed in the WMU-AAUP Agreement. Faculty specialists may hold the ranks of Faculty Specialist I, Faculty Specialist II, and Master

Faculty Specialist. These ranks are roughly the equivalent of Instructor, Assistant Professor, and Associate Professor, respectively.

Should the department recommend the hiring of a faculty specialist, the Chair will appoint an ad hoc recruitment committee (or committees, in the event of multiple positions). The ad hoc committee(s) will conduct recruiting activities, screen vitae, and make recommendations to the department for the interviewing of appropriate candidates. All application files will be made available for inspection by department faculty and graduate students. Candidates interviewed for a position will be evaluated by both faculty and graduate students. These evaluations will initially be reviewed by the ad hoc committee, which will make a hiring recommendation to the department. At a regular or special department meeting, the department will then review the evaluations and the ad hoc committee recommendation, and make a final recommendation to the Chair about the hiring of the candidate.

Faculty hired on faculty specialist appointments will also be reviewed at least bi-annually by the department tenure committee, Chair, Dean, and Provost, as directed in the WMU-AAUP Agreement. The review will be based on the criteria specified in the current WMU-AAUP Agreement, the Department Policy Statement, and the faculty specialist's letter of appointment.

Persons holding an appointment as a faculty specialist shall be fully participating faculty members in the academic community; however, they shall not participate in the tenure and promotion decisions of traditionally ranked faculty.

4. Renewable-Term Appointment Faculty

This type of position is typically used for sabbatical leave, leaves-of-absence, emergency replacements, and temporary instructional needs. This type of appointment is renewable, but the consecutive appointments shall not exceed five years. When a term position has been renewed for a fourth consecutive year, the position shall be evaluated and considered for conversion to a tenure-track position.

When a term position has been renewed for a fourth consecutive year, the Executive Council will evaluate the position and consider whether it should be converted to a tenure-track position. If the Executive Council determines that the term position should be converted to a tenure-track position, it will make a recommendation to the Chair who will then forward this recommendation to the Dean.

Should the department recommend the hiring of a person on a renewable term appointment, the Chair will appoint an ad hoc recruitment committee (or committees, in the event of multiple positions). The ad hoc committee(s) will conduct recruiting activities, screen vitae, and make recommendations to the department for the interviewing of appropriate candidates. All application files will be made available for inspection by department faculty and graduate students. Candidates interviewed for the position will be evaluated by both faculty and graduate students. These evaluations will be initially reviewed by the ad hoc committee, which

will make a hiring recommendation to the department. At a regular or special department meeting, the department will then review the evaluations and the ad hoc committee recommendation, and make a final recommendation to the Chair about the hiring of the candidate.

Renewable-term appointments are subject to renewal upon approval by the Dean. When an appointment is approved as renewable, and should the incumbent desire reappointment, he/she will be asked to supply his/her credentials to the department tenure committee along with any supporting documents appropriate to their being renewed. The committee will make a recommendation to the Chair about the reappointment of the incumbent.

5. Recommendations with Respect to Anticipated Layoffs, Actual Layoffs, or Non-Renewals of Term Appointees

If the Administration informs the department of an anticipated layoff or non-renewal of a term appointee recommended for reappointment, the department Chair will call a special meeting of the faculty to consider recommendations. At this point, alternatives to layoffs or non-renewals shall be fully explored.

Should faculty layoffs be necessary, they shall be in accord with the provisions in the current WMU-AAUP Agreement.

6. Department Support for Spousal Hires

The current WMU-AAUP Agreement (Article 14.1.2) states that "Western will attempt to identify positions in the bargaining unit for the spouses of faculty members who are qualified to apply for and hold such positions." The faculty of the Department of Sociology strongly supports this provision and believes that the department and Administration should facilitate qualified spousal hires by looking first for tenure track positions. When a tenure track position cannot be identified for a qualified spouse of a faculty member, the department and Administration should explore other options, including flexible work arrangements such as job sharing, appointment of spousal hires as faculty specialists or on term appointments, or any other means to facilitate the hiring and retention of faculty and faculty spouses.

III. LEONARD C. KERCHER CENTER FOR SOCIAL RESEARCH

An integral part of the Department of Sociology, the Kercher Center for Social Research (KCSR) serves as the major research facility for the department. The KCSR should support and further research by supplying whatever is necessary within budgetary and staff limitations to assist faculty and student members of the department in their research activities and in research training. Furthermore, the KCSR should take an active role in pursuing all opportunities that may facilitate research and research training for both faculty and student members of the department.

The responsibility for administration and activities of the KCSR is vested in the director. The director is appointed by and serves at the discretion of the department Chair, with recommendations from the department faculty. The appointment is for two years, or the remainder of the term of the Chair by whom the director is appointed, whichever is shorter. Appointments are renewable.

The director of the KCSR will have the major responsibility for actively pursuing information about, as well as ties with, funding agencies, other departments, other researchers, offices within the university, or any other appropriate agency that may add to the possibility of initiating and funding research. The director is responsible for the planning of KCSR activities and the means of implementing its goals and policies, in consultation with KCSR Research Advisory Committee (defined below). The director is responsible for the preparation of the annual KCSR budget. The budget is submitted by the director to the department Chair and the Executive Council. The director is to make a written annual report of KCSR activities during the previous year and the goals, plans, and budget for the following year. The director will have appropriate time assigned to pursue KCSR activities. Within budgetary constraints, the director should have support to administer the KCSR during the entire calendar year.

At least one associate director may be appointed annually by the department Chair in consultation with the director of the KCSR. The associate director may be a department faculty member or a credentialed professional hired for that purpose. The number and status of associate directors will reflect the needs and activities of the KCSR. Within budgetary constraints, the associate director(s) should have support to administer the KCSR during the entire calendar year.

The Research Advisory Committee consists of five members of the Department of Sociology: four faculty members, and one graduate student. The faculty members will consist of the director (who will also serve as chair), the associate director(s), and the remaining faculty members recommended by the director with the approval of the Chair of the department. The graduate student will be selected by the Graduate Student Association.

All members of the sociology faculty are members of the Kercher Center for Social Research, are eligible to use its facilities, and may use their affiliation with the KCSR in applying for research grants. Within limitations of budget, the KCSR will provide (but is not limited to the provision of) the following to the faculty and students of the Department of Sociology:

(1) Space, equipment, data storage, supplies, research files, data bank facilities, and computer access and consultation;

(2) Consultation on research and research proposals;

(3) Planning to facilitate group research, interdisciplinary research, liaison with funding agencies and other researchers and research groups. Such planning and its reporting to the faculty and student members of the department is to be an ongoing part of KCSR activities.

IV. CRIMINAL JUSTICE PROGRAM

The Criminal Justice Program is an integral part of the Department of Sociology. Encompassing both the theoretical and applied elements within the academic disciplines of criminology and criminal justice, it is an undergraduate major administered within the Department of Sociology.

A. FACULTY

All full-time, board-appointed sociology faculty who teach criminology and/or criminal justice classes as part of their primary instructional load are also considered criminal justice faculty. The criminal justice faculty will meet at least once a semester to discuss matters as they directly impact the Criminal Justice Program and the Criminology Graduate Area. They shall also act as a department Criminal Justice Curriculum Committee.

B. DIRECTOR

The Director of the Criminal Justice Program shall be responsible for the administration and activities of the undergraduate Criminal Justice Program and for facilitating the work of the Criminology Graduate Area. The Director is appointed by the Chair of the department with recommendations of the faculty. The appointment is for two years, or the remainder of the term of the Chair by whom the Director is appointed, whichever is shorter. Appointments are renewable. The Director should have support to administer the Criminal Justice Program during its twelve-month operation.

C. DIRECTOR DUTIES

The Director is responsible for the daily administration of the Criminal Justice Program and Criminology Graduate Area which includes the responsibility to:

(1) Preside over all criminal justice and criminology faculty meetings and represent the Criminal Justice Program and Criminology Graduate Area at all University committees discussing/acting on program changes and requests;

(2) Coordinate and develop all staffing assignments, both graduate and undergraduate, to meet the curriculum needs of the Criminal Justice Program and Criminology Graduate Area and make recommendations to the Chair;

(3) Initiate the preparation of all required documents for the recruitment of new criminal justice faculty as a recommendation to the Chair. Should a criminal justice faculty position be authorized, the Director shall serve as a fully vested member of the recruitment committee;

(4) Recruit, supervise, and evaluate part-time instructors as needed to meet the curriculum needs of the Criminal Justice Program and Criminology Graduate Area;

(5) Supervise graduate student instructors of criminal justice classes;

(6) Supervise the activities of the department's Academic Advisor and Criminal Justice Administrative Assistant as they pertain directly to the Criminal Justice Program and its curriculum. The director will provide information to the Chair of the department relative to the performance of the Advisor and Assistant;

(7) Coordinate with the Administrative Assistant all off campus curriculum offerings, including the recruitment of instructors;

(8) Meet regularly with the Chair of the department regarding criminal justice and criminology activities and respond to administrative requests as they pertain to these areas. When appropriate, the Director shall meet jointly with the Chair and other university administrators, or represent the Chair, when issues directly affecting the Criminal Justice Program of Criminology Graduate Area (such as budget, staffing, instructional requirements) are concerned;

(9) Represent criminal justice to the public and public agencies such as the police, courts, and corrections and maintain a positive working relationship with those agencies;

(10) Facilitate and develop internship placements with local, state, and federal criminal justice agencies;

(11) Convene the Criminology Graduate Area faculty as needed to select the chair of the criminology doctoral area examination.

V. GOVERNMENTAL STRUCTURE – GOVERNANCE

Governance of the Department of Sociology shall be carried on through the committee structure of the department. The structure, personnel, and functions are specified and subject to change whenever deemed advisable by a majority vote of the voting members of the department.

The committees of the department shall be divided into three categories: (1) department committees (e.g., tenure, promotion); (2) instructional committees (e.g., Central Undergraduate, Central Graduate); and (3) procedural committees (e.g., Sabbatical, Adjunct Faculty). Ad hoc committees may be appointed from time to time as the need arises by the Chair or the Executive Council.

Unless otherwise specified, faculty members appointed to department committees shall serve one-year terms. Committee members may be reappointed for succeeding terms. When vacancies occur, the Chair may make temporary appointments to carry on necessary committee functions. Student members will serve annual terms.

A. TENURE COMMITTEE AND POLICY

1. Tenure Committee Functions and Structure

The Department Tenure Committee has two functions. First, it conducts periodic and final tenure reviews for each tenure-track probationary faculty member of the department (including faculty specialists). Second, it provides recommendations to the Department Chair and Administration about reappointment of term faculty members at the end of each of their reviews. The Department Tenure Committee consists of all tenured faculty.

The Department Tenure Committee shall select its own chair. A quorum of the Department Tenure Committee is 75% of all eligible members not on leave or sabbatical in a given year. All recommendations on tenure must be approved by a majority vote of the entire committee, except as described in the paragraph below.

In order to determine the recommendation for a probationary (e.g., 2nd year, 4th year) review, voting shall be conducted by first determining via secret ballot whether there is majority support for a positive, unconditional recommendation. If there is not majority support for an unconditional positive review, then votes will be taken for a conditional positive review, then negative conditional, as needed until a majority opinion is identified. Example ballots are provided in Appendix C.

2. Judgmental Criteria for Tenure

The judgmental criteria for tenure are as described in Appendix B.

a. Weighting of Judgmental Criteria

Professional competence and professional recognition are of equal weight and essential to the granting of tenure. Professional service is an important consideration, but of less weight than either professional competence or professional recognition.

3. Procedure for Tenure Review and Recommendation

The Department Tenure Committee expects the Chair of the department, in accordance with the WMU-AAUP Agreement, to direct the candidate to assemble a comprehensive personnel file containing information bearing on the faculty member's qualifications for tenure. It is the faculty member's responsibility to ensure the presence of complete and up-to-date information. The committee may supplement the file from other sources in accord with the provisions of the WMU-AAUP Agreement. In each tenure review, the committee is expected to respond to the evaluations of prior tenure reviews to indicate how the candidate has responded to them. In the event of faculty holding a joint appointment with another department, the WMU-AAUP Agreement makes provision for input from the joint department.

The Department Tenure Committee passes its recommendations to the candidate and the department chair.

4. Timetable

The timetable will be consistent with the WMU-AAUP Agreement.

5. Appeals Process

Faculty members have the right to appeal the tenure reviews/recommendations of the Department Tenure Committee, the Department Chair, the Dean, and the Provost. The appeals process for the evaluations/recommendations of the Department Chair, Dean, and Provost are found in the WMU-AAUP Agreement.

The Department Tenure Committee will not issue a letter of transmittal to the Chair regarding their evaluations/recommendations until the decision regarding any appeal of the Department Tenure Committee's tenure review/recommendation has been made. Faculty may appeal the Department Tenure Committee's tenure review/recommendation on procedural bases, if it is thought that the specified procedures of the WMU-AAUP Agreement or the Department Policy Statement have been violated. In addition, faculty may appeal the substance of any or all of the following: tenure recommendations; performance reviews; any element of tenure recommendations/performance reviews regarding professional competence, professional recognition or professional service, irrespective of the positive or negative character of the tenure recommendation/performance review.

All appeals must be made in writing in accordance with the timetable specified in the WMU-AAUP Agreement.

The appeal may consist of any or all of the following: submission of additional materials, as stipulated in the WMU-AAUP Agreement; submission of additional written communication from the appellant to the Tenure Committee; oral presentation by the appellant to the Tenure Committee.

6. Early Tenure Review

A faculty member may request an early final tenure review in accordance with the WMU-AAUP Agreement.

7. Stopping the Tenure Clock

Procedures for stopping the tenure clock will be consistent with the WMU-AAUP Agreement. Stopping the tenure clock may be necessary, per a written request by the faculty member, when the capacity for progress on work required for tenure is diminished for several reasons, including the birth of a child or parenting a newly adopted child, significant caregiver

responsibility for a spouse, parent or other dependent or for an ill and/or disabled child, serious personal illness or injury, military service obligations, or unforeseen and significant disruption of projects critical to the work required for tenure. The clock can be stopped for no more than two one-year periods during the probationary period.

The department supports the spirit of the language in the WMU-AAUP Agreement and acknowledges that any faculty member who is approved for a stop of the tenure clock and thus is in the probationary period for more than six years will be evaluated for tenure as if that faculty member had been on probationary status for six years. That is, normal standards for tenure will be recognized and the faculty member will not be disadvantaged in any way by requesting or receiving a stop to the tenure clock.

8. External Reviews

A faculty member may request external reviews for their final tenure review in accordance with the WMU-AAUP Agreement. External reviews shall be optional at the discretion of the candidate, and serve to provide additional information on the candidate's professional recognition for the Department Tenure Committee and subsequent reviewing bodies. An external review shall include a minimum of three external reviewers. The candidate and the chair of the Department Tenure Committee shall identify the names of the recommended number of mutually acceptable external reviewers. The chair of the Department Tenure Committee shall consult the entire Department Tenure Committee for recommendations and comments on identified potential reviewers prior to agreeing to any. Candidates should disclose any collaborations or relationships with potential reviewers. If the candidate and chair of the Department Tenure Committee are unable to reach agreement on the recommended reviewers, each will be responsible for identifying two external reviewers. Materials sent to the external reviewers should include a vita and other items that demonstrate professional recognition. The candidate and the chair of the Department Tenure Committee should attempt to reach mutual agreement as to these materials. If they are unable to reach agreement, the Department Tenure Committee shall make the final decision.

B. PROMOTIONS COMMITTEE AND POLICY

1. Promotions Committee Structure and Functions

The Department Promotions Committee shall consist of all the full professors in the department. If a promotion candidate is seeking promotion to any rank other than Professor, an *ad hoc* promotions committee shall be formed comprised of all department faculty members at or above the rank sought by the promotion candidate (see: WMU-AAUP 18.§6.3 & 18.§6.5). The committee shall elect its chair when convened by the department Chair. A quorum shall be 75% of all eligible members not on leave or sabbatical in a given year. Decisions are by a simple majority of the entire committee, except as described in the paragraph below.

In order to determine ratings for each of the three areas (competence, recognition, and service) voting shall be conducted by first determining via secret ballot whether there is majority support for an outstanding rating. If there is majority support for an outstanding rating within one of the three areas, then that rating shall be the recommendation of the committee for that area. For any area that does not have majority support for outstanding, another vote will be taken to determine whether there is majority support for substantial in that area. If there is not majority support for substantial in that area, then votes will be taken for significant, then satisfactory, as needed until a majority opinion is identified for each of the three areas. In the case of faculty specialists, only competence and service will be evaluated. Example ballots are provided in Appendix C.

The Department Promotions Committee shall carry out the following functions:

(a) Conduct performance reviews of all faculty who request promotion to full professor as well as promotions within the faculty specialist ranks or early promotions to associate professor;

(b) Inform all faculty who request promotion of its final recommendations on promotion;

(c) Serve as the first appeals forum for faculty members as specified by the WMU-AAUP Agreement;

(d) Inform the department chair of its final recommendations on promotion;

(e) Make specific recommendations to the College of Arts and Sciences, Social Science Division, College Promotions Committee for the granting of promotion within the timetable indicated in the current WMU-AAUP Agreement.

2. Procedures for Individual Faculty Members and the Department Promotions Committee

Notification of eligibility and nomination with regard to intent to apply for promotion shall occur in accordance with procedures and time lines specified in the WMU-AAUP Agreement. The chair of the Department Promotion Committee will communicate the department's time table for promotion review and appeal to all candidates. All persons formally considered will be advised in writing by the committee chair of the final recommendation concerning promotion and the reasons for the recommendation. All faculty members retain the right to appeal the recommendation of the Department Promotions Committee, as specified below.

The chair of the Department Promotions Committee shall communicate the recommendations of the Department Promotions Committee, with supporting documentation, to the department Chair and to the College Promotion Committee in accordance with the timetable indicated in the current WMU-AAUP Agreement.

3. College Promotion Committee Membership

Department faculty members shall elect one tenured full professor to serve on the Promotions Committee of the Division of Social Sciences of the College of Arts and Sciences. The selection will be made by action of the faculty at a department meeting at least two weeks prior to the date that nominations are due in the office of the Dean of the college. The term of service shall be in accord with the WMU-AAUP Agreement.

4. Qualifying Criteria for Promotion

a. Service in Rank

Length of service in rank required for promotion shall be in accordance with the WMU-AAUP Agreement. Exceptions to the requirement of length of service in rank may be requested by faculty members in accordance with the WMU-AAUP Agreement.

5. Judgmental Criteria

The judgmental criteria for promotion are as described in Appendix B.

a. Weighting of Judgmental Criteria

Professional competence and professional recognition are the most heavily weighted of the criteria - both should be demonstrated by candidates for promotion. Professional service is an important consideration, but of less weight than either professional competence or professional recognition. Ordinarily, it is expected that level of performance will increase with experience so that promotion to higher ranks will require demonstration of achievement in excess of that demonstrated for awarding of tenure.

Faculty seeking promotion will be evaluated according to the guidelines in the WMU-AAUP Agreement (see: 18.§3.7: Application of Judgmental Criteria to Traditionally-Ranked Faculty & 18.§3.8: Application of Judgmental Criteria to Faculty Specialists).

6. Procedure for Promotion Review and Recommendations

The Chair of the department, in accordance with the WMU-AAUP Agreement, will inform those eligible for promotion to assemble a comprehensive personnel file containing information bearing on the faculty member's qualifications for promotion. It is the faculty member's responsibility to ensure the presence of complete and up-to-date information. The committee may supplement the file from other sources in accord with the provisions of the WMU-AAUP Agreement. In the event of faculty holding a joint appointment with another department, the WMU-AAUP Agreement makes provision for input from the joint department.

The Department Promotion Committee passes its recommendations to the faculty member, the department Chair and the College Promotion Committee.

7. Timetable

The timetable will be consistent with the WMU-AAUP Agreement.

8. Appeals Process

Faculty have the right to appeal in writing promotion recommendations of the Department Promotion Committee, the College Promotion Committee, the Department Chair, the Dean, and the Provost. Appeals may be on procedural and/or substantive grounds. The appeal may include any or all of the following: submission of additional materials, as stipulated in the WMU-AAUP Agreement; submission of additional written communication from the appellant to the Promotion Committee; oral presentation by the appellant to the Department Promotion Committee. The Department Promotions Committee's letter will not be forwarded to the Department Chair until any decision regarding appeal is made. The appeals process for the recommendations of the College Promotion Committee, Department Chair, Dean, and Provost, including the timetables, is found in the WMU-AAUP Agreement.

9. External Reviews

A faculty member may request external reviews for their promotion review in accordance with the WMU-AAUP Agreement. External reviews shall be optional at the discretion of the candidate, and serve to provide additional information on the candidate's professional recognition for the Department Promotion Committee and subsequent reviewing bodies. An external review shall include a minimum of three external reviewers. The candidate and the chair of the Department Promotion Committee shall identify the names of the recommended number of mutually acceptable external reviewers. The chair of the Department Promotion Committee shall consult the entire Department Promotion Committee for recommendations and comments on identified potential reviewers prior to agreeing to any. Candidates should disclose any collaborations or relationships with potential reviewers. If the candidate and chair of the Department Promotion Committee are unable to reach agreement on the recommended reviewers, each will be responsible for identifying two external reviewers. Materials sent to the external reviewers should include a vita and other items that demonstrate professional recognition. The candidate and the chair of the Department Promotion Committee should attempt to reach mutual agreement as to these materials. If they are unable to reach agreement, the Department Promotion Committee shall make the final decision.

VI. DEPARTMENT OPERATING PROCEDURES AND POLICIES

In this section of the Sociology Department Policy Statement, we include the following operating procedures and policies:

(A) Degree and curricular requirements;

(B) Department budget allocations;

(C) Faculty evaluation of academic administrators;

(D) Instructor evaluation by students;

(E) Leaves of absence;

(F) Sabbatical leave;

(G) Teaching assignments and class schedules;

(H) Graduate faculty policy;

(I) Workload policy;

(J) Amendment procedure;

(K) Initiation of grievance procedures;

(L) Adjunct faculty appointment policy;

(M) Joint appointment;

(N) Assessment of student learning;

(O) Class-size capacity recommendations and approval process.

A. DEPARTMENT DEGREE AND CURRICULAR REQUIREMENTS

The Central Undergraduate Committee shall establish and maintain department undergraduate degree requirements and curricular offerings in sociology. All recommendations for program change shall be forwarded to the department for its action.

The Criminal Justice Committee shall establish and maintain department undergraduate degree requirements and curricular offerings in criminal justice. All recommendations for program change shall be forwarded to the department for its action.

The Central Graduate Committee shall establish and maintain department graduate degree requirements and curricular offerings. All recommendations for program change shall be forwarded to the department for its action.

Program changes include: changes in course titles, course descriptions and course credit hours; the catalog listing of new courses; the deletion from the catalog of listed course offerings; the addition, deletion or modification of major, minor, or degree requirements; the addition, termination, or modification of area programs; specialization and/or degree programs. Proposals shall be recommended to the department faculty and department chair for forwarding to the College Curriculum Committee.

B. DEPARTMENT BUDGET ALLOCATIONS

Budgetary disclosure will be subject to the WMU-AAUP Agreement's article on "Right to Data."

C. FACULTY EVALUATION OF THE CHAIR

The evaluation, which must be coordinated with the Dean's office, shall be conducted by a three member committee of the tenured faculty, appointed by the Executive Council, and with the chair of the committee designated at the time of appointment. The committee shall use the list of goals and duties of the Chair (as found in the Department Policy Statement) for the evaluation, subject to the approval of the faculty. The results of the evaluation and written report shall be transmitted to the department Chair, the department, and the Dean of the College of Arts and Sciences.

D. INSTRUCTOR EVALUATION BY STUDENTS

All instructors (i.e., bargaining unit faculty, graduate students, part-time instructors, emeriti, and adjunct faculty) of sociology courses, on or off campus, will administer the Instructor and Course Evaluation System (ICES) of the University of Illinois. As specified in the WMU-AAUP Agreement, bargaining unit faculty members must conduct student ratings in each class taught in at least one semester of each academic year (to be determined by the faculty member). Other instructors are expected to conduct student ratings in all classes, each semester and each summer session. Ratings from courses taught by sociology faculty for the first time may in the professional judgment of the tenure and promotion committees be weighed less heavily.

E. LEAVES OF ABSENCE

Various reasons exist for which a faculty member may need a leave of absence. Leaves of absence for reasons covered under the Family and Medical Leave Act (FMLA) include the birth of a child and the need to care for that child, the adoption or foster care placement of a child, the care of a spouse, child, or parent with a serious health condition, or serious personal illness. The faculty member shall inform the department Chair and Dean of the need for a leave under the FMLA in accordance with the WMU-AAUP Agreement. A leave of absence may also be granted to a faculty member for court-required service, funerals, and military service. A faculty member may obtain a leave of absence to become a candidate for public office or to carry out responsibilities if elected or appointed to a public office. In all cases, a faculty member who seeks a leave of absence should inform the department Chair in accordance with the WMU-AAUP Agreement. Specific procedures for acting on a request for leave of absence will be consistent with the WMU-AAUP Agreement.

The department Chair will strive to cooperate with the needs and interests of the faculty member requesting leave. The Chair's decision regarding the leave, the terms of the leave, and the timing and terms of the return will reflect the needs and interests of the faculty member and will emphasize flexibility and accommodation.

The department agrees with the spirit of Article 27.2.12 of the WMU-AAUP Agreement which acknowledges that it may not be in the best interest of students, faculty, or the department to have a faculty member return from leave mid-semester to the classroom. When a return from leave occurs during a semester, the Chair will cooperate with the faculty member to modify his/her duties upon return in a manner that attends to the needs of the faculty member and takes this concern about interrupting a course seriously. Options for a modified duties assignment for childbearing and child care are included in Article 27 and should be discussed by the department Chair and/or Dean and faculty member (the Provost must approve any modified leave status).

In the event a faculty member thinks that the Chair's suggestions, recommendations, or decisions regarding any aspect of leave and the subsequent return violates a provision of the WMU-AAUP Agreement, a grievance may be filed with the WMU-AAUP.

F. SABBATICAL LEAVE COMMITTEE

A committee of three faculty members shall be appointed by the Chair after consideration of recommendations by the faculty for the purpose of recommending approval or disapproval of sabbatical leave applications.

The recommendations of the Sabbatical Leave Committee shall be forwarded according to the procedure and timetable indicated in the governing WMU-AAUP Agreement.

In reviewing applications for sabbatical leave, the Sabbatical Leave Committee shall be concerned with whether the proposal is feasible, whether it may reasonably be expected to contribute to the professional competence and/or the professional recognition of the applicant, and whether it makes a contribution to the Department and University. An illustrative, but not exhaustive, list of potential sabbatical leave activities includes:

(1) Research: either organized or individual;

(2) Study: either an individual or institutional program;

(3) Enriched Experience: includes teaching in a cultural setting different from that of WMU, as well as internship and participation in a non-teaching occupational assignment with at least tangential relevance to academic interests.

G. TEACHING ASSIGNMENTS AND CLASS SCHEDULES

To provide the curriculum with the most current content and pedagogy, to provide faculty with opportunities for changes in teaching assignments, and to provide graduate students with a measure of flexibility in their selection of courses, the department recommends a policy of course rotation. This is based on the principle that specific courses are not permanently assigned to specific individuals. Rather, they are part of a curricular design that is based in the priorities of the department. Thus, the usual pattern of course assignment is for a faculty member to teach a given course three or four times, after which another faculty member may be assigned to it. While this policy applies primarily to graduate-level courses and core departmental courses, it may apply to other courses (both graduate and undergraduate) as well.

In order for the faculty to make recommendations concerning the construction of the class schedule, the department Chair will typically prepare a tentative draft schedule with distribution to all faculty for their individual responses and to the academic program committees (i.e., Criminal Justice, Central Undergraduate, and Central Graduate) for their responses. The final draft resulting from these discussions will typically be distributed to the faculty again for their review and comment before the schedule is submitted to the Dean. In addition to rotation, factors relevant to course assignments include student demand, programmatic needs (including undergraduate and graduate course balance), and faculty availability, faculty preferences, and workload considerations.

Equitable distribution of opportunities to teach in the Summer sessions and Extended University Programs will be provided by the Department of Sociology as required by the WMU-AAUP Agreement.

Recommendations from the respective program committee for each of the department's undergraduate majors and from the Central Graduate Committee regarding Summer courses (including online Summer courses) shall be provided to the Chair no later than the final day of regularly scheduled classes during the Spring semester of the calendar year before the courses are to be offered (i.e., approximately 12.5 months before the first Summer session begins). The recommendations shall include a list of courses/sections likely to meet enrollment requirements or otherwise programmatically important. The Chair shall send these lists to the department faculty and provide faculty with an opportunity to express their interest in summer teaching as well as their preferences with respect to course and session assignment, as well as instructional method. In accordance with the WMU-AAUP Agreement, bargaining unit faculty members have until November 1 to notify the chair that they want to be scheduled to teach summer courses. The chair may, however, solicit preliminary requests at an earlier time for purposes of composing a draft schedule. Taking into consideration recommendations from each of the committees, programmatic needs, and faculty preferences, the Chair will equitably arrange class schedules for the Summer sessions (including online Summer courses). Equitable distribution should address both Summer sessions collectively rather than a single session. Equitable distribution does not preclude one faculty member being assigned more courses than another faculty member when there are no other faculty members qualified and willing to teach the course(s) involved. If two faculty members are both qualified and willing to teach a course and assigned an unequal summer course schedule by necessity of limited course availability, that should be taken into consideration in future years when determining equitable distribution. Due to the evolving nature of summer course demand, this policy should be reviewed at least once every three years and amended as appropriate by the faculty through the normal amendment process.

Opportunities to teach in Extended University Programs will be communicated to the faculty as they arise by the Chair, and the Chair will also provide faculty with an opportunity to express their interest and preferences with respect to such opportunities. Taking into consideration programmatic needs as well as faculty preferences, the Chair will equitably distribute teaching opportunities in Extended University Programs.

Opportunities to teach in the Summer sessions and Extended University Programs will be provided to interested and qualified bargaining-unit faculty before they are offered to non-unit persons in accordance with the WMU-AAUP Agreement.

H. GRADUATE FACULTY POLICY

The Graduate Faculty in the Department of Sociology are responsible for graduate education in Sociology at Western Michigan University. Only faculty members who hold Board appointments which are either continuing, temporary, or adjunct with a term of at least two years duration are eligible to be full members of the Graduate Faculty. Other individuals who are needed to perform specific functions of the Sociology Graduate Faculty may be approved as Associate Members of the Graduate Faculty.

1. The Functions of the Graduate Faculty

The following are functions reserved for Full Members of the Graduate Faculty (Associate Members of the Graduate Faculty must be approved specifically for each function and may not direct PH.D. dissertations):

(a) Teach graduate level (500-, 600-, 700-level) courses in the Department of Sociology;

(b) Serve on M.A. thesis or essay committees, Ph.D. dissertation committees and Ph.D. area and specialty examination committees;

(c) Direct M.A. theses or essays and Ph.D. dissertations;

(d) Serve on the Graduate Studies Council and its subcommittees, on the departmental Central Graduate Committee, doctoral area exam committees, and on other University committees relating solely to graduate education.

2. Criteria for Full Membership

Full Members of the Graduate Faculty in Sociology must satisfy all of the following criteria for appointment:

(a) Members of the Graduate Faculty in Sociology must possess an earned doctorate in Sociology or a related discipline. Associate membership on the Graduate Faculty in

Sociology may be granted to junior faculty who have completed all requirements for the doctorate with the exception of the doctoral dissertation;

(b) Members of the Graduate Faculty in Sociology must exhibit current involvement in the conduct of research. It should be understood that the meaning of research in this context is not limited to empirical research in the narrow sense. Rather, it is intended to convey a broader range of scholarship that would include activity of either a more theoretical or applied nature. Conducting research – both funded and unfunded – gives the faculty member important opportunities for professional growth and development. It also affords graduate students the same opportunities through association with the faculty member.

Members of the Graduate Faculty in Sociology must also exhibit current professional accomplishments appropriate to the nature of thesis and dissertation work in the Department of Sociology. Final reports on grants or contracts published under the aegis of the Kercher Center for Social Research or a similar research organization that is a primary or major affiliation of the faculty member should be duly considered. Such reports may also be considered a form of publication.

"Publications" refers to books, scholarly monographs, chapters in scholarly books, and papers published in refereed scholarly journals appropriate to the faculty member's fields. Members of the Graduate Faculty in Sociology must demonstrate at least one such publication during the previous five years in addition to final reports for research projects.

Since it is important that research and professional activity be on a continuing basis, evidence of such activity must be of a relatively recent nature. As such, only research activity and publications during the five-year period preceding application for appointment or reappointment to the graduate faculty are to be considered in judging an applicant's qualification for Graduate Faculty status;

(c) Members of the Graduate Faculty in Sociology must exhibit teaching and/or professional experience appropriate to the functions they are to perform. Graduate teaching experience, previous successful participation on graduate thesis, essay, or examination committees, and research experience should be considered in relation to the functions to be performed by the applicant as a member of the Graduate Faculty. In the consideration of junior faculty members for Graduate Faculty status, allowance may be made for their lack of time to compile a substantial record of teaching and/or professional experience.

3. Term of Appointment of Full Members

The usual period of an appointment to membership in the Graduate Faculty shall end on June 30th, five years following the effective appointment date. Faculty members holding a

temporary Board appointment shall not be given an appointment to membership on the Graduate Faculty for a period of time in excess of the term of their appointment to the University.

4. Procedures for the Appointment of Full Members

(a) Applications for membership will be submitted to the department Chair. With the signature of the Chair of sociology, applications will be forwarded to the Dean of the College of Arts and Sciences. Appropriate colleagues from within and outside the Department of Sociology may be nominated for membership in the Graduate Faculty, provided they meet the established departmental criteria;

(b) In the event that an application is denied or not approved, the faculty member may request a hearing with the Chair of the department. Appeals concerning procedures for appointment can be made to the Dean of the Graduate College.

5. Reappointment and Termination of Appointment

(a) Reappointment shall follow the same procedure as for appointment, except that the supporting documentation may be limited to supplements;

(b) The termination of an appointment of an individual to the faculty of Western Michigan University shall automatically terminate his/her appointment as a member of the Graduate Faculty;

(c) In the case of termination of his/her appointment to the Graduate Faculty, a faculty member may complete duties relating to graduate education assigned to him/her during the period of his/her appointment as a member of the Graduate Faculty.

6. Associate Members

(a) An individual may be nominated to be an associate member of the Graduate Faculty in sociology for the purpose of performing specific functions of the Graduate Faculty. (e.g., service on a thesis or dissertation committee or teaching a specialized graduate course). However, associate members may not direct Ph.D. dissertations;

(b) Approval for associate membership shall be for the period of time, not longer than five years, required to perform the specific function(s) for which the approval is being granted. Approval for associate membership must be granted before an individual may begin assigned duties relating to graduate education;

(c) Departmental nominations of associate members shall be approved by the Chair and forwarded to the Dean of the College of Arts and Sciences;

(d) In the event that an application is denied or not approved, the candidate may request a hearing with the Chair of the department.

I. WORKLOAD POLICY

Total Department Workload is defined as the Department's contribution to the College and university in terms of contractually specified "competence," "recognition," and "service." Each year, the Chair, with the advice of the Executive Council, shall set a Total Department Workload goal; the Total Department Workload must meet programmatic needs and, at the same time, promote departmental excellence.

Each faculty member is assigned an Individual Faculty Workload. In principle, Individual Faculty Workloads should be as equivalent as possible. That is, the summated activities of each faculty member (categorized as competence, recognition, and service) ought to contribute more or less equally to the Department's function and goals.

It is recommended that Individual Faculty Workload assignments follow the standard practices of 2002-2005 regarding the allocation of teaching (competence), research (recognition), and service obligations. Under these practices, it is recommended that individual faculty teaching load should be presumed to be two courses per semester (six credit hours), with graduate faculty responsibilities, research projects, department and university service, and other service obligations constituting the other six hours of workload stipulated in the WMU-AAUP Agreement (Article 42.4).

Individual Faculty Workload may be adjusted based on a number of factors, a host of which are outlined in Appendix A. The teaching allocation may be reduced for an individual faculty member due to:

(a) Substantial research, creative, and/or other scholarly activity;

(b) Heavy advising responsibilities and/or heavy responsibility for supervising graduate theses or dissertations;

(c) Heavy graduate-level instruction, TA training, classes with high enrollments, upper level courses, writing intensive courses, multiple course preparations, supervision of Honors College projects, new course preparation and development, significant curriculum review and design, supervising individual student projects, internship advising, student organization advising, service to professional organizations, departmental, university or community service, or other significant activities.

The teaching allocation may be increased for faculty members not engaged in substantial research, creative, and/or other scholarly activity and/or not engaged in extensive work with graduate students.

In determining Individual Faculty Workload, each faculty member will consult with the department Chair regarding the faculty member's plans and obligations for the upcoming year and the department's teaching and service needs. The goal of this consultation is to reach a mutually agreeable allocation of workload responsibilities. If a mutually agreeable allocation cannot be determined, the faculty member may request a meeting with the department Chair and the department's Executive Committee in order to reach an agreement about equitable workload assignment.

J. AMENDMENT PROCEDURE

When a motion to amend the Department Policy Statement is made and seconded, a vote will be taken at a Department Bargaining Unit meeting not less than fourteen days after the motion. All eligible to vote will be notified of the motion to amend and the time and place of the Department Bargaining Unit meeting. To pass, amendments require approval by a majority of all regularly appointed department faculty. All eligible to vote, who cannot attend the Department Bargaining Unit meeting, may cast an absentee ballot by message, mail, e-mail or fax.

K. INITIATION OF GRIEVANCE PROCEDURES

A faculty member or group of faculty members may initiate grievance procedures according to the regulations specified in the current WMU-AAUP Agreement.

L. ADJUNCT FACULTY APPOINTMENT POLICY

1. Rationale

In the past, the Department of Sociology has avoided hiring professional staff on a temporary basis. The expansion of the department has been on the basis of its instructional and research needs. This, we feel, has been a wise policy and has avoided the painful retrenchment and the personal dislocation of colleagues. One of the less desirable consequences of this has been a paucity of faculty for unusual programmatic and research purposes. With the faculty of the Department of Sociology fully engaged in teaching, research, and university service, unusual requirements and opportunities sometimes leave the department shorthanded. One of the ways to remedy this shortage of professional staff is the judicious appointment of adjunct faculty. Adjunct appointments, while carrying no mandatory expenditure, offer professional resources to the department and the university, and provide credentials to the appointee.

2. Structure

The review of the credentials of applicants for adjunct status will occur through the Adjunct Faculty Committee. This is a standing, three-person committee of the department. This committee will review the credentials of the applicants and make a recommendation to the department. The department will consider the recommendation and forward its own recommendation to the Chair. The department Chair will then decide the appropriate adjunct status to be requested for the candidate.

3. Policy

Adjunct status will be recommended for a three-year period. This appointment is renewable. Adjunct status will include a specification of rank. The adjunct statuses are: adjunct instructor of sociology, adjunct assistant professor of sociology, adjunct associate professor of sociology, adjunct professor of sociology. The credentials, educational attainments, scholarly productivity, and areas of specialization of applicants will be the criteria for recommendation. The programmatic and research needs of the department shall also constitute criteria for recommendation for appointment of a candidate to adjunct status.

Prior to reappointment, an adjunct faculty member may request the Chair of the department for a review of his/her rank. In such an event, the Chair of the department will direct the faculty member to assemble a current vita containing information bearing on the faculty member's qualifications for reappointment at a different rank. It is the faculty member's responsibility to ensure the presence of complete and up-to-date information. The Adjunct Faculty Committee may supplement the file from other sources in accord with the provisions of the WMU-AAUP Agreement.

The Adjunct Faculty Committee passes its recommendations to the faculty member and the Chair. The Chair forwards the recommendation, with his/her own recommendation, to the Dean of the College of Arts and Sciences.

M. JOINT APPOINTMENT

At the time of initial appointment to the faculty, whether a faculty member's appointment is joint or solely in sociology is determined by the Dean. At any time, current members of the WMU faculty in one department may request appointments that are joint with another department. Since sociology is a discipline that has strong historic connections with a number of other disciplines (e.g., education, anthropology, public administration, etc.), it is not surprising that joint appointments would be common.

1. Procedures

The university procedure for requesting a joint appointment begins with the faculty member, who communicates his/her interest in a joint appointment to the Chair of his/her home department. If the Chair of the home department is agreeable to the change in appointment, the Chair of the home department contacts his/her Dean and then the Chair of the potential joint department to determine if they are also agreeable. The Chair of the joint department does the same with his/her Dean. If either Chair or Dean is not agreeable, the process stops at that point.

If both are agreeable, the faculty member requesting the joint appointment provides a written request for such an appointment to the Chair of the potential joint department. This request should contain the rationale for the request and any supporting documentation. In the case of both the home and the potential joint departments, the faculty of the departments must also formally recommend (by vote) the request. In sociology, the request will be considered at a

regular department meeting. Assuming that all parties are agreeable, the Chair of the joint department will send a letter to the faculty member, outlining the terms of the appointment. If the faculty member signs the letter, the Chairs of the home and joint departments forward the request to their respective Dean(s) for them to forward it to the Provost for action.

N. Assessment of Student Learning

In accordance with university policy, the Department of Sociology will engage in assessment of student learning according to the terms of the approved Learning Assessment Plans for the Department of Sociology and its Criminal Justice Major. It is important to emphasize that, as the University

Assessment Steering Committee's "Assessment Data Transparency Policy" makes clear, "each department determines the type and nature of data that can be shared outside of the department" (p. 3). The Department of Sociology recognizes that this transparency policy also makes provision for college deans and the Provost to request department-level data. According to the Learning Assessment Plans for the Department of Sociology and its Criminal Justice Major, which were approved by the University Assessment Steering Committee, information gathered through these assessment exercises will be released for scrutiny outside of the Department of Sociology only upon a majority vote of the faculty. In principle, the Department of Sociology believes that the information collected according to these plans should be used for internal assessment only; that is, the data collected according to the provisions of the Learning Assessment Plans approved by the University Assessment Steering Committee should be used only within the Department of Sociology to assess the achievement of goals and objectives in the sociology and criminal justice curricula, to ascertain program quality, and to determine the adequacy of resource allocation. These data will not be used in any way in personnel decisions.

O. Class-size Capacity Recommendations and Approval Process

In accordance with the WMU-AAUP Agreement (Article 42, Section 14), the faculty of the Department of Sociology shall periodically review class sizes in the department's courses and recommend changes to the Chair and Administration. These recommendations should be based on pedagogical standards and on the need to promote student engagement.

P. Evaluation of Faculty for Permanent Interdepartmental Transfers

The following process is recommended for use in situations in which the faculty of the Department of Sociology have been asked for a consultation or to make a recommendation concerning the interdepartmental transfer of faculty members into the Department of Sociology, such as described in Article 48 of the WMU-AAUP Contract or as otherwise requested by administration.

In order to provide an informed evaluation and recommendation of the faculty member under consideration for an interdepartmental transfer to the Department of Sociology, it is encouraged and recommended that the faculty member who is under consideration for a transfer perform each of the following steps:

A) Individually meet with the faculty of Sociology to discuss their potential transfer.

B) Provide a letter to the Chair of Sociology making a request for the transfer and an accompanying *C.V.* documenting professional competence, professional recognition, and professional service. The faculty member may also provide additional documentation related to these three areas if the faculty member chooses to do so. The letter of request, the *C.V.*, and any additional documentation should be made available by the chair to all tenured and tenure-track faculty in the Department of Sociology.

C) Provide a presentation (generally on their research) with questions and answers at a department meeting or at a scheduled event for the presentation for Sociology faculty and students. Graduate students in the department should be informed of the request for transfer and be invited to attend the presentation.

When providing a recommendation to the administration, tenured and tenure-track faculty in the Department of Sociology shall vote on the transfer request using secret ballots at a regular department meeting within a reasonable amount of time during a regular semester after the portfolio and presentation have been provided. The result of this vote is final, and serves as the department faculty's final recommendation to the administration.

APPENDIX A

WORKLOAD FORM

Below is a listing of activities that have been taken from various university-related documents (e.g., WMU-AAUP Agreement, merit application, AAUP letters addressing workload, etc.). This list is designed to be illustrative of the factors which might be used as rationales for redistribution between teaching and other responsibilities. Some of the items listed may not be weighed as heavily as others, and this should be taken into consideration in any redistribution request. The activities have been grouped according to the categories used in the WMU-AAUP Agreement for tenure, promotion, and merit decisions in the hope that a single tabulation of activities on the part of faculty would therefore serve multiple uses.

CATEGORY 1: PROFESSIONAL COMPETENCE

I. Undergraduate Instruction

(A) Scheduled undergraduate courses: 100-400 level
(B) 498 Field Experience
(C) 598 Readings in Sociology
(D) Honors Thesis or Essay - Chair, Member
(E) Waldo-Sangren or other University-sponsored student projects
(F) Other Undergraduate Major and Minor Advising
(G) Other factors

(1) Oversize class enrollment: 100-400 level courses
(2) New course preparation: 100-400 level courses
(3) Highly specialized preparation
(4) Writing-intensive courses
(5) Multiple preparations
(6) Honors courses
(7) Guest lecturing in undergraduate courses
(8) Course development
(9) Curriculum development
(10) Field supervision
(11) Teaching large classes
(12) Teaching EUP Courses

II. Graduate Supervision and Instruction

(A) Scheduled graduate courses: 500 and 600 level
(B) 598 Readings in Sociology
(C) 710 Independent Research
(D) 712 Professional Field Experience
(E) 725 Doctoral Research Seminar

(F) 735 Graduate Research
(G) Master's Essay or Thesis Committee - Chair or Member
(H) Doctoral Dissertation Committee - Chair or Member
(I) Area Examination Committee - Chair or Member
(J) Other Graduate Advising
(K) Other Factors

(1) Oversize class enrollment: 500-600 level courses
(2) New course preparation: 500-600 level courses
(3) Guest lecturing in graduate courses
(4) Highly specialized preparation
(5) Multiple preparations
(6) Course development
(7) Curriculum development
(8) Field supervision
(9) Teaching EUP Courses

CATEGORY 2: PROFESSIONAL RECOGNITION

III. Research and Non-Commercial Publication

(A) Research Proposal Preparation
(B) Research in Progress
(C) Publication Preparation
(D) Presentations at Professional Meetings
(E) Research Consultation
(F) Other Professional Consultation
(G) Office in National, Regional, or State Professional Association
(H) Editor of Professional Publication
(I) Reviewer for Professional Publication
(J) Reviewer for Funding Agency
(K) Media Exposure
(L) Other Professional Activity
(M) Creative Activity

CATEGORY 3: PROFESSIONAL SERVICE

IV. Department Service

(A) Director of KCSR
(B) Associate Director of KCSR
(C) Criminal Justice Program -.Director
(D) Graduate Program - Director
(E) Undergraduate Program - Director

(F) Executive Council - Chair or Member
(G) Other Working Committees - Chair
(H) Other Working Committees - Member
(I) Other Department Positions
(J) Organizer of Colloquium Series
(K) Mentoring New Faculty

V. University Service

(A) AAUP offices such as President, Vice-President, Executive Committee, Association Council, and AAUP Committees
(B) Faculty Senator and Faculty Senate Committees
(C) University Committees

VI. Other Professionally Oriented Service

(A) Significant Community Service
(B) Significant Service to Professional Organizations
(C) Editorial Work
(D) Substantive Consultation

APPENDIX B

JUDGMENTAL CRITERIA FOR TENURE AND PROMOTION

The following criteria shall be used when evaluating faculty for tenure and/or promotion recommendations. Ordinarily, it is expected that level of performance will increase with experience so that promotion to higher ranks will require demonstration of achievement in excess of that demonstrated for awarding of tenure, so although the same criteria are used, the expectations increase with rank.

a. Professional Competence

Professional competence is a necessity. A faculty member's teaching ability shall be evaluated by students and colleagues. Insofar as they pertain to teaching competence, efforts by the faculty member at curriculum development, innovation, and continuing self-education shall be included in the evaluation. Evaluations from courses taught by faculty for the first time may be weighed more lightly in the professional judgment of the committee.

All departmentally specified information on professional competence will be considered, including measures of student satisfaction.

Criteria for professional competence include the following:

(1) Classroom performance as judged by students ratings data and teaching observations. Post-tenure teaching observations are optional (see WMU-AAUP 16.§3.3.2), so teaching observations are not required for post-tenure promotional reviews and their absence may not disadvantage a candidate.

(2) Development and/or refinement of course offerings.

(3) Development and/or refinement of academic programs and curricula.

(4) Quality of instruction outside of course structures, including honors programs and master’s degrees (including supervision of theses), doctoral degrees (including supervision of dissertations), special projects, and so forth.

(5) Continuing education courses.

(6) Instructional materials development.

(7) Special teaching assignments.

(8) Postdoctoral education as it pertains to instruction or program/curriculum development.

b. Professional Recognition

In order to be evaluated positively for *tenure* in the Department of Sociology with respect to professional recognition, faculty are expected to demonstrate that not only were they able to complete their dissertation research successfully, but also that they have been able to move beyond the confines of their doctoral project. The issue the *tenure* committee must confront is if the faculty member will be able to continue to perform at least as well as is revealed by their performance between finishing their dissertation and their final tenure review.

Because this department offers graduate work, and many of the faculty will be advising students who are writing theses and dissertations, it is expected that the faculty themselves will engage in significant research and submit this research to the criticism of their peers via publication of scholarly books, monographs, and articles and through presentations to scholarly societies. Traditionally ranked faculty under consideration for tenure and/or promotion will be evaluated under these expectations. It is also expected that candidates for promotion to Professor will have achieved a national and/or international recognition. Evidence of professional recognition should be evaluated quantitatively *and* qualitatively, as not all forms of recognition are equally meritorious, even within categories and sub-categories.

Criteria for professional recognition include the following:

(1) Publication in refereed journals;

(2) Papers presented at professional meetings;

(3) Invited publications;

(4) Book reviews;

(5) Scholarly books and/or monographs;

(6) Receipt of research grants;

(7) Final reports of research projects, funded and/or unfunded;

(8) Grant and contract proposal submissions;

(9) Chapters in scholarly books;

(10) Postdoctoral education as it pertains to the development of scholarly and research capacity;

(11) Office in professional associations;

(12) Section/session organizer at professional meeting;

(13) Participant in professional meetings (panels, discussant, etc.);

(14) Referee (publication, publisher, foundation, meeting, etc.);

(15) Member of editorial staff of professional publication;

(16) Consultations;

(17) Professionally related governmental activity (e.g., commissions, boards, etc.);

(18) Evaluation research.

c. Professional Service

The faculty member shall have demonstrated competence and willingness in serving the needs of the department, the college, the university, the WMU-AAUP, and the community, when possible, in leadership roles. All faculty will participate in the administration and committee work of the department and/or the university. Tenure-track faculty members will normally be less heavily involved in this type of activity than will tenured faculty members, but they will be expected to perform satisfactorily a proportionate share of such duties. Faculty members will be evaluated in their performance of these obligations. Although community involvement may be considered as a factor supporting tenure and/or promotion, its absence will not be considered a barrier.

Criteria for professional service include the following:

(1) Service on department committees/councils.

(2) Service on college committees.

(3) Service on university committees/honorary societies.

(4) Service on Faculty Senate committees/councils and/or WMU-AAUP committees/councils.

(5) Service to local, state, regional, national, and/or international organizations that are clearly not professional or academic groups.

(6) Presentations to local, state, regional, national and/or international organizations that are clearly not professional or academic groups.

APPENDIX C

EXAMPLE BALLOTS FOR TENURE AND PROMOTION

1) Probationary Tenure Review (e.g., 2nd year, 4th year)

Vote #1:

Circle yes or no:

Does the candidate meet the requirements for a positive and unconditional tenure review?

Yes No

Vote #2 (if needed):

Circle yes or no:

Does the candidate meet the requirements for at least a positive and conditional tenure review?

Yes No

Vote #3 (if needed):

Circle yes or no:

Does the candidate meet the requirements for at least a negative and conditional tenure review?

Yes No

2) Final Tenure Review

Vote #1:

Circle yes or no:

Does the candidate meet the requirements for a positive final tenure review?

Yes No

3) Promotions

Vote #1:

Circle yes or no for each area:

Has the candidate achieved *outstanding* professional competence?	Yes	No
Has the candidate achieved *outstanding* professional recognition?	Yes	No
Has the candidate achieved *outstanding* professional service?	Yes	No

Vote #2 (if needed):

Circle yes or no for each area, but leave blank any areas that already have a majority decision:

Has the candidate achieved at least *substantial* professional competence?	Yes	No
Has the candidate achieved at least *substantial* professional recognition?	Yes	No
Has the candidate achieved at least *substantial* professional service?	Yes	No

Vote #3 (if needed):

Circle yes or no for each area, but leave blank any areas that already have a majority decision:

Has the candidate achieved at least *significant* professional competence?	Yes	No
Has the candidate achieved at least *significant* professional recognition?	Yes	No
Has the candidate achieved at least *significant* professional service?	Yes	No

Vote #4 (if needed):

Circle yes or no for each area, but leave blank any areas that already have a majority decision:

Has the candidate achieved at least *satisfactory* professional competence?	Yes	No
Has the candidate achieved at least *satisfactory* professional recognition?	Yes	No
Has the candidate achieved at least *satisfactory* professional service?	Yes	No