

BY-LAWS FOR THE DEPARTMENT OF SOCIOLOGY
PORTLAND STATE UNIVERSITY

Section 1.0: Departmental Faculty Membership Defined

Departmental faculty membership is extended to persons in academic employment at Portland State University who, at the time of the action, possess an annual appointment (FTE) of at least .50 in the Department of Sociology.

Voting rights are extended to persons in academic employment at Portland State University who, at the time of action, possess a tenure-track appointment (FTE) of at least .50 in the Department of Sociology. Persons who meet these criteria but are on leave, of whatever type, are extended voting rights based upon the rule set forth above, irrespective of their FTE at the time of action.

Voting rights may be extended to persons not meeting the above criteria. A grant of voting rights requires a two-thirds vote of those with voting rights and who are also in attendance at a constitutionally held Department meeting. Any granted rights must be renewed each academic year.

Section 1.1: Consequences of Departmental Membership

Persons holding Departmental membership with voting rights are obliged to participate in all normal Departmental duties (attend department meetings, accept and accomplish committee work, etc.) in proportion to their appointment in the Department (FTE). Persons holding Departmental membership without voting rights are invited to participate in the above Departmental duties.

Section 2.0: Departmental Rule Defined

The Department of Sociology is a direct democracy in all internal matters save for those specifically restricted by administrative code or law. Issues are resolved where possible, and where a vote is not otherwise mandated, by faculty consensus. Any faculty member with voting rights has the right to call for a vote on a particular issue. Departmental voting, by ballot, is mandatory for: revision of the By-laws (Section 2.1); approval of the membership of standing committees, nominated by the Chair (Section 3.2); selection of the Department Chair (Section 4.1); hiring of a new faculty member (Section 4.3); approval of Directors of Centers or other specialized functional entities established by the Department (Section 6.0, 6.1); and removal of any elected or confirmed position holder (Section 5.0). Decisions on the above, and on any other issue on which consensus cannot be reached, are made by majority vote of those attending a constitutionally held Department meeting. Majority is defined as fifty percent plus one additional vote in the affirmative or negative relative to the issue under consideration. Votes to abstain or failure to vote when counted in the calculation of the number necessary for a "majority," while technically different from nay votes, are effectively "nay" under the rule set forth above.

Section 2.1: Procedure for Revising the By-Laws

The By-Laws of the Department may be revised in either of two ways. When a revision of the By-laws has been placed on the agenda of a regularly called Department meeting, the By-laws may be revised by majority votes of the faculty in attendance. A change in the By-laws may also be accomplished if the change is voted to the floor when not a part of the announced agenda. However, approval of the change under this circumstance requires a two-thirds majority vote in favor of the change.

A waiver of any By-laws requires a favorable two-thirds majority vote.

Section 2.2: Internal Conduct of Meetings

Topics requiring a vote of the faculty must appear on an agenda distributed with the call to assemble, or be added with approval from the majority of the faculty.

Section 2.3: Constitutionally Convened Department Meeting Defined

A meeting of the Department faculty is considered to be constitutionally convened when at least fifty percent plus one of those currently holding voting rights are assembled in response to an announced call to assemble. Such a call to assemble may be made by any Departmental citizen with voting rights in the Department. This announcement must be made at least 48 hours prior to the scheduled meeting. Persons on leave for whatever reason who are not in attendance are subtracted from the total of voting members to establish the base for calculating fifty percent plus one.

Section 2.4: Emergency Faculty Meeting Defined

As the need arises, an emergency faculty meeting may be convened on shorter notice. To be considered constitutionally held, however, said meeting must be an assemblage of at least two-thirds of those holding voting rights at the time of the action. Members on leave, of whatever type, will be subtracted from the total of voting members to establish the base for calculating the two-thirds fraction.

Section 3.0: The Work of Committees

Departmental committees may be assigned tasks by any administrative member, or administratively empowered agency of the University. The committees may also be assigned tasks by a vote of the Department members to refer to committee. Additionally, a committee may define tasks for itself.

Section 3.1: Standing Committees Defined

The Executive Committee: The Executive committee is responsible for (1) advising the Department Chair on the general directions of development of the Department; (2) advising the Chair relative to the budgeting of funds internally; (3) making recommendations to the faculty with regard to the hiring of new regular faculty members (see section 4.3) and to the Chair with

regard to hiring of part-time and temporary faculty; (4) developing and recommending rule changes in Departmental by-laws and other matters pertaining to both the internal and external affairs of the Department not specifically delegated to another committee; and (5) keeping a record of any changes made by the faculty in Department rules.

The Executive Committee is made up of the Chairs of the other Standing Committees. The Chair of the Executive Committee is elected by the Executive Committee members. The Chair of the Executive Committee will serve as Chair of the Department in the absence of the chair.

The Executive Committee shall meet regularly (at least once a month) with the Department Chair. While final internal responsibility for administering the budget rests with the Department Chair, the Executive Committee shall work with the Chair to provide guidelines to the faculty at the beginning of each academic year for the disbursement of funds for services and supplies, student wages, travel, part-time teaching, research, and any other assistantships, and other internal funds (except salary of regularly appointed faculty members). In the ordinary course of affairs, the preparation of budgetary details will be made by the Chair and the Departmental Secretary. The role of the Executive Committee with regard to budgetary matters is understood to be helping the Chair maintain judicious, public, and equitable procedures and processes for the internal disbursement of funds. The day-to-day supervision of small expenditures is the duty of the Chair.

The Curriculum Committee: The Curriculum Committee is responsible for overseeing the development of the graduate and undergraduate curricula of the Department. Development of the graduate curriculum should be done in consultation with the Graduate Committee.

The preparation of the actual course schedule is the responsibility of the Department Chair. However, the Curriculum Committee can advise the Chair in assuring that equity, in addition to other matters, be considered in assigning loads throughout the year. The normal teaching load of all faculty is eight (8) units per term with allocations reduced in proportion to the members FTE during the academic year. So far as can be made consistent with Department teaching needs, preferred hours and days must be rotated among the faculty.

All requests for consideration for such matters as summer teaching and reduced teaching loads must be sent to the Chair, who will submit her/his recommendation to the Curriculum Committee for its advice.

The Graduate Committee: The Graduate Committee is responsible for overseeing the operation of the graduate program(s) of the Department in consultation with the Chair, including the appointment of graduate students to paid positions in the Department.

The thesis process:

In accordance with Departmental rules on the Graduate program, a student's thesis committee is a three-person committee approved in writing by the Graduate Committee. At least two of the three persons serving on the thesis committee must be

annually appointed members of the Department of Sociology with appointments of .50 FTE or higher.

After approval of a thesis committee, the thesis committee chair must submit to the Department, on behalf of the candidate, a thesis proposal. This proposal (which must not exceed three single spaced, type written pages) must be brought to the faculty for discussion and informational purposes at a constitutionally held Departmental faculty meeting.

The Public Relations Committee: The Public Relations Committee is responsible for the maintenance of good communications and public relations between the Department and the public, students, and other internal and external agencies and persons.

In addition, the Public Relations Committee is responsible for the election process for the Department Chair.

The Personnel Committee: The Personnel Committee is responsible for making Departmental recommendations to the Department Chair relating to the promotion, tenure, salary, and retention as called for by the rules of the University.

Each year, the Personnel Committee will develop its own internal procedures. These must be consistent with Federal, State, and University law and policy as well as the following stipulations:

- A. The Committee must assure that no rules or considerations be undertaken which in any way discriminates on the basis of sex, ethnicity, or any other criterion which is not demonstrably related to job performance.
- B. Student commentary on cases must be encouraged and conveniently scheduled.
- C. All faculty shall be required to fully document all accomplishments in all areas of claimed endeavor including publications, professional activity, teaching quality, university and community service. Absence of supporting documentation shall be taken as a deficiency in the area under consideration. Teaching quality must be measured by standardized departmental course evaluations. In addition, other supporting evidence of teaching quality such as written or oral student comments, class syllabi, or other material can be presented.
- D. The Committee will announce a specific time and structure allowing persons under consideration to appeal their case to the Committee prior to its submission of recommendations to the Chair.
- E. For purpose of retention, tenure, and promotion, two members will be added to the Committee. These members will be elected at-large at a faculty meeting.

The Committee must, as in all other matters, be especially sensitive to issues of discrimination. Minutes should be kept of all meetings.

Section 3.1 Standing Committees Defined

The Center for Health & Social Inequality Research (CHSIR) Committee:

The CHSIR Committee is responsible for overseeing the operations of the Center for Health & Social Inequality Research (CHSIR) of the Department (Section 6.1), in consultation with the Chair.

The CHSIR Committee is made up of the Director of CHSIR who will also serve as the Chair of the committee, the Department's Planning and Grants Officer, the Director of Graduate Studies of the Department, and three or four additional members of the Department to be appointed by the Chair, in consultation with the Director of CHSIR.

Section 3.2: Committee Membership Defined

All voting members of the Department are, by definition, available to serve on Departmental Committees.

Committees shall be composed of three Department members who have been nominated by the Chair and confirmed by the faculty of the Department, during an early meeting in the Fall of each year. The members of each Committee will select one of the members to serve as Chair of that Committee.

It is the responsibility of the Chair and the Department members in confirming nominations to assure that Committee assignments are rotated periodically among the faculty to assure an equitable distribution of work and influence.

It is the responsibility of all faculty members to inform the Chair, prior to the nomination process, if they have preferences relative to Committee assignments. When practical and reasonable, these preferences should be honored in the nomination process.

Section 3.3: Committee Service and Leaves

It is the responsibility of persons going on leave, of whatever type, to inform the Chair of their availability or non-availability for Committee service.

It is the responsibility of the faculty members on leave to keep the Chair and the Personnel Committee informed of their current mailing address, and, when practical, telephone number.

The remaining member(s) of a committee diminished by the absence of one or more members for one month or more shall request the Chair to appoint a replacement(s). Name(s) of

replacement(s) shall be put before the faculty for confirmation within one month of the request by the diminished Committee.

Section 4.0: Rules Relating to Recurring Departmental Decisions

During any given year, or over the course of a given set of years, the Department confronts four general decision areas: (1) election of a Department Head (known herein as the Department Chair), (2) the appointment of a Graduate Director, (3) the hiring of new faculty, (4) the appointment of post-tenure Review Committees. Each area is described below.

Section 4.1: The Department Chair is elected for a period of three consecutive fiscal years (September 1 to August 31). To be constitutional, a voting member of the Department must receive a fifty percent plus one vote of all those holding voting rights in the Department at the time of the election. Members on leave are counted in establishing the base for the above calculation. Said election shall take place in the month of April of the third year of the current Chair's term, or in the case of an irregular vacancy, within one month of the occurrence of said vacancy.

The administration of the election is the responsibility of the Public Relations Committee operating under the following guidelines:

- A. Notice of the election must be at least three weeks prior to the election.
- B. A structure must be provided for:
 - 1. graduate student participation (voting excepted)
 - 2. closed balloting
 - 3. timely notification of the Dean of Departmental action
- C. In the case of an election to fill an irregular vacancy, the three years shall be calculated from September 1 prior to the election to fill the irregular vacancy.

In the event that the Chair cannot be elected by the end of the Spring term, the seated Chair of the Executive Committee will serve as Acting Chair with another election attempted the following April.

Section 4.2: Early in the fall of each year, the Chair will place a nominee for Graduate Director before the faculty in a constitutionally held meeting. In making this nomination, the Chair is urged to consider matters of equity, continuity, and fairness in the representation of the various and diverse elements of the Department.

- A. The Graduate Director is Chair of the Graduate Committee. As such this person is responsible for the orderly running of the graduate program in Sociology and allied degree programs. While responsible for overseeing admissions, graduation deadlines, and the like, the Graduate Director is expected to work in close consultation with the Graduate Committee, the Departmental Chair, and the Chairs of students' thesis Committees.

Section 4.3: When the Department has been authorized to hire an additional regular faculty member, the Chair of the Department shall form an ad hoc Search Committee, whose members shall be approved by the faculty. The Chair will be an ex-officio member of the Committee. It shall be the responsibility of the Committee to design and submit whatever external announcements are to be made for the position available. It shall further be the Committee's responsibility to screen all applicants and make recommendations to the faculty relative to the available pool of candidates. Final authority to tender an offer resides with the Department faculty. Authority is established by majority vote in a constitutionally convened meeting of the Department faculty.

Section 4.4: In consultation with the Chair, any candidate under post-tenure review will develop a list of three tenured faculty members, two of whom must be members of the Department of Sociology, to serve as the candidate's Post-Tenure Review Committee. These persons will then be asked to serve. In the event that one or more of these persons cannot serve, then the consultation process will be repeated until a committee is established.

Section 5.0: Removal of any Elected or Confirmed Position Holder

A person elected or confirmed in any Departmental position may be removed from office by a vote of the faculty members holding voting rights. For said removal to be constitutional, two-thirds of those holding voting rights must vote in favor of removal. Members on leave are counted in establishing the base in the above calculation. In the case of Department Chair, whose position has larger budgetary and administrative implications, it shall be the responsibility of the Personnel Committee to inform the Dean of the Department's decision and to pursue and effect a satisfactory and orderly transition.

Section 6.0 Departmental Entities Defined

Within the Department, entities may be established that have specific functions. These functions are an integral part of the Department's overall role and mission.

Section 6.1 The Center for Health & Social Inequality Research (CHSIR)

The Center for Health & Social Inequality Research (CHSIR) is an entity within the Department, which is inclusive of and serves to advance the Department's faculty research activities. Its mission is to promote and conduct collaborative, inter-disciplinary research that will advance understanding of how social institutions and processes facilitate or impede the health and well-being of all groups in society.

It will have a Director who is a tenured member of the Department and will be appointed annually by the Chair and approved by a vote of the Department (Section 2.0). The Director's term of office is renewable. The Center will also have an Advisory Committee and Faculty Affiliates, comprised from those who serve as CHSIR's research collaborators from outside the Department, whose membership is proposed by the CHSIR Committee in consultation with the Chair (Section 3.1) and approved by a vote of the Department (Section 2.0).

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