

## BY-LAWS

### DEPARTMENT OF SOCIOLOGY COLLEGE OF LIBERAL ARTS AND SCIENCES UNIVERSITY OF COLORADO DENVER

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#### I. INTRODUCTION

This document is a general description of the structure and pattern of administration for *the Department of Sociology* (hereafter *the Department*) in the College of Liberal Arts and Sciences (CLAS) at the University of Colorado Denver, Denver Campus. This document is a supplement to the rules, policies, and procedures published in documents such as the *University of Colorado Denver Faculty Handbook* and various CLAS policies, which take precedence over the ideas expressed herein.

#### II. MISSION

The mission of the Department of Sociology at the University of Colorado Denver is 1) to engage students in a multi-faceted learning experience that provides an understanding of how individuals and institutions interact to shape our social world; 2) to conduct empirical and theoretical research that advances and expands knowledge in the field of sociology; 3) to participate actively in programs of interdisciplinary research, education, and service as an involved member of the university community; and 4) to bring sociological theory and research to bear on social problems in the communities in which our faculty, staff, and students live and work.

#### III. FACULTY

A. Faculty Structure. The faculty of *the Department* includes regular rostered faculty, auxiliary (e.g., lecturers), and emeritus faculty members. Only those persons appointed with titles of *professor*, *associate professor*, *assistant professor*, *professor-clinical teaching track*, *associate professor-clinical teaching track*, *assistant professor-clinical teaching track*, *senior instructor*, and *instructor* are eligible to vote on Departmental governance matters (these are the faculty to which the term *rostered faculty* applies). *The Department* makes a variety of temporary appointments to *lecturers* to cover specific teaching needs. Lecturers will be consulted, as appropriate, in areas related to their contributions to *the Department*. Emeritus faculty appointments recognize retired faculty members who have given extensive service to the University, and may continue to provide valuable service to the University after retirement. Such continued involvement with *the Department* is welcomed and may be negotiated with *the Department Chair*.

1. Definition of rostered faculty titles.
  - a. Tenured and tenure track faculty include rostered faculty who hold a terminal degree in their field and the position of *Professor*, *Associate Professor*, or *Assistant Professor*. These faculty members are evaluated with a 40-40-20 evaluation formula: 40% for instructional activities, 40% for research and creative activities, and 20% for leadership and service activities, unless a differentiated workload has been negotiated with administration. The policies and procedures for reappointment and promotion of tenured and tenure-track faculty may be found in Appendix A.
  - b. Rostered faculty who hold the position of *Professor - Clinical teaching track*, *Associate Professor - Clinical teaching track*, or *Assistant Professor - Clinical teaching track* are at will employees who hold one-year renewable contracts. Clinical teaching track faculty members are eligible for promotion but are not eligible for tenure within the clinical teaching track. Unless otherwise negotiated, they are evaluated on an 80-10-10 formula: 80% for instructional activities, 10% for scholarship and 10% for leadership and service activities. Clinical teaching track faculty hold the terminal degree in their field. The policies and procedures for appointment, reappointment (these titles must be renewed every three years), and promotion of clinical teaching track faculty may be found in Appendix B.
  - c. Rostered faculty who hold the position of *Senior Instructor* or *Instructor* are at will employees who hold one-year, renewable contracts. Instructors are eligible for promotion to Senior Instructor but are not eligible for tenure within the instructor track. Unless otherwise negotiated with the Chair, 100% percent of instructors' effort is devoted to instructional activity. Instructors must hold at least a Master's degree in sociology or a related field, and whenever possible, *the Department* will seek instructors who hold the terminal degree in their field. Instructors who hold doctoral degree in their field are eligible to serve on *the Department's* graduate faculty. The criteria and procedure for promotion of an Instructor to Senior Instructor may be found below in section C. 5. on page 8.
2. Definition of *Lecturer*. Lecturers cover specific teaching needs in *the Department*. Lecturers are at-will employees who are hired on a one-semester basis to teach a specific course or courses. Lecturers may not teach more than four 3-credit hour courses per two-semester academic year or two courses in a given semester. One hundred percent of lecturers' effort is devoted to instructional activity in formal courses.
3. Faculty members of *the Department* who meet the criteria specified in the Graduate School Rules for the University of Colorado Denver (<http://www.ucdenver.edu/academics/colleges/Graduate-School/graduate-faculty/Pages/faculty-resources.aspx>) may be nominated by the Chair or Graduate

Program Director for a graduate faculty appointment. These faculty members are responsible for contributing to the graduate degree program(s) offered by *the Department*, in accordance with the Graduate School Rules. Graduate faculty members are the only faculty members who may participate in graduate program committees.

- B. Faculty Duties and Responsibilities. Rostered faculty members in *the Department* are expected to perform a combination of instructional, scholarly, and service duties, as appropriate to their faculty titles and as negotiated in their contracts. Annual evaluation criteria for these activities for all rostered faculty are found in Appendix C.
1. **Instructional Activity:** The duties of all rostered faculty include the teaching of formal courses. The standard teaching assignment for tenured/tenure-track faculty is four formal courses in a two-semester academic year. For instructors and senior instructors, the standard teaching load is 10 courses in a two-semester academic year. Instructors and senior instructors may not teach more than five courses in any semester. For clinical teaching track faculty, the normal teaching load is six courses in a two-semester academic year. In addition to formal course instruction, rostered faculty members are expected to engage in activities, such as: directing undergraduate and graduate student independent studies, directing theses, serving on graduate comprehensive examination committees, working with students on Latin honors projects, developing curricular materials, and covering classes for other faculty members when necessary. Instructional activities vary for tenured/tenure-track faculty members, clinical teaching track faculty members, and instructors, and also based on workload agreements. Instructors and senior instructors may negotiate a course reduction to accommodate additional instructional activities.
  2. **Scholarly Activity/Research:** All tenured/tenure-track faculty members are expected to engage regularly in scholarly activity and research. This will result in presentations and published works in peer-reviewed outlets, as outlined in *the Department's* merit criteria document (Appendix C). All clinical teaching track faculty members are also expected to regularly engage in scholarly activity (Appendix C).
  3. **Leadership and Service Activities:** All tenured/tenure-track and clinical teaching track faculty members are expected to participate in the governance of *the Department*, including service on Department committees. Contributions to College, University, and community service also are important, as well as service to major academic and professional organizations. Instructors and senior instructors may negotiate a course reduction to accommodate service activities associated with their university position.
  4. **Differentiated Workload Policy.** Tenured and tenure-track faculty may request that the Dean redistribute effort in order to increase the faculty member's time devoted to research, teaching, or service. (Procedures for requesting and

implementing differentiated workloads are given in the CLAS policy on Differentiated Work Loads found at [http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/Documents/policies/differentiated\\_workload\\_policy.pdf](http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/Documents/policies/differentiated_workload_policy.pdf)

C. Faculty Evaluation, Reappointment, Tenure & Promotion

1. Peer Observation & Evaluation of Teaching. The Sociology faculty recognizes the importance of multiple forms of teaching evaluation, and thus participates in a standardized process of peer teaching observation and evaluation. [This process also addresses CU's Administrative Policy Statement #1009: Multiple Means of Teaching Evaluation.]
  - a. The teaching of each rostered faculty member is reviewed by a departmental peer once every three semesters. The Chair establishes the rotation.
  - b. Lecturers are also subject to peer review at the discretion of the department Chair once they have taught at least one semester.
  - c. The faculty member being reviewed provides multiple names of possible reviewers to Chair, as well as suggesting the course to be reviewed.
  - d. Upon approval by the faculty member under review, the Chair selects a peer reviewer and a particular course to be reviewed.
  - e. Rubrics to use in evaluating course materials and the in-person class observation (for campus courses) are available in the department.
  - f. The completed reviews are submitted to the Chair in the semester they are conducted.
  - g. The Chair meets with the reviewed faculty member to discuss the completed review.
2. Annual Merit Review for Faculty.
  - a. *The Departmental* policies and procedures regarding the evaluation of faculty for annual salary increase—generally known as the annual merit review—must be consistent with and, if necessary, refer to the relevant policies found at higher levels such as the *CLAS By-laws*, *UCD Policies and Guidelines*, and *CU System Policies*.
  - b. The annual merit review process that is used for determining salaries for the following academic year occurs early in the spring semester. Rostered faculty are evaluated on their performance during the previous calendar year.

- c. To assist in the annual merit evaluation process, faculty members must provide written evidence of their performance, using the appropriate format for reporting scholarly and other activities, as prescribed by their campus, college/school and academic unit. Rostered faculty members who fail to provide such evidence will be evaluated as "below expectations." Failure to provide the annual performance report will be viewed as "neglect of duty" and may be the basis for disciplinary action at a higher university level.
- d. The annual performance report submitted to the Chair should include the following documents:
  - (1) Faculty Report of Professional Activity (FRPA) [completed and saved on-line]
  - (2) Faculty Course Questionnaire (FCQ) for all courses covered in the review period
  - (3) A curriculum vitae
  - (4) A copy of the previous year's annual evaluation
  - (5) Supporting documents for each component of one's appointment, such as syllabi, copies of published articles, or awards.
  - (6) Other supporting material as requested by the Chair.
  - (7) A one-page single-spaced narrative summarizing accomplishments during the year in question for each of the areas for which the faculty member is being evaluated (teaching, research, service).
- e. Faculty members are invited to share their self-rated scores in each relevant area.
- f. The Chair completes the Annual Performance Rating for Faculty and Unclassified Staff/Administrators and Officers, in consultation with the Executive Committee. Ratings of *outstanding*, *exceeding expectations*, *meeting expectations*, *below expectations* or *fails to meet expectations*, based on the departmental criteria established for each rank (See Appendix C) are assigned to each area (teaching, research, service) being evaluated. Recommendations for merit increases are to be determined by *the Department Chair* in consultation with the Executive Committee.
- g. The Chair will provide each faculty member with a summary of the evaluation in a one-on-one meeting prior to the materials being forward to the Dean.
- h. Annual evaluations by the Chair are not part of the promotion (tenure-track or clinical teaching track faculty) or the tenure (tenure-track faculty only) processes.
- i. Faculty members may appeal their merit evaluation following Merit Grievance Procedures established by the College. A concise, 2-page grievance document should be prepared by the grievant stating the reason for the grievance,

specifying which job categories (i.e. teaching, research, service) were underrated, and argument for why the ratings are considered incorrect. Appended to this 2-page document should be the Primary Unit Merit Criteria and the documents submitted for the Primary Unit review. All of this material is submitted to the Dean's Advisory Committee.

3. Reappointment, Tenure, and Promotion. Comprehensive reviews and reviews for tenure and promotion will follow the guidelines noted below. Evaluation criteria for teaching, research/scholarly activity and leadership and service for tenured/tenure-track faculty are found in Appendix A. Evaluation criteria for clinical teaching track faculty are found in Appendix B.
  - a. Selection of external reviewers for comprehensive review, tenure, and promotion to associate or full professor (tenure-track only): Two sets of external reviewers are chosen to assist in the reappointment, tenure and promotion process. *The Department* generates a list of scholars in the candidate's area of expertise from which four reviewers are chosen. Additionally, the Chair asks the candidate to submit a list of names of scholars who would be appropriate as external reviewers and familiar with the candidate's professional activities. This cannot include family members or relatives. (See <http://ucdenver.edu/academics/colleges/CLAS/faculty-staff/policies/Pages/TenurePoliciesProcedures.aspx> for appropriate reviews and guidelines). The Chair solicits letters from selected external reviewers. The total number of reviewers and the number of those suggested by the candidate and those suggested by *the department/Chair* are as follows. For comprehensive reviews: at least three external reviewers are required with at most one selected from the candidate's list and at least two from *the department's/Chair's* list. For promotion and tenure: at least six external reviewers are required with at most two selected from the candidate's list and at least four from *the department's/Chair's* list.
  - b. The Chair appoints three Departmental Review Committees, one each for review of teaching, research, and leadership and service. The Chair is not a member of any of these committees, if at all possible. These committees are comprised of only tenured faculty for tenure-track candidates. For clinical teaching track candidates, one committee member may be a clinical teaching track faculty member, who holds rank senior to the individual under review. A committee chair, who must be a tenured faculty member in the department, is elected for each of the three committees. It is permissible for a faculty member to serve simultaneously on more than one of these committees. If a faculty member outside *the Department* is invited to be on a committee, they may be a voting member of the committee.
  - c. The three committees review the candidate's record and write an evaluative report that addresses teaching, leadership and service, or research, depending

on the charge of the specific committee. Each committee provides their majority recommendation on whether the area they are evaluating deserves an *excellent*, *meritorious*, or *not meritorious* rating. The Chair gives the candidate a copy of each report for inclusion in his or her dossier.

- d. All at-rank faculty members in *the department* review the candidate's dossier and the three committee reports. These faculty members (plus any faculty members from outside *the Department* who have served on a committee) meet to vote on reappointment, tenure, or promotion. The Chair orally notifies the candidate of this group's vote and recommendation regarding reappointment, tenure, and/or promotion.
- e. The Chair writes the primary unit report, which summarizes the discussion and recommendation of the faculty. This letter also includes a report of the vote of the tenured faculty. If the Chair disagrees with the vote and recommendation of *the Department*, s/he states that and provides an explanation in a minority report. A copy of the primary unit's report and the Chair's minority report, if applicable, are given to the candidate.
- f. The candidate has the option to write a response to the primary unit's report addressing any concerns or questions the committees raised. This rebuttal letter is forwarded to the committee(s) for consideration. The committee(s) should provide a written response to the rebuttal. A revised vote of the at-rank faculty members is taken after they have all reviewed the rebuttal and the committee response(s). The rebuttal letter and any committee responses, along with any revised vote, are included in the dossier forward to the Dean's Advisory Council.
- g. At any stage of the review process the candidate can opt to withdraw his/her file.
- h. For tenured and tenure-track faculty members, the recommendation letter of the primary unit and the Chair's minority report, if applicable, is forwarded to the Dean's Advisory Council along with other required material in the candidate's file.
- i. The process described above applies also to a candidate's comprehensive review for reappointment. The only difference between this process and those for promotion or tenure is the number of letters required from external reviewers. (See Section III.C.1, above.)
- j. Parallel processes for promotion exist for clinical teaching track faculty although additional documentation is required. (See CLAS policy on clinical teaching track faculty and Appendix B.)

4. Post-tenure Review. Tenured faculty in *the Department* are subject to post-tenure review in accordance with Regent policies.  
(<https://www.cu.edu/policies/aps/academic/1003.html>) and campus  
([http://www.ucdenver.edu/faculty\\_staff/employees/policies/Policies%20Library/OAA/PostTenureReview.pdf](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/OAA/PostTenureReview.pdf) )
  - a. *The Department* has the CLAS Post-Tenure Review Committee manage post-tenure review cases for faculty in the department. Guidelines for this process are maintained by the college  
([http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/faculty-resources/Documents/post-tenure\\_format.pdf](http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/faculty-resources/Documents/post-tenure_format.pdf)).
  - b. The Department Chair will write a brief letter summarizing the faculty member's adherence to previous Professional Plans (considering differentiated workload, where relevant) and providing his/her opinion regarding the faculty member's productivity and contributions to the University in teaching, research/creative work, and leadership and service since the previous post-tenure review. In the event that the Chair is the faculty member undergoing post-tenure review, this letter should be written by another senior member of the department selected by the rostered faculty.
  - c. Departmental criteria for post-tenure review are described in Appendix A.
5. Promotion from Instructor to Senior Instructor.
  - a. Faculty members hired as Instructors may apply for promotion to Senior Instructor after having served as Instructor in the department full-time for a minimum of three years.
  - b. Applicants for Senior Instructor must submit documentation of their performance to the tenured and tenure-track faculty, and current Senior Instructors in the department, for review and a vote. Such documentation should include 1) indicators of classroom teaching performance (FCQs, peer observation and evaluation reports, course syllabi and other informative materials); 2) a report summarizing or listing other instructional activities (e.g., mentoring honors students, etc.), developmental efforts, awards and honors; 3) the last three years of merit evaluations, and 4) a statement providing rationale for the requested promotion.
  - c. A majority vote of tenured, tenure-track and Senior Instructors is required for promotion. If the vote supports promotion of the candidate, the Chair will submit to the Dean a letter summarizing the discussion of the tenured faculty and their vote. Promotion to Senior Instructor must be approved by the Dean.
6. Award of multi-year contracts for Instructors.



- a. The University awards a limited number of up-to-three-year contracts to instructors nominated by their departments.
- b. The *Department* will work with the nominated instructor(s) to assemble a nomination package that includes a brief dossier in which teaching skills and achievements (both inside and outside the classroom) of the candidate(s) and other indicators of highly effective teaching are described. The Chair will include a nomination letter for each candidate outlining a long-term assessment of the *Department's* instructional needs and a description of how the nominated candidate helps to fill those program needs. Additionally, the dossier must include the last three years of merit evaluations for the candidate.
- c. These materials are forwarded to the College of Liberal Arts and Sciences (CLAS) for evaluation. In awarding these contracts, CLAS will consider the candidate's seniority, along with all the supporting materials submitted with the nomination.

#### IV. DEPARTMENTAL ADMINISTRATION AND DECISION MAKING

##### A. Department Chair. (Hereinafter referred to as the Chair)

1. The Dean of the College of Liberal Arts and Sciences (CLAS) hires the Chair after consultation with the faculty members of *the Department*, subject to the approval of the Chancellor of CU Denver.
2. The Chair will be a tenured member in *the Department* or, if selected from outside the University, eligible for tenure within *the Department*. These conditions do not apply to an interim chair, who may be appointed to lead the department for a limited amount of time at the discretion of the Dean.
3. The position of Chair is an at-will administrative appointment. Appointments expire no later than the end of the fourth year and are subject to renewal by the Dean following consultation with the faculty.
4. The chair has responsibility for implementing department rules.
5. The Chair will be responsible for providing intellectual leadership toward achievement of the highest possible level of excellence in the areas of teaching, research, and leadership and service and has general administrative responsibility for *the Department* and its programs.
  - a. The Chair will assign appropriate teaching and service responsibilities within *the Department* with the concept that teaching, research or creative scholarship, and leadership and service may differ from person to person, and from time to time in the career of an individual.

- b. The Chair will develop the class schedule and make specific teaching assignments based on curricular goals, student needs, faculty workloads, and teacher availability. These issues are discussed with the faculty prior to final decisions.
  - c. The Chair will set the departmental budget after consultation with the faculty.
  - d. The Chair is expected to articulate the goals of *the Department*, both within and beyond *the Department*, to articulate *the Department's* actions or requests in pursuit of these aims, and to maintain a climate that is hospitable to creativity and innovation.
  - e. The Chair has the responsibility to inform *the Department* of the stances and actions of the Dean and other administrators that might affect *the Department*.
6. The Faculty is responsible to inform the Chair of their stances and actions that might affect *the Department*.
  7. The Chair may resign by submitting a letter of resignation following consultation with *the Department*. This will be referred to the CLAS Dean.
- B. Departmental Faculty Coordinators. The following faculty coordinators are appointed by the Chair, in consultation with the faculty, for one-year, renewable terms. Appointments will be made or renewed at the last faculty meeting of the spring semester in each academic year. Ideally, the Undergraduate and Graduate Advisors warrant a course release, although in times of budgetary constraints or faculty shortages, this may not be possible.
1. Undergraduate Advisor: Serves as the undergraduate advisor and coordinates the undergraduate functions of *the Department*.
  2. Graduate Program Director. Chairs the Graduate Program committee, coordinates the graduate functions of *the Department*, and chairs the MA committee. This individual must be a rostered graduate faculty member.
  3. Students of Sociology (SOS) Club Advisor. Coordinates all student club-related activities.
- C. Departmental Decision Making
1. Policy and Program Decisions. Policy and program decisions are made by *the Department* faculty and the Chair. The Chair makes decisions about Department policies, programs, budgeting, and other matters of consequence to *the Department* after consultation with the appropriate standing committee or, where no appropriate committee exists, with the rostered faculty. Some decisions such

as course releases (reassignment of time) may require approval by the CLAS Dean. Decisions related to sabbaticals and leaves of absence follow the guidelines described in the UCD Faculty Handbook.

## 2. Faculty Meetings.

- a. Format. Faculty meetings will be held at least monthly (except for summer) and are presided over by the Chair or, in rare cases, by a faculty member designated by the Chair. The Chair may call additional meetings as necessary, or additional meetings will be scheduled on the call of a minimum of one third of the rostered faculty. The Chair prepares the agenda for regular faculty meetings and provides, prior to the meeting, the opportunity for faculty members to add agenda items. The Chair, prior to the meeting, distributes minutes of the previous faculty meeting and the upcoming agenda. The presence of 50 percent of the rostered faculty constitutes a quorum. In cases where important votes will occur when faculty members cannot attend the meeting, proxy voting will be permitted. The request must be submitted in writing, stating the motion on which the proxy vote is being cast. The vote is left with the Chair. The Graduate Student Liaison (GSL) and current lecturers may be invited by the Chair as non-voting participants at faculty meetings.
- b. Process. At any time, any faculty member or the Chair may call for a formal vote or ask to enact *Roberts' Rules of Order* to deal with an issue. *The Department* will use the simple majority rule on all matters, unless otherwise specified in this document.
- c. Email ballots, motions, and voting.
  - i. Email voting will normally be conducted for business that takes place between faculty meetings.
  - ii. Ballots and motions can be made and voted on via email, an official communication method approved by the University.
  - iii. Email motions and seconds should be addressed to all voting members in the same email.
  - iv. Discussion should take place by responding to all in the address heading of the email.
  - v. The Chair will then email all voting members with the final wording of the motion and call for a vote.
  - vi. A simple majority vote of the eligible Faculty is required, unless otherwise specified in this document.
  - vii. The outcome of an email ballot will also be reported and recorded at the following faculty meeting, where it will be recorded in the minutes.

## V. COMMITTEES

Department committees may be standing committees or *ad hoc* committees. The members of both standing and *ad hoc* committees are appointed from the rostered faculty by the Chair unless otherwise specified in this document. Appointments will be made or renewed at the last faculty meeting of the spring semester in each academic year, whenever possible, to facilitate continuity in the leadership of the committee. In making committee or liaison appointments, the Chair will consult with Department faculty individually or in faculty meetings and will give consideration to making the committees broadly representative of the faculty of *the Department*. The Chair is an ex-officio, non-voting member of all Department committees.

A. Standing Committees. These committees are ongoing and are described below.

1. M.A. Committee. This committee will consist of the Graduate Program Director and at least two rostered graduate faculty members, one of whom must be tenured/tenure-track. The function of this committee will be to address academic issues related to graduate education. The committee will be responsible for (1) reviewing the graduate curriculum as deemed necessary by the faculty; (2) evaluating new course proposals to ensure consistency with the existing graduate curriculum; (3) conducting a systematic examination of enrollments, course availability, and quality; (4) reviewing requests for course waivers and petitions; (5) addressing student complaints; (6) making admission recommendations to the entire tenured/tenure-track faculty and selecting recipients for scholarships; and (7) requesting time at one faculty meeting each year for the graduate faculty to evaluate the progress of M.A. students. When considering issues of curriculum that involve joint 4000/5000 level courses, the MA Committee is encouraged to coordinate their actions with the Undergraduate Committee.
2. The Undergraduate Committee. This committee will be comprised of the undergraduate advisor(s) and two faculty members, one of whom must be a tenured/tenure-track faculty member. The function of this committee will be to address academic issues related to undergraduate education. The committee will be responsible for (1) reviewing the undergraduate curriculum as deemed necessary by the faculty; (2) evaluating new course proposals to ensure consistency with the existing undergraduate curriculum; (3) conducting a systematic examination of the enrollments, course availability, and quality; (4) reviewing requests for course waivers and petitions; and (5) addressing student complaints. The committee will also review undergraduate scholarship applications for the annual scholarships offered by *the Department*. When considering issues of curriculum that involve joint 4000/5000 level courses, the Undergraduate Committee is encouraged to coordinate their actions with the MA Committee.

3. Assessment Committee. This committee develops, coordinates and prepares annual assessments and assessment reports of Sociology B.A. and M.A. programs.
    - a. Undergraduate Subcommittee. Members consist of three rostered faculty members, one of whom must be tenured/tenure-track.
    - b. Graduate Subcommittee. Members consist of three rostered graduate faculty members, one of whom must be tenured-tenure track.
  4. The Executive Committee. This committee is selected at random from the rostered faculty each May to serve the following academic year. This committee serves in an advisory capacity to the Chair for the annual merit evaluations, and any other departmental matters that may arise, which do not fall clearly under the responsibilities outlined for the other standing committees or the faculty as a whole. One faculty member at each available rank (tenured professor/associate professor, untenured assistant professor and instructor) will be selected to serve on this committee. If a particular rank has no occupants, an additional person from an adjacent rank is selected.
- B. Ad Hoc Committees. In addition to standing committees, the Chair may appoint *ad hoc* committees as necessary and also may appoint individual faculty members as liaisons with other campus committees, departments, schools and organizations. Any *ad hoc* committees will be appointed for a specific announced purpose and for a specified period of time. Lecturers may volunteer for committees with the Chair's approval, and are considered non-voting participants.
1. Promotion and/or Tenure. For tenure-track faculty this committee is comprised of tenured faculty in *the Department* and, when necessary, may include tenured faculty from other departments at CU Denver. For the clinical teaching track, the committee may include one clinical teaching track faculty member at a rank higher than the faculty member under consideration for promotion; the other two members must be tenured. The committee is responsible for mentoring and other activities related to progress and tenure actions and properly preparing PTR documents.
  2. Faculty Recruitment Committees (Search Committees). These are formed as necessary to organize searches for tenured/tenure-track faculty, clinical teaching track faculty and instructors. For tenured/tenure-track searches (excluding Chair searches), the committee will be composed solely of tenured/tenure-track faculty. For clinical teaching track searches, the committee will include clinical teaching track faculty if possible, but no more than two members of the committee may be from the clinical teaching track; the rest of the committee will be drawn from the tenured/tenure-track faculty. For instructor searches, one member of the committee will be an instructor; a

second member may be from the clinical teaching track faculty and the rest of the committee will be drawn from the tenured/tenure-track faculty. For Chair searches, one member of the committee will be an instructor; a second member will be from the clinical teaching track faculty (if possible), and the rest of the committee will be drawn from the tenured/tenure-track faculty. The search committees will be bound by the procedures set up by the college for searches (see <http://ucdenver.edu/academics/colleges/CLAS/faculty-staff/policies/Pages/FacultyRecruitingHiring.aspx>). Briefly, the committee will:

- a. Develop the job listing in consultation with all of the faculty, subject to approval of the Dean;
- b. Recommend to the Chair/Dean candidates for on-campus interviews from the pool of applicants;
- c. Coordinate candidates' on-campus interviews;
- d. Share recommendations about hiring with *the Department's* rostered faculty, who will then advise the hiring Chair/Dean of their choice from among the finalists. Only those faculty members who participated on the search committee and/or in the on-campus interview process can advise the Chair/Dean. The final hiring decision is made by the Dean.

## VI. SUMMER SCHEDULING POLICY

*The Department's* goal concerning summer teaching is to offer a summer program of the highest quality and that meets the needs of CU Denver students. All rostered faculty members should have equal opportunity to teach summer school.

When the summer schedule is under development, the Chair will ask all rostered faculty members if they would like to teach a summer course. All those wishing to teach will be accommodated if they are qualified to teach courses that are appropriate for the summer curriculum and which are likely to attract sufficient numbers of students to fill the classes. Lecturers may also be invited to offer summer courses.

## VII. EXTENDED STUDIES (D2 and D3). D2 and D3 courses differ in several ways from D1 courses, which are counted as part of a faculty member's regular workload.

- A. Teaching extended studies courses is a choice. Faculty members are not required to teach extended studies courses and these do not count as part of their work load agreements.
- B. Pay scales for extended study courses will be determined by CLAS policy and in consultation with the Chair. Funds that are received by *the Department* as a result of its offering of a D3 Extended Studies course are allotted in their entirety to *the*

*Department.* However, the faculty member(s) teaching the course may also receive a salary. The percentages will be determined in consultation with the Chair and in some cases, a CLAS representative.

#### VIII. COVERAGE OF COURSES DURING ILLNESS AND EMERGENCIES.

In case of a minor illness or emergency that prevents a faculty member (tenured, tenure-track, instructor, or lecturer) from meeting responsibilities for a class, the faculty member is responsible for finding someone to teach the class or, if the time is too short to make such an arrangement, for notifying the Chair and program assistant, so that the class can be cancelled. In case of extended absences, the Chair is responsible for finding replacement instructors or other methods to cover the relevant classes.

#### IX. TRAVEL POLICY

- A. At the beginning of each academic year, faculty members will be asked to provide the Chair tentative travel projections. The requests should include projected costs, reason for attending, and other potential funding. As a result of this information, the Chair will propose a total amount to be spent on travel for the year. Changes in travel requests by faculty or reductions in the budget may constitute an impetus for reconsideration of the total allocations.
- B. Travel expenditures will be funded only if they are approved in advance by the Chair, and if travel authorization forms are completed in advance with the Program Assistant. To receive refunds for travel expenditures, faculty must submit receipts to the Program Assistant *within two weeks of returning*.
- C. Travel funds may be used to travel to any professional meeting, or for any professional purpose (e.g., meet with a Grants Program Officer) that is approved by the Chair. The faculty member must be attending in a professional capacity to use travel funds.
- D. Graduate students and lecturers who present papers at professional meetings may receive monetary assistance if approved by the Chair, subject to the availability of funds.
- E. Travel expenses are reimbursable up to the amounts indicated and approved by the Chair, prior to travel.

#### X. DEPARTMENT BUDGET

- A. The Chair is the fiscal authority for *the Department*.
- B. Fiscal policies and decisions shall involve the Chair and the governing Faculty, Staff, and other relevant constituents, as outlined herein.

- C. The Chair will draft the annual budgets early in the fiscal year.
  - 1. In so doing, the Chair will consult the Faculty and Staff.
  - 2. The draft budget for the academic year will be presented to the Faculty for recommendations and approval at the first faculty meeting of fall semester. Adjustments to the budget should involve consultation by the Chair with the Faculty and Staff.
  - 3. Budget reports updating the faculty on department resources and spending will be provided at the end of fall and spring semesters and discussed in the last faculty meeting each semester.
  - 4. Many Departmental policies governing fiscal matters are dynamic and can be expected to change over time. These include, but are not restricted to, policies governing: travel to meetings, both student and faculty; teaching resources; computer replacement; fund-raising; and F&A utilization.

## XII. GRADUATE STUDENT LIAISON (GSL)

- A. Selection of GSL. The GSL may be selected in several ways. 1) Graduate students, as a group may elect a graduate student to serve as the GSL to the faculty. 2) A graduate student may volunteer to become the GSL and upon approval by the graduate students and rostered faculty member may serve in this position. Faculty members may recommend graduate students to serve as the GSL. The student, upon acceptance of the recommendation and approval of the graduate students and rostered faculty members, will assume the position of GSL. The GSL can serve in the position for up to one year, and the position can be renewed following the above-noted procedures. All voting and approvals for the GSL selection follow a simple majority rule.
- B. Duties of the GSL. The GSL will communicate to the graduate students important departmental information and communicate graduate student concerns to the faculty. They will coordinate activities with the colloquia/brown bag seminar faculty coordinator and with the graduate club officers.

## XIII. STANDARDS OF CONDUCT AND ETHICAL BEHAVIOR

- A. Faculty Conduct. Faculty members of the Department of Sociology are expected to follow the guidelines of professional conduct, described in the University of Colorado's Faculty Handbook [ <https://www.cu.edu/content/faculty-handbook> ], in all of their duties associated with their faculty positions. Violations of these policies will result in disciplinary procedures as specified in the CU Faculty Handbook.
- B. Student Conduct. Undergraduate and graduate students are expected to adhere to the University Academic Honor Code and The University of Colorado Denver Student Code of Conduct.



[\[http://www.ucdenver.edu/life/services/standards/students/Documents/CODE%20OF%20CONDUCT%202010-2011.pdf\]](http://www.ucdenver.edu/life/services/standards/students/Documents/CODE%20OF%20CONDUCT%202010-2011.pdf) ] Violations to these policies will be addressed by procedures established by the University and described on the College Website.

- C. Students accused of code violations may appeal the claims in accord with the CLAS Description of Student Rights:

<http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/policies/Pages/StudentRights.aspx>

#### XIV. AMENDMENT OF BY-LAWS

Changes in by-laws must be proposed in writing at or prior to a faculty meeting. A two-thirds vote of the rostered faculty members of *the Department* is required to amend the by-laws.