



# Bylaws of the Sociology Program

Adopted June 2015

## I Program Definition, Mission, & Outcomes

### A. Administrative Unit and Disciplinary Programs

The Sociology and Anthropology Programs are currently a single combined administrative unit with two separate disciplinary programs. The common administrative unit requires that governance be shared in some major issues (e.g., voting for Chair). The distinct disciplinary programs require that many decisions be made solely by program faculty associated with that discipline. This document presents the bylaws for the Sociology Program; a separate document presents bylaws for the Anthropology Program. All references in either document will refer to governance within the disciplinary program alone unless Sociology and Anthropology is explicitly referenced. It is expected that, as the program grows, the Anthropology Program will separate from the Sociology Program. At that time, any joint references to Sociology and Anthropology will be read as the single disciplinary Program.

### B. Sociology Program

The Sociology Program is comprised of all faculty appointed in Sociology, inclusive of all ranks and statuses. Full rights of participation in program governance accrue to all faculty; obligations to serve the program through governance tasks accrue to tenured and tenure-track faculty. The ideal for programmatic culture is to be as inclusive as possible; all sociologists (tenured and probationary faculty; lecturers; FERP faculty; Emeritus faculty; and sociologists affiliated with other units on campus) are welcome to participate in program events and deliberative processes, whenever appropriate.

These by-laws specify the structures and processes through which faculty members collectively govern the program – including tasks of programmatic development and maintenance. The Sociology Program values shared governance of programmatic issues conducted in a collegial manner; these by-laws have been written and adopted to reflect those values. The by-laws also specify how necessary tasks associated with program development and maintenance are to be assigned in the most equitable and productive manner.

Given our current size, and general culture, the governance structures identified herein remain relatively simple, indicating that much of the decision-making will be made by the faculty as a whole based on recommendations from leaders in specific areas.

The Sociology Program currently offers a B.A. degree (Major), as well as a Minor in Sociology. An M.S. in Applied Sociology has been approved on the CI Academic Master Plan with an estimated start date of 2016 or University enrollment of 5500 FTES (full-time equivalent students).

### C. Mission Statement

The Sociology Program seeks to offer a *rigorous* and *developmental* education to our students – one that challenges them to reach their full potential while providing them with the guidance and assistance to meet that challenge. We offer our students an education designed to provide a strong foundation for their future – whether that future is in graduate/professional school, or in non-academic settings. As a Social Science, our curriculum focuses on understanding social structures, patterns, and processes. We seek to provide an education that is both practical and critical – *balancing theoretical and applied questions and topics* that are relevant and useful regardless of our graduates' career and life



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goals. We emphasize *systematic empirical inquiry* – focusing on giving students an understanding and appreciation of the value of empirical evidence in understanding social patterns and explanations. We promote *Public Sociology* which values community engagement – for faculty and students alike. We integrate each of the four campus mission pillars into our curriculum and collective work: *community engagement, multicultural and international perspectives, and interdisciplinary engagement*. We promote the *teacher-scholar* model among our faculty in our collective activities and evaluations; likewise, we promote the *student-scholar model* among our students, through opportunities and requirements to complete *undergraduate research*.

## D. Program Outcomes

Program outcomes establish curricular goals that are essential for students and faculty alike; they represent collective agreements that identify expectations and clarify priorities. Current program outcomes are therefore essential for guiding decisions about curriculum and for informing course design. Consequently, program outcomes shall be revisited annually in the spring semester to either verify that they are current, or to identify areas of necessary revision. Revision processes should be commenced in the spring, and filed by the deadline established by the Curriculum Committee in the fall.

## II Processes of Program Governance

The Sociology Faculty value shared governance conducted in a collegial manner. The structures and processes below are designed to direct and enhance those collective efforts, providing a framework for collective decision-making by and about the program. Tenured and probationary faculty are expected to participate in and share the tasks of faculty governance. All other faculty are welcome to participate, but shall face no disfavor for non-participation.

### A. Program Meetings

The Sociology Program will have regularly scheduled faculty meetings during the academic year. Meeting dates and times shall be determined at the beginning of each semester by the Program Chair, to allow for the greatest participation of core faculty. Quorum shall consist of a simple majority of the tenured and probationary faculty, as they are the expected participants in faculty governance.

The Chair may cancel regularly scheduled meetings if there is not sufficient program business to warrant a meeting; special meetings may be called by the Chair, or requested by faculty, if there is some special or timely business. Meetings will be led by the Chair, but modeled on a council of equals based on mutual respect. Informal protocol is preferred; in the event that a topic or issue requires more formal procedures (as requested by any faculty member), meetings will follow Robert's Rules of Order as closely as possible.

A meeting agenda will be distributed by the Program Chair a minimum of 72 hours in advance of program meetings. Agendas shall include any items requested by faculty members. Meetings minutes will be taken by the Program Chair which include the list of attendees, topics discussed, voting issues, and outcomes. In order to make discussions available for any faculty member who is unable to attend the meeting, meetings will be digitally recorded (audio) upon request, and the file sent to all faculty following the meeting.



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## B. Voting Rights

Voting rights within Sociology are granted to all faculty members, unless otherwise specified for particular issues (either in these bylaws or in other constraining documents). Votes for all faculty are accorded a value in proportion to full-time status during the semester in which the vote is taken. Tenured and probationary faculty, and lecturer faculty with 15 units, are accorded a full vote; part-time faculty are accorded a vote in proportion to full-time status during that semester (Weighted Teaching Units / 15). Faculty members with joint appointments will be given the choice of whether they shall have their full vote allotted to sociology (if that is their home program), or to have their vote split by the percentage of academic year appointment in the Sociology Program. All programmatic votes shall be by a simple majority of those voting.

Voting for Program Chair (and by extension, Vice Chair or Associate Chair when relevant) is an issue of collective governance for Sociology and Anthropology collectively (including all faculty, with lecturer faculty votes being counted in proportion to their full-time status as mandated by the CBA).

*Withdrawal from voting:* All faculty are eligible to vote, but we recognize that some may opt not to exercise that right – such as lecturers (for whom service is not included in their contract) and any faculty on sabbatical or leave (who may opt to focus their full attention elsewhere). The choice to withdraw from voting is respected without prejudice in the program. If faculty know that they will not be voting (for a semester or year), they are asked to inform the Chair in writing as a courtesy in order to avoid contributing to obstacles to quorum.

## C. Voting processes

Voting on action items (defined as items included in meeting agendas) will take place electronically following all meetings, to allow for due consideration as well as to allow for maximum faculty participation. Voting within meetings can be undertaken for any procedural item, defined as any specification or decision necessary for voting on an action item. Procedural votes will be passed by a simple majority of faculty attending a meeting. Electronic voting for action items will take place within 72 hours of the meeting. Unless otherwise specified, voting will be accomplished via email sent to all participating faculty.

Provisions for secret balloting will be made upon majority vote of faculty in attendance at a meeting (following a request made and seconded for a vote on secret balloting). Any vote concerning the election of Program members for officer positions or any other purpose shall be conducted by secret ballot. Votes by secret ballot will be set up for collection by the Administrative Analyst, and subsequently reported to the faculty as a whole.

## III Structures of Program Governance, Development & Maintenance

Program governance is the collective responsibility of all tenured and probationary faculty. Lecturer faculty are invited to participate in and contribute to governance processes, but are not required to do so. The collective tasks of governance are expected to be shared equitably among all faculty members, as adjusted for any reassigned time available.



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While the Sociology Program remains relatively small, programmatic decisions will generally be made as a whole, with tasks assigned to smaller committees when necessary, as determined by a vote of the full faculty. The sections below identify specific leadership roles and structures, and the tasks associated with them. Beyond the duties specifically associated with those roles, a range of additional tasks must be completed to effectively conduct program governance, development, and maintenance. All such remaining tasks are collective, and all tenured and probationary faculty are expected to contribute equitably. Additional necessary tasks may be distributed on a voluntary basis or by assignment, if necessary; in either case, equity across program faculty will be a fundamental goal in the distribution of program-related tasks.

## A. Program Officers

All positions within the Sociology Program are expected to serve by leading collective activities in a consultative and collaborative manner. Whenever appropriate, leadership should be exercised by framing decisions and offering recommendations about which the faculty can collectively make the final determination.

### 1. Program Chair

The Program Chair is the primary representative of the faculty at the level of the University, and is responsible for facilitating shared governance. The specific duties of the Chair are spelled out in the Handbook on the Roles and Responsibilities of Program Chairs – primarily overseeing the operations of all degree programs within Sociology, and carrying out all personnel-related functions regarding faculty members within Sociology. The Program Chair is expected to provide timely information to and confer with faculty regularly on issues such as budgets and schedules.

Tenured faculty members in the Sociology and Anthropology Program are eligible to serve as Chair. Nominations and elections will be conducted by the Office of the AVP for Arts & Sciences. The Chair serves a three-year term; no Program Chair shall serve more than two consecutive terms. The Program Chair will be evaluated in the final year of his/her term, via procedures spelled out in the *Senate Policy on Evaluation of Chairs* (SP 09-02). Any tenured or probationary faculty member may call for a vote of no confidence in the Program Chair at any time, which will be taken by secret ballot with full results reported to the AVP of Arts & Sciences. The Program Chair will be provided the reassigned time associated with the position.

### 2. Vice Chair

In case the office of Program Chair becomes vacant, the Vice Chair shall assume the duties of the Program Chair. For any approved leave of absence for the Program Chair, the Vice-Chair will serve as Program Chair for the duration of that leave. If the Program Chair is unable to return to service, the new Program Chair shall remain in office until the end of the academic year. At that time, a new election shall be held. As such, to remain in compliance with the CBA, the Vice Chair must be a tenured faculty member. If the Program Chair is unable to attend Program Chairs' meetings, the Vice Chair can act for the Program Chair in that capacity.

Election of the Vice Chair: the Vice Chair shall be elected in the same manner as the Program Chair and shall serve a three-year term. At such time that the Anthropology program separates from the



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Sociology program, the role of the Vice Chair position will be folded into the roles of the Associate Chair and the Vice Chair position will then be retired.

## 3. *Associate Chair*

By mutual agreement, the Program Chair and the Associate Chair may determine that certain responsibilities normally handled by the Program Chair be delegated to the Associate Chair for a specific period of time, in addition to or in lieu of those enumerated as follows: management of program dedicated facilities (labs, studio space, office, storage, and any other allocated space), working with the AVP's office to plan for future facilities, catalog preparation/proof oversight (in consultation with the Curriculum Coordinator), coordination and preparation of the end-of-year report to the AVP, coordination of and service on the Lecturer Evaluation Committee, and coordination of the program colloquium series. The Associate Chair will also assist the Program Chair in scheduling courses, both providing feedback to the Program Chair on the schedule in preparation in addition to working with the Chair to learn the requirements and process for developing the program schedule. The Associate Chair will be a tenured faculty member.

Election of the Associate Chair: the Associate Chair will serve a three-year term. At the time in which Sociology is an independent administrative unit, the Associate Chair will be elected in the same manner as the Program Chair; while the Program houses more than one program, the Associate Chair shall be elected exclusively by Sociology Program faculty.

## 4. *Program Advisor*

The Program is committed to providing students with the information and guidance that is essential to give them the greatest opportunity to succeed, and the Program Advisor takes the lead role in doing so. The central duties of the Program Advisor are: to be available to advise sociology majors and minors in all curricular issues; to serve as the liaison to the Advising Center; to handle routine programmatic appeals and petitions; to take the lead in ensuring that the Program is represented at all essential campus events for students; and to convene the annual process for nominating and voting on Program Honors recipients.

Nominations (including self-nominations) for Program Advisor will be made through the Program Chair, and presented to the faculty for a vote. The Program Advisor will be provided the reassigned time associated with the position. The term for this position will be three years.

## 5. *Curriculum Coordinator*

Developing and delivering a quality curriculum is the central task of the Sociology Program. The Program is committed to developing a curriculum that is suited specifically to the needs of our students, and which seeks to implement best practices in all aspects of our work. The Curriculum Coordinator will take the lead on all curricular initiatives, including facilitating the development of new courses, revision (or elimination) of existing courses, review for appropriateness of cross-listed courses, and restructuring curricular components. The Coordinator will be assisted in all curricular initiatives by the faculty as a whole, and all such initiatives and decisions will be presented to the full faculty as recommendations from the Curriculum Coordinator to be voted on by the full faculty.





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Nominations (including self-nominations) for Curriculum Coordinator will be made through the Program Chair, and presented to the faculty for a vote. The term for this position will be three years.

## 6. *Assessment Coordinator*

The Sociology Program is committed to regular and ongoing assessment of its curriculum to evaluate our strengths and weaknesses, and to use that as evidence to guide curricular decisions moving forward. The Assessment Coordinator will take the lead in those processes by designing and implementing an annual (or multi-year) assessment plan drawing on best practices within our discipline. (While the Assessment Coordinator will take the lead, all faculty are expected to assist and participate in assessment processes.) Additional tasks include serving as programmatic representative to the Continuous Improvement Committee, and playing a leading role (with the Program Chair) in preparing for periodic external reviews.

Nominations (including self-nominations) for Assessment Coordinator will be made through the Program Chair, and presented to the faculty for a vote. The term for this position will be three years.

## 7. *Director of Graduate Studies*

The Director of Graduate Studies (DGS) will administer the graduate programs in sociology, in consultation with the Program Chair. The DGS will be responsible for creating the graduate course schedule each term in a timely manner in consultation with the Program Chair (or designee).

Election and term of the DGS: the DGS shall be elected by the full faculty and shall serve a term of three (3) years. The DGS will be provided the reassigned time associated with the position.

## **B. Program & Personnel Processes**

Personnel review and decisions are critically important to the Program. That includes decisions associated with Retention, Tenure, and Promotion (RTP) processes for probationary and tenured faculty, and formal evaluation processes for Lecturer Faculty.

### 1. *RTP Processes: Probationary and Tenured Faculty*

The processes by which tenured and tenure-track faculty are reviewed and evaluated are governed by the CBA as well as by the procedures described in the Program and Personnel Standards (PPS) for Sociology. The current PPS for Sociology stipulates expectations and structures for RTP review processes. Procedures for initiating and finalizing amendments to the PPS adhere to general (majority) voting processes. The central tasks of review for the Program are conducted by Program and Personnel Committees (PPC). The composition of PPCs for Sociology Faculty will be selected individually by faculty undergoing review. Faculty from Sociology and Anthropology will be considered Program Faculty as they pertain to service on PPCs.

### 2. *Evaluation Processes: Lecturer Faculty*

The Sociology Program is committed to the ongoing review of Lecturer Faculty via processes specified by the *Senate Policy on Lecturer Faculty Evaluation* (SP 09-06). All tasks of review and evaluation shall be shared by Sociology and Anthropology faculty collectively. Peer observations may



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be conducted by probationary or tenured faculty, ideally by faculty within the same discipline as the Lecturer under observation. Evaluations will be completed by a Peer Review Committee elected annually, comprised of two to five tenured Program faculty, to include the Program Chair and Associate Chair. The committee size will be equivalent to the number of eligible, tenured faculty in Sociology up to a maximum of 5.

### *3. Disciplinary Search Committees*

A Disciplinary Search Committees (DSC) acts on behalf of the faculty as a whole; therefore DSC composition will be determined by a vote of all faculty. For disciplinary members: Each eligible faculty member will vote for three members, with the top candidates serving on the DSC. For external members: Faculty will nominate candidates who have appropriate expertise; voting will identify the top candidates (in order) who will be invited to join the DSC.

## **IV Process to Amend Sociology Bylaws:**

Revision of these by-laws may be initiated by any faculty member at a faculty meeting or by contacting the Program Chair. All proposed revisions will be discussed by the full faculty and presented for a vote. Revisions will require a two-thirds majority of the full program faculty eligible to vote for approval (and subject to review by the AVP of Arts & Sciences, the Provost, and the President).

## **Appendix: Definitions**

AVP	Associate Vice President (formerly "Dean")
CBA	The Collective Bargaining Agreement in force between the CFA (California Faculty Association) and the CSU (California State University) at the time.
FTES	Full-time equivalent students; the total number of students attending CI, assuming enrollment in 15 credit-units per semester