

Bylaws

Department of Sociology

Revised, December 2012

**Bylaws of the Department of Sociology
University of Nebraska-Lincoln**

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I. Introduction

The Department of Sociology is a professional and administrative unit dedicated to excellence in teaching, research, and service, as specified by the Bylaws of the University of Nebraska and its Board of Regents.

The faculty of the Department of Sociology hereby establish these Bylaws to further their professional goals and to put in practice the following general principles of governance. These Bylaws are in effect, having been adopted by a two-thirds majority of the faculty. Any changes or additions must be approved by a two-thirds majority of the department faculty.

1. The Department of Sociology is a self-governing body in which all faculty members share equally in the rights and responsibilities of departmental membership.
2. Formal leadership of the department is regarded as a service rendered and may be expected of each faculty member at some time.
3. All faculty members participate in and contribute to the smooth and effective operation of the department by serving on its standing committees. These committees provide a consultative service to the faculty as a whole.
4. These Bylaws are intended to supplement the Regents' Bylaws.

II. Faculty Membership

The faculty of the Department of Sociology consists of all specific term (tenure leading Assistant Professor or Professors of Practice of any rank) and continuous Academic-Administrative appointments in the department holding at least one-half time appointments and the rank of Assistant Professor or above. Research Professors of any rank who hold appointments that have not been voted on by the sociology faculty do not have voting rights as members of the department faculty. Persons on leave are considered members of the faculty. Persons holding less than 0.5 FTE in Sociology because of administrative or other university assignments, but not more than .4 in any other academic unit, are considered members of the department as long as they hold specific term or continuous appointments in Sociology.

III. Graduate Student Membership

5. All graduate students who are currently enrolled under full or conditional status will be considered graduate students in the department. Part-time and non-funded are considered graduate students if currently registered for classes or dissertation hours.
6. The graduate student role in departmental governance is spelled out in this document. Supplementary information is in the Graduate Guidelines and the Graduate Student Bill of Rights.

IV. Faculty Meetings

1. Faculty meetings may be called by the Chair of the Department, the Dean of the College, or any two faculty members.
2. A fixed time for meetings will be set aside each semester during which no classes or other activities may be scheduled.
3. Written notice of meeting dates and an agenda will be distributed no later than two days prior to each meeting. Notice will be sent to graduate students.
4. Items may be placed on the agenda by any faculty member, by the Nebraska Association of Sociology Graduate Students (NASGS), or by action from the floor. Items placed on the agenda by NASGS must be accompanied by information on the number of students present at the meeting when the proposal was passed and the student vote on the proposal.
5. New business (items not included on the printed agenda distributed prior to the meeting) will not normally be acted on until the next meeting.
6. A quorum will consist of a simple majority of the faculty in residence during the semester. The faculty roster shall be reviewed and updated by the faculty at its first meeting of the academic year.
7. Meetings will be open unless explicitly declared closed. Meetings will be closed in case of personnel decisions (e.g., promotion, tenure, hiring).
8. Minutes of each meeting will be distributed to the faculty with reasonable haste following each meeting.
9. Meetings will follow the parliamentary prescriptions of Robert's Rules of Order.

V. Voting Privileges and Plurality Requirements

1. All faculty members have one vote. Only tenure track faculty have votes on tenure and tenure-leading personnel decisions.
2. Faculty members on leave retain their right to vote.
3. Proxy votes will be accepted if they are submitted in advance of the vote. In these cases, it will be the faculty members' responsibility to exercise their voting privilege; the Chair is not responsible for soliciting their input.
4. The Chair is considered a faculty member and votes on all items except reappointment, promotion and tenure votes. The Chair's recommendation on reappointment, promotion and tenure is forwarded separately to the College Executive Committee and Dean.
5. The graduate students, through their elected representative, have one vote. There will be no graduate student participation or vote on personnel issues (with the exception of new faculty hires). Graduate student participation in the department is spelled out in more detail in the Graduate Guidelines.
6. The following plurality rules are established:
 - a. Unless otherwise specified, a simple majority will carry a motion;
 - b. To change the Bylaws, a 2/3 vote is required;
 - c. Personnel decisions, including hiring, promotion, and tenure, require a 3/4 vote.
7. In calculating the support for a given action, the actual vote will be rounded down. (For example, 2/3 support from 18 voting members is rounded from 11.33 to 11.)

VI. Chair

1. The Chair shall be regarded as "first among equals." The governance of the department rests on participatory democracy, and the Chair serves at the pleasure of the faculty.
2. The Chair is expected to provide leadership by recommending policies and programs to the department, to represent the department in University affairs, to keep open a two-way channel of communication between the department and the university, and to administer and manage the daily affairs of the department.
3. The Chair is appointed by the Dean and serves at the pleasure of the Dean and the Board of Regents.
4. The term of office is five years. Consecutive appointments of the same individual are possible, with no term limits.
5. During the fall semester of the Chair's fifth year in office, the following procedure will be used:
 - a. Department members and the graduate students (through NASGS) can nominate faculty for the department chair ballot by giving names to the Executive Committee
 - b. The Executive Committee will determine the willingness of any nominated candidates to be considered, and will create a ballot of the willing
 - c. Faculty members and the NASGS officers, in consultation with the graduate students, will have two weeks to vote for the department chair.
 - d. The results of the vote will be announced to the department and the vote and a summary of the process will be sent to the Dean.
 - e. The Dean will follow the established college practices to select the department chair.
 - f. The graduate students will have one ballot at each stage. NASGS officers are charged with the responsibility of assessing graduate student opinion.

VII. Bureau of Social Research

1. The Bureau of Social Research (BOSR) is the research laboratory for the Sociology Department in affiliation with the Statistics, Survey, and Psychometrics Core Facility. The Bureau maintains a survey research facility as well as other research equipment, facilities, and personnel to conduct social research.
2. The Director of the Bureau is a faculty member in the Sociology Department who is appointed by the Chair for a specific term. The directorship may be shared by more than one faculty member.
3. The BOSR has a Steering Committee comprised of the BOSR Director, the BOSR Associate Director, and sociology who volunteer to serve on the committee.

The functions of the committee are:

- a. To assist the Bureau Director with issues related to Bureau policy;
 - b. To provide advice with issues related to the Bureau, such as financing, organization, and changes in the scope of research normally performed by the Bureau;
 - c. At the request of the Director, to assist in identifying resources and personnel to help the BOSR staff with projects and proposals.
4. The BOSR Director will establish and maintain a BOSR Advisory Board who will serve to provide advice on the mission and long-range planning of the Bureau. The members of the BOSR Advisory Board will be comprised of UNL faculty, UNL staff, and representative of external clients, who have experience with the services provided by the BOSR.

VIII. Department Committees

1. The following standing committees will be appointed:
 - a. Executive Committee;
 - b. Graduate Committee;
 - c. Undergraduate Committee;
 - d. Resources and Planning Committee.
2. Ad hoc Grade Appeal Committees will be appointed as needed. For undergraduate grade appeals, the committee will be comprised of members of the Undergraduate Committee as selected by the committee chair. For graduate student grade appeals, the committee will be comprised of members of the graduate Committee as selected by the committee chair.
3. A Search Committee will be appointed by the Department Chair if the department has approval to fill a faculty line. The Chair will appoint other ad hoc committees when necessary.
4. Committee appointments are made by the chair of the department each spring for the following academic year.
5. In cases where an individual cannot complete her/his appointment, the Department Chair will appoint a replacement to fill the unexpired portion of the term.
6. Committee appointments should, insofar as possible:
 - a. be rotated;
 - b. reflect the principles of affirmative action;
 - c. reflect faculty interests;
 - d. reflect, in the case of committee chairs, recent experience with the committee in question;
 - e. these principles in no way preclude the department Chair's selection of committee chairpersons on the basis of their capabilities, their past performances in other assignments and committees, as well as their concurrent duties at the time of appointment.
7. The Undergraduate and Graduate Committee Chairs will serve three-year terms.

IX. Executive Committee

1. The executive committee will consist of five members, the chair, vice chair, and three department faculty.
2. The selection of the three department committee members is done by faculty election according to the following procedure. One member is to be elected from the ranks of the Assistant Professors for a one year appointment. Two members are elected from the combined ranks of Associate and Full Professors for a two-year staggered term. An individual cannot serve two consecutive terms on the Executive Committee. If there are no eligible Assistant Professors, the one year position will be filled by the election of a tenured faculty member. Only individuals on full-time, full-year appointments will be considered for membership on the executive committee. Persons on visiting appointments are not eligible. Persons on full or half-year leave will also not be eligible.
3. Duties of the executive committee include:
 - a. Advising the chair on departmental affairs when it is not feasible to consult with the entire faculty;
 - b. Acting as a merit review committee to advise the chair on merit increases, as specified in section XV below;
 - c. Advising the chair on matters of a confidential nature;
 - d. Serving as an ad hoc committee on a variety of planning and policy matters including preliminary strategic planning;
 - e. Based upon annual merit reviews, identify faculty who should be nominated for college, university, and disciplinary awards. Consult with the Resources and Planning Committee on the development of faculty nominations.

X. Graduate Committee

1. The Graduate Committee shall consist of the graduate adviser, who chairs the committee, at least three additional faculty members, and one graduate student representative. All faculty terms, with the exception of the graduate adviser, are for two years and are staggered. The graduate adviser serves a three-year term. The graduate student representative, elected by NASGS, is a voting member of the committee. NASGS officers may attend non-personnel sessions of the Graduate Committee as non-voting member.
2. The faculty members on the committee are nominated by the Chair of the department and appointed by the Dean of the College of Graduate Studies.
3. The Graduate Committee chair will be responsible for teaching the required 1-hour course in professional development offered each Spring semester.
4. The graduate student representative will not be present when individual students are discussed (e.g., admissions, evaluations, assignment recommendations).
5. The functions of the Graduate Committee are to:
 - a. assist the Graduate Adviser in admitting students and in the ranking of applicants for assistantships;
 - b. determine the status of graduate students;
 - c. uphold the policies for graduate education as stated in the Graduate Guidelines and by the College of Graduate Studies;
 - d. to provide general supervision over work of candidates for the M.A. and to recommend the appointment of supervisory committees for the Ph.D.;
 - e. formulate policy, subject to the approval of the graduate faculty of the department, concerning academic matters, including the graduate guidelines graduate recruitment, and graduate level curriculum;
 - f. plan, carry out, and write the assessment of the graduate program, including the regular assessment cycle and the Academic Program Review;
 - g. consider other relevant matters referred to it by the chair, the graduate chair, the Graduate College, or by the department;
 - h. recommend graduate students for funding. The actual appointments are made by the Departmental Chair;
 - i. select three faculty from the committee, along with the graduate student representative, to serve on an ad hoc Grade Appeals Committee to assess any graduate student complaints.

XI. Undergraduate Committee

1. The undergraduate committee will consist of at least three faculty members and the chief undergraduate advisor, who will serve as chair, plus one undergraduate representative. All faculty members of the committee, with the exception of the adviser, shall serve two-year, rotating terms. The Chief Undergraduate Adviser serves a three-year term. The undergraduate representative will be elected by the Undergraduate Sociology Association (USA) or, if that organization is not active, will be selected by the Chief Undergraduate Adviser. The undergraduate representative is a voting member of the committee.
2. The chief duties of the Undergraduate Committee are to:
 - a. monitor the undergraduate curriculum, review all proposed curricular changes affecting undergraduates, and make recommendations about needed changes in the undergraduate curriculum;
 - b. oversee the department offerings of courses to meet the university ACE requirements, coordinate the evaluation of ACE courses, and document ACE course assessments to the college as requested;
 - c. review status of major and minor courses of study;
 - d. review proposals for departmental participation in interdisciplinary ventures at the undergraduate level;
 - e. oversee policy governing undergraduate advising;
 - f. plan, carry out, and write the assessment of the undergraduate program, including the regular assessment cycle and the Academic Program Review;
 - g. select three faculty from the committee, along with the undergraduate student representative, to serve on an ad hoc Grade Appeals Committee to assess any undergraduate student complaints.

XII. Resources and Planning Committee

1. The Committee shall consist of a chair and three additional faculty members, appointed by the chair of the department for two-year, staggered terms. NASGS will elect a voting representative to the committee.
2. The Committee's responsibilities are to:
 - a. monitor the Sociology Resource Center, make policy about the use, staffing, and equipping of the center;
 - b. supervise the department's alumni giving, the programming, and alumni newsletter;
 - c. Oversee the department Web page, verify that the information is up to date and accurate, advise on content areas;
 - d. ensure that the department has a viable colloquium program. Prepare requests for funding distinguished scholar visits from the university speakers programs;
 - e. In consultation with the Executive Committee, identify faculty award opportunities and coordinate the development of award packets each year (OTICA/ORCA/College Teaching/Outstanding Grad Teaching/Service, UNL Early Faculty Awards, ASA Awards or MSS Awards) on behalf of department faculty members.

XIII. Coordinator for Undergraduate Research (assuming adequate faculty resources)

1. The Coordinator for Undergraduate Research shall be a full-time faculty member in the Department of Sociology. This faculty member serves as an *ex officio* member of the Undergraduate/Curriculum Committee. The Undergraduate Coordinator serves a three-year term and receives a reduction of one course per academic year.
2. The chief duty of the Coordinator for Undergraduate Research is to coordinate the department's efforts in the area of undergraduate research. This shall be accomplished by:
 - a. coordinating the department's internship program and supervising all undergraduate internships;
 - b. serving as Honors Advisor;
 - c. serving as coordinator for special undergraduate programs in the department, such as the MOST Program and the McNair Program.
 - d. recruiting undergraduates who have an interest in and a potential for sociological research and matching them with faculty members. This includes Honors theses and papers to be submitted to the Nebraska Undergraduate Sociological Symposium, the American Sociological Association and Midwest Sociological Society student paper competitions, and other outlets for undergraduate research;
 - e. coordinating the department's participation in the Nebraska Undergraduate Sociological Symposium;
 - f. informing students about other symposia and meetings where they may present their research and making them aware of student paper competitions, student groups interested in sociological research, and research opportunities through internships and special programs, such as MOST and McNair, and the like.

XIV. Vice Chair

1. The Vice Chair shall be a full-time tenured faculty member in the Department of Sociology. The Vice Chair serves a three-year term and receives a reduction of one course per academic year.
2. The chief duty of the Vice Chair is to coordinate the department's efforts in terms of the training, support, and assessment of classroom instruction. This shall be accomplished by:
 - a. Supervise the teaching roles of graduate teaching assistants and adjunct faculty/instructors by:
 - (1) consulting with the Chair on the schedule of classes to be offered each academic semester and summer sessions and how they match with available resources;
 - (2) assess graduate student teaching assistant resources and determine the need to hire adjunct faculty/instructors;
 - (3) recommend persons to hire as adjunct faculty/instructors;
 - (4) determine teaching assignments for all graduate teaching assistants and adjunct faculty/instructors.
 - b. Setting the schedule of classes and making instructor assignments for all courses.
 - c. Assisting the Chair with other administrative duties related to department curriculum and instruction.

XV. Grade Appeals Procedures

1. Ad hoc Grade Appeals committees will be appointed to consider any student complaints. The committee will be comprised of three faculty, and either a graduate student or undergraduate representative, depending upon the undergraduate/graduate status of the student filing the complaint. A quorum of four must be present in order for the committee to transact business.
 - a. The Grade Appeals Committee of the Department of Sociology has been established in accordance with the Bylaws of the Board of Regents of the University of Nebraska (effective August 20, 1973). The Committee draws its mandate from Chapter V, Section 3 (c), which reads: Each college or school shall provide for a faculty-student appeals committee for students who believe that evaluation of their academic progress has been prejudiced or capricious. Such procedures shall provide for changing the student's evaluation upon the committee's finding that an academic evaluation by a member of a faculty has been improper.
 - b. Scope of Inquiry. The Grading Appeals Committee, through an examination of evidence and consultation with both parties in the case of a disputed course grade, attempts to protect students from improper evaluation of their academic performance. The Committee will not undertake to resolve disputes about a student's knowledge of a particular subject matter. Its responsibility, rather, is to ensure due process in grading procedures. In accepting an appeal for formal hearing the Committee must be satisfied that there is reason to suspect that the awarding of the grade to the student may have involved a denial of due process. Denial of due process may be argued under the following conditions.
 - 1) Capricious or prejudicial evaluation of student's performance;
 - 2) Instructor failed to inform student of the requirements, standards, objectives, and evaluation procedures of the course at the beginning of the individual course
 - c. Method of Operation. A student wishing a hearing before the Grading Appeals Committee of the Department of Sociology should present to the Chair of the Committee or to any of its members a written statement of the grounds for appeal at least two weeks in advance of the time of the desired hearing. The statement should provide the following data:
 - 1) an account of the facts surrounding the awarding of the grade;
 - 2) evidence that the student has attempted to resolve the case in consultation with his or her instructor;

- d. The student should be as specific as possible with respect to the evidence introduced, giving dates, places, and times where memory provides them. The student should be cautioned not to make the letter a vehicle for unsubstantiated charges and be advised that the document is intended as a source of information for the Committee. Upon receiving the student's application, the Chair of the Committee will forward it to the Committee as a whole and to the faculty member involved requesting from the latter all available documentary evidence (exams, term papers, grade books, etc.) The Committee may also request clarification of the case, either in writing or in interview, from either the student or the faculty member. Upon examination of the case, the Committee may take any of the following actions:
- 1) it may reject the case, providing the student is given full and sufficient reason for its refusal to hear it;
 - 2) it may refer the case back to the instructor, suggesting that a solution lies within the power of the student and faculty and giving constructive suggestions in writing as to how an amicable settlement may be affected;
 - 3) it may accept the case unconditionally and arrange for a conference. It will normally talk to both parties in the case, and to any other parties whose testimony is of relevance to the case. The Committee may also solicit written information;
 - 4) the Committee views itself as adopting an essentially conciliatory role. However, if the Committee, after hearing the evidence, concludes that there is a clear preponderance of evidence in favor of either party in the case, its decision will be rendered accordingly.
- e. Appeal. The student may appeal any decision of the Grading Appeals Committee of the Department of Sociology to the Grading Appeals Committee of the College of Arts and Sciences.

XVI. Search Committee

1. The committee shall consist of a chair and two additional faculty members plus one graduate student representative. At least one member of the committee must be a member of the "protected classes" as defined by the UNL Office of Equity, Access and Diversity (EAD).
2. Members of the Search Committee will participate in training sessions required by the EAD.
3. The Chair of the Department meets with the committee at their initial meeting to instruct them in the research goals and policies. After that, the Chair withdraws from the search process and awaits the Committee report.
4. The Search Committee has the following responsibilities:
 - a. oversees the drawing up of the recruitment ad;
 - b. monitoring the development of the files, writing any necessary letters to see that files are completed, and enforcing the cut-off date specified in the ad;
 - c. after the date for submitting files is past, all committee members review all of the files. The committee develops a Short List of candidates to recommend to the department, which may or may not be ranked;
 - d. after the Short List is presented to the faculty, the files of these and all other candidates are placed in the Department office for review by faculty members;
 - e. any faculty member may propose adding a candidate to the short list. The search committee will meet to consider whether this candidate can be added without changing the criteria used to select the short list. If the criteria are not challenged, the search committee notifies the department that this candidate has been added to the list. If the inclusion of this candidate would require that the criteria used in developing the short list be changed, the search committee will either a) add all other candidates made eligible by this change; or b) if the changes would be so sweeping as to challenge the entire review process, reject the proposal. In the latter case, the faculty member may notify the department that he/she would like the candidate to be considered either because the faculty member believes the candidate does meet the search committee's criteria or the faculty member would like the department to reconsider the criteria that were being used to select the short list.
 - f. decisions about invitations to specific candidates and final offers require a 3/4 vote of the faculty. Only faculty members will be counted in establishing a quorum for such votes.
5. The graduate student role in the search process is spelled out in the Graduate Guidelines.

XVII. Teaching Assignments

1. All full-time specific term and continuous Academic-Administrative appointments in the department at the rank of Assistant Professor and above teach at least two courses each semester unless course buy-outs, administrative duties (see 4 below), startup packages, or alternative assignments have been negotiated according to Section XVII.
2. No faculty member owns a course. In case of multiple requests for a single course, a principle of rotation will be invoked.
3. Faculty members are expected to take their turn at courses that must be offered if there are insufficient volunteers to staff required courses. This includes lower division large section, required undergraduate, and required graduate classes.
4. Reduced teaching loads are associated with the following administrative assignments: Department Chair, Vice Chair, Graduate Committee Chair, Chief Undergraduate Adviser, BOSR Director and the Coordinator for Undergraduate Research. The Department Chair is expected to teach at least one class per year. The Graduate Chair, Chief Undergraduate Advisor, and BOSR Director have an associated reduction of one class per semester. The Vice Chair and the Coordinator of Undergraduate Research get a one course reduction per academic year, alternatives to course reductions could be requested and negotiated (e.g., summer salary, adjustments in other roles). Regardless of assigned roles, all faculty are expected to teach a minimum of one class per academic year.
5. When making the course schedule, the Vice Chair will send out a call to all faculty members. To the extent possible, while offering a balanced curriculum, preventing undue repetition, and covering required courses, faculty preferences will be honored.
6. Faculty members who jointly offer courses will receive only half credit. Co-taught courses will be treated as an overload until full course credit is reached.
7. All instructors must take teaching evaluations in each course. The evaluation must use the standard departmental items. Instructors may use the department's form directly, with or without supplemental questions, or they may use these items imbedded in a larger form. When the teaching evaluations are administered the instructor will not be present in the room and a student in the class will be selected to turn in the teaching evaluations to the Sociology Department office. The evaluations will be returned to the instructor after the final grades are submitted.

XVIII. Merit Evaluations

1. Merit evaluations will be made by the Executive Committee, chaired by the Departmental Chair. Each year faculty members will be asked to produce a merit evaluation file by a specified date early in the spring semester. This file should summarize research productivity over the prior three years, and teaching and service accomplishments over the prior three years. The file should be organized into three categories: Research, Teaching, and Service. Faculty members have the right to include a letter or other materials providing a context for their merit evaluation materials. The faculty survey of merit priorities will be reviewed during the years of the department's Academic Program Review and will serve as a guide to the Executive Committee in its evaluations. Faculty members who are tenured but not fully promoted will be reviewed by the Full Professors of the Department every third year during the Merit Review cycle.
2. The merit review file should include the following:
 - I. Research and professional service contributions include:
 - A. Publications
 1. Scholarly monographs
 2. Scholarly articles published in refereed national outlets
 3. Articles, chapters, etc., published in non-refereed outlets.
 4. Technical reports receiving wide distribution
 5. Book reviews (as distinct from journal articles)
 6. Replies and comments
 7. Articles reprinted in edited collections
 8. Papers, chapters or books submitted
 - B. Editorial Activity
 1. Associate editor or editor of a scholarly journal
 - C. Participation at National and Regional meetings and conferences
 1. Invited presentation
 2. Contributed paper presentation
 3. Round-table presenter
 4. Other session activity: organizer, presider, discussant
 - D. Grant activity
 1. Awarded a research grant
 2. Submitted a research grant

- E. Optional Supplemental Documentation of Research Quality
 - 1. Citations (in the prior 3 years)
 - 2. Documentation of quality of journals (e.g., impact scores)
 - 3. Reviews of published books
 - 4. Awards or honors for research

- F. You may submit copies of articles, books, or other products of scholarly work published in the prior three years. However, the review committee will not be required to examine these materials in preparing a merit rating.

II. Teaching contributions include:

- A. Formal classroom teaching.
 - 1. Number of courses taught
 - 2. Number of different preparations taught
 - 3. Number of required courses taught
 - 4. Number of student credit hours produced
 - 5. Quality of course offered as evidenced by:
 - a. Teaching evaluations (both quantitative and qualitative components must be summarized)
 - b. Course syllabi (plus assignments and other course material)
 - 6. Council grants for teaching
 - 7. Teaching awards
 - 8. Innovativeness, new courses, special topics, etc.
 - 9. Involvement in teaching improvement activities, e.g., attending workshops, giving papers on teaching at national or regional meetings, publishing articles on teaching
 - 10. Textbooks written or readers edited

B. Non-classroom teaching.

Non-classroom teaching is expected of all faculty members; maximum merit ratings on teaching cannot be achieved through classroom teaching alone. Assessed through:

- 1. Chairing a PhD Committee or a Master's Committee (identify current students and those graduated in prior 3 years)
- 2. Reader on Ph.D. or Master's Committee
- 3. Member on Ph.D. Committee
- 4. Member on outside Committee
- 5. Collaborative research with students, especially that leading to publication

6. Providing research support for students through grants or contracts.
7. Undergraduate student UCARE supervision, SOCI 397, 399, 399H students
8. Independent SOCI 996 instruction (be specific regarding class content)
9. Consulting students on research outside formal course or committee position

III. Service contributions include:

- A. Departmental, College Service (include advising of students) and University (number of hours per week, per semester, identify task)
 1. Departmental committees
 2. College committees
 3. University or system-wide committees

- B. Professional Service

1. Elected offices in a national or regional association
2. Appointed office in a national or regional association
3. Ad hoc reviewed for scholarly journals
4. Ad hoc review for granting agencies
5. Ad hoc review for outside institutions regarding qualifications of individuals at other institutions for promotion or tenure, etc.

- C. Community and other service

1. Committee memberships or officers
2. Talks, lectures, or workshops involving professional issues
3. Other

1. For any committee work listed, some information should be provided as to the average number of hours involved per month, frequency of meetings during the year, the role performed, and whether it is for the department, the college, university, profession, or community.

3. Each member of the Executive Committee assigns a score ranging from 0 to 5 on each of the three areas of faculty evaluation. A score of 5 is equivalent to the outstanding rating in annual and promotion reviews. A 4 corresponds with a superior rating, a 3 with good, a 2 with satisfactory, and a 1 with unsatisfactory. The Department Chair reports the rating in the annual merit evaluation.
4. Typically, seventy percent of the department merit money will be distributed on the basis of merit scores assigned by the Executive Committee. Thirty percent of the merit pool is set aside to be distributed by the Chair at his/her discretion to address market, equity, and special merit considerations. The college and

SVCAA supplemental salary increase funds will be distributed in a manner consistent with the annual guidelines. Any deviation from this base plan will be presented in advance to the Executive Committee for a review and approval. The chair will provide the Executive Committee with an annual summary report on the range and categorical distribution of the merit pool increases, and the association with the initial merit scores, without identifying individual allocations.

The standard distributions for tenure track faculty are 50% on research, 40% on teaching, and 10% on service. For professors of practice, the teaching distribution is 70%, research is 10%, and 20% for service. Other percentage distributions must be negotiated with the Chair in the year prior to the merit allocation. Changes in percentage distributions cannot be applied to merit retroactively. The percentage distribution for the given merit period will be determined as the average of the distribution in each of the three years.

5. Faculty members dissatisfied with their merit evaluations may appeal to have their rating(s) reconsidered. Such appeals must be in writing and filed within ten days of the distribution of the initial ratings.
6. Merit evaluations for faculty members with joint appointments will be conducted independently in each unit.
7. Merit evaluations for Professors of Practice will be processed in the same manner as all faculty evaluations. The expectations for merit in research, teaching, and service will be differentially weighted to represent the emphasis of these positions on teaching and pedagogical research. Practices regarding expectations and evaluations are in compliance with the Bylaws of the Board of Regents, Section 4.4.8, Faculty Practice and Faculty Research Appointments. The department has adopted the standards for merit and promotion outlined by the College of Arts and Sciences and the office of the Senior Vice Chancellor for Academic affairs. The University standards for promotion to the ranks of Assistant, Associate, and Full Professor of Practice are available online at:
http://www.unl.edu/svcaa/documents/prof_of_practice_policy.doc
8. Merit evaluations for post-tenure faculty that result in a rating of unsatisfactory (1.0 or below) in any of the three evaluation areas will initiate an advisory about the potential consequences of a second unsatisfactory assessment in the following year. Two consecutive unsatisfactory merit ratings will initiate the UNL post-tenure review procedures.
9. Merit evaluations for post-tenure faculty that fall below satisfactory will initiate a conference with the chair to discuss strategies to improve productivity in the selected areas and/or to adjust the faculty member's teaching, research, and service loads. Adjustments for substandard evaluations in research might result in increased apportionments for selected teaching and/or service responsibilities. Faculty will not be given increased research allocations for substandard teaching or service performance. Performance issues in these domains may result in shifting types of responsibilities.

XIX. Variable Research, Teaching, and Service Loads

1. Faculty members wishing to change their percentage distribution from the department norms (indicated in XVII.4.) should normally request changes in the spring semester proceeding the academic year they wish to change. Distribution changes will remain in effect for the term agreed, until the faculty member requests a different distribution, or new distributions are negotiated based upon role performance.
2. A teaching percentage of 40% represents a base 2-2 formal classroom teaching load and responsibility in undergraduate and/or graduate student supervision. An increase in a post-tenure teaching apportionment would typically be associated with a 15% increase for each additional formal class taught (with associated reductions in research and/or service). A teaching percentage greater than 40% without increased formal classroom teaching may be requested based on high levels of undergraduate/graduate student supervision. An increase in teaching percentage may also be requested based upon participation in a teaching grant or related teaching initiative.
3. A distributional increase in service up to 50% and a decrease in teaching or research is an option available, but not required, of faculty members assigned an administrative position with the department that involves a reduced teaching load. Faculty can also request this change when a teaching load reduction is necessary to assume an administrative position in the university outside the department. However, in this case, the administrative unit for which the work is being done must provide teaching replacement funds. Faculty may also request increases in service apportionments based on levels of service to the university, discipline, or community.
4. A distributional increase up to 70% for research is an option for those who obtain funds for teaching replacement (at the established college rate) or have a unique research role that is negotiated with the chair and dean. Faculty cannot increase research to a level where there is no teaching or service role. Unless on leave, every faculty member is expected to teach at least one classroom class per year, supervise graduate students, and to serve on department committees as assigned.

XX. Promotion and Tenure Policies

Promotion and Tenure policies are set forth in the Bylaws of the Regents of the University of Nebraska and by the UNL College of Arts and Sciences. The material below merely clarifies important features of these policies.

1. After the dates by which promotion and tenure recommendations are to be in to the Dean and Executive Committee are made known, the Chair puts out a call for nominations for promotions and tenure. Faculty members may nominate colleagues for consideration. Nominations should be relayed to the Chair (in writing), after which the Chair confers with the individual in question to see whether they wish to be considered. Individuals may nominate themselves. Persons in their final tenure decision year need not be nominated and are considered automatically.

Individuals to be considered are instructed to prepare a current vita.

2. The candidate's vita is distributed to the faculty members in the rank(s) above the candidate and a meeting of this group is held. A vote is taken to determine whether the group believes it is appropriate to give serious consideration to the candidate's promotion or tenure. If the faculty member is on a joint-appointment, the Chair will consult with the affiliated program to assess support for promotion or tenure and report this to the tenured Sociology faculty. If a majority of the tenured Sociology faculty agree, then the outside review process is instituted, and the selection of outside reviewers begins at this meeting.
3. The candidate and the department work together to produce a list of 10-15 potential external reviewers. The candidate begins the process by submitting a list of names of potential reviewers who are not from institutions where they obtained their graduate and post-doctoral training.

If the faculty member has a joint appointment with an affiliated program, the Chair will request recommendation of potential external reviewers from the Chair or Director of the affiliated unit.

The faculty may accept any of these names. and will add others to bring the list up to a minimum of 10 to 15.

If any of the names that the Sociology faculty wish to recommend are for reviewers who are not full professors from Carnegie classification Doctorate/Research Universities with Very High Research activity, the chair will make a request to the Dean, with justifications, for including these individuals in the list of approved external reviewers. Individuals approved by the college will then be contacted to request their assistance as external reviewers of the candidate's research.

4. The candidate prepares a file that conforms to the specifications required by the Senior Vice Chancellor for Academic Affairs. Among other documents, this file will include: (1) a summary of achievements in research, teaching, and service since arriving at UNL (or since the last promotion); (2) a complete vita; (3)

summaries of teaching evaluations; and (4) an appendix including copies of published research and documentation of teaching and evaluations. Before distributing the file, the Chair reviews the contents to be sure no important information has been overlooked. The final contents of the file are the responsibility of the candidate.

5. The file and the letters from the outside references are made available for review by all faculty at rank(s) above the candidate, and a meeting is scheduled to decide on promotion or tenure.
6. The Chair writes a letter of transmittal to the Dean of the College indicating the vote of the faculty members, the rationale for the vote, and the Chair's own assessment of the candidate.
7. Recommendations for promotion are made by faculty members in or above the rank for which promotion is being considered.
8. Tenure recommendations are considered by tenured faculty. The Chair does not vote with the faculty on promotion or tenure decisions.
9. Promotion and tenure decisions are the result of a long process which begins with the individual's first year at the University of Nebraska. Each year untenured faculty members' performance is evaluated by the tenured faculty. A reappointment file is prepared much the same way as a promotion or tenure file and is circulated among tenured faculty for review. The tenured faculty will meet to discuss the file and the vote on reappointment. Any concerns brought up in this meeting should be passed on to the untenured faculty member. An individual's fourth-year review is normally more intensive than the others, so that both the candidate and the faculty are clear about the expectations and achievements pertinent to continuous appointment.
10. At each stage in this process, there are procedures for an appeal by the candidate. Specific procedures are outlined in the Bylaws of the Board of Regents and the Arts and Sciences Handbook. The general principle, however, as stated in the Board of Regents By Laws 4.8 is that the candidate shall "have the opportunity to request a reconsideration by any individual or group making recommendations. . . and failing satisfaction, the right to take the issue to a Grievance Committee."