School of Social Science and International Studies (SOSSIS) Bylaws
Approved by SOSSIS faculty: April 29th 2024
Approved February 26, 2026

I. Introduction

    a. **These bylaws**

govern faculty participation in the operations of SOSSIS, identify and establish operational procedures for each departmental committee; and may be amended in accordance with the current Collective Bargaining Agreement (CBA).

    b. **The purpose of these bylaws**:

The SOSSIS faculty seeks to promote and sustain effective teaching, scholarship, and service, and to participate fully in the governance of the College of Liberal Arts. Through these bylaws, SOSSIS encourages quality and continuous improvement in teaching, scholarship, and service, and establishes policies and procedures to manage itself in ways that promote equity, quality, and transparency within our learning community.

II. School Membership and Governance

    a. **Membership of School.**

SOSSIS consists of the faculties of Anthropology, Communication, Geography, Modern Languages, Political Science and Sociology. All Tenured and Tenure-Eligible (TET) and Non-Tenure Eligible (NTE) faculty members (BUFM) whose primary appointments are in, or who are tenure eligible in one of the above-named disciplines shall be voting members of the School faculty.

    b. **SOSSIS Chair**

The SOSSIS Chair is a non-voting member of the School. When the Chair is temporarily unavailable to perform their duties, such as during brief personal leaves, medical leaves or scheduled vacation, the Chair may appoint a BUFM as acting chair for the purposes of routine unit operations. The chair will inform all faculty the name of the acting chair. If the unit requires an acting chair for a period exceeding two calendar weeks, the faculty will request the dean to perform the necessary steps to appoint an interim chair, using the steps outlined in Article IV.B.

    c. **Other participants**

Emeritus faculty, adjunct faculty, professional staff, faculty administrators and students will be invited to participate in School functions and may serve on student committees, but will not have voting authority in SOSSIS faculty committees. Faculty who are affiliated with the SOSSIS may attend meetings and provide input, but may only vote within interdisciplinary program committees or subcommittees.

III. SOSSIS Meetings

SOSSIS Meetings shall be called by the Chair or by five SOSSIS BUFMs, in writing and shared with all faculty of SOSSIS, as set forth below:

    a. The Chair must call and hold a minimum of two meetings each Fall and Spring semester, but additional meetings may be called by the Chair/Faculty.

b. All meetings shall follow Robert's Rules of Order. The chair (or faculty who called a special meeting) will distribute an agenda at least 48 hours in advance.

c. Majority vote of all SOSSIS faculty shall be necessary for a recommendation to pass. A quorum shall be a majority of the voting-eligible members.

d. A BUFM or Professional Staff member shall take meeting minutes and they shall be circulated to all SOSSIS BUFMs, including those jointly appointed faculty with minority appointments in SOSSIS, and saved on a shared platform available to School members used for the purpose of archiving SOSSIS documents.

Voting Procedures. All BUFM will have one vote at a SOSSIS meeting except on issues reserved for TET faculty or matters for faculty who are members of the Graduate Faculty. Neither absentee nor proxy voting shall be allowed. Voting in School meetings will be open-response unless a faculty member requests that the voting for a particular issue use secret ballot.

IV. **Faculty Shared Governance.**

a. <u>Open Communication</u>. Faculty may make recommendations to the SOSSIS Chair on matters of concern. The Chair will keep the faculty informed regarding the disposition of any requests or recommendations. At the request of the Dean of the College of Liberal Arts, the faculty will nominate members of the faculty to serve on the College Steering Committee and other college-level committees as appropriate.

b. <u>Chair Review</u>. At the request of the Dean of the College of Liberal Arts, the faculty will participate in the periodic review of the SOSSIS Chair and other School administrators as appropriate. Should there be a vacancy in the position of Chair or other administrators, the faculty will make recommendations to the Dean of the College of Liberal Arts in the selection of a new School Chair. Should there be a search, either internal or external, a majority of the faculty on any such search committee will be BUFMs elected by the School faculty.

V. **SOSSIS Committees**

SOSSIS will have committees, graduate subcommittees, interdisciplinary subcommittees, and program-specific subcommittees. The SOSSIS Chair will accept nominations for the membership of rotating committees in the spring semester, and the full faculty will vote on membership such that School level committees will represent different disciplines and faculty ranks within the school. Each committee will select its own chairperson and coordinators for specific tasks; except where specified, these roles may be filled by TET or NTE faculty members. The recorded minutes of School committee decisions shall be taken and deposited with the School's records for later review. Other committees, including *ad hoc* and search committees, will be created as needed.

School Committees

1. **Student Advisory Committee.** This committee is composed of student representatives, including at least one from each major program in SOSSIS as feasible. The advisory committee will be responsible for advising the SOSSIS Chair on matters of concern to students, proposing student-led activities and programs, and collaborating with faculty and staff on activities and programs that build community, enhance the student experience, and promote recruitment and retention**.**

2. **Promotion and Tenure Committee (PTC)**. This committee evaluates prospects for and makes recommendations about the merits of TET promotion and tenure cases within SOSSIS. All tenured BUFMs whose primary appointments are in SOSSIS or who were tenured in a SOSSIS program shall serve on the committee. Only those at the rank of Professor can participate in cases involving promotion to Professor.

Wherever feasible, a tenured faculty member with no previous experience as chair will serve in a year in which no faculty are seeking promotion or tenure, and a PTC chair nominee whose discipline is closely aligned with a candidate seeking promotion will be given preference.   The position of chair will rotate each year.

The PTC may elect to form any sub-committees composed of those PTC members who are eligible to participate in the case and have academic backgrounds most suitable to evaluate candidate promotion. The sub-committee(s) would make strictly advisory recommendations to the whole body of eligible faculty on the PTC that must itself consider the case.

The PTC chair is responsible for soliciting external reviewers in accordance with the procedures outlined in the CBA and in consultation with PTC members, and making certain that all PTC members have had a chance to freely discuss the promotion candidate's case before calling a vote. The PTC chair will also be responsible for drafting a letter to the SOSSIS Chair and college P&T committee, reflecting in good faith the committee's discussion and vote.

The PTC committee will be responsible for assigning mentors to newly hired TET faculty, coordinating and ensuring completion of peer evaluations of TET faculty as appropriate. The committee will provide annual statements to untenured TET BUFMs regarding cumulative progress toward tenure and/or promotion. Upon request, the committee will provide annual statements to tenured associate professors regarding cumulative progress towards promotion. Final drafts of any such periodic progress report will be shared with PTC members before being given to the candidate.

3. **Faculty Development Committee**. This committee will include a minimum of three bargaining-unit faculty members. The membership shall include representation from each of the separate disciplinary and interdisciplinary programs, as far as may be reasonable and possible. The members will elect a chair. This committee is responsible for assigning tenured faculty or senior lecturers to conduct peer evaluations of teaching; creating and submitting written peer teaching reports to faculty members, the School Chair, and the Chair of the Promotion and Tenure Committee and College NTE Promotion Committees; and providing evaluated faculty members with constructive feedback and resource referral to support pedagogical development as appropriate.

4. **Awards and Scholarships Committee (UAS).** This committee will include a minimum of three bargaining-unit faculty members. The membership shall include representation from each of the separate disciplinary and interdisciplinary programs, as far as may be reasonable and possible. The Chair of the School is a member *ex officio* without a vote. The members will elect a UAS chair. The duties of this committee include: identifying potential nominees for student, staff, faculty and alumni awards both inside the university and outside of it; initiating, drafting, and submitting nominations for these awards as appropriate; and initiating, processing, and coordinating recommendations for programmatic undergraduate and graduate scholarships.

5. **Internship Committee.** The committee will include faculty members currently supporting students who are enrolled in internships. The membership shall include representation from each of the separate programs as far as may be reasonable and possible. The committee will be responsible for coordinating and developing standard practices related to internships offered by the various programs in SOSSIS.

6. **Public Relations Committee.** This committee will include a minimum of three bargaining-unit faculty members. The membership shall include representation from each of the separate programs that previously existed, as far as may be reasonable and possible. The Chair of the School will also serve *ex officio*, and its members will elect its chairperson. Working in consultation with discipline specific subcommittees, the duties of this committee include: planning and coordinating recruiting events in concert with appropriate University divisions or offices on behalf of the School; organizing and coordinating School colloquia, annual formal lectures, and other similar public events;; updating news and information about SOSSIS programs and activities, disseminating information via the SOSSIS and University web sites, and any other social media platforms used for or on behalf of SOSSIS for any of its programs, certificates, degrees or offerings in concert with appropriate University divisions or offices.

7. **Undergraduate Curriculum Committee**: This committee will include a minimum of three bargaining-unit faculty members. The membership shall include representation from each of the separate disciplinary and interdisciplinary programs as far as may be reasonable and possible. SOSSIS may invite adjuncts and faculty members from the Lake Campus in the disciplines that comprise the School, who will serve *ex officio*. At least **three** of the voting members shall be tenured faculty. The members will elect a curriculum chair, who must be a tenured faculty member. The duties of this committee, performed in consultation with discipline-specific subcommittees, include:
   - reviewing and making recommendations on proposals for all new undergraduate courses and programs;
   - reviewing and making recommendations on revision of existing undergraduate courses;
   - reviewing and making recommendations on deactivation/cancellation of existing undergraduate courses;
   - reviewing and making recommendations on all proposals for changes in undergraduate program;
   - establishing program requirements;
   - reviewing and making recommendations on all proposals for changes in the offerings to The Wright State Core by programs in the School;

- providing review and assessment of the undergraduate programs on a regular basis as needed; and
- coordinating scheduling requests to assure minimal conflict, and smooth coordination of course offerings across disciplines.

The committee may recommend the standards for selecting for part-time positions, including those being considered for adjunct positions at the main campus and those instructing in College Credit Plus or similar programs off-campus, and make recommendations to the Chair.

8. **Undergraduate Assessment Committee (UAC)**: This committee will include a minimum of three bargaining-unit faculty members. The membership shall include representation from each of the separate disciplinary and interdisciplinary programs as far as may be reasonable and possible. SOSSIS may invite faculty members from the Lake Campus in the disciplines that comprise the School, who will serve *ex officio*. The members will elect an assessment chairperson, who must be a tenured faculty member.

9. **Undergraduate Subcommittees**- In coordination with the Undergraduate Curriculum, Assessment, Public Relations and Awards Committee, there will be interdisciplinary subcommittees and discipline-specific subcommittees. The subcommittees will consist of voting members whose primary appointments are in the committee's disciplines or, in the case of interdisciplinary subcommittees, they are responsible for teaching substantive curriculum in the interdisciplinary program. With the exception of CJS, Modern Languages and IS, a quorum to conduct business is three BUFMs; for all others, the quorum will be six. Each Subcommittee will select its own Curriculum Coordinator, Assessment Coordinator, Student Affairs Coordinator, and other coordinators responsible for discipline specific charges and activities. The committees may invite adjunct faculty and Lake Campus faculty from the discipline as non-voting members. Duties include:

- Making recommendations to the SOSSIS Curriculum Committee for new course offerings, program modifications, new certificate and microcredentials, and course deactivations.

- Preparing and recommending a plan for course offerings and scheduling for consideration by the Curriculum Committee and SOSSIS chair to minimize conflicts and redundancies.

- Collecting and delivering materials needed from assessments and making recommendations for modifications and updates to five-year program assessment plans and Core curriculum review.

- Preparing discipline specific information for student recruitment efforts; arranging class visits and other activities to promote student recruitment and retention.

- Making recommendations and nominations to the Awards Committee of students in the major who might be eligible for discipline-specific scholarship and other awards; and

- Coordinating and managing minors under the program.

In addition to the general duties of discipline-specific program committees, they will also be responsible

for activities specific to their disciplines, including but not limited to:

- Anthropology/Geography Subcommittee:
- Advising SOSSIS Chair on the use of funds and purchasing of equipment for the Anthropology and GIS labs.

- Communication Subcommittee:
- Advising SOSSIS Chair on the use of funds for Communication.

- Political Science Subcommittee:
- Advising SOSSIS Chair on the effective operations of the Model UN.

- Sociology Subcommittee:
- Advising SOSSIS Chair on Sociology expenditures and activities.

- Crime and Justice Studies Program Subcommittee: The Crime and Justice subcommittee's composition and duties will be determined in consultation with SOSSIS Chair and the CoLA Dean.

- International Studies Subcommittee: The International Studies Subcommittee's composition and duties will be determined in consultation with the SOSSIS Chair and CoLA Dean.

- Modern Language Subcommittee:
- Overseeing the planning and executing of Language Immersions Days; outreach to area high schools.

10. **Graduate Studies Committee (GSC):** This committee will include Graduate School faculty members in good standing, including the directors of the MPA and ICP, whose majority members are included in SOSSIS. The Chair of the School is a member *ex officio* without a vote. The members will elect a chair, who must be a tenured faculty member. The duties of this committee include: reviewing and making recommendations on all proposals for new graduate courses; reviewing and making recommendations on all proposals for revision of existing graduate courses; reviewing and making recommendations on all proposals for cancellation of existing graduate courses; reviewing and making recommendations on all proposals for changes in graduate program graduation requirements; providing recommendations to the School Chair on awarding of graduate assistantships, fellowships, and scholarships; providing recommendations on graduate students for academic achievement awards at the School level and beyond; providing leadership on establishment and maintenance of outreach efforts to graduate program alumni and program partners; and providing review and assessment of the graduate programs on a regular basis as needed.

    Graduate Studies Sub-committees:
    a. Master of Public Administration (MPA) Subcommittee. This subcommittee shall meet at least once a year to review the program, measures of student progress, and assessment strategies &

results as required by NAASPA Accreditation. It shall also review student applications to the MPA Program and recommend scholarship and assistantship recipients. Only MPA-affiliated faculty on the GSC are eligible to serve. The GSC faculty chairperson selects the faculty chairperson for this subcommittee.

b. <u>International/Comparative Politics Masters (ICP) Subcommittee</u>. This subcommittee shall meet at least once a year to review the program, measures of student progress, and assessment strategies & results. as required by NAASPA Accreditation. It shall also review student applications to the ICP M.A. and recommend scholarship and assistantship recipients. Only ICP M.A.-affiliated faculty on the GSC are eligible to serve. The GSC faculty chairperson selects the faculty chair for this subcommittee.

11. <u>Bylaws Committee</u>: This committee will include a minimum of three bargaining-unit faculty members. The membership shall include representation from each of the separate disciplinary and interdisciplinary programs as far as may be reasonable and possible. The committee will meet at least once every fifth year to perform a review of SOSSIS bylaws, and whenever it becomes necessary to make changes as recommended by the University Faculty Governance Committee.

12. Search Committees.
The School faculty assume a major role in the process of searching for and hiring prospective new faculty through recommendation of the responsibilities of the position to be filled; review of applicant credentials; interview of applicants; and recommendation of a candidate to be hired. The School as a whole will vote on what recommendations to make to the Dean when a position becomes available, and, with the approval of the Dean, the School Chair will initiate the process of forming a search committee.

A search committee will include no fewer than three faculty, and, wherever feasible a majority of the BUFMs shall be from disciplines closely allied with the proposed position hire, and NTE faculty serve on a committee hiring NTE faculty. The committee members shall elect a chair. The search committee will have the responsibility of screening the applicant pool and recommending to the School faculty the short list of candidates who will be brought for on-campus interviews. Statements affirming adherence to a particular research, teaching, or service approach or viewpoint beyond the purpose of the position shall not be sought nor used in consideration of applicants. The search committee will assist in the administration of the candidates' visit and will provide a recommendation to the School faculty on which candidate should be hired.

The School faculty shall be informed about the Search Committee's recommendation on which candidates should be brought to campus at the time of the recommendation. The School faculty shall approve which candidates should be recommended to the Dean for hiring. All votes on hiring recommendations at all levels shall be by secret ballot with a supermajority (2/3rds) of those present and voting. The School Chair shall forward the School faculty's recommendation to the Dean.

VI.   **Teaching Assignments and Class Schedules Including Summer and Overloads**

1. **Teaching Assignments:** Discipline specific subcommittee members may submit scheduling recommendations to the SOSSIS Curriculum Committee. The faculty will be responsible for reviewing their assigned courses when the class schedule is published, and forwarding any written recommendations for schedule revisions to the SOSSIS Chair in a timely way.

2. **Overload teaching:** If an overload becomes available, the SOSSIS Chair will announce the opportunity to all qualified faculty. Faculty members will indicate if they are available and interested in teaching an overload. The Chair should make every effort to equitably distribute these overloads.

VII.   Criteria and Procedures for Annual Evaluation

The SOSSIS Chair shall conduct an annual evaluation of every Member's Teaching and Service in accordance with the procedures outlined in the CBA. Peer Evaluation of NTE Faculty will be conducted in accordance with the CBA.

Criteria for Annual Evaluation of Scholarship:
Throughout this document, "scholarship" refers to activities that generally result in the publication of original research books and articles, or the production creative or equivalent works in other discipline recognized media. The School faculty value research and scholarship, and fully understand that real scholarship often bears fruit only after a researcher spends a considerable time preparing the ground. The School also recognizes collaborative scholarship might be equivalent to single-author scholarship. Faculty may receive merit for in-process scholarly and creative activities that will most likely lead to published works or their equivalencies required for promotion and tenure. The highest rankings, "Outstanding" and "Extraordinary" will normally require publications or the completion of tangible discipline specific media products of the kind described below.

The following scores will apply for the evaluation of scholarship:

A faculty member who has made no demonstrated progress in scholarship will receive a score of 0 (Unsatisfactory).

To receive a score of 1 (Conditional Merit) in scholarship, a faculty member must maintain currency in scholarship particular to one's own discipline. This currency can be demonstrated by contributing to the ongoing life of his or her discipline by attending a conference,
   a. chairing a panel doing scholarly work,
   b. serving as peer reviewer,
   c. submitting or publishing one or more book reviews,
   d. preparing a brief article for a reference work,
   e. submitting significant revisions to a previously submitted article,
   f. or the equivalent.

To receive a score of 2 (Expected Merit) in scholarship, a faculty member must maintain currency in the scholarship of the professor's own field and present evidence of initiation or continuation of serious research by at least one of the following:

      a. is pursuing a clearly defined research agenda and has presented a clear blueprint or outline for publication and/or communication of research
      b. delivering a scholarly paper at a professional meeting
      c. preparing a substantial article for a reference work
      d. preparing a preliminary field report, white paper or consulting report
      e. engaging in archaeological field work or museum work
      f. submitting a significant grant application
      g. publishing a non-peer-reviewed article or chapter
      h. submitting an article to a peer-reviewed journal
      i. submitting a chapter to a peer-reviewed book
      j. submitting a substantial book proposal to an academic publisher
      k. submitting a preliminary fieldwork report or museum research documentation
      l. publishing a substantial review of a major work
      m. editing an academic series
      n. or the equivalent.

To receive a score of 3 (High Merit) in scholarship, a faculty member must maintain currency in the scholarship of the professor's own field, presenting evidence of initiation or continuation of serious research, and showing evidence that this research is generating tangible results:

a. publishing an article in a peer-reviewed journal
b. receiving an external, competitive grant.
c. publishing a chapter in a peer-reviewed book
d. publishing a co-authored article in a peer-reviewed journal
e. Publishing a field report, white paper or consulting report
f. publishing a report on an archaeological project or CRM report.
g. obtaining a significant grant.
h. editing or co-editing a peer-reviewed book
i. revising and republishing a previously published book or textbook, or the equivalent
j. completing a significant portion of a book-length manuscript
k. or the equivalent.

To receive a score of 4 (Exceptional) in scholarship, a faculty member must maintain currency in the scholarship of the professor's own field, demonstrate that currency by contributing to the ongoing life of his or her discipline, and present evidence of comprehensive research by at least one of the following:

a. publishing a peer-reviewed academic book
b. publishing a peer-reviewed textbook in the appropriate field
c. publishing 2 or more articles in peer-reviewed academic journals
d. publishing 2 or more chapters in peer-reviewed academic books
e. success in achieving some combination of at least 2 of the above; or one of the above plus a major, competitive grant.
f. or the equivalent.

VIII.   PROMOTION AND TENURE

The following sections outline the criteria for promotion and tenure of TET faculty. Candidates for promotion to the rank of Associate Professor with tenure should be able to demonstrate that their activities in each area have been continuous and progressive from the time of hiring to the date of their evaluation for promotion and tenure. Scholarship completed prior to appointment as assistant professor will be recognized as significant for the purposes of promotion and tenure. However, candidates for promotion and tenure must demonstrate a minimum of two continuous years of teaching and service accomplishments during the probationary period in order to be eligible for promotion and tenure, and at least two articles, chapters or a book must have been completed during the probationary period.

1. Promotion to Associate Professor with Tenure

During their probationary period, candidates for promotion and tenure must submit all supporting materials (as specified in the CBA) to both the School Chair and the PTC Committee Chair. If necessary, this shall include works accepted but not yet published, works not yet accepted for publication, conference papers, and works. When declaring an intent to apply for promotion and tenure, the candidate will follow the procedures outlined in the CBA.

a. Teaching

Over the probationary period the candidate should have compiled a record of consistently effective or steadily improving teaching and advising. By the end of the probationary period, there should be strong evidence of quality teaching, which normally includes strong student and peer evaluations, and may include other cumulative evidence submitted by the candidate.   Evidence of teaching quality includes:

- A commitment to improving courses by employing varied teaching methods and strategies.
- Offering courses that extend beyond the standard lecture format, such as: flipped classroom formats, online formats, courses with laboratory components, experiential courses, internships, IW or Inclusive Excellence formats.
- Developing new courses and/or significantly revising existing courses.
- Advising students regularly and effectively.
- Participating in activities designed to recruit new students to the major, minor, certificate and microcredential programs.
- Contributing to SOSSIS course offerings to the Wright State Core.
- Supervising students in independent readings or study courses, undergraduate honors' theses, graduate theses, study abroad courses, field schools, or other projects beyond standard classroom teaching.

If the candidate's performance over the probationary period falls somewhat below the threshold of high merit in teaching, the P and T Committee may take into consideration evidence of continuous improvement of teaching during the probationary period. However, the candidate must have contributed to the teaching mission of the department during the probationary period in order to be granted promotion and tenure.

b. **Scholarship**

SOSSIS, being comprised of faculty of diverse disciplines, recognizes the fact that scholarship can take any number of recognized forms within an academic setting, and that department members seeking promotion and/or tenure will have engaged in multiple facets of research, synthesis of existing knowledge, applied knowledge and teaching. Common conventions within academia give highest priority in scholarship to original outcomes presented through publications that usually take the form of peer-reviewed print publications and other discipline-recognized media ('Peer review' as used herein refers to the process whereby material submitted for potential publication is evaluated not only by the publication's primary editor(s) but also by one or more additional experts in an appropriate academic/professional discipline).

In order to broaden the scope of acceptable forms of scholarship without going beyond the boundaries set by disciplinary standards or the CBA, the School sorts scholarship achievements into one of four categories suggested by Ernest Boyer, in his 1990 report *Scholarship Reconsidered: Priorities of the Professoriate* (NY: The Carnegie Foundation), who writes: "Surely, scholarship means engaging in original research. But the work of the scholar also means stepping back from one's investigation, looking for connections, building bridges between theory and practice, and communicating one's knowledge effectively to students."

No substitutions or equivalencies will be allowed beyond the current list below, unless these criteria are laid out in an amendment to these bylaws prior to the candidate's submission of their promotion document.

Evidence of scholarship includes:

1. **The publication a scholarly book** (not an edited book) published by a university press, or an established press that follows the same conventions of external peer-review (e.g. Routledge, Sage, Elsevier, etc.), may be used for promotion and tenure; or

2. **Four from among the following:**

   a. **The publication of externally peer-reviewed scholarly articles** in the candidate's field of expertise (at least two of them accepted for publication without further major revisions while at Wright State University) is needed for promotion and tenure. Additionally, publications should be whitelisted in at least one recognized databases of scholarly journals, and/or be in journals published by a nationally or internationally respected university press or its equivalent.

   b. **The publication of a book chapter** in an externally peer-reviewed academic book, published by a university press or an established press that follows the same conventions of external peer-review is normally considered equivalent to a peer-reviewed scholarly article; or

3. **Equivalencies**

Equivalencies must be evaluated as such by the Promotion & Tenure Committee and School Chair as to whether they constitute true equivalencies of the above kinds of scholarship, and the PTC may seek input from external reviewers as appropriate or needed. Candidates are encouraged to seek proactive guidance from the Promotion & Tenure Committee on criteria for judging the merit of equivalencies of their specific project(s).

a. **The first edition of an original, researched and peer-reviewed textbook**, published by an established and reputable academic press, will count as sufficient for promotion and tenure. While this is considered roughly equivalent to a book or monograph based on original research, there must be evidence that its applicability in undergraduate or graduate classrooms nationally or internationally.

b**. Two Peer-Reviewed Articles in established and reputable academic journals or Chapters in books published by established and reputable academic presses (or the equivalent) and <u>two</u> from among the following equivalencies.** Equivalencies will be granted for published work that stems from research-based scholarly or professional service, that is substantive, original, and has been subject to vetting processes analogous to conventional peer review, done either by scholars in the field, or by professional practitioners qualified to evaluate the work.

- Major external competitive grants related to the faculty member's scholarly research, and principally provide funds for research.

- Published white papers/public paper analysis.
- Published outcome assessment of community services or a needs assessment

- Published cultural resource management study.
- Published translations of major scholarly or literary works into English.
- Published invited papers.

- Published chapters in textbooks.

- The publication of a peer-reviewed edited volume, indexed, peer-reviewed journal issue, or peer-reviewed edited book as part of a series, in the capacity of being an editor of the book, journal or series.

- The publication of a new edition of a significant piece of previously completed books. (Such a reissue should be substantially redesigned, rewritten books that incorporate new scholarship or reflect additional research in the field reflecting current trends within the discipline will be worth half of the requirements for promotion and tenure.

c. Service

Candidates for promotion to Associate Professor will be considered to have engaged in significant service if they demonstrate ongoing effective participation in one departmental and at least one college, university, professional, or community service committee. Significant service is expected for promotion. In no case will service that exceeds the criteria for significant service be a substitute for deficiencies in teaching and/or research.

Service that exceeds criteria for appropriate service for promotion and tenure includes, but is not limited to:
- Adhering to all service requirements as specified in the CBA, including, for example, attending commencement and submitting workload plans and faculty activity reports on time.
- Attending a majority of the School's faculty meetings.
- Serving on at least one program or School committee each year.
- Serving on at least one college or university committee during their probationary period.
- Demonstrating an interest in or undertaking leadership roles in at least one of the

committee types mentioned above.
- Serving the broader community in terms of public outreach or service to the profession. These will complement but not be in lieu of service to the institution itself.

A candidate for promotion must list service accomplishments on his/her curriculum vitae (required as part of the promotion and tenure document). The candidate may also include any testimonials, solicited or unsolicited, relating to service as part of an appendix to the promotion and tenure document.

2. **For Promotion to Professor**

Promotion to the rank of Professor represents a lifetime achievement. It entails not only maintaining the high standards of teaching, scholarship and service, but also leadership in governing structures of the School, College, University, the community at large and disciplinary bodies that furthers the interests and reputations of SOSSIS, Wright State University, its students and alumni. While there is no set limit on the span of time in which one should apply for promotion, it is expected that the candidate will have had a continuous record of teaching, scholarship and service after having been tenured and promoted.

a. **Teaching**:

Promotion to Professor requires not only a continuous record of distinguished teaching equivalent to that expected of assistant professors, but most go beyond superior performance in teaching as demonstrated by the following, or their equivalents:

- receiving consistently good student and peer evaluations
- developing new courses and/or revising existing courses.
- advising students effectively and working with colleagues to maintain and increase student enrollment and completions.
- supervising independent reading courses, undergraduate honors theses, graduate theses, graduate projects, study abroad options, CCP training modules, or other comparable large-scale projects
- teaching necessary service learning, DEI, writing intensive, and other relevant Wright State courses successfully.

b. **Scholarship:**

Promotion to Professor requires a continuous record of scholarship, conforming with the highest expectations of the discipline. For Promotion, a candidate must have completed, since promotion, at least one scholarly, peer-reviewed book, four articles or chapters that are whitelisted, peer-reviewed and produced by a university press or similar publication outlet, or two articles and two equivalencies from the list below. None of these recognitions are to be used as a substitute for published scholarship. A candidate must have completed at least two pieces of single authored or co-authored scholarship in their career.

- Awarded major external competitive grants related to the faculty member's scholarly research, and principally provide funds for research.

- Published white papers/public paper analysis.

- Published outcome assessment of community services or a needs assessment

- Published cultural resource management study.

- Published translations of major scholarly or literary works into English.

- Published invited papers.

- Published chapters in textbooks.

- The publication of a peer-reviewed edited volume, indexed, peer-reviewed journal issue, or peer-reviewed edited book as part of a series, in the capacity of being an editor of the book, journal or series.

- A new edition of an academic book or textbook. (Such a reissue should be substantially redesigned, re-researched, rewritten books that incorporate new scholarship or additional research in the field).

By mid-career, associate professors' scholarship should have come to the attention of their disciplinary colleagues. Positive citations by colleagues outside of Wright State University, prestigious appointments by disciplinary or community organizations that utilize candidates' scholarship, or the reissuing or wide dissemination of scholarly work will be viewed favorably by the PTR committee.

c. **Service:**

Promotion to Professor requires substantive service to the School, the College, the University, and the community. All of the following, or their equivalent, are required:

- Attends a majority of faculty meetings and contributes effectively to the discussion at these meetings.
- Shows a sustained record of activity on program/school committees that include obvious leadership contributions.
- Since promotion to Associate Professor, serves on a minimum of one college committee and one university-level committee with demonstrated leadership contributions, and provides other forms of institutional service. These may include assisting with a search, evaluating required texts for a commonly taught course, leading an assessment activity for the school, college or the university, developing a student-centered activity, or the equivalent.
- Perform some form of external (local, regional, national, or global) professional and community service; the latter may include community service related to professional expertise and/or social media outreach.

IX.   Amendments

Amendments to these bylaws must be introduced in written form at a regular faculty meeting and voted on by the School faculty at a subsequent regular faculty meeting. Bylaws changes are subject to approval by the Dean, Faculty Governance Committee, and Provost.

Bylaws for School of Social Science and International Studies (SOSSIS)

Bargaining Unit Faculty Approval

The bargaining unit faculty approve the bylaws by a vote of 23 to 0

Bargaining Unit Faculty Representative	**Date Signed**
(signature)	April 29th, 2024

Dean Approval	**Date Signed**
Dean(s) *(signature)*	May 31, 2024

Faculty Governance Committee Approval   Date Signed

Co-Chair (AAUP Representative)

(signature)   2-26-2025

Co-Chair (University Representative)

(signature)   2-26-25