

Department of Sociology & Anthropology Bylaws

Approved: May 28, 2003

Amended: February 20, 2006

Amended: May 17, 2013

Amended: August 30, 2017

I. Membership

A. Faculty Definition

The Sociology and Anthropology faculty will include all bargaining unit faculty with appointments in the department. Unless otherwise specified, references to “faculty” in these bylaws refer to both TET and NTE faculty. The Sociology and Anthropology faculty also includes a department chair, who is non-voting, and where indicated, may serve as an ex officio member of various department committees.

B. Voting membership

The voting membership of the department includes all its bargaining unit faculty, each of whom is entitled to one vote for issues on which the individual is eligible to vote.

C. Adjunct Faculty

The Sociology and Anthropology faculty may include part-time faculty who teach a variety of courses. Adjunct faculty members are not voting members of the department. They are, however, invited to attend all official department functions and open meetings.

D. Emeritus Faculty

Retired faculty who have been granted emeritus status continue to be affiliated with the department and may teach upon occasion. Emeritus faculty are not voting members of the department, but are invited to attend all official departmental functions and open meetings.

E. Staff

The Department of Sociology & Anthropology may include a number of support staff, among them classified staff, who are responsible for managing the department office. Staff personnel are not voting members of the department, but may be invited to attend open meetings and are invited to attend all official departmental functions.

II. Organization

A. Department Faculty Meetings

The department faculty will use department meetings to make recommendations for decision-making. All recommendations will be made by simple majority vote.

B. Calling Meetings

There shall normally be at least two meetings of the faculty each semester (excluding summer), called by the Chair of the department. The Chair can also call additional meetings as necessary. A meeting will also be called when four voting members of the department faculty request it.

An agenda for each meeting will be circulated by the Chair at least 48 hours prior to the meeting. Faculty may suggest agenda items to the Chair before the agenda is circulated. Items can be added to the agenda by departmental vote at a meeting or by petition of a majority of the faculty. A quorum is defined as a majority of the bargaining unit faculty in the department. Written minutes shall be kept of each meeting.

Voting will be by open response except where otherwise stated in these bylaws, or a faculty member requests that the voting on a particular issue be by secret ballot.

C. Committees

Departmental Committees work to further the business of the department. Their nature and membership are specified below. If members cannot serve their entire terms, new members can be elected or appointed, as is appropriate to the basis for their original formulation.

1. Faculty Governance Representatives

Consistent with the College bylaws, the department faculty will be represented in the College Senate by a member chosen by majority vote for a two-year term. The department faculty will provide faculty to serve in the appropriate constituency slots in College and University committees.

2. Promotion and Tenure Committee

1. Membership

The membership of this committee shall be the tenured bargaining-unit members of the department at the rank of Associate Professor or higher and the department Chair as a non-voting member. The chair of the committee shall be annually elected by its membership. If there are not three tenured bargaining-unit faculty eligible to vote, then one or more additional tenured, bargaining-unit Associate or full Professors from other departments will be selected by the Promotion and Tenure Committee, after it has received recommendations from the candidate(s).

2. Duties

The Promotion and Tenure Committee will evaluate candidates for promotion and tenure, and submit a written recommendation on each case using the criteria in Section V. It will provide an annual statement to each untenured member on his/her progress toward promotion and tenure. It will provide statements as requested by a tenured Associate Professor on his/her progress toward promotion. The committee will arrange with the Faculty Development Committee for the annual peer evaluation of teaching for non-tenured TET bargaining unit faculty at least once each year. The

Committee, the department Chair, and the individual who is reviewed will have copies of the peer evaluation reports. The Chair will use them in his/her annual evaluation, while the Committee will use them in its statement of progress toward promotion and tenure.

3. Faculty Development Committee

1. Membership

The Faculty Development Committee shall be composed of three tenured bargaining-unit faculty, including at least one sociologist and at least one anthropologist. Members are elected annually at the last scheduled department meeting of the academic year, and members shall elect their own committee chair.

2. Duties

- When asked by a candidate for a statement of support, the Faculty Development Committee shall evaluate faculty requests for Professional Development Leaves.
- The Faculty Development Committee will appoint mentors for newly-hired TET bargaining-unit faculty.
- If a faculty member asks for assistance to improve his/her teaching, or if peer reviews indicate that improvement is needed, the Faculty Development Committee will work with the faculty member to effect improvements.
- Members of the Faculty Development Committee will conduct peer reviews of teaching of all untenured TET faculty members. The peer review will include examination of course syllabi, tests, classroom observations, and other available materials. If the review of these materials indicates that there are significant problems in teaching, then additional classroom visits by one or more members of the Faculty Development Committee will be arranged.

4. Anthropology Curriculum Committee

1. Membership

The Anthropology Curriculum Committee shall be composed of all TET and NTE Anthropology faculty. A committee chair shall be elected annually by the members.

2. Duties

- The committee makes recommendations concerning curricular issues, including scheduling, new courses, and program revisions.
- Members of the committee who are also members of the Graduate Faculty make recommendations concerning the graduate curriculum. If there are not at least three Anthropology faculty who are members of the Graduate Faculty when a graduate issue arises, the Committee will invite one or more members of the Graduate Faculty from Sociology to bring the total to three.

5. Sociology Curriculum Committee

1. Membership

The Sociology Curriculum Committee shall be composed of three members of the Sociology faculty, each of whom serve two years, with one member serving with a term that expires in a year different from the other two. A committee chair will be elected annually by the committee members. Committee members are elected at the last scheduled faculty meeting of the academic year.

2. Duties

- The committee makes recommendations concerning curricular issues, including scheduling, new and revised courses, and program revisions.
- Members of the committee who are also members of the Graduate Faculty make recommendations concerning the graduate curriculum. If there are not at least three committee members who are members of the Graduate Faculty when a graduate issue arises, the Committee will invite one or more additional members of the Graduate Faculty from the department to bring the total to three.

6. Student Affairs Committee

1. Membership

The Student Affairs Committee is composed of three bargaining unit faculty, including at least one Sociologist and one Anthropologist, who are elected annually at the last scheduled faculty meeting of the academic year.

2. Duties

The Student Affairs Committee makes recommendations concerning the distribution of scholarship funds and the naming of alumni who may be honored by departmental awards, collects information to be disseminated in the department newsletter, and hears student petitions.

7. Search Committee

1. Membership

A Search Committee is formed when an opening in the full-time faculty ranks exists. It will include at least three bargaining-unit members who are elected at a department faculty meeting. For an Anthropology opening, at least two Anthropologists will be asked to serve. For a Sociology opening, at least two Sociologists will be asked to serve. At least one NTE faculty will serve on a committee for a search for an NTE position.

2. Duties

The Search Committee recommends a position description to the Chair and it assists with the processing of all Affirmative Action documents related to the search. It recommends to the Chair and to faculty at a departmental meeting a short list of candidates it regards as most highly-qualified for the open position. The faculty then recommends to the Chair a short list of candidates, of a length specified by the Chair, to be invited to the campus for interviews. Following interviews, the faculty and the search committee recommend a ranking of the candidates to the Chair and Dean

8. Ad Hoc Committees

Ad hoc Committees may be formed for specific tasks or to fulfill specific needs. These committees will be formed by the Chair or the bargaining unit faculty, and will make recommendations concerning their task or the need they address to the faculty and/or the Chair, as indicated when the committee is formed.

III. Summer Teaching

Faculty will make their availability to teach in the summer known to the Chair each year.

IV. Annual Evaluation

The department Chair will annually evaluate all bargaining unit faculty members following the procedures outlined in the TET and NTE CBAs.

Faculty will annually submit a Faculty Activity Report and updated Curriculum Vitae to the Chair, providing the materials called for in the CBAs and including course syllabi, indications of teaching success, copies of any publications or other scholarly materials (e.g. papers presented) claimed for that year (TET faculty only), and any other materials listed below in this section or that they desire.

The Department Chair will evaluate each area of each faculty member's professional activity.

A. Evaluation of Teaching will be conducted utilizing the criteria and procedures set forth in the TET and NTE CBAs.

Peer evaluations of teaching.

- Peer evaluations for TET faculty are performed by members of the Faculty Development Committee, and are submitted to that committee, the individual who is reviewed, and the Department Chair.
- Peer evaluations for NTE faculty are performed as set forth in the NTE CBA.

B. Evaluation of Scholarship (TET faculty only)

Collaborative scholarship normally requires as much effort as single-author scholarship, and should be evaluated accordingly.

To receive a score of **1 (Adequate)** in scholarship, a faculty member must

- keep current with scholarship in an appropriate professional field
- demonstrate that currency by attending a conference, chairing a panel, delivering local lecture(s) or presentation(s) on ongoing research, engaging in ongoing research and writing, or the equivalent.

To receive a score of **2 (Meritorious)** in scholarship, a faculty member must

- keep current with scholarship in an appropriate professional field
- demonstrate that currency by attending a conference, chairing a panel, delivering local lecture(s) or presentation(s) on ongoing research, engaging in ongoing research and writing, or the equivalent.

- Go beyond the demonstration of scholarly competence by delivering a scholarly paper at a significant academic conference, publishing one or more reviews, publishing an article or articles for a reference work, editing an academic series, submitting a scholarly article to a peer-reviewed academic journal, or the equivalent.

To receive a **3 (Outstanding)** in scholarship, a faculty member must

- keep current with scholarship in an appropriate professional field
- demonstrate that currency by attending a conference, chairing a panel, delivering local lecture(s) or presentation(s) on ongoing research, engaging in ongoing research and writing, or the equivalent.
- Demonstrate professional originality and independence, for example by publishing an article in a peer-reviewed academic journal, publishing a chapter in a peer-reviewed academic book with a recognized university or academic press, revising and republishing a previously published book or textbook, revising and collecting previously published work in a single volume, or the equivalent.

To receive a **4 (Extraordinary)** in scholarship, a faculty member must do at least one of the following fully or some partial combination of at least two of the following, or the equivalent, in addition to otherwise keeping at least an Adequate or Meritorious level of scholarly activity:

- Publish a peer-reviewed academic book with a recognized university or academic press
- Publish a professional textbook with a recognized publisher of texts in the appropriate field
- Publish two or more professional articles in peer-reviewed academic journals
- Publish two or more chapters in a peer-reviewed edited book or books.

A score of **0 (Unsatisfactory)** in scholarship will be given to any faculty member who cannot satisfy the requirements for an Adequate evaluation.

Evidence for the Evaluation of Scholarship

Faculty may claim a work for purposes of merit (above the level of “adequate”) in more than one year. For example, an article or manuscript may be reported in year one as being “in preparation” or “under consideration;” in year two it may be reported as having been “accepted” or “published.” It is useful for faculty to list both in order to establish their ongoing commitment to keeping current with their professional fields.

In support of all claims of merit in scholarship at the “meritorious” level or above, the faculty member must submit the following:

- For all published works: a copy of the publication
- For all works listed as accepted but not yet published: a printed or electronic copy of the accepted manuscript and the letter of acceptance, or galley proofs of the printed publication
- For all conference papers: a printed copy of the manuscript

In addition, all faculty may (if they wish) submit a statement describing their research program and publication plans, as a way of placing in context the performance for a given year.

C. Evaluation of Service will be conducted utilizing the criteria and procedures set forth in the TET and NTE CBAs.

Evidence for the Evaluation of Service

Faculty should submit to the Chair as part of the Faculty Activity Report

- A list of all service activities performed during the previous three years, arranged in order from the most important to the least important
- A description of all service activities performed that represent special commitment or effort beyond the norm
- Any testimonial letters received that describe a particular act of service and its effects
- Any other material that documents the faculty member's service.

V. Promotion and Tenure for TET BUFMs

A. In the Department of Sociology and Anthropology, it is the candidate who is primarily responsible for securing a recommendation for promotion and/or tenure. This responsibility involves completing all of the tasks for candidates specified in the TET CBA by the dates specified therein, some of which are listed below. Candidates must:

- Notifying both the department Chair and the promotion and tenure committee that the individual seeks such promotion and/or tenure, except when the Promotion and Tenure Committee initiates the process pursuant to the CBA.
- Submitting to the Promotion and Tenure Committee the names of five recommended external referees who can review the case in a clearly unbiased manner. A brief biographical overview of the potential referees including their institutional affiliation, rank, and areas of expertise must also be provided. Early in the calendar year in which they anticipate the promotion and tenure process to begin, Candidates should refer to the CBA for the exact dates by which the tasks for candidates specified in the TET CBA must be completed.
- Gathering the necessary documentation to support the case.
- Submitting to the current Promotion and Tenure Committee chair all materials to be sent to outside reviewers.
- Submitting to the Department Chair the complete P&T document along with other materials required by the CBA.

B. Criteria for promotion and tenure

1. A recommendation for promotion and/or tenure must be based on the following criteria regarding teaching, scholarship, and service, and shall take into account letters from outside reviewers.
2. For promotion to Associate Professor
 1. Teaching

Over the probationary period the candidate should have compiled a record of consistently effective or steadily improving teaching and advising. By at least the end of the probationary period there should be strong evidence of successful teaching, which normally includes strong student and peer evaluations, and may include other evidence submitted by the candidate. The faculty member must have contributed to the teaching mission of the department.

2. Scholarship

A candidate for promotion and tenure should have substantial evidence of a continued program of serious independent scholarship, coupled with proof of peer acceptance by the publication of his/her scholarly work. Published scholarship is necessary for promotion and tenure in the department of Sociology and Anthropology. This scholarship may take many forms, but there must be evidence of an ongoing program of research, presentation of research to scholarly audiences at meetings, submission and publication of work, or professional involvement in the candidate's discipline. Scholarship submitted as evidence of the candidate's worthiness for a recommendation of promotion and tenure must include substantial work done while a member of the department of Sociology and Anthropology at Wright State. Although credit is given for research done prior to appointment at Wright State, evidence of ongoing scholarship while at Wright State must be present in the record.

The general practice in the department is that the publication of four peer-reviewed scholarly articles (at least two of them published while at Wright State University) in well-respected, scholarly journals, or a written (not edited) scholarly book published by a reputable press is needed for promotion and tenure, assuming all other criteria are met. A chapter in a peer-reviewed academic book is normally considered equivalent to a peer-reviewed scholarly article. Collaborative scholarship normally requires as much effort as single-author scholarship, and so co-authored works are generally credited fully to the individual. To ensure that the candidate has established a program of independent scholarship, however, at least two of the four required peer-reviewed works must be first authored or single authored.

Evidence of Successful Scholarship

The candidate must provide copies of all publications. Works accepted but not yet published must be provided in the form of galley proofs or typescripts with a letter of acceptance.

The candidate must provide the Promotion and Tenure Committee with a list of five potential outside reviewers qualified to evaluate the quality of his or her work. The Committee will solicit letters from three of these reviewers. If the Committee cannot find three appropriate and available reviewers from the candidate's initial list, the candidate will provide additional names as requested, until the committee can find enough appropriate and available reviewers. The reviewers should be scholars qualified in the candidate's field, and who were not part of a candidate's graduate evaluation committees.

The letters will be used to help gauge the candidate's contributions to his or her field.

3. Service

Although candidates for promotion to Associate Professor are neither expected nor encouraged to have extensive involvement in service activities, ongoing effective participation in departmental and some college, university or community service is expected for promotion. In no case will service substitute for deficiencies in teaching and/or research.

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.

3. For promotion to Professor

Promotion to Professor is the culmination of an academic career, involving excellence in all areas of evaluation. There is no exact time frame for recommendation to this rank. Candidates for Professor should show a consistency of achievement in the three areas outlined below for several years prior to seeking a recommendation from the department.

1. Teaching

Professors should not only be excellent teachers, but they should be role models for others in the department. They should have maintained high and appropriate standards in their classes, advised and taught students with great success overall, and taken the lead to develop appropriate and effective teaching materials and, as needed, new and revised courses.

2. Scholarship

For recommendation to the rank of Professor, a candidate should present evidence of achievements since his/her promotion to Associate Professor which have been evaluated positively by his/her peers in his/her given field. Evidence should include either (1) the publication of four substantial articles in well-respected refereed journals or (2) a written (not edited) scholarly book published by a reputable press. The candidate should also demonstrate participation at national and/or international conferences, as well as at least one of the following: positive citation by others of his or her published work in books or scholarly publications in major journals, or the award of major research grants. A chapter in a peer-reviewed academic book (but not textbook) is normally considered equivalent to a peer-reviewed scholarly article.

The candidate must provide the Promotion and Tenure Committee with a list of five potential outside reviewers qualified to evaluate the quality of his or her work. The Committee will solicit letters from three of these reviewers. If the Committee cannot find three appropriate and available reviewers from the candidate's initial list, the candidate will provide additional names as requested, until the committee can find enough appropriate and available reviewers. The reviewers should be scholars qualified in the candidate's field, and who were not part of a candidate's graduate evaluation committees.

The letters will be used to help gauge the candidate's contributions to his or her field.

3. Service

A candidate for Professor must show evidence of continuing substantial service on behalf of the university, such as faculty governance, as a committee chair, or as a member of the Faculty Senate. Mentoring and leadership of student organizations over a long period of time is another indicator of continuing substantial service. The service record should document specific accomplishments in service roles.

Work in the community at large, or for the individual's discipline, is also an important required aspect of service for Professors. Examples may include leadership roles on boards of local organizations, professional organizations, journal editorial boards, and contributions to successful community initiatives.

VI. Amendments

Amendments to these bylaws may be made in accordance with the TET and NTE CBAs. Amendments must be introduced in written form at a regular faculty meeting and voted on at a subsequent regular faculty meeting.