



UNC GREENSBORO

Department of Sociology

Instrument of Governance

Approved 11/12/2018

Purpose

The purpose of the Instrument of Governance is to codify the structures and policies through which Faculty initiate and participate in the academic and administrative affairs of the Sociology Department.

Statement of Authority

The Faculty of the UNCG Department of Sociology, hereinafter identified as the Faculty, approved this Instrument of Governance (IOG) on __/__/2017. This IOG embodies UNC Shared Governance Standards whereby Faculty participate in important decisions in the department.

Approval of the IOG

This IOG shall become effective upon adoption by a 2/3rds majority of the voting Faculty. Voting Faculty are all tenured and tenure-track Faculty. Faculty members on phased retirement are not counted toward the majority.

Amendments to the Instrument of Governance

Proposed amendments to the IOG may be submitted to the Faculty for consideration. The Faculty will review and vote on all proposals. Amendments approved by 2/3rd of the voting Faculty majority will become effective as soon as possible. All changes to the IOG must be in accordance with the rules and regulations of the College of Arts and Sciences and the University of North Carolina Greensboro.

Program Mission:

UNCG Sociology serves undergraduate and graduate students, the College & University, the academy, and our communities through teaching, scholarship, mentorship, outreach, and active citizenship. We put sociology to work to solve problems, educate students and

the public, raise critical questions, and create freer intellectual spaces. Grounded in an appreciation of the complexity, variety, and necessity of sociological inquiry, we are teacher-scholars driven to advance the promise of sociology at every level and in every context.

Basic Structure and Duties

Department Head

The department's chief administrative officer is the Department Head, who is responsible for the operation, management, and academic health of the department in accordance with duties of the head specified in *the Administrative Guidelines for Creation of Academic Departments and Appointment of Department Heads*, which can be found on the University Provost website, and in the *Handbook for Faculty*.

The Department Head is appointed, and may be reappointed, by the Dean of the College. Typically the Dean solicits comments concerning potential candidates for the headship from all members of the faculty and staff of the department.

The Department Head is charged with leading and administering the department. Administrative responsibility includes, but is not limited to:

Course scheduling

Program oversight

Management of budgeted resources

Faculty workload

Annual reviews

Program development, resource management, support services, and public relations

The initiation and evaluation of all policies

General coordination of departmental personnel

Professional development of Faculty.

The Department Head may delegate duties to various committees and Faculty but is expected to consider the advice and recommendations of Faculty in making decisions. But, except where explicitly stated otherwise in university regulations, the Department Head has the ultimate authority and responsibility for the actions of the department of Sociology.

Director of Undergraduate Studies

The Head appoints the Director of Undergraduate Studies (DUS) for a three-year term. The DUS exercises general supervision of the undergraduate programs, including recruitment, curriculum, advising, and monitoring of progress of undergraduate students. The Director advises the Head on matters related to the undergraduate programs and course scheduling. The DUS shall make recommendations to the Faculty for student honors and scholarships given by the department. The Director shall also make recommendations to the Faculty for student honors and scholarships requiring nominations by the department. These include, but are not limited to, The Golden Chain Award, and the Student Excellence Award.

Director of Graduate Studies

The Head appoints the Director of Graduate Studies (DGS) for a three-year term. The DGS exercises general supervision of the Graduate Program, including recruitment, curriculum, course scheduling, and monitoring of progress of graduate students. The DGS advises the Department Head on matters related to the assignment of graduate assistantships and tuition waivers. The Director is responsible for assignment of Graduate Student duties. The DGS shall make recommendations to the Faculty for student honors and scholarships given or nominated by the department. These include but are not limited to nominations to the Graduate School for Outstanding Master's Thesis awards.

Faculty

Department Faculty - As the main body of governance in the Sociology department, the Faculty participates in the administration of the department.

Definition of the Faculty

The *Faculty* is defined as all tenured faculty, tenure-track faculty and jointly appointed faculty not in phased retirement in the Department. Lecturers and Instructors will be defined as faculty who are non-tenure eligible. Lecturers and Instructors together with Adjunct Faculty are not considered to be members of the Faculty, although they may be invited to attend faculty meetings in a non-voting role when the Faculty deems it appropriate.

With respect to faculty rank and title definitions, the Department follows the procedures prescribed in the document “*Faculty Rank / Title Definitions*,” which can be found on the Provost’s website.

The Faculty:

- Act as the legislative body of the Faculty. In shared governance, this means management of the undergraduate and graduate programs, designation of student awards, development and implementation of promotion and tenure guidelines, research, and governance
- Respond to recommendations of the Department Head and standing and ad-hoc committees
- Advocate policies that reflect Faculty, student and staff concerns
- Adopt and amend the Department of Sociology’s Instrument of Governance
- Engage in curriculum development and implementation
- Recruit graduate and undergraduate students
- Attend major department events and ceremonies, such as graduation, alumni networking night, AKD ceremony
- Attend faculty meetings
- Supervise Graduate Student thesis projects and serve as MA thesis committee members
- Supervise undergraduate honors thesis projects
- Conduct peer reviews of tenure track faculty and lecturers
- Conduct annual reviews of all Faculty (tenured faculty only)

Faculty Meetings

The department conducts decision-making and policy review business in faculty and faculty subcommittee meetings. Only tenured or tenured-track Faculty have full voting privileges. The head will call at least one Faculty meeting each semester. A list of dates for meetings shall be provided at the beginning of each semester. Additional meetings may be called by the Head when necessary, or on petition of five faculty members. An appointed designee acts as the recorder of the minutes at faculty meetings. The Department Head will maintain electronic files of approved meeting agendas and minutes. Minutes shall be taken and distributed prior to the next scheduled meeting. Minutes and meeting discussions should be kept confidential.

Except for urgent business that requires an immediate response, the head must announce meetings at least four business days in advance by written notice, with an agenda distributed at that time. Notices and agenda distributed by email shall be considered sufficient for this purpose. The Head will frame the agenda with the input from the

standing committees and the Faculty. Recommendations from the Faculty can be brought forward to the Department Head for inclusion on faculty meeting agendas at any time, but it is the discretion of the Head to set the agenda. The Faculty can request additional agenda items within twenty-four hours of the agenda distribution. The Head will preside over all faculty meetings.

By state law, all personnel discussions are confidential.

Voting Procedures

Voting Faculty are all tenured and tenure-track Faculty.

Formal voting procedures may be used if deemed appropriate by the Head and/or Faculty, in which case motions will be made, then must be seconded, then must be discussed and then a motion to vote followed by a second to that. In such cases a quorum consists of two-thirds of the Faculty. Faculty members on leave are not considered part of the quorum count. Any Faculty member may make a motion to vote on any issue. The motion needs to be seconded by a Faculty member. A Faculty member may also submit an agenda item for discussion only, where a vote is not required. The Department Head does vote on department decisions. In the event of a tie, the Faculty should keep discussing and voting until a majority emerges.

Voting Faculty not in attendance at a Faculty meeting may vote by proxy, by letter, or by electronic/digital means. Distance voting is permitted in advance of a meeting, but when there are multiple rounds of voting, distance votes will only be counted in the first round of formal voting. Votes normally shall be conducted by show of hands, but 1/3 of the members present and voting may request the use of a secret ballot on any vote.

Faculty on phased retirement and full-time instructors do not have voting privileges. Faculty on leave may return to vote on matters they deem important.

Faculty Meeting Attendance

The Department Head and all full-time tenured and tenure-track Faculty are expected to attend faculty meetings. However any department individual may request permission to attend a Faculty meeting should they so desire.

Department Committee Structure and Service Responsibilities

The Sociology Faculty determines the responsibilities of department standing committees. In consultation with the Faculty, the Department Head determines membership on departmental committees. Faculty members will serve on committees on a rotating basis. The Department Head will strive to distribute these responsibilities in a fair and even manner.

Standing Committees:

- *Personnel committee/Tenure/Third Year Review:*

The Annual Review Committee consists of all tenured faculty members. During the spring semester, the committee shall review the annual reports and other applicable documents submitted by each tenure-line faculty member and lined Lecturer. The committee completes the Peers' Summary Evaluation portion of the College Annual Review Report Form (the Form) for each tenure or tenure-track faculty. Faculty who are serving on the Annual Review Committee shall have their evaluation completed by the other members.

- *Search Committees*

Search committees are appointed by the Dean of the College of Arts and Science upon recommendation of the Head, and operate according to procedures prescribed in the document "*Responsibilities of Faculty Search Committees Serving in the Appointment of Assistant Professors, Associate Professors, and Professors,*" which can be found on the Provost's website. The Committee makes recommendations to the Head regarding selection of candidates for telephone and when possible on-campus interviews and schedule interviews in consultation with the Head. After the candidates have been interviewed, the Head shall convene a meeting of the Faculty, and conduct an open discussion of the candidates and request a secret ballot vote of the Faculty to determine: (1) acceptability of the candidates and (2) ranking of the candidates. Any member of the faculty may also furnish comments to the Head. While advisory to the Head, collective Faculty rankings of candidates are to be honored except in unusual circumstances. Determination of which candidate will be made an offer of employment and the conditions of the offer will be made by the Dean of the College of Arts and Sciences.

- *Ad hoc Department committees are formed as deemed necessary in the conduct of Department Business.*

The Department Head may convene ad hoc committees whenever they deem it appropriate. Appointment to an ad hoc committee will be made by the Department Head. Such committees are normally convened to address a specific question or task. As such they should have a clear timetable for the completion of their duties.

Additional Department Committees

Post Tenure Review Committee, Alumni Networking Night Committee, Work-load Policy Committee

Department Service Roles

- *Honors Program Liaison*
- *Library Liaison*
- *AKD Advisor*
- *Faculty Senator*
- *Recorder of Minutes*
- *Senior Lecturer Mentor*
- *Sociology Club Advisor*
- *Webmaster*
- *Assessment Coordinator*