

BY-LAWS

Department of Sociology & Anthropology Illinois State University

Approved: May 3, 1968; February 29, 1972; November 12, 1973, April 19, 1976; November 20, 1978; and October 10, 1996, May 6, 2005, May 9, 2008, September 12, 2014

Preamble

The Department of Sociology & Anthropology takes pride in its long tradition of faculty self-governance, open and forthright discussion, and democratic decision-making on issues attending to our common endeavors.

II. Mission Statement

It is our ongoing mission to,

- help students learn, understand, discover, and apply knowledge about sociology & anthropology;
- create and maintain, with our students, a comfortable and challenging teaching-learning community, both inside and outside the classroom, in order to promote student development, shared responsibility for learning, and academic achievement; and
- encourage and reward faculty/staff development in alignment with individual interests and strengths while promoting excellence in teaching, scholarship, and service.

III. Departmental Overview

The By-Laws of the Sociology and Anthropology Department establish the policies and procedures for the governance and administration of the Department. Every effort has been made to make the By-Laws consistent with University policies and procedures including the College of Arts and Sciences Bylaws, ASPT documents, College Faculty Status Committee (CFSC), DFSC guidelines, and Non-tenure track faculty collective bargaining agreements. Should an inconsistency be discovered, College and University documents will prevail.

IV. Department Structure

A. Chairperson

The Chair is the chief administrative officer of the department, having general responsibility for personnel hiring, firing, and evaluation; for budgets and facilities under departmental control; for curriculum development; for developing alumni relations; and for the general academic reputation and atmosphere of the department. Specifically the Chair is responsible for fiscal management, for personnel management including scheduling, for developing long-range and short-range plans and goals, for encouraging professional activity in the form of innovative and high quality teaching, scholarly productivity, and public service appropriate to the discipline. Illinois State University operates in a shared governance system, and it is expected that the department Chair will exercise leadership in regular consultation with the appropriate faculty, staff, and students. The Chair is expected to be a responsible steward of resources and effective manager of staff as well as an academic leader who

fosters a culture conducive to high standards in teaching, research, creative activity, professional service, and collegiality. The Chair is evaluated annually for salary increases and at 5-year increments by the Dean.

B. Chair appointed positions

1. Graduate Coordinator for Sociology

The Department shall have a Sociology Graduate Coordinator who shall have primary responsibility, in consultation with the Chairperson, for the administration and coordination of the sociology graduate program. The Coordinator shall meet regularly and work closely with the Sociology Graduate Program Committee, whose members shall advise and assist the Coordinator. The Sociology Graduate Coordinator shall be appointed by the Chairperson for a term of three years, after considering the recommendations of members of both the DFSC and Council. Responsibilities for the graduate program coordinator may include such duties as coordinating review of admissions applications with the GPC, managing curricular issues and changes, advising graduate students, managing GA assignments, managing communication regarding the graduate program, consulting with the chair regarding scheduling of courses and faculty assignment, and other duties as they relate to the coordination of the program. The Graduate Coordinator will have a one-course release per semester and the chair will request a summer stipend from the College each year.

2. Graduate Coordinator for Anthropology

The Department shall have an Anthropology Graduate Coordinator who shall have primary responsibility, in consultation with the Chairperson, for the administration and coordination of the anthropology graduate program. The Coordinator shall meet regularly and work closely with the anthropology graduate faculty. The Coordinator shall be appointed by the Chairperson for a term of three years, in consultation with the anthropology faculty. Responsibilities for the graduate program coordinator may include such duties as coordinating review of admissions applications with the other graduate faculty, managing curricular issues and changes, advising graduate students, managing GA assignments, managing communication regarding the program, consulting with the chair regarding scheduling of courses and faculty assignment, and other duties as they relate to the coordination of the program. The Graduate Program Coordinator will have a one course release per semester and the chair will request a summer stipend from the College each year.

3. Undergraduate Anthropology Coordinator

The Department shall have an Anthropology Undergraduate Program Coordinator, who shall assist in the administration and coordination of the anthropology undergraduate program, including the scheduling of anthropology courses. The Coordinator shall meet regularly and work closely with the anthropology faculty. The Anthropology Undergraduate Program Coordinator shall be appointed by the Chairperson in consultation with the anthropology faculty for a three year term, and shall meet regularly with the Chairperson to review and discuss the anthropology undergraduate program. Responsibilities for the program coordinator may include such duties as coordinating review of admissions applications with the other faculty members and advisor, managing curricular issues and changes, managing communication regarding the program,

consulting with the chair regarding scheduling of courses and faculty assignment, and other duties as they relate to the coordination of the program. The Undergraduate Anthropology Program Coordinator will have a one-course release per year and the chair will request a summer stipend from the College each year.

4. Undergraduate Sociology Coordinator

The Department shall have a Sociology Undergraduate Program Coordinator, who shall assist in the administration and coordination of the sociology undergraduate program, including the scheduling of sociology courses. The Coordinator shall meet regularly and work closely with the sociology faculty. The Sociology Undergraduate Program Coordinator shall be appointed by the Chairperson in consultation with the sociology faculty for a three year term, and shall meet regularly with the Chairperson to review and discuss the sociology undergraduate program. Responsibilities for the program coordinator may include such duties as coordinating review of admissions applications with the other faculty members and advisor, managing curricular issues and changes, chairing the Sociology Undergraduate Curriculum Committee, managing communication regarding the program, consulting with the chair regarding scheduling of courses and faculty, consulting with the chair regarding scheduling of courses and faculty assignment, and other duties as they relate to the coordination of the program. The Undergraduate Sociology Program Coordinator will have a one-course release per year, and the chair will request a summer stipend from the College each year

5. Election Monitor

At the beginning of the fall term, the Chair will appoint an election monitor from the tenure and tenure-track faculty. The Election Monitor term shall be for two years. The responsibilities include oversight of all departmental elections including the solicitation of nominations, the creation of ballots, oversight of voting procedures, and reporting results to the faculty. The Election Monitor will receive the ballot count along with one other faculty or staff member to verify for authenticity.

V. Committees, Appointed Positions, and Department Sections

A. Elected Committees

1. Department Faculty Status Committee (DFSC)

a. Responsibilities

The Department shall have a Department Faculty Status Committee (DFSC). The Department Faculty Status Committee shall act in accordance with the current Appointment, Salary, Promotion and Tenure policies of the Department, College, and University. These responsibilities will include approving recommendations for appointment, conducting pre-tenure reviews, conducting faculty annual performance evaluations, conducting summative reviews for tenure and promotion, conducting post-tenure reviews, making recommendations regarding dismissals, and recommendations for College and University awards. At the close of each spring semester the DFSC will review if any faculty would be appropriate for nominations for fall awards and invite faculty to

consider an application

b. Election Procedures

The members of the DFSC shall be elected with the exception of the Chair. Tenured and tenure-track faculty members in the Department of Sociology & Anthropology at Illinois State University, and only such members, are eligible to vote in elections for faculty members to serve on the DFSC. Faculty members on leave shall have voting privileges. Each year the Chairperson and Election Monitor shall determine in advance of the election the required qualifications of the candidates for replacement to the DFSC, taking into account the University requirement that the majority of the members of the DFSC be tenured. Election of members to the DFSC shall be held prior to the close of the spring semester by anonymous ballot

c. Number of members

The committee consists of five faculty members including the Department Chairperson, two sociologists, one anthropologist, and one member-at-large. The DFSC shall be chaired by the Department Chairperson, who will be a voting member.

d. Membership qualifications

In accordance with University policy, at least three of the five DFSC members shall be tenured.

e. Term limits

Faculty elected to the DFSC will serve two-year staggered terms beginning on August 15 of the year they are elected. Under ordinary circumstances, faculty elected to the DFSC may not serve more than four consecutive years.

f. Replacement of unscheduled vacancy

Elected members of the DFSC who are on leave of absence (either sabbatical, leave without pay, or family leave) shall be replaced for such period of time. The Election Monitor has the responsibility to fill such vacancies by anonymous ballot within one month of their occurrence

g. Replacement of faculty during tenure year

In any year a member of the DFSC is being reviewed for tenure or promotion that year, a replacement must be elected to serve out that one year. If there is time remaining on the term at the close of the decision year, the original member will return to the committee to fulfill the term. The Election Monitor has the responsibility to fill such vacancies by anonymous ballot.

2. Department Council

a. Responsibilities

The Department shall have a Department Council. No faculty member shall serve on both the DFSC and the Department Council at the same time. The committee consists of five faculty members including the Department Chairperson, two sociologists, one anthropologist, and one member-at-large. The Department Council shall be chaired by the Department Chairperson, who will be a voting member. The Council's primary role is to consider policy-related issues as identified by the Chairperson or the faculty, including, but not limited to, budget and strategic planning.

b. Election Procedures

The members of the Department Council shall be elected with the exception of the Chair. Tenured

and tenure-line track faculty members in the Department of Sociology & Anthropology at Illinois State University, and only such members, are eligible to vote in elections for faculty members to serve on the DFSC. Faculty members on leave shall have voting privileges. Each year the Chairperson and Election Monitor shall determine in advance of the election the required qualifications of the candidates for replacement to the Department Council. Election of members to the Council shall be held at the beginning of the fall semester by anonymous ballot. Faculty elected to the Council will serve two-year staggered terms beginning on August 15 with election of members to the Department Council being held prior to the close of the preceding spring semester by anonymous ballot after election to DFSC has occurred.

c. Number of members

The committee consists of five faculty members including the Department Chairperson, two sociologists, one anthropologist, and one member-at-large. The Department Council shall be chaired by the Department Chairperson, who will be a voting member.

d. Member qualifications

Any tenure or tenure-track faculty is eligible to serve on the Department Council.

e. Term limits

Faculty elected to the Department Council will serve two-year staggered terms beginning on August 15. Faculty elected to the Department Council may not serve more than four consecutive years. No faculty member may serve on both the DFSC and Department Council at the same time.

f. Replacements

Elected members of the Department Council who are on leave of absence (either sabbatical, leave without pay, or family leave) shall be replaced for such period of time. The Election Monitor has the responsibility to fill such vacancies by anonymous ballot within one month of their occurrence

3. Chair Search Committee

a. Responsibilities

If the chair position is vacated, the Dean of the College will establish a search committee that will be comprised of a chair and secretary from faculty outside the Department. The Department will elect all other members to the search committee that will be composed of two faculty members from sociology, two faculty members from anthropology, one member from the AP/Civil Service personnel, and two graduate students, one from each discipline. Ultimately the search committee is responsible for facilitating the search and interview process and conveying the opinions of the faculty and staff to the Dean, who makes all decisions regarding hiring of a chair.

b. Election Procedures

Election of faculty members will follow general election procedures. Staff will vote for their own representative. The graduate coordinators will seek nominations from graduate students in both disciplines. Once nominations are in, the chair will distribute the ballots to graduate students per electronic balloting procedures. Students within each discipline will vote for their respective student representative. The two graduate students will have .5 vote to equal one vote. Once the committee is constituted, the committee shall meet with the faculty to discuss procedures to be used for the search

process and will keep the department informed of progress.

B. Appointed/Standing Committees

1. Sociology Graduate Program Committee

a. Formation of Committee

The sociology faculty shall have a Graduate Program Committee comprising the Sociology Graduate Coordinator and two tenured or tenure track faculty elected by a majority of the tenured or tenure-track sociology faculty. The Election Monitor will seek nominations for the Sociology Graduate Program committee and members shall be elected by standard election procedures. The election of members will be held prior to the close of the spring semester by anonymous ballot after election to DFSC and Department Council has occurred for a term to begin Aug 15th of the following academic year.

b. Committee responsibilities

The committee will have the responsibility to consult with the graduate program coordinator on curricular issues including course proposals and changes, and shall consult with the chair on the scheduling of courses and faculty assignment.

c. Term limits

The elected faculty for these committees shall each serve two year staggered terms with a limit of 4 years or two consecutive terms.

d. Replacement of unscheduled vacancies

In the event that an elected member of either committee vacates his or her term before the term expires, the Election Monitor has the responsibility to fill such vacancies by anonymous ballot within one month of their occurrence

2. Sociology Undergraduate Admissions and Curriculum Committee

a. Formation of Committee

The sociology faculty shall also have an Undergraduate Admissions and Curriculum Committee, comprising the Sociology Undergraduate Program Coordinator, Academic Advisor, and two tenured or tenure track faculty elected by a majority of the tenured or tenure-track sociology faculty. The Department Chairperson shall be an *ex-officio* member of the committee. The Election Monitor will seek nominations for the committee and members shall be elected by standard election procedures. The election of members will be held prior to the close of the spring semester by anonymous ballot after election to DFSC, Department Council, and Sociology Graduate Program Committee has occurred for a term to begin Aug 15th of the following academic year.

b. Committee Responsibilities

The committee will have the responsibility to consult with the chair on curricular issues including course proposals and changes. The Chair and the Assistant to the Chair shall consult with the committee on the scheduling of courses and faculty assignment. The committee will also consult with the Chair and Academic Advisor to approve course substitution requests. This will typically require a copy of the syllabus of the intended course substitution and if the course is complete, a

copy of a final product or paper. The committee will consult with the Adviser to review applications to the major.

c. Term limits

The elected faculty for these committees shall each serve two year staggered terms with a limit of 4 years or two consecutive terms.

d. Replacement of unscheduled vacancies

In the event that an elected member of either committee vacates his or her term before the term expires, the Election Monitor has the responsibility to fill such vacancies by anonymous ballot within one month of their occurrence

3. Anthropology Committee

Curricular issues of the Anthropology undergraduate and graduate programs are decided as a committee of the whole.

4. Additional Appointed/Standing Committees

Ad hoc committees can be established by the Chairperson with the advice and consent of the Council, or faculty, with the approval of the majority of the faculty. The Chairperson shall appoint tenured or tenure track faculty to serve on ad hoc committees for a term of office. Ordinarily, the Chairperson shall seek volunteers for such position from the tenured and tenure-track faculty. Examples of ad hoc committees are search committees and assessment committees. Faculty appointed to serve on standing or ad hoc committees shall do so for a definite term of office, not to exceed three (3) years. The purpose of term limitation is to encourage the rotation of viewpoints and positions on all committees, as well as to provide leadership opportunities to faculty

VI. Department Policies and Procedures

A. Department Meetings

The Chair will convene meetings that will vary in purpose and invited attendance from department wide, to faculty only, to sociology or anthropology faculty only meetings. Only tenured and tenure-track faculty vote on by-law/policy issues. When voting on curricular issues, faculty will vote only within their respective discipline.

1. Scheduling regular meetings

The Chair shall schedule Departmental Meetings at least two times a semester or more frequently if needed. The meeting dates, times, and locations for each semester shall be established at the beginning of the semester and distributed to all department members. The Chair will make every attempt to schedule Department Meetings at times when no tenure, tenure-track, or AP members are teaching. In the event that there is no business for the meeting, the Chair may cancel the meeting with at least 3 days notice. The Chair shall distribute an agenda for the meeting at least 3 days prior to the meeting.

2. Scheduling Special meetings

At the request of four faculty members, the Chairperson shall call a faculty meeting within ten business days.

3. Agenda

The Chair shall distribute an agenda for Departmental Meetings at least 3 days prior to the meeting. A consensus of four or more faculty may add any item to the agenda. The agenda should include approval of previous meeting minutes, old business, new business, announcements, Chair report, and Committee reports.

4. Rules of order

A quorum at faculty meetings shall be one-half of the Department. Meetings held without a quorum of faculty members shall not be deemed valid, and any votes taken at such meetings shall be null and void. Business shall ordinarily be conducted according to *Robert's Rules of Order*.

5. Policy Changes

All policy recommendations will be voted on by tenured and tenure track faculty members of the Department. Policy and policy changes will take effect only when approved by a majority of such faculty. A majority refers to 50 percent-plus 1 of the tenured and tenure track faculty. A faculty member absent from a Department meeting and wishing to vote on (a) particular issue(s) may do so by providing to the Department Chairperson or the Elections Monitor a written statement that indicates the issue(s) on which the vote(s) is/are to be cast, and either the vote that they would like cast, or the name of the colleague authorized to exercise his/her vote.

B. Departmental Elections

The Chair will appoint an Election Monitor at the beginning of a fall term to serve for a two year term. In coordination with the Chair, the Election Monitor's responsibilities include receiving training on the electronic balloting system, facilitation of all departmental elections including the solicitation of nominations, creating the ballot, oversight of the voting procedures, and reporting results to the faculty. The Election Monitor will receive the ballot count along with one other faculty or staff member to verify for authenticity.

All elections will call for nominations from the faculty and or staff as appropriate. Nominations can be self-nominations or nomination of a colleague. Generally speaking, before nominating a colleague, the nominating member will have first discussed this with the nominee and sought approval. Term limits for committees should be adhered to except as noted in the bylaws. The purpose of term limitation is to encourage the rotation of viewpoints and positions on all committees, as well as to provide leadership opportunities to faculty. Ballots will allow for write in candidacy as well as the members nominated. Whenever possible, balloting will be done electronically with the secure ISU web survey process. In any election in which no person receives a majority of the votes cast for a particular position, there shall be a run-off election of the two highest vote-getters consistent with eligibility requirements. When more than one position is open on the committee, election for positions will take place sequentially, with two-year positions first, one-year positions second, and the at-large position last.

C. Curriculum Revisions

Any faculty member wanting to propose a new course must submit their proposal to the respective curriculum committee. The curriculum committee will review the proposal and make a

recommendation to the faculty as a whole within the respective discipline. Faculty as a whole within the discipline will vote on the proposal. Any faculty making the request for a new course will be responsible for submitting the syllabi (current and new if revision) and a rationale for the additional course. The program coordinator will be responsible for completing the remaining College/University Curriculum Committee forms and composing the eight copies to send to the College.

D. Admission To the Major/Minor/Programs

The Undergraduate Adviser processes all admissions to the sociology undergraduate major and minor with consultation of the program coordinator and the Undergraduate Sociology Admissions and Curriculum Committee. The Undergraduate Adviser processes all admissions to the anthropology undergraduate major and minor with consultation from the Anthropology Coordinator. The Graduate Coordinator for the Sociology program, in consultation with the chair and the Graduate Program Committee process admissions for the graduate sociology program. The Graduate Coordinator for the Anthropology Program, with consultation as needed from the Anthropology faculty as a whole, processes the applications to the graduate archaeology program. The chair, adviser and program coordinators will consult on an as needed basis to determine feasible enrollment targets and to manage under or over-subscription issues.

E. Faculty Assignment

The chair retains ultimate authority for scheduling of courses and faculty assignment and bases these decisions on the overall needs of the department. The chair may seek advice and consultation from curriculum committees, from the program coordinators and from the assistant to the chair. Unless other reasons dictate, the chair will expect all faculty members to contribute to delivery of the program's core courses or general education courses. The chair will consider fairness in distribution of courses in the graduate program or electives so that all faculty members have a chance to expand into desirable areas.

F. Scheduling

When scheduling courses the chair will reserve a two-hour block of time with no tenure/tenure-track faculty teaching to permit a dedicated time for departmental meetings and to conduct departmental business.

G. Graduate Assistant Assignment

The Graduate Program Coordinators will be responsible for processing all graduate assistant applications and for assigning all students to faculty needs. Priorities for graduate assistant assignments are determined by the Graduate Program Coordinator in consultation with the Chair and faculty input. Generally the priority for assigning GAs is as follows: large sections (over 110), advisement, core courses, but remains at the discretion of the graduate program coordinator.

H. Teaching Evaluations

Electronic records of teaching evaluations are retained in storage by Civil Service personnel and will be available to the DFSC for the annual faculty evaluation process. Faculty members may gain access to their own teaching evaluations to prepare their ASPT, tenure, and promotion narratives.

I. Academic Advisement

The Undergraduate Adviser provides advisement to all undergraduate sociology and anthropology majors as well as minors. The Program Coordinators for the Graduate Anthropology and Graduate

Sociology Programs provide advisement to graduate students.

J Travel Funds

Travel funds will be disbursed to faculty requesting support to attend professional conferences when they are on the program in some capacity.

K. Student Representation

One student can be appointed by the Chairperson to sit in an advisory capacity on standing and ad hoc committees in which there is student interest. Each student will serve a one-year term and may be re-appointed for a maximum of one time.

M. Information

Every effort shall be made by the Chairperson to keep faculty informed about the operations of the department, including recommendations made by the Council and other committees. Committees will keep minutes of meetings and distribute these electronically to faculty within one week of the meeting.

N. Acting Chair

The Chairperson shall appoint an acting Chairperson in his or her absence. If the absence extends beyond two weeks, the Chairperson will ordinarily consult with the Dean about the appointment of an acting Chairperson.

O. Amendments

Any tenure or tenure-track faculty member may move to amend these by-laws by distributing the amendment in writing to all faculty members at least ten days prior to a vote on the amendment. Such amendments shall be adopted if approved by a majority of the tenured or tenure track faculty who vote either at a meeting or by ballot, or by a majority of all faculty members eligible to vote, whichever is the lesser.

P. Adjudication of Dispute

Any faculty having a dispute regarding interpretation of the bylaws will express their concern in writing to the chair. The chair will then take this concern to the Department Council which will decide the dispute and give a response to the faculty member within 10 working days.