

**DEPARTMENT OF SOCIOLOGY
AND
CRIMINAL JUSTICE**

BYLAWS
(Formerly *Department Policy Handbook*)

Revised 2011
(Insertions Approved at April, 2011)

PREFACE

The Department of Sociology and Criminal Justice provides undergraduate and graduate instruction, including coursework leading to B.A. degrees in criminal justice and sociology, and M.A. and Ph.D. degrees in criminology and sociology. In addition, departmental faculty engage in research and other scholarly and service activities related to criminal justice and sociology.

DEPARTMENTAL FACULTY

Faculty with appointments in the Department of Sociology and Criminal Justice are governed by the Department's Promotion and Tenure Policy, Workload Policy and Merit Pay Policy.

Department Faculty Membership and Voting Rights

Except where otherwise delineated in the department's P&T criteria, the voting faculty of the Department of Sociology and Criminal Justice shall consist of all Professors, Associate Professors, Assistant Professors, Continuing Non-Tenure Track faculty of all ranks and Research faculty of all ranks who hold full-time appointments in the Department. Individuals with primary appointments in other departments, or professional staff at the University may hold secondary faculty appointments in the Department. Individuals granted secondary appointments will hold the rank appropriate to their level of accomplishment as defined by the University Faculty Handbook and Department P&T Policy. Individuals with secondary appointments are welcome to attend faculty meetings and may serve on department committees as appropriate to their faculty role, but do not have voting rights and do not count toward the quorum for Department business.

All personnel issues including P&T and hiring decisions shall be decided with a secret ballot.

(Unanimously approved on April 13, 2011)

PERSONNEL POLICIES

Secondary Appointments

Faculty members in allied departments may petition for a secondary appointment in the Department of Sociology and Criminal Justice. The following process should be followed.

1. Persons seeking secondary appointments shall submit a written request for such action to the Department Chair for transmittal to the faculty for their consideration.
2. Persons receiving a secondary appointment shall hold an academic rank in the department equivalent to that granted in the primary department.
3. Reappointment, promotion, and tenure will be determined solely by the primary department in accordance with their procedures. The Department of Sociology and Criminal Justice will not participate in the evaluation reviews of secondary appointees. The primary department may seek information or advice regarding the performance of the secondary appointee.

4. Persons holding secondary appointments will normally be expected to offer one course per year which contributes to the instructional program of the Department. Normally, the course will be cross-listed. The course must be approved by the appropriate committee.
5. Responsibilities of secondary-appointees to the Department shall include reasonable participation in teaching, research, thesis guidance, and other matters relevant to the on-going conduct of a department.
6. Responsibilities to the Department of Sociology and Criminal Justice undertaken as a consequence of a secondary appointment shall be considered as part of the normal workload of the faculty member in the primary department.
7. The tenure of a secondary appointment shall coincide with the length of the contract issued by the primary department. At the time of renewal consideration, the status of the secondary appointment may be dissolved by either party.
8. Secondary appointments shall be granted the full rights, privileges, and responsibilities in the Department, except that they may not participate in personnel matters relating to faculty or students in the Department of Sociology and Criminal Justice.

Adjunct Faculty

The Department does not currently employ full-time Adjunct Faculty.

ADMINISTRATIVE POSITIONS

Chair

The Department Chair administers the Department.

The responsibilities of the Chair include:

1. Overseeing the departmental budget and making allocation decisions, in consultation with the Associate Chairs, Director of Graduate Studies, and other faculty and staff.
2. Coordinating departmental activities (e.g., position planning).
3. Conducting annual evaluations of faculty and assigning workloads (consistent with the Department's Merit Pay Guidelines and Workload Policy).
4. Contributing evaluations for promotion and tenure, peer reviews, and other evaluation processes.
5. Calling and chairing Department meetings and meetings of the Department Policy Committee.

6. Representing the Department to the College of Arts and Sciences and other external units on campus.

Director of Graduate Studies

The Director of Graduate Studies coordinates and administers the graduate program of the department.

The responsibilities of the Director include:

1. Serving as ex-officio member of all departmental committees concerned with graduate programs.
2. Planning, organizing, and administering an orientation program for incoming graduate students.
3. Maintaining liaison between the Department and the College of Graduate Studies and all academic units relating to the operation of the graduate program.
4. Assuming responsibility for the submission of all revisions in the graduate catalog to the appropriate University and College committees.
5. Maintaining a graduate student handbook outlining the procedures, requirements, and programs of the Department.
6. Assuming overall responsibility for graduate student advisement.
7. Supervising the student assigned to administer the graduate student library and Department lab.
8. Assuming responsibility for the direction of the Graduate Student Teaching Program, including recommendations for instructor in "Issues in the Teaching of Sociology" and Supervisor of Teaching Fellows.
9. Making recommendations to the Department Chair on any special budgeting requests submitted by graduate students in connection with their work toward their degrees.
10. Assuming responsibility for any other duties relative to the graduate program as assigned by the Chair.

(May 10, 1971)

Associate Chairs

Associate Chairs administer programs in Sociology and Criminal Justice.

The responsibilities of Associate Chairs include:

1. Coordinating the advisement system, including the dissemination of advisement information, liaison with the College, and evaluation of advisement in the department. Development and implementation of plans for

processing the transfer of credit requests. Shared responsibility with the Chair for advisement of new/potential majors, and transfer of credit policy.

2. Organizing the department's teaching enterprise, including scheduling, allocation of s-contract assignments, TA teaching, and implementation (in conjunction with the Director of Graduate Studies) of the seminar section phase of the Department's TA training program.
3. Serving as departmental representative as necessary and appropriate (and in the absence of the Department Chair) to the College and the University.
4. Associate Chairs are, by policy, members of the DPC.

Associate Chairs are appointed by the Department Chair for a term agreed upon by the participants.

(January 5, 1995)

COMMITTEE SYSTEM

Department Meetings

Department meetings are called by the Chair, ordinarily at monthly intervals. The Chair should circulate, in advance, an agenda of topics to be discussed. Minutes will be taken and circulated to all faculty.

Committee Responsibilities

Department committees formulate policy and develop procedures for implementing policy in their areas. The following procedures should be followed by all committees:

1. All committees are required to publish detailed minutes of their meetings.
2. Minutes will be published and circulated as soon as possible after committee meetings, preferably within three days, and the date of the committee meeting as well as the date of publication should be indicated on the minutes.
3. Actions involving the establishment of new policy or the modification of existing policy should be explained in sufficient detail to insure comprehension by non-committee members.
4. The distribution of votes on all formal motions should be recorded.
5. Actions reported in committee minutes may be challenged at the next regularly scheduled department meeting. Actions not challenged become effective twenty-four (24) hours after that department meeting.
6. Action taken by committees of the department may be challenged and/or reversed at any time by action of the department faculty in a regularly scheduled meeting. Challenges may be made:
 - a. at the initiation of the Department Chair
 - b. at the initiation of any member of the originating committee
 - c. at the initiation of any two members of the department
7. Graduate students shall have two voting representatives at faculty meetings, with the exception of meetings involving student or faculty personnel matters (December 17, 1976).

Standing Committees

Graduate Policy Committee

The Graduate Policy Committee is a standing committee responsible for policies and issues related to graduate programs.

The responsibilities of the GPC include:

1. Establishing policies concerning admissions, funding, and degree requirements for graduate programs.
2. Making recommendations on courses for inclusion in the course catalog, including cross-listed courses.
3. Responding to student petitions to modify course and degree requirements.
4. Monitoring area committees, including reading lists and course offerings.
5. Working to enhance the quality of graduate education in the department.
6. Recommending financial awards.

The GPC is composed of five faculty members, two elected graduate students, and the Director of the Graduate Program (an ex officio member). Graduate student members do not vote on personnel matters.

GPC members are selected by the Department Chair and serve for the academic year.

Undergraduate Policy Committee

The Undergraduate Policy Committee is a standing committee responsible for policies and issues related to the undergraduate program.

The responsibilities of the UPC include:

1. Making recommendations on courses for inclusion in the course catalog, including cross-listed courses.
2. Responding to student petitions to modify course requirements.
3. Monitoring the quality of the undergraduate courses.
4. Monitoring the quality of undergraduate teaching and advising.
5. Making recommendations on policies involving course offerings (e.g., class sizes, requirements for the major, concentrations, writing courses).
6. Soliciting nominations for and selecting the recipient of the McLuckie Award.

The UPC is composed of seven members—five faculty members and two undergraduate students (one from Sociology and one from Criminal Justice).

UPC members are appointed by the Department Chair and serve for the academic year.

Promotion Committee

A five-member Promotion and Tenure Committee shall be elected by faculty members eligible to vote upon promotion and tenure decisions. This committee shall be elected by the end of March and shall serve for one year. Election will conform to

normal department election procedures (i.e., nominations by the Department Policy Committee, vote by written ballot). The Committee will consist of at least three Full Professors. The Department Policy Committee will nominate five Full Professors and three Associate Professors to stand for election to the five-member P&T Committee. Candidates receiving the greatest number of votes in each category will serve on the Committee, with the Full Professor receiving the greatest number of votes serving as Chair of the Committee. In the event that there are not enough Full Professors in the department to constitute the Committee, the department shall nominate and elect Full Professors from related disciplines within the university who would be willing to serve.

The Promotion and Tenure Committee, in consultation with the department Chair, shall guide each candidate through all stages of the promotion process. The P & T Committee Chair shall call and chair all Department meetings concerning promotion and tenure decisions. Ultimately, the P & T Committee shall receive the recommendation of the faculty regarding each case and make an independent decision regarding promotion and/or tenure.

Area Committees

Area committees are standing committees responsible for the evaluation of graduate students in substantive areas. Published guidelines and reading lists are to be reviewed and revised as necessary on a regular cycle of every two (2) years during the Fall of even-numbered academic years.

The responsibilities of Area Committees include:

1. The preparation of reading lists, written guidelines defining the scope of examinations, and advising students on preparation for examinations.
2. The design of specific certification requirements in their substantive area. Certification will normally be by written exam, although alternative requirements may be designed in consultation with students pursuing the area. Requirements other than written examinations must be submitted to the Graduate Policy Committee for approval at the time that students announce their intent to take exams.
3. Area committees are responsible for preparing examination questions and reading and evaluating exams.

Area committees and their chairs are appointed by the Department Chair. Committees shall be represented by at least three (3) members of the faculty, but the committee may consult other members of the faculty with competence in the area during the preparation of exams and reading lists.

Announcement of the composition of area committees will be made in accordance with the schedule for student declarations to take examinations.

Department Policy Committee

The Department Policy Committee is a standing committee responsible for policies and issues of concern to the entire department and in areas that overlap the jurisdiction of other standing committees.

The responsibilities of the DPC include:

1. Advising the Department Chair on departmental matters.
2. Making policy recommendations of a general nature to the full faculty.
3. Nominating candidates for elected positions within the department.
4. Representing the faculty in the decision-making process on those occasions when a faculty meeting is not possible.

The DPC is composed of seven members—the Department Chair (who serves as Chair of the committee), the Associate Chair for Sociology, the Associate Chair for Criminal Justice, two elected faculty members, and two graduate students elected by the graduate students.

UNDERGRADUATE PROGRAM POLICIES

Undergraduate Teaching Assistants

Undergraduate students may serve as Teaching Assistants under the following conditions.

1. No TA may evaluate essay exams, research papers or any other form of written work submitted for a grade.
2. All TA's must have completed a minimum of 62 credits, including at least 15 in the major of the course in which they are serving as TA. They must also have an overall GPA of at least 2.5 and 3.0 in their major.
3. No instructor is permitted more than three TA's for credit in a semester without permission of the Department Chair or Associate Chair.
4. Students can apply a maximum of six (6) independent study credits (including TA credits) toward the requirements for the major. Moreover, sociology majors may not apply any independent study credits at the 400 level toward the fulfillment of the requirement that they must complete six (6) credits of 400-level work.

(May 13, 1992)

Student Grievance Policy

Students are expected to follow grievance policies outlined in the Student Handbook.

In the event that the Department Chair is unable to satisfactorily mediate a grievance between a faculty member and a student, the grievance will be forwarded to either the GPC or UPC for the next step in the process.

MISCELLANEOUS POLICIES

Course Evaluations

Course evaluations by students are conducted each semester.

1. The administration of course evaluations is coordinated by the Assistant to the Chair.
2. Evaluations are administered at the conclusion of the semester, usually by a student in the class. The person administering course evaluations should have no relationship to the course or to the professor.
3. Evaluations are administered at the beginning of class in the absence of the instructor and returned directly to the Assistant to the Chair.
4. Copies of summary statistics will be provided to the faculty and placed in the faculty files.
5. The two most recent syllabi and course evaluations for each course (except those which are more than four years old) should be made available in the sociology office and in the reserve room of the library.
6. Faculty should have the option to accompany the materials mentioned above with any written comments they feel are necessary to explain unique features of the course, probable changes for subsequent semesters, special problems which may have existed in the past, and other items likely to be helpful to students.
7. Faculty, during their first year at the University of Delaware, have the option of excluding course evaluations for their first semester of teaching.
8. A question on the prevalence of academic dishonesty and the professor's sensitivity to the problem should be included on course evaluation forms.

(Fall, 1976)

Cross-Listing of Courses: Graduate

Graduate courses may be cross-listed in Sociology and Criminal Justice without formal Graduate Policy Committee approval if the following three criteria are met:

1. The faculty member teaching the course has a secondary appointment in Sociology and Criminal Justice.
2. The course is offered as a special topics course.
3. The Chair and Associate Chair approve the course.

If one or more of these criteria are not met, prior approval for cross-listing must be obtained from the Graduate Policy Committee.

Cross-Listing of Courses: Undergraduate

Recognizing that sociology majors must take at least 15 of the required 30 credits in sociology in required courses and that students in concentrations may have even fewer elective courses in the major, the Department hereby establishes criteria against which proposed cross-listed courses will be evaluated. Consistent with the established practice of cross-listing courses for the graduate program, the Department will cross-list a course taught primarily in another department only if we wish to encourage majors to take the course because:

1. it addresses topics that are important to their sociological education
2. it contains significant sociological content
3. it contains depth and breadth appropriate to the course topic and level
4. it is of high quality as indicated by the course syllabus, assignments, and course evaluations.

This policy does not preclude use of non-cross-listed courses, if approved by the student's advisor, as related work, nor does it preclude instructors from recommending them for free electives because of their quality or topic.

Cross-listed courses taught primarily in other departments will be reviewed by the UPC every two years to determine if they continue to meet the above criteria.