

Department of Sociology Policy Handbook

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SECTION 1: GENERAL GOVERNANCE

Constitution of the Department of Sociology Humboldt State University

Last Revised March 24, 2008

Vision statement:

The faculties of the Sociology Department are united in providing the highest quality educational program for our undergraduate and graduate students. We seek to equip students with a sound academic and practical foundation for ethically assuming the roles and responsibilities of citizens who demonstrate a spirit of caring, respect, and dignity for their own and other's human experience.

Article 1: Name

The name of this organization, governed by this constitution and these by-laws, is the Department of Sociology at Humboldt State University, hereafter referred to as the faculty or the Department, and indicated by the pronoun "our."

Article 2: Members

A. Members of the Department faculty shall be all Professors, Associate Professors, Assistant Professors, Lecturers, and FERPing and Retired Professors who regularly participate in the Department, and the Administrative Support Coordinator.

B. Membership in the Department shall not lapse because of approved leaves of absence.

Article 3: Officers

A. The officers of the Department shall consist of:

1. Department Chair
2. Graduate Program Coordinator
3. Coordinator of Practicing Sociology

B. The officers are to be consultative, and to conduct department business in a transparent and open manner, with all important discussion to be conducted during department meetings.

C. Officer Duties:

1. The duties of the Chair shall be consistent with "Department Chair Responsibilities" (3/14/1984).
2. The duties of the Graduate Coordinator shall be those adopted by the Graduate Council of Humboldt State University 1/26/2004.
3. Coordinator of Practicing Sociology will work closely with the Graduate Coordinator and will additionally be responsible for the functions and activities designated by the Commission on Applied and Clinical Sociology.

Article 4: Committees

A. Standing Committees

1. The **Personnel Committee** shall consist of three tenured faculty.
 - a) The term of office shall be one year following election.
 - b) All Personnel Committee meetings shall be in executive session.
2. The **Curriculum and Assessment Committee** shall consist of three faculty members.
 - a) The term of office shall be two years following election.

- b) The Curriculum and Assessment Committee recommends curriculum proposals to the department including additions, revisions and deletions of courses. The Committee is responsible for General Education, major, minor, graduate program, Diversity and Common Ground and interdisciplinary and cross-disciplinary curriculum proposals.
- c) The Committee shall proactively encourage and assist faculty to develop new curriculum that it is consistent with changing student and university needs.
- d) The Committee will consult with Institutes about curricular matters.
- e) The Committee shall identify the department resource implications of curricular matters. The Chair in consultation with the Committee shall prepare future academic years' curricular offerings.
- f) The Committee shall develop a plan for assessment activities for the next academic year and recommend this plan to the department.

3. The **Institutes and Facilities** Committee shall consist of all institute directors, the Journal Editor, and the Administrative Support Coordinator. The duties of this Committee include recommendations to the department concerning space, OE and other resources.

B. Ad Hoc Committees

- 1. Ad Hoc committees shall be appointed and instructed by the Department Chair as the need arises. The Department Faculty may vote to establish and instruct an Ad Hoc Committee.
- 2. In the case of a tenure or tenure-track or other full time hire, a **Search Committee** consisting of three voting members of the Department will be elected by the voting members of the Department. The Search Committee's responsibility is to conduct a professional and legal search process, conforming to university policies, and to make a recommendation to the Department as a whole to vote upon.

Article 5: Departmental Meetings

A. Meetings of the Department shall be held at least twice a month during the academic year and at a regular meeting time, and a schedule of regular dates shall be arranged before the end of the previous semester.

- 1. All faculty are responsible for not scheduling classes, meetings, office hours, or other obligations during this set aside Department meeting time.
- 2. If the agenda items are not covered completely during the time set aside for the regular Department meeting, the members shall schedule another meeting to finish up the agenda the following week.

B. A regular meeting may be postponed or canceled by the decision of the Department Chair. Special meetings may be called by the Department Chair when necessary or by request of one-fourth of the members.

C. Ordinarily, written notice and the agenda of each meeting shall be given to all members at least three days prior to the regular meetings. All members may place an item on the agenda by submitting items to the Chair or the Administrative Support Coordinator at least four days prior to the meeting.

D. Minutes of each meeting shall be kept by the Administrative Support Coordinator and copies shall be posted for review at least one week before the next meeting.

- 1. The Administrative Support Coordinator shall keep a permanent file of the minutes.
- 2. Minutes will cite those in attendance.
- 3. Minutes, as the first act of business, shall be modified or accepted at the next regular meeting.

Article 6: Ratification and Amendment

Ratification or amendment of this Constitution and its By-laws shall be by secret ballot at any regular meeting of the Department. Amendments shall be submitted in writing for a required first reading at least two weeks prior to balloting. A two-thirds majority shall be required for ratification or amendments to pass.

By-Laws of the Department of Sociology

Article 1: Quorum

A. A quorum shall be constituted when a simple majority of the voting members are present at a duly called meeting of the Department.

B. We will work for group consensus as a mechanism of Department decision-making. If consensus is not reached, Robert's Rules of Order will be followed.

1. Consensus is defined as all voting members in agreement except one member. More than one member opposed is not to be considered consensus. If consensus is not achieved a simple majority vote will be taken.

2. For voting purposes, a proxy vote will also be counted provided that the proxy is granted to a voting member in writing or by email addressed to all department members.

Article 2: Rights and Duties of Members

A. All faculty members are entitled to vote on Department matters. Lecturers, who within the last 18 months have held one year contract, may vote on all matters except Personnel.

B. As specified in the California Faculty Association Union contract, FERP faculty in the semesters that they teach retain membership status and voting rights consistent with that of any full-time tenured faculty member except FERP faculty may not vote on Personnel.

C. Non-teaching FERP faculty and Emeritus faculty may play an advisory role.

D. The administrative support coordinator has full voting rights. If an administrative coordinator is on probation, the voting rights can be exercised only after successful completion of the probation period.

E. Meetings of the Department shall be conducted in an open, civil, and democratic manner following the guidelines of Robert's Rules of order whenever there is a disagreement regarding procedure.

F. All members of the Department who have ancillary duties as part of their time base have a duty to regularly attend and participate in meetings concerning Department matters. When a department member will not be able to meet this obligation, he or she shall notify the Administrative Support Coordinator as soon as the conflict becomes apparent.

G. All members of the Department may attend and appear before all standing and ad hoc committees, with the exception of the Personnel Committee.

Article 3: Selection of Officers and Committee Members

A. Election and terms of Department Officers and Committee members

1. Selection of the Department Chair shall take place in February every two years. This person shall be recommended to the Dean of the College for approval.

a. Qualification: The person shall hold a tenured or tenure-track academic appointment in the Department.

- b. Term of office will be for two years.
 - c. The members will be asked to affirm the continued recommendation of the person serving as Department Chair for a second year in February of the year following the initial selection.
 - d. If for any reason the position of chair shall become vacant, the members shall select an appropriate Acting Chair for the remainder of the academic year by simple majority vote.
- 2. Election of other officers shall take place in February every two years.
 - 3. Selection of committee members shall take place in April.

B. Election of Chair, Coordinators and Personnel and Curriculum Committee.

- 1. All eligible faculty as specified in Article 2, Rights and Duties of Members may vote.
- 2. All voting members of the department are eligible to make nominations. The Chair will issue a formal call for nominations 15-20 days before an election, and will accept nominations for a one-week period.
- 3. Voting shall be by secret ballot and a simple majority of eligible members shall be required for election.
- 4. All voting and recall elections will be supervised by the Administrative Support Coordinator.
- 5. A recall action must be introduced in writing and must have the signatures of one-third of the voting members of the department. Those eligible to vote are stipulated in Article 2 of the By-laws.
- 6. A special meeting shall be called within one week of the introduction of the petition for recall with the signatures of one-third of the members affixed thereto at which the charges against the individual will be aired. The petition to recall will lead to recommendation of removal by secret ballot.

Revised:

Fall 2006: September 13, 2006
Spring 2008: March 24, 2008

New Policy Generation, Documentation and Interpretation

Policy items to be discussed must be submitted and appear on meeting agendas in accordance with meeting agenda ground rules.

Policy drafts may be created by agreed upon subcommittees, individual designees or by full committee during department meetings. All policies should include implementation language when relevant. All policies should be clearly labeled "draft" until their final approval by vote.

Discussion around the development of department policies will be clearly recorded in faculty meeting minutes and subject to approval at the following meeting. Summary statements regarding the spirit and intent of new policies will be included and highlighted in the department minutes.

Motions for new policy are subject to general non-constitutional decision making and voting procedures as outlined in the Department Constitution and Bylaws. A motion to approve a new policy or amend an existing policy may be made one week after first reading. A quorum must be present and simple majority vote necessary to pass motion.

The ASC will be responsible for integrating approved policy into the Department of Sociology Policy Manual. The date of original passage, along with subsequent modification dates of policy, should appear with policy language. The chair will provide guidance as to the section of the manual in which the new policy should appear. This manual will be a living document updated regularly and available online. The ASC will maintain "original" and back up electronic copies of the handbook on secure systems to which only she/he has access. The ASC will also post updated versions online for faculty reference and keep an official updated hard copy in the department office.

Disagreements in the interpretation of department policy will require revisions of policy language and will be subject to the above guidelines.

Adopted: 9-13-2006 (2006-9-19 Policy on Policy)

Meeting Ground Rules

- Do not interrupt
- Time limit- let everyone share
- Stick to agenda
- Respectful and polite
- Agree to order of agenda
- Interest verse positions
- Content of agenda, time limit
- It is okay to disagree, respectful disagreement
- Be on time start on time, finish on time
- Five minutes okay , No recap
- Speakers list (facilitator)
- Policy and bylaws at meeting
- Formal process
- Say something positive
- Reminder of rules and behavior
- Stick to the agenda,
- Agree at the beginning of the meeting as to order of the agenda

Adopted 8/16/2006

SECTION 2: TEACHING AND CURRICULUM

Vision: Humboldt State University Sociology Department

The Sociology department has developed an excellent core program through a multi-year process of evaluation and reflection. In the future we will continue to ensure that the program has an equally strong theoretical, methodological and practical/action emphasis. These three components create a holistic, integrated approach towards addressing issues of inequality, environment and community. We will continue to hone the program, and its components, so that we are as successful as possible in delivering an excellent education that inspires and motivates our students.

As a department we work to address social justice at the local, regional and global level. Through our research and our community involvement, we commit to continue addressing various issues of social injustice. As a department we will foster a desire and respect for social change amongst our students and our local community. As part of this social justice work we will develop a strong criminology curriculum, embedded within the sociology program that builds upon our existing strengths in inequality, environment and community.

Our program will encourage imagination, creativity and the development of applied methodological skills. We intend to accomplish this via our courses, student involvement in faculty research projects, the diversity of our faculty, the focus of our curriculum, and our linkages with professional and community associations.

The following goals will assist in fulfilling the above vision:

- A. Students will acquire thorough knowledge of sociological theories and research methods.
- B. Students will develop research skills through community-based activities.
- C. Students will develop professional skills necessary for future careers.

Adopted: 2007-4-2 Vision for HSU Sociology Department approved

Mission Statement

Our mission is to provide a student-centered education grounded in sociological theory and methods. This grounding enables our students to apply their sociological imaginations to complex social issues in an increasingly diverse and globalized world. We believe that the ability to think critically and apply multiple perspectives is the hallmark of a well-educated person. These abilities are essential for the development of solutions to contemporary world problems. We facilitate community engagement and the pursuit of social justice. The faculty strives for excellence in both undergraduate and graduate education, service to our university and community, and contributions to the ongoing development of the field of Sociology.

*Adopted from 2006 Program Review
2006-Department of Sociology Mission Statement*

Curricular Change

Remove the 201 prerequisite from Soc 310. Soc 201 will remain being offered in the spring.
Adopted 2006-11-1

Course Rotation Policy

The need for a policy regarding course rotation exists to address two areas:

1. Courses that two people desire to teach
2. Courses that no-one desires to teach, but that need to be offered

A process is necessary for faculty to formally request courses that they would like to teach. Each semester the Department Chair will provide all full-time faculty members a list of undergraduate and graduate courses and titles that need to be taught in the following term (see sample Teaching Request Form). Full-time faculty will complete the Teaching Request Form **within two weeks** to the Department Secretary and the Department Chair. Faculty lists may include electives not included on the list provided by the Chair. From these lists, the Department Chair will identify:

- a) Multiple requests for classes
- b) Classes the no one desires to teach but that need to be taught

Scenarios:

1) Two or more full time faculty request the same course:

- a. Tenured and tenure track faculty members may teach any course in the department. When two or more faculty members are interested in the same course, they will alternate in its offering provided that the department is capable of adequately staffing other courses for which faculty members were specifically hired to teach.
- b. If two or more faculty members request the same course, they will alternate teaching the course.

2) A full-time, tenure track faculty member and a part-time lecturer request the same course:

- a. The full-time, tenured/tenure track faculty member takes precedence over the part-time lecturer.

3) No full-time faculty member requests a necessary class:

- a. If no full-time tenured/tenure track faculty member wishes to teach a necessary class and the Department budget permits, classes will be made available to part-time lecturers following academic personnel policies governing lecturer appointments as per collective bargaining unit.
- b. If adequate resources to hire lecturers are not available, full-time, tenured/tenure track faculty will rotate duties to teach such courses in the following manner:
 - i. Faculty teaching non-essential electives shall be assigned to teach the course. The least essential elective shall be defined as the elective with the lowest

average enrollment over the three most recent prior offerings. Non-essential electives are those courses that are not required for the Sociology Department Major.

- ii. When two or more such faculty meet this criteria, the faculty member having least recently taught in the rotation will teach the course.

Adopted 2007-1-22 Course Rotation Policy

Major Course Sequencing and the Senior Project

We have a capstone course, Sociology 492, which is a required course for the major. It is designed as an 'integrating course' in which a student is asked to draw on skills and concepts acquired during the course of completing the major. Students often struggle with this one last requirement. We offer the following policy in an effort to strengthen the major and to truly make this a culminating project.

1. Sociology Department policy requires that all prerequisites for the sociology major and all five "core courses" required for the major be completed (with a "C" grade or better) BEFORE the Senior Project can be attempted. The only exception to this will be students who have completed one theory course and are currently enrolled in the second course.
2. At the time of registration for the sociology 492, students are required to bring a short project proposal to his/her advisor. The advisor will assist the student in a revision if such is needed. Before the magic number for sociology 492 is given to a student, the student must have been cleared through the department's administrative coordinator as having completed all core courses, and have a written proposal signed off by her/his advisor. This should have two advantages. The students should be better prepared and all of the sociology department faculty will be more involved in the capstone for our majors.
3. It is sociology department policy that all faculty teaching Sociology 382, Introduction to Social Research be advised that they should include information and skill building that promotes writing a "senior project proposal."
4. In an effort to make this work, the faculty who will teach 492 in the Spring should be known before Spring registration occurs.

Current catalog description for our capstone requirement (p. 248, 2006-2007):

SOC 492. Senior Project (4) *Apply knowledge and skills. Projects may include field research, synthesis of prior written work, or analysis of work experience.*

We offer the following as catalog language to be added to the above:

In order to register for this course a student must have completed all prerequisites for the major and all required core courses. The only exception to this will be students who have completed one theory course and are currently enrolled in the second course. Registration for the course must be gained by having the "senior project proposal" accepted by their faculty advisor.

Pages 174-6 of the same catalog offer sociology program description and graduation requirements. We offer the following for this section of the catalog.

Sociology 492, Senior Project shall not be taken until all prerequisites for the major and all of the five required "core courses are completed with a "C" grade or better.

Adopted 2007-2-26 Major course sequencing and the senior project

Sociology 492- Time Sequencing

The teaching of sociology 492, Senior Project, be assigned to all tenured and probationary sociology faculty out for the next six offerings of this course and the specific sequencing of faculty assignments be done by lottery. If a faculty member has a sabbatical /DIP leave that interferes with the soc 492 assignment, this faculty person must negotiate a change with another faculty member who has not yet taught this course in this six time sequence.

Adopted 2007-4-9 SOC 492 Time sequence

Special Topics Courses

Faculty members offering a 4-unit SOC 480

Special Topics course should evaluate his or her curriculum and make a recommendation to the Sociology faculty regarding the course's placement in one of the three knowledge areas: Inequalities, Environment or Communities. After the faculty approves the knowledge area recommendation, the ASC should facilitate the listing of the course in online and offline registration information with the appropriate designation: "I", "E", or "C".

Adopted 2006-11-13 Curriculum Policy- Special Topics Courses

Sociology 584: Qualitative Sociology

All students enrolled, as of Fall 2008, take Soc 584: Qualitative Methods, as part of their required coursework, including those who choose the Teaching Track. This will ensure that all students have the strongest methodological skills necessary to undertake their Master's thesis.

Teaching Track Sample Timeline		
Semester 1 (Fall)	583 Quantitative Methods * 610 Contemporary Theory * 560 Teaching Sociology	4 4 2
Semester 2 (Spring)	5xx Area Seminar Elective 584 Qualitative Methods* 595 Teaching Assistantship	4 4 2
Semester 3 (Fall)	5xx Area Seminar Elective 650 Race, Ethnicity & Gender* or 660 The Family * 690 Thesis	4 4 1
Semester 4 (Spring)	xxx Non-Methods Elective 690 Thesis or 692 Project	4 5
Total Units		38

* Core and required for all graduate students
650 and 660 are offered in rotation – students must take one

Approved September 29, 2008

SECTION 3: PERSONNEL – RESPONSIBILITIES AND PROCEDURES

Coordinator of Practicing Sociology MA - Position Description

Develop and Monitor Field Placements

- Act as administrator to the Practicing Sociology Advisory Board; work with chair and/or board to create agendas and meetings times; create and disseminate minutes
- Meet with first semester students to begin discussions for field placements and orient them to the database system
- Meet one-to-one with students to establish placement interests and facilitate a community link
- Make contact with potential site supervisors and discuss program placements
- Work with students to develop placement contracts
- Meet with students and site supervisor to review and agree on placement contract
- Initiate risk management contract and monitor its filing (if required)
- Work with student and/or directly with site supervisor to orient supervisor to the online database evaluation procedures
- Assist other faculty with database reporting system
- Monitor student, faculty and site supervisor entries into the database: assure evaluations are submitted on a regular basis.
- Schedule and publicize oral presentations of placement projects
- Assist students in planning professional presentations
- Review list of graduates and confirm all practice students have completed their field placement requirements

Maintain accurate program records

- Periodically review files and determine status of students in consultation with Graduate Program Coordinator
- Work with department administrative assistant to assure files are complete
- Work with Courseware Development Center to troubleshoot online reporting of technical problems
- Review and periodically amend technical documentation for online database
- Communicate with web manager to update practice web pages.

Program Evaluation and Accreditation

- Work with Curriculum and Assessment Committee and Graduate Coordinator to collect regular program evaluation data from current students and alumni
- Work with graduate coordinator to prepare graduate program review self study documents
- Prepare documents for reaccreditation
- Coordinate Reaccreditation site visit
- Prepare annual reports for accrediting body and confirm fees have been paid

Assist Graduate Coordinator orientation for first-year students

- Consult on and make formal presentation at orientation meeting
- Provide materials for orientation packet

Sociology Graduate Program Coordinator - Position Description

Market program; recruit and select students in consultation with program faculty

- Maintain accurate marketing materials including brochure, graduate program manual, cover letter for marketing packet and department web site
- Correspond with department chairs and faculty and undergraduate students at professional meetings
- Establish Program track for selected students
- Make recommendations to faculty and notify applicants of selection decisions

Orient and advise all first-year students

- Organize and lead new-student meetings including program overview meeting and faculty/student social
- Prepare orientation packets for new students
- Meet with students to discuss committee selection
- Work with first-year students to prepare and submit plans of study

Maintain accurate program records

- Periodically review files and determine status of students
- Work with department administrative assistant to assure files are complete
- Work with faculty to assure first semester reviews are written and filed for each student

Serve as department liaison for HSU and CSU graduate related issues and meetings

- Serve on the graduate council
- Alert and encourage graduate student/faculty grant proposals to support research and project work
- Facilitate nomination of graduate students for HSU/CSU awards and scholarships

Facilitate Professional Development of Graduate Students

- Work with Sociology Student Association to facilitate graduate student attendance and funding for professional meetings
- Work with other faculty to encourage nomination of graduate student papers for awards at professional meetings
- Work with other faculty to encourage nomination of graduate student papers for awards at professional meetings
- Work with sociology Student Association and Career Services and publicize workshops on such topics as applying to Ph.D. programs, preparing a vita or résumé, attending professional meetings
- Develop and maintain alumni network in coordination with Alumni Office

Program Evaluation

- Work with Curriculum and Assessment Committee and Practicing Sociology Coordinator to collect regular program evaluation data from current students and alumni
- Work with coordinator for Practicing Track to prepare graduate program review self-study documents.

Administration of Graduate Admittance

The administrative support coordinator will establish files for all MA applicants. Within one week of the application deadline, the graduate coordinator will review all the files and bring his or her recommendations for admittance to the full faculty at a regularly scheduled department meeting. In presenting his or her recommendations, the graduate coordinator will also present brief notes on each applicant that indicate candidate interests, grade point, sociological and/or social theory background, assessment of strength of recommendation letters and assessment of applicant writing quality.

Adopted 4/23/07

Graduate Admittance Policy

(language for grad manual)

Students who lack adequate undergraduate preparation in sociological theory and methods may receive conditional program admittance. Conditionally admitted students will be required to complete with a "A-" or better all or some of the following undergraduate courses:

Soc 282 Sociological Statistics or Social Science Stats with SPSS training

Soc 382 Introduction to Social Research or Social Science Research Methods

Soc 310 (Classical) Sociological Theory and/or Soc 410 Contemporary Social Theory or equivalents

Students should enroll in their first semester of study in ALL the above conditional courses that are noted on their acceptance letters. Students required to take Soc 282 must wait to enroll in 582 Quantitative Methods. Students required to take 382 may not enroll in any graduate level methods course until the 382 requirement is complete. Students required to enroll in 310 or 410 may not take a 500 level or above area seminar or theory course until they have completed the undergraduate theory work.

(In the section on Financial Aid – reinsert)

Conditionally admitted students, please note that the additional coursework that you are required to complete to achieve unconditional graduate student status will also be counted toward the 54-unit cap. Conditionally admitted students may be required to complete up to 16 units of additional coursework (see below).

Adopted 4/23/2007

Department Chair - Position Description

The department chair or program leader is the key on-line administrator within the total structure of the college or division academic administration at Humboldt State University. It is at the level of the department chair where academic-administrative policy of the university is implemented and where feedback is generated to college and university levels which will determine whether a given policy is continued, modified, or abandoned. The department chairs are not usually "administrators" as defined by the faculty contract, but the general functions and responsibilities of the position remain the same. In the following description, the chores within each department of a more clerical nature are not cited, although most chairs may be required to perform many of them.

The functions identified are those assigned to all department chairs at Humboldt State University. In all cases, whether as defined "administrators" or not, the chair needs to consult extensively with the members of the unit to assure that the best thinking of the department has been brought to bear on the problems, but must also be prepared to make his or her own personal best judgment on each issue.

- I. College Responsibilities
 - A. Implement university and college/division policy.
 - B. Advise the dean or division chair on matters of college policy and the posture which should be taken by the college on issues of major importance to the university.
 - C. Advise the dean or division chair about the appropriate distribution of personnel and other resources among the various program/departments in the college.
 - D. Advise the dean or division chair about the appropriate priority order for requests for construction projects, equipment purchases, etc., submitted by the dean to the university system, or private granting agencies.
 - E. Seek and receive approval of proposed departmental policies from the dean/division chair.
- II. Department Responsibilities
 - A. General Responsibilities
 1. Present the needs of the department cogently and forcefully to the dean/division chair and to other department chairs/program leaders.
 2. Implement university, college/division, and departmental policies and assure necessary consultation with departmental members and/or committees. (Almost all of the following functions are performed concurrently with the appropriate faculty committees and/or matter consultation with department faculty and staff.)
 - B. Personnel Resources
 1. Recommend appointments of full and part-time faculty and full and part-time support staff to positions in the department.
 - a. Prepare vacancy announcements

- b. Evaluate candidates
 - c. Recommend appointments, including submitting the appropriate affirmative action reports and forms for appointment which review the candidates' background and experience.
 - 2. Orient new faculty and staff to the curriculum, programs, and processes of the department.
 - 3. Evaluate faculty/staff performance and encourage staff development.
 - 4. Recommend retention, promotion, or termination of faculty and staff members in the department.
 - 5. Assign faculty and staff work load.
 - 6. Assist in the resolution of faculty and staff interpersonal relationship problems.
- C. Support Resources
 - 1. Approve expenditures of operating expense and temporary help money, and any other resources allocated to the department
 - 2. Ensure proper accountability for money, supplies, and equipment entrusted to the department.
- D. Curriculum
 - 1. Communicate to faculty members (especially new faculty members) the curricular and programmatic goals of the department, the general college/division and university goals, with particular emphasis upon how these affect individual faculty members' assignments.
 - 2. Initiate and/or recommend proposed changes in departmental curriculum.
 - 3. Initiate and/or supervise periodic review of the departmental curriculum.
 - 4. Assist the Office of Continuing Education in initiating and/or conducting courses and programs consistent with departmental and institutional goals.
- E. Student/Community Relations
 - 1. Participate in and/or facilitate the participation of others in departmental and in college/division students recruitment and retention efforts.
 - 2. Assist directly and indirectly in communicating to prospective and to enrolled students the departmental academic goals, offerings, and requirements.
 - 3. Assist in the resolution of faculty/staff and student interpersonal relationship programs.
 - 4. Represent the department in matters of community relations as appropriate.

F. Administration

1. Inform the dean/division chair concerning needs for faculty, staff, supplies, equipment and other physical and personnel needs of the unit.
2. Prepare and administer the department's budget.
3. Supervise the instructional program of the department, including preparing class schedules, making teaching assignments, assigning instructors (including seeking agreement to the recording of voluntary overloads requested by faculty), and assigning individual departmental responsibilities beyond teaching to appropriate faculty.
4. Supervise assigned clerical and technical staff.
5. Recommend action to the dean/division chair on student petitions for waiver of college and departmental regulations.
6. Approve requests for vacation, time off, and sick leave.
7. Chair faculty meetings and committee meetings consistent with approved department policies.
8. Other departmental responsibilities as the dean or division chair may assign.

*COUNCIL OF DEANS
Revised draft 12 March 84
Adopted by COD March 14, 1984*

Policy on Professional Responsibilities

Faculty will have flexibility to choose their level of service to the department, college, university, and CSU system. Faculty collateral duty activity shall be in compliance with Workload Article 20 of the CFA/CSU MOU, to wit:

Instructional Faculty: Professional Responsibilities

- 20.1 a. The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity, and service to the University, profession and to the community.
- b. Faculty members have additional professional responsibilities such as: advising students, participation in campus and systemwide committees, maintaining office hours, working collaboratively and productively with colleagues, and participation in traditional academic functions.
- c. The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as: preparation for class, evaluation of student performance, syllabus preparation and revision, and review of current literature and research in the subject area, including instructional methodology. Research, scholarship and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members are frequently expected to perform.
- d. The professional responsibilities of faculty members include research, scholarship and creative activity which contribute to their currency, and the contributions made with the classroom and to their profession. The professional responsibilities of faculty members are fulfilled by participation in conferences and seminars, through academic leaves and sabbaticals that provide additional opportunities for scholarship and preparation, and through a variety of other professional development activities.
- e. The parties understand that instructional faculty members may not normally participate in all activities identified in the Article during each academic term or year.

It is the policy of the Sociology Department that all full-time faculty will contribute each semester to the well being of the department's undergraduate and graduate programs. Such activities include advising, involvement in graduate thesis/project committees, and holding appropriate office hours as detailed below.

1. All full time faculty members are expected to advise undergraduate majors. We strive for the equitable distribution of this work among faculty members. Faculty are encouraged to maintain currency in policy and advising tools by participating in Advisor Workshops. For the Fall faculty retreat, the chair will schedule an advising agenda item where changes in HSU or CSU policies are discussed. This will also be a regular time when faculty can share best practices, and/or other items related to effective undergraduate advising.
2. All full time faculty members are expected to chair graduate thesis/project committees as well as serve on these committees. The graduate coordinator will maintain a roster of students' thesis/project committee members and chairs. We strive for the equitable distribution of this work among faculty members.
3. All faculty are expected to hold a minimum of one office hour per week for each course (3 or 4 unit) taught. Faculty will schedule regular office hours in more than one class schedule module to maximize availability to students.

Faculty members will assume responsibility for additional important departmental activities and duties by rotation.

Implementation

In April, all full-time sociology faculty members will prepare and discuss a service and research plan with the department chair. The service portion of the 3 units of ancillary duties includes service to the department, the college, the university, the CSU system, and/or the profession and community. Activities at all of these levels are considered important for retention, promotion, and post-tenure review (see Appendix J). Under this policy, faculty members with release time for specific administrative duties (Chair, Graduate Coordinators) should expect additional service duties on top of their duties as outlined in position descriptions.

The chair will review the plans with respect to equitable distribution of service among all full-time faculty members, in accordance with 20.2.a. of MOU Workload Article, to wit:

The composition of professional duties and responsibilities of individual faculty cannot be restricted to a fixed amount of time, and will be determined by the appropriate administrator after consultation with the department and/or individual faculty member.

The chair will present to the full-faculty in May a departmental service plan to be effective in the following school year.

Finally, as there are often service needs that develop in the course of the year, faculty members may negotiate release from some departmental service duties in a given semester by bearing more service duties in an earlier semester. These decisions, again, should be made in cooperation with the department chair.

Adopted 11/8/2006 (2006-11-8 Sociology Department Policy on Professional Duties)

Student Hire Procedures

-TA must have 560 or be currently enrolled in 560

-If an instructor had money and help was needed with grading = grader.

-If money is available allow all to apply, publicize positions, do not just ask the Grad student you know this includes the journal and other institutes. Use bulletin board, email list, Moodle, etc. Suggestion of rotation for Grad students to increase skill level and evaluate competence level let's give the TA's a set of skills to help them in the field. This will need further discussion regarding how a TA position looks, structure wise and contract wise.

Adopted 2006-8-16 (Refer to Grad Manual)

Meetings

The Sociology Policy and bylaws will be present at all meetings along with a copy of ground rules in case clarification is needed. These will be brought to the meetings by the ASC. All agree this is a good idea. All agree if you are going to be late or absent you will call the department office at x3139 and leave a message. Interpretations will be presented in italics within the minutes.

Adopted August 16, 2006

Guidelines for Classroom Visitations

The following areas should be covered in your letter to the personnel committee.

Date/ Time/ Course

Number of students present

Purpose /focus of the course and this particular session

Description of how class session started

Instructional mode(s) used with a summary of the content covered, which might include:

- *Evidence of instructor preparation for the session

- *Comments on how the instructor synthesizes, interprets, and/or summarizes discussion, readings, and /or content effectively

- *Instructor's ability to hold student's interest

- *How does the instructor encourage opinions, questions, comments

- *Instructor's use of examples, and moving back and forth from concrete to abstract

- *Use of visual aides, smart classroom equipment, etc.

- * Is there over reliance on power point or otherwise reading to them?

Quality of interaction with the students, such as:

- *Adjusts to class level of comprehension

- * Adequately explains new/different concepts

- *Responds to disagreements

- *poses meaningful questions

Description of how the session ended

Overall evaluation of this class session

Adopted 2006-9-15 Observations rubric

Procedures for Evaluation, Appointment and Range Elevation for Temporary Faculty Members 2008 - 2009

This policy is consistent with and augments Article 11 "Personnel Files," Article 12 "Appointment" and Article 15 "Evaluation" of the Collective Bargaining Agreement (CBA), as well as the MOU entitled "Periodic Evaluation of Temporary Faculty Unit Employees." The Personnel Committee of the Department of Sociology (henceforth referred to as "the Committee") is directed to review and comply with CBA policies and refer to this document for departmental procedures. Temporary faculty members are encouraged to do the same. The Committee will support its work using current reporting forms generated by the College of Arts, Humanities and Social Sciences.

Evaluation of Temporary Faculty Members Serving the Department of Sociology

- 1) To prepare for annual evaluation of temporary faculty members, at the beginning of each semester the committee will request from the Department Administrative Support Coordinator (ASC) the list of temporary faculty members currently employed.
- 2) Temporary faculty members shall administer teaching evaluations each term in every class taught. This policy is consistent with teaching evaluation requirements for the entire faculty of the Department of Sociology.
- 3) Peer observations are required for all temporary faculty members as described below. Consistent with the CBA Article 15.14, the Committee must provide at least 5 days prior to a class visit written notice that his/her class is to be observed.
- 4) Incumbent temporary faculty members shall be evaluated through at least one peer observation at least once every other term employed. Faculty members may request that the Committee schedule more frequent observations of his/her classroom.
- 5) All "new" temporary faculty members shall be evaluated during the first 12 weeks of his or her first term of teaching through at least two peer observations, so that "careful consideration" (www.humboldt.edu/~aps/docs/CarefulConsideration.pdf) may be appropriately applied in making subsequent appointments. Before completing ranking for appointment, the Committee must provide in writing to new temporary faculty members the memos from the peer observations and allow the allotted time for the new temporary faculty member to respond.
- 6) Peer observations are typically made by Committee members, but there may be circumstances under which the Committee may solicit a faculty member from outside the Committee to make the peer observation. The Committee may request the observation from a faculty member from inside or outside the Department. A reviewer submits his or her observations in the form of a memo to the Committee. The memo is submitted to the temporary faculty member's WPAF with required opportunity for the faculty member to respond. The Committee meets to discuss the outcome of a class visit, as well as any other evaluatory materials held in the temporary faculty member's college WPAF and corresponding Department WPAF. Following the discussion, a second classroom observation may be scheduled.
- 7) A Committee member who provided a peer observation will be assigned to author an overall evaluation letter in consultation with other members of the Personnel Committee. The Committee evaluation letter is based on evaluatory materials in the WPAF including the most recent observations. The Committee's evaluation letter is submitted to the temporary faculty member's WPAF with required opportunity for the faculty member to respond.

- 8) All materials submitted to the WPAF are subject to Article 15 provisions and timelines for review and rebuttal.

Ranking and Appointment of Temporary Faculty Members Serving the Department of Sociology

- 1) The Committee evaluates, ranks and makes range elevation recommendations consistent with Article 12 of the CBA, Appendix K and the Administrative Memorandum VPAA 99-01, April 17, 2000. <http://www.humboldt.edu/~aavp/AdminMemo/AppxK-AdmMemo99-01.htm>. The Department Chair makes appointments based on rankings.
- 2) Where two or more incumbent temporary faculty members within the same entitlement category (i.e. All 3-year temporary faculty members are ranked collectively and assigned) have met "minimum" advertised qualifications for an appointment including "demonstrated mastery/competency in the subject matter," ranking is then based on levels of teaching excellence.
- 3) For incumbent temporary faculty members, teaching excellence is determined solely on performance as an HSU Sociology temporary faculty member as evidenced by the following materials:
 - Peer Observation Memos
 - Committee Evaluatory Letters
 - Teaching Evaluations (anonymous)
 - Syllabi of Courses (held outside of WPAF in Department e-archives)
 - Signed student letters (not required)

Through inclusion of this letter in the WPAF, incumbent lecturers are informed that syllabi from previous evaluation cycles in the Department of Sociology are entered in the record and will be considered by the Committee in evaluating quality of teaching. Syllabi are evaluated for currency of materials, strength of pedagogy, student evaluation methods and the extent to which all contribute to Departmental, HSU, GE and DCG learning outcomes assigned to a given class and noted in the syllabi.

- 4) If ranking following items #2 and #3 above finds two or more incumbents to be equally qualified, the Committee is directed to use the following criteria to make appointment decisions:
 - The candidate who has taught the course the most times as a temporary faculty member will be ranked highest.
 - If two or more candidates have taught a course an equal number of times, the Committee will record equivalency of candidates. The Chair is directed to initiate rotation of appointments between equal candidates.
 - If none of the candidates in question have previously taught the course, then the candidate who has taught as a temporary faculty member the most times a similar course(s), will be ranked highest for the course.
- 5) Incumbent temporary faculty members ranked highest under the above criteria for multiple courses may be given appointments that exceed their entitlement.
- 6) New applicants may be asked to provide outside evidence of teaching effectiveness such as a CV, current syllabi, students evaluations and letters of recommendation. Once new applicants are appointed and join incumbents for appointment ranking, and they have met minimum appointment qualifications, only materials evaluating their teaching quality as a temporary faculty member in the Department of Sociology shall be considered for future appointments.

Adopted September 8, 2008.

SECTION 4: OPERATIONS AND ADMINISTRATION

Budget Committee

Proposal to add a budget committee to the department to make important budget decisions (resource issues). Motion to create a budget committee. This committee will consist of the ASC, two faculty members and the chair of the department. Motion carries, one opposition, a budget committee has been created. Need two faculty members to volunteer to be on the committee.

Adopted 2006-10-11

Sociology Data Analysis Lab Use Policy

BSS 304

Administration and Use Policies

General Resource Information

The Sociology Data Analysis Lab (BSS 304) is a research resource for graduate and undergraduate students working on research projects with the Sociology Department. The lab consists of six machines that are linked to the Internet and host suites of software some which **are not** available in labs throughout campus. The goal of the lab it to provide access to software for students working on research projects.

Lab software includes:

- ATLAS/TI, a qualitative data analysis program (text and image)
- NVivo, a qualitative data analysis program (text)
- ARCGIS, a spatial analysis program
- Transcription Software
- Web design software programs, Dreamweaver and Adobe Photoshop, are available on one machine
- SPSS, a quantitative data analysis program;

Sociology Data Lab Rules

- No eating or drinking in the lab.
- Do not alter settings or install any software in the lab.
- You are responsible for saving/backing up all of your work on your own flash drive.
- Sign up for computer time on the sheets in the lab.
- Please be considerate regarding noise levels of other working in the lab.
- Please shut the door while you are working in the lab and when you leave the lab.
- The lab is not a place for study or discussion groups to meet.
- Please sign the Data Analysis Use Agreement every semester with the Department Coordinator.

Graduate Lab Access

All enrolled sociology graduate students may obtain access to the Sociology Data Lab. The graduate student should sign the *Data Lab Use Agreement* document, available from the Department Office, before a key card is ordered. This document is valid for the current academic year so long as there are no rule

changes or usage violations have occurred. Once the agreement is signed the department will order a key, which they will retrieve from Plant Operations.

Undergraduate Lab Access

Students enrolled in upper division Sociology classes (300 and 400 level classes) are eligible to use the Sociology Data lab for the following types of analyses: qualitative analysis using the NVIVO or Atlas/TI software and or spatial analysis using ArcGIS software. The reasoning behind this is that access to these types of software on campus is limited.

Undergraduates wishing access to the lab, should submit a one page research abstract to the Lab Manager, Dr. Sheila Steinberg, via e-mail at ss51@humboldt.edu that indicates

- a) topic of their project and;
- b) data analysis needs of their project;
- c) explanation of software needs

The lab manager will review this material within one week. If the request is approved the Lab Manager will notify the department coordinator and the student that they have been approved. Students will then be expected to meet with the Lab Coordinator to sign the *Data Lab Use Agreement* document before a key card is ordered. Students will pick up the keys at Plant Operations.

Sociology Data Analysis Lab Contact Information

To report technical problems please contact Department Coordinator, Alicia Cuevas, Department of Sociology Phone Ext. #3139 E-mail: alicia@humboldt.edu

For questions regarding policy and/or resource availability please contact Lab Manager- Dr. Sheila L. Steinberg at ss51@humboldt.edu, ext 4563.

For questions regarding how to use software, please use the online course tutorials associated with each of the programs. Additionally, you can take research courses offered by the Department of Sociology to gain experience using the various software.

I have read the lab use agreement and agree to abide by the Sociology Data Analysis Lab rules.

Signature

Date

Name (Please Print)

HSU ID#

For office Use Only:

Keycard Expiration Date: _____ Student Expected Grad Date: _____

Template: ___ SOC/Quan ___ SOC/Journ/TA ___ Other (_____)

Additional Rooms: _____ NA

Emailed Lockshop:

Advisor/Recommendation:

Form approved by the HSU Department of Sociology, October 1, 2007.