

I ILLINOIS

Sociology

COLLEGE OF LIBERAL ARTS & SCIENCES

Department of Sociology Bylaws

Revised 24 March 2022

Mission Statement

The Department of Sociology strives to achieve excellence in the domains of research and publication, undergraduate and graduate education, and service to the profession, the University and the wider community. As a major research department of sociology, faculty members are expected to publish widely in ways that bring esteem and peer recognition to the Department. Department teaching seeks to educate students about sociological research and theory concerning their own and other societies, and to challenge students to think critically about societal arrangements, practices and common beliefs. Our undergraduate teaching focuses upon the development of keen analytical abilities and broad communication skills, providing a valuable set of capabilities relevant to an array of employment opportunities and options for further study. The graduate program strives to enable students to contribute research advancing sociological knowledge, and to develop themselves as highly skilled professionals. Faculty members are expected to contribute service to the profession of sociology that advances its functions and helps it sustain excellence. Faculty members are expected to be good citizens of this University and actively pursue public engagement.

ARTICLE I. Membership and Departmental Electorate

Section A. Membership

Departmental membership shall consist of all members of the faculty holding academic title in the Sociology Department.

Section B. Electorate

The Departmental Electorate will consist of all members of the faculty holding academic title in the Sociology Department, except all Lecturers, "Visiting Professors" of any rank, emeritus faculty, and all "courtesy members" (those who receive no part of their salary from the Sociology Department).

Section C. Zero-Time Appointments

Any member of the faculty may nominate a faculty member from another campus unit for a "courtesy appointment" in the Sociology Department. The nomination should include the candidate's most recent CV and a letter describing why the candidate should receive the appointment. The nomination should be directed to both the Head and the Advisory Committee. Upon review, the Advisory Committee can make a recommendation to the Head about whether to proceed with the appointment, to defer the nomination, or to decline the nomination. If the Head determines it is in the best interests of the Department to proceed, he or she shall contact the candidate to arrange for a talk in the Department. The Head will circulate the candidate's CV and letter of support to the faculty. After the talk, the faculty will vote to recommend to the Head whether or not to extend an offer for a courtesy appointment to the candidate.

Section D. Voting

Each voting member will exercise one vote.

Section E. Expectations

Only members of the faculty with at least 1/3 academic year salary or 1/4 full year salary under the administrative control of the department may serve on the Advisory Committee. However, all members of the faculty holding academic title in the department are expected to participate actively in the business of the department, including work on appointive committees.

Section F. Information Access

In accordance with State of Illinois law, all faculty and graduate students have the right to examine the contents of their own departmental personnel files, except for letters of recommendation and evaluations solicited on the basis of anonymity.

ARTICLE II: Officers and Administration

Section A. Head of the Department

The Department of Sociology will be administered by a head whose duties and prerogatives are defined by the University Statutes and these bylaws. The Head of the Department of Sociology shall be the chief executive officer of the Department. Appointed by the University Board of Trustees, he or she shall have all the rights, duties, and responsibilities assigned department heads as stated in appropriate sections of the current edition of the University Statutes except as modified by these bylaws. In the event of leave or incapacity of the Head, an Acting Head is normally appointed by the Dean of the College to perform the duties of the Head as out-lined here. As of fall 2014, Provost Communication #27, Shared Governance for Academic Units, provides further direction on the Head's duties, responsibilities and authority.¹

1 Major Duties

- a Call and preside at meetings of the Department Faculty at least once each semester for discussion of departmental policies and procedures;
- b Serve as chairperson of the Department's Faculty Advisory Committee, and consult with it regularly on major policy decisions including programs, personnel, and principles underlying the allocation of the Department's resources;
- c Prepare departmental budgets, oversee the preparation of the departmental payroll, and shall be an excellent steward of departmental resources;
- d Supervise the recruitment and retention of faculty;
- e In consultation with the appropriate rank of faculty, oversee the creation and operation of promotion and tenure committees, in accordance with Article VI below;
- f Report and endorse faculty vote on new faculty hires. In the case of a tie, the Head should be the deciding vote. The vote of the faculty shall be the Department's recommendation to the College. The Head will prepare the final report on the Department's recommendation. Although, according to Provost Communication #9, the Head has the authority to recommend hiring decisions contrary to faculty advice, the Department's practice shall be to forward the results of the faculty vote and discussion as the recommendation of the Department. The Head may submit a separate recommendation on the case;
- g Consult with tenured members of the Sociology Faculty and with the Advisory Committee, in accordance with Article VI below, in order to make recommendations to the Executive Committee of the College of Liberal Arts and Sciences for each faculty member whose status is under review;

¹<http://provost.illinois.edu/policies/provosts-communications/communication-27-shared-governance-for-academic-units/#sthash.LuY1uF00.dpbs>

- h Appoint the membership of certain departmental committees and oversee the election of members of elective committees, both inside and outside the Department; the Head will serve as ex-officio member to all committees;
- i In consultation with the Advisory Committee, and after reviewing annual faculty reports, determine annual salary increases for the faculty, according to established and agreed upon procedures;
- j In consultation with the Director of Graduate Studies and Graduate Studies Committee, the Head may dismiss or terminate a graduate student from the Sociology graduate program. In doing so, the Head must follow Graduate College procedures;
- k In consultation with the Curriculum Committee, Graduate Studies Committee, Directors of Graduate and Undergraduate Studies, the Head has the ultimate responsibility for the successful administration of undergraduate and graduate teaching programs;
- l With the help of the assistant to the head, oversee staff management, including office procedures, division of duties and staff-faculty relations. When performing evaluation of staff, the Head shall solicit and use faculty and student feedback.

2 Review of Head's Performance

The Advisory Committee and delegates from the LAS Dean's Office, meeting as one, shall evaluate the performance of the Head during the third year of service of each five-year term. As one component of this evaluation, views shall be solicited from the entire faculty of the Department. The reviewing committee shall report their findings to a meeting of the faculty of the Department to be held not later than 15 October of the year following the period under evaluation. If the reviewing committee believes that the Head's performance has been unsatisfactory, the faculty shall meet and shall vote by secret ballot as to whether the Head shall continue in office. A quorum at such a meeting shall consist of one-half of the faculty electorate. The Dean and the Head shall be informed of the results of this vote. If a majority of those present vote against continuation, the vote shall be construed as a vote of no confidence, and the Advisory Committee shall request that the Dean call for the resignation of the Head, effective not later than the end of the academic year.

Section B. Departmental Committees

The Head of the Department will be assisted in duties by a Faculty Advisory Committee and by a Graduate Student Advisory Committee.

1 Faculty Advisory Committee

The Faculty Advisory Committee (FAC) will consist of five faculty members, with at least one from each rank, four ideally of tenured rank and the remaining member being, if possible, an assistant professor. Rank will be determined as of the year of service and all must be members of the departmental electorate (see Article I above) with at least one-third academic-year salary or one-fourth full year salary under the administrative control of the department. The committee meets at regular intervals throughout the

academic year with the Head to discuss departmental issues. The FAC evaluates all annual reports and consults with the Head regarding merit pay issues. FAC members serve as liaisons between the faculty at large and the Head on issues of departmental concern and or importance.

- a The eligible voters for departmental elections are defined above in Article I: Membership and Departmental Electorate.
- b The Faculty Advisory Committee will conduct all regular department elections for membership on the Faculty Advisory Committee and Grievance Committee and for replacement in the event of vacancy.
- c Five faculty members will be elected in April by the departmental electorate to serve one-year terms to begin May 1. The ballots shall be tallied by the Advisory Committee at an announced time and place, with the entire faculty invited to observe, or a virtual ballot shall be run by the LAS Dean's office.
- d The Head of the Department will regularly consult with the Faculty Advisory Committee on all significant departmental matters.
- e The Faculty Advisory Committees (student and faculty) may concern themselves with any matter of department policy or action. A recommendation on any question will be reached by a simple majority of the members eligible to vote on questions of the relevant type.

2 Graduate Student Advisory Committee

The Graduate Student Advisory Committee (GSAC) will consist of the Director of Graduate Studies (DGS) and five graduate student members.

- a The DGS will work with students to hold an election in early fall. The committee should be formed by September 15th each year. GSAC is charged with electing student participants to the Grievance Committee (see below).
- b GSAC will consult with regard to changes in graduate policies or procedures, recommend to the Head student members for various committees, and serve as liaison between the faculty and the graduate students.
- c The Head of the Department will regularly consult with GSAC on all significant departmental matters.
- d GSAC may concern themselves with any matter of department policy or action relevant to graduate training. A recommendation on any question will be reached by a simple majority of its members.

3 Standing Departmental Committees

To facilitate the efficient functioning of departmental activities and to attempt to equalize service burdens across the faculty, the department relies upon the work of two elected (see a and b, below) and six appointed committees (c-h). As need two additional committees (Promotion/Tenure and Hiring) may be convened (i,j). The Head will assign faculty (including one faculty member as Chair) to all non-elected committees. The specific charges for individual committees are at the discretion of the Department Head, but standard expectations and responsibilities are summarized below. On or before September 1, each committee will receive from the Head a charge letter detailing specific activities or priorities. As noted in Provost Communication #27, full information about committee membership and charge shall be available to all members of the faculty. All committees will compile a yearly activities report to the department Head by May 31st. Reports will include a short summary of activities completed, on-going issues or concerns and a listing of prioritized tasks or activities for the consideration of the next year's committee. These committee reports will be made available to all faculty members through the departmental resource page by August 1.

a Grievance Committee

There shall be a standing departmental Grievance Committee consisting of three sociology department faculty members and two graduate students (who serve only on cases of student grievances). Faculty members of this committee shall be elected annually no more than two weeks after the election of the Advisory Committee. Faculty serving on the Grievance committee must receive at least 1/3 their academic salary or 1/4 their full year salary under the administrative control of the department. No member of the Advisory Committee shall serve on the Grievance Committee. Student members of the committee shall serve on a graduate student grievance at the option of the student pressing the grievance. The committee should be comprised entirely of persons who were not participants in the decision or action upon which the grievance is based nor members of any committee adjudicating the grievance. Members of the Committee may recuse themselves when the member has a reason to believe that s/he may not be able to be impartial or may be affected by the outcome. A by-election shall be held to fill the vacancies in such cases. Details on procedures are provided below.

b Capricious Grading Committee

Three faculty members are to be elected to the Capricious Grading Committee. Faculty members of this committee shall be elected annually no more than two weeks after the election of the Grievance Committee. Faculty serving on Capricious Grading Committee must receive at least 1/3 their academic salary or 1/4 their full year salary under the administrative control of the department. No member of the Advisory Committee shall serve on the Capricious Grading Committee. This committee serves students wishing to pursue a formal grading complaint, per the University guidelines.² Depending upon the complaint, the Undergraduate Studies Advisor or

²<https://tinyurl.com/ycww9k6z>

the Graduate Studies Advisor will serve as ex- officio member of the committee when claims are considered. This committee recommends outreach efforts to students, gathers information from students and instructors and keeps clear and objective records of all activities.

c Admissions Committee

There shall be a standing Committee on Admissions composed of four faculty members, one of whom will be the Director of Graduate Studies (ex officio), to be appointed by the Head in consultation with the Faculty Advisory Committee. The committee's charge is two-fold:

- i Work with the faculty and the Diversity Committee to encourage applications to the graduate program.
- ii Develop and codify selection procedures which will seek broad input from faculty, particularly those sharing field, regional or theoretical expertise with the applicant.
- iii Evaluate all applications to the graduate program, applying the clearly summarized criteria for graduate admissions.

To encourage new admissions, this committee is also charged with awarding grader positions and assistantships, and making recommendations for College and University level fellowships for entering students. While the Admissions committee makes recommendations concerning which applicants shall be admitted, the final decision of admissions is by vote of the full faculty, whether via email or in a faculty meeting.

d Curriculum Committee

The Curriculum Committee will consist of three faculty members, one graduate student, and the Undergraduate Advisor (ex officio). The recurring charge of this committee is to promptly review course proposals, cross-listing requests and other curricular innovations suggested by faculty. The committee will maintain records on enrollment trends, including the number of majors and trends in pathways. The committee is responsible for gathering faculty teaching preferences, creating course schedules that facilitate the prompt completion of degree requirements at the graduate and undergraduate level and maintaining a fair distribution of teaching responsibilities across departmental faculty.

e Diversity Committee

There shall be a standing Committee on Diversity composed of faculty members. The Diversity Committee is responsible for maintaining diversity in hiring, in the recruitment and retention of faculty and graduate students, and in graduate admissions. Its charge is to develop and sustain dedicated practices that guarantee diversity as a daily commitment for undergraduate and graduate students and faculty.

f Graduate Studies Committee

There shall be a Graduate Studies Committee composed of four faculty members to be appointed by the Head, one of whom will be the Director of Graduate Studies. The committee has four key tasks. First, it will assign teaching and research assistants, as well as appoint graduate student hourly workers and graduate assistants. Second, it will recommend students for probation and termination. Third, the committee will ensure that the content related to the graduate program on the department website is accurate and current. Fourth, it will make recommendations to the Awards Committee about departmental award winners for graduate students.

g Speakers Committee

The Speakers Committee is typically charged with conducting the Departmental Colloquium (introducing speakers, tracking attendance, publicizing events) for the academic year. In the spring (May), this committee will solicit volunteers and arrange the schedule for the Colloquia for the next academic year. Working with the DGS and the Graduate Studies Committee, the Speakers Committee will schedule colloquium presentations for all graduate students entering the job market in the Fall of the next academic year. In addition, this committee will solicit requests for outside speakers from the faculty twice a year (pending financial resources available at the Department level).

h Awards Committee

This committee will be composed of four faculty members. The committee will determine all graduate and undergraduate prizes using documented and accessible selection criteria. This committee will also supervise formal, in-classroom, teaching evaluations (see Article VI below) for all instructional staff and faculty, developing a rotation process for reviews. Lastly, this committee will actively seek opportunities to nominate members of the department for teaching awards at the University and national levels.

i Promotion and Tenure (Convened as needed)

As need arises, the Head convenes a Tenure and Promotion Committee consisting of all members of the Department's faculty of relevant rank (see Provost's Communication #9³). The whole tenured faculty of the Department is authorized to vote and collectively make a recommendation for or against tenure at the rank of associate professor. For appointments at the rank of full professor with tenure or for promotions to full professor, the vote resides with the full professors in the Department. For joint appointments, the two Departments will follow the guidance outlined in Provost Communication #23.⁴

³<http://provost.illinois.edu/policies/provosts-communications/communication-9-promotion-and-tenure/#sthash.RaK9Tt3c.dpbs>

⁴<http://provost.illinois.edu/policies/provosts-communications/communication-23-appointment-and-review-of-faculty-members-with-budgeted-joint-appointments/#sthash.OlquKVfZ.dpbs>

j Hiring (Convened as needed)

As needed committees of three will be convened by the Head. The selection committee is responsible for selecting a core list of promising candidates (no more than 10), and making these to files available to the entire faculty at least two weeks prior to a faculty meeting at which three candidates will be selected for on-campus interviews.

ARTICLE III. Review and Merit Assessment

Procedures for Yearly Evaluation and Merit Pay Determination

Section A. Annual Reports

The department has developed an annual report form, found on the departmental website under Faculty Resources. These reports will include faculty progress reports, teaching records, vitae and any other relevant documents. In addition to reports on current accomplishments, faculty will report on future plans and on how their activities contribute to the Department mission. Each member of the department is expected to submit a full annual report each spring. All documentation provided by the faculty member and all letters and documents providing feedback must be kept in the faculty member's file.

Section B. Review

The credentials of every department faculty member shall be reviewed before the annual budget allocations by the Head with the consultation of the Advisory Committee.

Section C. Merit Consideration

When the Head submits recommendations for promotions and the award of merit-based salary increases, he or she shall also include a letter describing in detail the criteria used by the Head and the Advisory Committee. The letter shall provide a summary assessment of an individual faculty member's performance in meeting these criteria, and make the merit criteria known to both the University administration and to all members of the department.

Section D. Evaluation

The Head is available to meet with individual faculty to discuss her or his assessment. A faculty member may lodge a grievance concerning the review process under the department's by-laws (Article IV). Per Campus guidelines as specified in Office of the Provost Communication #21, the Head or a faculty member may initiate a "Broader Faculty Review," seeking a fuller and more complete assessment of the faculty member's record.⁵

⁵<http://provost.illinois.edu/policies/provosts-communications/communication-21-annual-faculty-review/#sthash.Dgf96txh.dpbs>

ARTICLE IV. Grievances

The Department is committed to providing prompt, fair, and effective resolution of grievances. The Department strongly encourages all who believe they have a grievance to use all appropriate avenues for informal resolution before initiating a formal grievance. The following procedures may be invoked by any member of the Department when s/he decides to formally present a grievance case.

Section A. Jurisdiction

The central task of the Committee will be to consider serious personnel grievances, although it will have the power to consider any and all faculty and graduate student grievances, exclusive of those within the scope of the Capricious Grading Committee. When presented with a grievance, the Committee will make a preliminary investigation and decide within a month whether to accept the case. When a case has been accepted, the Committee will proceed with all deliberate speed to conduct its investigation and will reach a conclusion within two months of acceptance.

Section B. Procedures

If a person chooses to present a case to the Committee concerning a single incident or occurrence, he or she must do so within twelve months from the date of the action that is the subject of the grievance. If relevant and useful to the committee's evaluation of the grievance, the committee has discretion to consider information or documents that pre-date the one-year mark. Both tenure track and specialized faculty have access to this grievance process. In doing its work the Committee will obtain all documents pertaining to the decision in question, from both the aggrieved faculty member or graduate student, and the Head. The Committee may seek to obtain whatever additional documentation and to conduct whatever interviews it deems desirable. The grievant has the right to be fully apprised of evidence collected by the Grievance Committee, provided that reasonable measures are taken to preserve necessary anonymity of sources.

Section C. Adjudication/Resolution

When satisfied that sufficient information has been gathered and thoroughly evaluated, the Committee will communicate its findings and recommendations in written form to both the Head and to the grievant. The finding will either support some form of redress for the grievant, or hold that no alteration is required. The committee recommendations may include minority reports. All committee deliberations are confidential. The Head must respond in writing within ten working days, setting forth the basis and rationale for his or her final action, which will be informed by the committee report. If a majority of the Grievance Committee is not satisfied with the results of the Head's decision, the Grievance Committee will so advise the Dean of LAS and other appropriate officials.

Section D. Appeal

The grievant and the respondent each have the right to appeal to decision to the next level (LAS) within 21 days of the Head's written decision. This appeal may be based on either substantive or procedural grounds.

Section E. University Compliance

All departmental grievance policies and resources adhere to campus standards. Some key guidelines are listed below.

- Graduate Student Grievances
<https://grad.illinois.edu/grievpolicies/principles>
- AP grievances
<http://cap.illinois.edu/grievances/>
- Academic conflict
<https://grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict>
- Disability grievances
<http://www.disability.illinois.edu/grievances>
- Office for Access and Equity
<https://diversity.illinois.edu>
- Academic standards for undergrads
<http://advising.ahs.illinois.edu/AcademicPolicies/AcademicStandards.aspx>

ARTICLE V. Departmental Meetings

Section A. Meetings and Attendance

The department as a whole must meet at least once each semester on dates specified prior to the start of the academic year. Additional meetings may be called when matters arise. At these meetings the Head, the Director of Undergraduate Studies, the Director of Graduate Studies, and Departmental Committee Chairs (or a member representing the committee if its chair is absent) will report to and consult with the faculty on relevant activities and deliberations. A week prior to each scheduled faculty meeting, an agenda will be circulated to the full faculty. Any faculty member may place business on the public agenda for a regularly scheduled meeting up to 48 hours prior to the meeting; in which case a revised agenda will be circulated. A designated note-taker will take minutes at each meeting. These minutes will be distributed to the full faculty within seven days of the meeting and archived with faculty resources, and accepted by vote at the next meeting.

1 Quorum

A quorum for departmental meetings—regular or special—will consist of the presence of a simple majority of the departmental electorate.

2 Voting

Except for Bylaw revisions (see Article VII), a motion before the department faculty will be carried when it receives the support (votes) of a simple majority of those present and voting.

3 Proxies

On any issue before the department, an absent member may register his or her position by proxy if he or she does so by providing the Head with a written statement on the issue prior to the meeting. The Head will communicate the text of this statement to the department faculty as part of the discussion of the issue under consideration. Such a proxy statement will not constitute a vote because the absent member is not able to avail him or herself of the give and take of the department's deliberations.

Section B. Calling a Special Meeting

1 Required Support

A special meeting of the department as a whole may be called when the Head or the Advisory Committee deem it necessary or when a meeting is requested in writing by at least 25% of the departmental electorate.

2 Scheduling

Special meetings of the faculty as a whole will be scheduled within 14 days of the stated request.

ARTICLE VI. Mentoring, Tenure and Promotion

Issues pertaining to faculty mentoring, tenure, and promotion are of core importance to the Department. The Department conforms to all procedures and criteria of the University and the College of Liberal Arts and Sciences concerning the development of faculty at all stages of their careers. Tenure and promotion dossiers are reviewed seeking evidence of scholarly distinction. Review involves an assessment of whether a candidate's record demonstrates a coherent body of important work, with a significant theme or themes that shows evolution and growth as a scholar, along with sufficient productivity to suggest long-term continuation of that pattern.

Section A: Mentoring

1 Assigning Faculty Mentors

Faculty below the rank of full professor shall be assigned faculty mentors. These shall be full professors, assigned by the Head within the first year of appointment or within a year of promotion to Associate, who will meet regularly and advise their mentees about the requirements of tenure and promotion as well as other aspects of professional development.

2 On-going Teaching Reviews

The teaching of each faculty member, both tenure line and specialized faculty, shall be reviewed on a regular basis as described in the Faculty Handbook. These reviews are to be, as suggested by the LAS Teaching Academy, "strictly developmental in nature and not evaluative."

3 Yearly Consultations

Once annually, the Head shall meet with each pre-tenure or pre-promotion faculty member individually to discuss issues of general faculty development, dossier building and tenure/promotion timelines.

4 Third Year Review

Per Provost's Communication #9, all faculty of the rank of assistant professor shall undergo a review in their third year.⁶ The Head, in consultation with the Advisory Committee, shall appoint a Third Year Review Committee of three members of the tenured faculty. After the review, the Third Year Review Committee and the Head shall meet with the candidate to explain the results of the review. A written report of the review shall be shared with the candidate.

⁶<http://provost.illinois.edu/policies/provosts-communications/communication-9-promotion-and-tenure/#sthash.MOH4J1rl.dpbs>

Section B: Tenure and Promotion

Candidates for promotion to indefinite tenure shall be identified before the beginning of the spring semester of the year prior to their review for tenure or promotion.

1 Appointment of Subcommittees

For each candidate seeking promotion, the Head appoints a 3-member subcommittee of the Tenure and Promotion Committee to evaluate the candidate's research, teaching, and service. The Head shall consult with the Advisory Committee about the members of the subcommittee. The Head will circulate to the entire Tenure and Promotion Committee a copy of Provost's Communication #9 and the LAS Guidelines Concerning Cases for Promotion and Tenure.⁷

2 Development of Candidate's Teaching and Research Statements

As prescribed in Provosts Communication #9, "each candidate must submit a clear and comprehensive statement of their teaching and research interests, accomplishments and goals. All promotion dossiers must include a summary of student evaluation questionnaires (either the forms known as ICES, for Instruction and Course Evaluation System, or an approved departmental alternative instrument) for every course taught, a personal statement on your teaching philosophy, methods, and goals and other documentary evidence. As with your statement of research goals and accomplishments, the primary use of the statement is to provide colleagues in your department and the external referees with a context in which to interpret your accomplishments."

3 Letters from External Evaluators

The internal reviews will weigh heavily the judgments provided in the external letters of reference, and it will assess the prominence of the letter writers. Letters from collaborators, former professors or persons of lower rank than the candidate is seeking are to be avoided. The candidate shall provide the Head with the names of suggested external evaluators. The Head shall seek letters from at least five external scholars, recognized as leaders in their field and ideally at peer institutions, to evaluate the candidate's record, in accordance with Provost Communication #9. The candidate shall provide the Head with the names of suggested external evaluators. The Head, working with the Promotion or Tenure Committee, will also develop a list of evaluators. Requests for external evaluation should be sent out in May, with motivations for any recusals documented. All candidates must have a minimum of five external letters in their dossiers. A majority of these evaluations must come from the Department list. The letters will be made available to the subcommittee evaluating the candidate.

4 Review of Teaching

The semester prior to the semester in which the candidate comes up for tenure or promotion, the Head shall appoint a committee to conduct the teaching review, following

⁷<https://las.illinois.edu/faculty/policy/iii2>

the guidelines set forth in Provost's Communication #9: "Visits to the candidate's classroom...should be made by at least two faculty observers for each of several courses. Visits should be made on more than one occasion in each course. This method is valuable for it entails considerable communication among faculty being evaluated and their colleagues involved in the evaluation. The campus is encouraging more extensive use of this approach, including the involvement of peers from other institutions, not only in the period when a promotion is being considered, but over the entire period of a faculty member's career at Illinois. When a candidate's teaching or curricular contributions have achieved recognition by peers beyond the campus, the ability to comment on the instructional contributions as well as the candidate's other scholarship should be considered in the selection of external evaluators." As part of this exercise, the Head and the Committee shall review the LAS Teaching Academy Guidelines on Peer Review of Teaching (POTA).

5 Subcommittee Report

The subcommittee shall review the candidate's dossier, the external evaluations, and other supporting materials—including the teaching evaluation, a report on the candidate's service, and a report on the candidate's research—to prepare a critical evaluation of the candidate's record. In preparing the report, the subcommittee shall rely on the standards articulated in Provost Communication #9 and on the Department's own standards. This report will become part of the permanent document evaluating the candidate's tenure case.

6 The Tenure and Promotion Committee's Vote and Recommendation

- a Vote** A packet consisting of the candidate's dossier, the subcommittee reports, and the external evaluations shall be made available to the voting faculty at least two weeks in advance of the meeting when the tenure vote is scheduled. At that meeting, the voting faculty shall discuss the strengths and weaknesses of the candidate's record. After the discussion, the faculty shall vote on whether or not to recommend the candidate for tenure. Based on that discussion, the faculty must make a recommendation on the candidate's tenure.
- b Reporting** The vote of the faculty shall be the Department's recommendation to the College. The Head will prepare the final report on the Department's recommendation. The report should contain the subcommittee's evaluation, a report of the vote, and a detailed explanation of the reasons for the vote. All voting members of the faculty should sign the report. Although, according to Provost Communication #9, the Head has the authority to recommend tenure decisions contrary to faculty advice, the Department's practice shall be to forward the results of the faculty vote and discussion as the recommendation of the Department. The Head may submit a separate recommendation on the case.

Section C: Specific Characteristics of the Promotion Process

The procedures for Promotion to the rank of Full Professor are the same as those described above for promotion to indefinite tenure, except for the constitution of the subcommittee and voting electorate, which shall include only voting members of the Department of Sociology with the rank of Full Professor.

ARTICLE VII. Revision of the Department Bylaws

Department bylaws may be amended at any meeting of the department or by paper ballot if such a procedure is approved by a majority of those voting at a previous department meeting called in accordance with the procedure below.

Amendments may be proposed by any voting member of the department and shall be submitted in writing to the Head. The Head will circulate proposed amendments to all voting members of the department at least two weeks prior to their consideration in a department meeting. An amendment to the bylaws will not be adopted unless it is approved by a two-thirds majority of the voting members of the department. At the first faculty meeting of each academic year, the Department Head will read ARTICLE VII to inform faculty members of the procedures for revising the bylaws.

In cases of systematic review, structural programmatic reorientation revision, or substantial changes in faculty size and composition the Head will appoint a by-laws committee at the earliest possible time during the process. This committee will monitor required by-laws alterations, additions or revisions during the process of review, revision or change in faculty size and com- position, and promptly bring all such by law changes to the faculty for vote.