

BYLAWS FOR THE DEPARTMENT OF SOCIOLOGY
PORTLAND STATE UNIVERSITY

Access to Governance Documents

All governance documents for the sociology department shall be posted on the Sociology Department's website (<https://www.pdx.edu/sociology/documents-links>).

Section 1.0: Departmental Faculty Membership Defined

Departmental faculty membership is extended to persons in academic employment at Portland State University who, at the time of the action, possess an annual appointment (FTE) of at least .50 in the Department of Sociology. Voting rights are extended to persons in academic employment at Portland State University who, at the time of action, possess a tenure track (TTF) or a non-tenure track (NTTF) appointment (FTE) of at least .50 in the Department of Sociology. Persons who meet these criteria but are on leave, of any type except administrative leave for disciplinary actions, are extended voting rights based upon the rule set forth above (irrespective of their FTE at the time of action).

Voting rights may be extended to persons not meeting the above criteria, who may include adjuncts and emeritus/a faculty. This extension of voting rights will be requested by the Department Chair; the Chair will explain why this extension of voting rights is being requested, and call for a vote. A grant of voting rights requires a two-thirds vote of those with voting rights and who are also in attendance at a Department meeting. Any granted rights must be renewed each academic year. Adjuncts who are granted voting rights will be paid for service work and this additional service must be approved by the Department Chair (see PSUFA 2015-20 CBA, Article 12, Section 6). Adjuncts cannot have an appointment that exceeds a total of 0.49 FTE per academic year.

At the time of this writing, the Sociology Department does not have any Academic Professionals (APs). Should an AP be added to this unit, the Department will adhere to all university guidelines.

Section 1.1: Consequences of Departmental Membership

Persons holding Departmental membership with voting rights are obliged to participate in all regular Departmental duties (attend Department meetings, accept and accomplish committee work, etc.) in proportion to their appointment in the Department (FTE). Persons holding Departmental membership without voting rights (e.g., adjuncts and emeritus faculty) are allowed to participate in the above Departmental duties on a voluntary basis. Participation is not required. (See 2015-2020 PSUFA, Article 12, Section 6).

Section 2.0: Departmental Rule Defined

The Department of Sociology is a direct democracy in all internal matters save for those specifically restricted by administrative code or law. Issues are resolved where possible, and where a vote is not otherwise mandated, by faculty consensus. Any faculty member with voting rights has the right to call for a vote on a particular issue. Departmental voting, by ballot, is mandatory for: revision of the Bylaws (Section 2.1); selection of the Department Chair (Section 4.1); hiring of a new faculty member (Section 4.3); and removal of any elected or confirmed position holder (Section 5.0). Decisions on the above, and on any other issue on which consensus cannot be reached, are made by majority vote of those attending a Department meeting. Faculty with voting rights who must miss a meeting are allowed to submit their vote by proxy. Majority is defined as fifty percent plus one additional vote in the affirmative or negative relative to the issue under consideration. While abstentions are allowable, under this rule, they technically count as “no” votes.

Section 2.1: Amendments and Changes to Departmental Bylaws and Departmental Employment Conditions

The Bylaws of the Department may be revised only after bylaws revisions have been placed on the agenda of two consecutive Department meetings. The Bylaws may be revised by at the second faculty meeting by two-thirds vote of all faculty with voting rights.

A waiver of any Bylaws requires a favorable two-thirds majority vote.

Modification of all departmental policies and procedures requires notification to and approval by OAA. Notice of intent to modify a policy or procedure must be provided prior to adoption. Changes to bylaws and all other governance documents do not become effective until approved by OAA.

Section 2.2: Internal Conduct of Meetings

Topics requiring a vote of the faculty must appear on an agenda distributed with the call to assemble, or be added with approval from the majority of the faculty. Attendance at faculty meetings is expected by all faculty with voting rights, except when on leave. When an individual faculty member is not able to attend a faculty meeting, they must alert the chair prior to the meeting, and review the appropriate minutes after the meeting. All faculty with voting rights who miss a meeting are encouraged to submit their vote by proxy.

Section 2.3: Convened Department Meeting Defined

A meeting of the Department faculty is considered to be convened when at least fifty percent plus one of those currently holding voting rights are assembled in response to an announced call to assemble. Such a call to assemble may be made by any Departmental citizen with voting rights in the Department. This announcement, and the meeting agenda, must be sent at least 48 hours prior to the scheduled meeting. Persons on leave for whatever reason who are

not in attendance are subtracted from the total of voting members to establish the base for calculating fifty percent plus one.

Section 2.4: Emergency Faculty Meeting Defined

As the need arises, an emergency faculty meeting may be convened on shorter notice. To be considered an officially held faculty meeting, however, said meeting must be an assemblage of at least fifty percent plus one of those holding voting rights at the time of the action. Members on leave, of whatever type, will be subtracted from the total of voting members to establish the base for calculating the two-thirds fraction. If an emergency meeting is called, the chair shall inform all members of the department as soon as possible.

Section 3.0: The Work of Committees

Departmental committees may be assigned tasks by any administrative member, or administratively empowered agency of the University. The committees may also be assigned tasks by a vote of the Department members to refer to committee. Additionally, a committee may define tasks for itself.

Section 3.1.A: Standing Committees Defined

The Executive Committee: The Executive committee is responsible for (1) advising the Department Chair on the general directions of the development of the Department; (2) advising the Chair relative to the budgeting of funds internally; (3) making recommendations to the faculty with regard to the hiring of new faculty members (see section 4.3) and to the Chair with regard to hiring of part-time and temporary faculty; (4) developing and recommending rule changes in Departmental Bylaws and other matters pertaining to both the internal and external affairs of the Department not specifically delegated to another committee; and (5) keeping a record of any changes made by the faculty in Department rules.

The Executive Committee is made up of the Chairs of the other Standing Committees. The Chair of the Executive Committee (who may not be the Department Chair) is elected by the Executive Committee members. In the absence of the Department Chair, the Chair of the Executive Committee will serve as Chair of the Department on a temporary basis until a new Department Chair can be elected. The Department Chair must be approved by the CLAS Dean and the Provost per university policy.

The Executive Committee shall meet as needed, when called by any member of the Executive Committee. In the ordinary course of affairs, the preparation of budget details will be made by the Chair and the Office Administrator. The role of the Executive Committee with regard to budgetary and other departmental matters is understood to be helping the Chair maintain judicious, public, and equitable procedures and processes for the internal disbursement of funds. The day-to-day supervision of small expenditures is the duty of the Chair.

The Curriculum Committee: The Curriculum Committee is responsible for overseeing the development of the graduate and undergraduate curricula of the Department. (See section 3.1.B for committee membership.)

The preparation of the actual course schedule is the responsibility of the Department Chair. However, the Curriculum Committee can advise the Chair in assuring that equity, in addition to other matters, be considered in assigning work throughout the year. So far as can be made consistent with Department teaching needs, preferred hours and days must be rotated among the faculty.

All requests for consideration for such matters as summer teaching and reduced teaching assignments must be sent to the Chair.

The Graduate Committee: The Graduate Committee is responsible for overseeing the operation of the graduate program of the Department in consultation with the Chair, including the appointment of graduate students to paid positions in the Department. (See section 3.1.B for committee membership.) The Graduate Committee is responsible for maintaining the graduate handbook and for administering the policies and practices set forth therein. The thesis/dissertation process must comply with the policies outlined in the graduate handbook.

The Personnel Committee: The Personnel Committee is responsible for making Departmental recommendations to the Department Chair relating to promotion, tenure, merit, and retention as called for by the University's P&T Guidelines. (See section 3.1.B for committee membership.) In addition, the Personnel Committee is responsible for conducting the election process for the Department Chair.

Ad Hoc Committees: Ad hoc committees may be added on an as-needed basis, as determined by the Department Chair.

Section 3.1.B: Committee Membership Defined

All voting members of the Department are, by definition, available to serve on Departmental Committees. Adjuncts are not required to serve on Departmental committees, but may be extended voting rights to do so (see Section 1.0). Adjuncts who are granted voting rights will be paid for service work and this must be approved by the Department Chair (see PSUFA 2015-20 CBA, Article 12, Section 6). Adjuncts cannot have an appointment that exceeds a total of 0.49 FTE per academic year. Committees shall be composed of at least three TTF or NTTF Department members who have been nominated by the Chair and confirmed by the faculty of the Department. Committee assignments for NTTF will reflect their contract, which typically means lighter committee loads than TTF faculty. Committee chairs shall be nominated by the Department Chair and confirmed at a faculty meeting during the Spring quarter prior to the year for which committees are being assigned. Committee members who are not committee chairs shall be nominated and confirmed by faculty vote in the fall quarter.

It is the responsibility of the Chair and the Department members in confirming nominations to assure that Committee assignments are rotated periodically among the faculty to assure an equitable distribution of work and influence.

It is the responsibility of all faculty members to inform the Chair, prior to the nomination process, if they have preferences relative to Committee assignments. When practical and reasonable, these preferences may be considered in the nomination process.

Section 3.2: Committee Service and Leaves

It is the responsibility of persons going on leave, of whatever type, to inform the Chair of their availability or non-availability for Committee service. Medical leave is managed through HR.

It is the responsibility of the faculty members on leave to keep the Chair and the Personnel Committee informed of their current email address, and to periodically check in with the department/check email.

The chair of a committee diminished by the absence of one or more members for one month or more shall request the Department Chair to appoint a replacement(s). Name(s) of replacement(s) shall be put before the faculty for confirmation within one month of the request by the diminished Committee.

Section 4.0: Rules Relating to Recurring Departmental Decisions

During any given year, or over the course of a given set of years, the Department confronts three general decision areas: (1) election of a Department Chair, (2) the appointment of a Graduate Director, and (3) the hiring of new faculty. Each area is described below.

Section 4.1: The Department Chair is elected for a period of three consecutive years (September 1 to August 31). To be valid, a voting member of the Department must receive a fifty percent plus one vote of all those holding voting rights in the Department at the time of the election. Members on leave are counted in establishing the base for the above calculation. Said election shall take place in, or prior to, the month of April of the third year of the current Chair's term, or in the case of an irregular vacancy, within one month of the occurrence of said vacancy.

The administration of the election is the responsibility of the Personnel Committee operating under the following guidelines:

- A. Notice of the election must be at least three weeks prior to the election.
- B. A structure must be provided for:
 - 1. closed balloting, and
 - 2. timely notification of the Dean of Departmental action.

- C. In the case of an election to fill an irregular vacancy, the three years shall be calculated from September 1 prior to the election to fill the irregular vacancy.

In the event that the Chair cannot be elected by the end of the Spring term, the seated Chair of the Executive Committee will serve as Acting Chair with another election attempted the following April.

Section 4.2: The Department Chair will appoint all committee chairs in consultation with the faculty. In making these appointments, the Chair is urged to consider matters of equity, continuity, and fairness in the representation of the various and diverse elements of the Department.

- A. The Graduate Director is Chair of the Graduate Committee. As such this person is responsible for the orderly running of the graduate program in Sociology and allied degree programs. While responsible for overseeing admissions, graduation deadlines, and the like, the Graduate Director is expected to work in close consultation with the Graduate Committee, the Departmental Chair, and the chairs of students' thesis committees.

Section 4.3: When the Department has been authorized to hire an additional tenure track faculty member, the Chair of the Department shall form an ad hoc Search Committee, whose members shall be approved by the faculty. The Chair will be an *ex-officio* member of the Committee. It shall be the responsibility of the Committee to design and submit whatever external announcements are to be made for the position available. It shall further be the Committee's responsibility to screen all applicants and make recommendations to the faculty relative to the available pool of candidates. Final authority to tender an offer resides with the Provost and President, following a majority vote of the faculty in a convened meeting of the Department faculty.

Section 5.0: Removal of any Elected or Confirmed Position Holder

A person elected or confirmed in any Departmental position may be removed from office by a vote of the faculty members holding voting rights. For said removal to be valid, two-thirds of those holding voting rights must vote in favor of removal. Members on leave are counted in establishing the base in the above calculation. In the case of Department Chair, whose position has larger budgetary and administrative implications, it shall be the responsibility of the Personnel Committee to recommend removal of the Chair to the Dean and President. Ultimate decisions regarding removal or appointment of Chairs are made by the Dean and the President.

Section 6.0: Individual Professional Development Accounts (IPDA)

Faculty members and academic professionals may utilize funds in their IPDA for activities that support the job-related professional development of the member. The use of IPDA funds is subject to the pre-approval of the Department Chair and to all applicable University policies and procedures regarding the appropriate use and documentation of University

expenditures. Examples of such use from the CBA include, but are not limited to, travel for the presentation of scholarly work, conference fees and travel, professional organization fees, professional licensure or certification requirements, acquisition of specialized equipment (such as software, hardware, or peripherals), tuition and/or fees, subscriptions and books, submission fees, and relevant training and continuing education opportunities.

Full-time faculty members on sabbatical shall have their IPDA accounts funded at 1.0 FTE.

Section 7.0: Work/Life Balance

An effective work-life culture addresses needs that arise over the course of an individual's career, including elder care, social and community responsibilities, and transitions to retirement. The Sociology Department, and its Chair, will strive to support faculty in reaching effective work/life balance.