

BYLAWS OF THE DEPARTMENT OF SOCIOLOGY

UNIVERSITY OF NEVADA, LAS VEGAS

(AS AMENDED September 5, 2014)

PRE AMB L E

The purpose of the Department of Sociology (also “the Department” or “DOS”) bylaws is to implement the basic principle that the Department should be a collegium in which the source of power and authority lies with the Department’s faculty. All decisions concerning departmental business should be made by a majority vote of the voting members of the Department who are present and voting (in person or by proxy) , except as provided for elsewhere in this document.

ARTICLE 1. DEPARTMENTAL STRUCTURE

1.1. Membership

There shall be the following classes of membership in the Department:

a. Active Membership: those members of the University faculty with an appointment in sociology of 50 percent or more of their time and with sociology being their promotion and/or tenure home, and other members of the Department having professorial rank at the time of adoption of these bylaws. Should a faculty member’s percent appointment in sociology change during their time at the University, then their membership status would change accordingly.

b. Associate Membership: those full time members of the University faculty with a partial appointment in Sociology of less than 50 percent of their time, unless after at least one year’s service such a member requests and is granted active membership by a majority vote of all those equal to or senior in rank. Such a request implies that the faculty member wishes to declare a major affiliation with this Department and is willing to accept the privileges and responsibilities of such an appointment. Such active membership is for a period of three years, after which the faculty member may request that active membership be renewed for another three-year period.

c. Adjunct/Visiting Scholar Membership: those members of the faculty who may be visiting professors, lecturers, or whose primary responsibilities are in other schools or departments of the University or outside agencies. Election to adjunct status is to be by the same procedures as regular election to the faculty.

d. Emeritus Membership: those members of the Department who have retired from active teaching and research duties.

e. Graduate Student Representatives: Those graduate students who represent graduate student perspectives on the DOS Graduate Studies and Undergraduate Studies Committees and in departmental meetings. All graduate student representatives are to be elected by the DOS graduate students in good standing.

f. Graduate Student Committee Members: Those graduate students who represent graduate student perspectives on DOS committees, including the Graduate Studies and

Undergraduate Studies Committees. All graduate student committee members are to be elected by the DOS graduate students in good standing.

ARTICLE 2 DEPARTMENTAL RELATIONSHIPS TO OTHER UNIVERSITY UNITS

- 2.1 The Departmental Bylaws and day-to-day operations of the Department of Sociology shall in no way conflict with the College Bylaws, University Code, administrative practices, or Board of Regents' decisions.

ARTICLE 3 RESPONSIBILITIES OF THE DEPARTMENTAL REPRESENTATIVES

- 3.1 The faculty and the student representatives of the Department have the responsibility for making recommendations on the following (except where limitations are specified elsewhere in the bylaws):
- a. Departmental curriculum and programs.
 - b. Annual Departmental funding requests.
 - c. Allocation and expenditure priorities within the Departmental budget after funding by the College.
 - d. Hiring, retention, reassigned time, merit awards, promotion, and tenure of faculty members, and any faculty or student awards, or nominations for awards, given by, or issuing from, the Department as a collective body.
 - e. College and university matters which affect the Department.

ARTICLE 4 ELECTION OF THE CHAIRPERSON OF THE DEPARTMENT

- 4.1 The term of office will be three years. It is understood and generally agreed that no person will serve more than two consecutive terms.
- 4.2 The newly elected chairperson shall assume office on July 1 of the election year.
- 4.3 During the last two weeks in March of the election year, a special meeting of the faculty shall be held for the purpose of receiving nominations for chairperson.
- 4.4 Election shall be conducted by written ballot during the first three weeks of April. Election shall require a simple majority of the Department faculty.
- 4.5 The chairperson may be recalled by a two-thirds vote of the faculty and student representatives. Each student representative will have one-half vote on this matter.

ARTICLE 5 RESPONSIBILITIES OF THE DEPARTMENT CHAIRPERSON

- 5.1 The Chairperson shall serve as the administrator for the Department.
- 5.2 The Chairperson or his/her designate shall represent and be the spokesperson for the Department on college and university matters.
- 5.3 The Chairperson or his/her designate shall conduct all department meetings.
- 5.4 The Chairperson shall give due consideration to the recommendations of the faculty and

the student representatives relating to the areas in Article 3.1 a. b. c. d. and e. If the Chairperson does not concur with the majority recommendation of the Department, or of a Departmental committee, he or she shall communicate the Chair's opinion and rationale to the Department, or the committee making the recommendation. If the dispute is not resolved within the Department, the Chairperson shall attach a statement of the majority recommendation to the Chair's recommendation when it is submitted to the appropriate administrative or faculty unit for approval.

- 5.5 The Chairperson of the Department shall specify any division of opinion in the Department when forwarding to the administration the Chair's recommendations concerning the issues specified in Article 3 of these Bylaws.

ARTICLE 6 DECISION MAKING

6.1 Representatives of the Department include all full-time faculty with continuing appointments and student representatives duly elected or appointed under the provisions of Article 10.

6.2 A majority of the faculty will constitute a quorum in departmental meetings.

ARTICLE 7 PROXY REPRESENTATION

7.1 A faculty member who must miss a departmental or committee meeting shall have the option of giving a written proxy to another Sociology faculty member.

7.2 A graduate student representative who must miss a departmental or committee meeting shall give a written proxy to another graduate student in good standing in Sociology.

7.3 Any faculty or student representative shall hold a maximum of one proxy vote.

ARTICLE 8 STANDING COMMITTEES

8.1 Membership of the standing committees shall be composed of faculty and student representatives, or of designated students, as specified elsewhere in this Article.

8.1.1 All committees which determine Departmental policy will be ratified by Departmental vote.

8.2 During the last two weeks in March of each Spring Semester, but following the election of the Chairperson in years when this election is conducted, the Department shall meet to accept nominations for candidates for faculty positions on the Personnel Committee, Graduate Studies Committee, and Undergraduate Studies Committee, being vacated, and to conduct an election to fill those positions. Newly elected members shall take office on the final day of the Spring Semester. Graduate Student representatives shall be elected by the graduate student body per Article 10 and shall take office on the final day of the Spring Semester.

8.3 Membership of standing committees other than the Personnel Committee, Graduate Studies Committee, and Undergraduate Studies Committee shall be by appointment by the Chairperson in consultation with the Department faculty and student committee members

These appointments are subject to ratification by the faculty and student representatives during the departmental retreat each Fall Semester.

8.4 The Department will have the following standing committees:

8.4.1 Bylaws Committee will conduct an annual review of the Bylaws and submit their recommendations to the Department. This committee will be composed of at least two faculty members.

8.4.2 Technology/Communications Committee is to maintain the Departmental web pages and facilitate communications within and outside the Department. This committee will be composed of at least two faculty members.

8.4.3 Executive Committee shall consist of: 1) the Chair of the Department; 2) the Graduate Studies Director; 3) the Undergraduate Studies Director; 4) Personnel Committee Chairperson. Should the same person simultaneously occupy any of these positions, an additional at-large member shall be elected by majority faculty vote.

a. Executive Committee functions and duties include:

1. To serve as advisory board to the Chairperson in Department administration.
2. To consult with DOS Chair and prepare agenda for departmental meetings
3. To act for the Department in emergency matters and to report to faculty on actions so taken.
4. To appoint staff members to various standing committees and offices where election is not otherwise provided for.
5. To serve as a nominating committee for the various elected positions in the Department.
6. To propose additional permanent or *ad hoc* committees and suggest procedures to handle standing or intermittent departmental problems.
7. To be responsible for recruitment of staff
8. To serve as a hearing board to adjudicate complaints by students or staff members.
9. To allocate office space, research space, and other physical resources of the Department.
10. To meet at least once each month during the academic year for the discharge of its duties.

8.4.4 Library Committee is to review library holdings and submit requests for new materials. This committee will be composed of at least two faculty members.

8.4.5 Personnel Committee is to make recommendations to the DOS Chairperson regarding all of the following: promotion, tenure, awarding of merit pay, nominations for faculty awards intramural and extramural to the Department of Sociology, and annual evaluations.

a. Recommendations made by the Personnel Committee to the

Chair shall be incorporated into all documents pertaining to personnel actions in the Department of Sociology and, should the Chair choose to alter these recommendations, he or she must do so with reasons in writing and made part of that same personnel file.

- b. This committee shall be composed of up to five faculty members, of which at least three are tenured.
- c. The term of faculty membership shall be two years.
- d. In the Department of Sociology, peer evaluations will be conducted by the Personnel Committee should they be requested by a faculty member in appealing the evaluation made by the chair. No untenured member of the Personnel Committee shall participate in peer evaluations.

8.4.6 Graduate Studies Committee shall consist of: 1) the Graduate Studies Director as committee chair; 2) three members from the departmental Graduate Faculty; 3) a graduate student member elected by the program graduate students in good standing. All terms of office are for three years.

Nominations and election for the Graduate Studies Director position will take place during the last two weeks of March. The incoming Graduate Studies Director shall assume the position at the end of the spring semester.

- a. The Graduate Studies Committee functions and duties include:
 - 1. To decide whom shall be recommended to the Graduate School for admission to graduate study and under what conditions.
 - 2. To select those graduate students to be recommended for appointment to fellowships, scholarships, teaching assistantships, assistant instructors, and other honors or assistance available to graduate students. The various directors of research projects shall select their own research assistants but shall consult the Graduate Studies Committee to coordinate assistance to graduate students as much as possible.
 - 3. To prepare, update, and revise a manual of procedure for graduate students that specifies the requirements, rules and regulations to which they are subject. This manual must be approved by the members of the Department on the Graduate Faculty and when so approved becomes a supplement to these Bylaws.
 - 4. To serve as a curriculum committee to

- recommend courses, changes in courses, and scheduling of classes at the graduate level.
5. To conduct the advising of graduate students until such time as their graduate advisory committee is constituted.
 6. To review the composition of student advisory committees as selected by the student in consultation with the member of the Graduate Faculty the student has chosen as his/her advisor, and, at its discretion, propose possible substitutions which would enhance the committee, or which would tend to equalize the load of memberships on such committees among the faculty, or both; and to record in confirmation of the expressed wishes of the student and the student's major advisor, the advisory committee of a Ph.D. candidate or the thesis advisor of an M.A. candidate.
 7. To conduct annual reviews of graduate student progress and to recommend to the Graduate Faculty those students who should be placed on probation or dropped from the program. This should be done through the student's graduate committee where possible.
 8. To record the outcomes of PhD examinations.
 9. The Graduate Studies Director shall be the departmental representative to Area II of the Graduate School.
 10. The graduate student member of this Committee shall not participate in any decisions affecting his or her personal status or the financial and/or funding decisions of fellow graduate students.

- 8.4.7 Undergraduate Program Committee shall consist of: 1) the standing Undergraduate Studies Director as committee chair; 2) three additional departmental faculty members; and 3) a graduate student member. All terms are for three years.

The Undergraduate Studies Director shall serve terms of three years. Nominations and election for this office will take place during the last two weeks of March. The incoming Undergraduate Studies Director shall assume the position at the end of the spring semester.

a. Undergraduate Studies Committee functions and duties include:

1. To serve as a curriculum committee to recommend changes and make proposals concerning courses numbered less than 700.
2. To evaluate and supervise programs for majors and minors and to study and make

- recommendations concerning proposals for changes in major and minor requirements.
- 3. To review and make recommendations concerning the teaching schedule for all courses numbered under 700.
- 4. To be concerned with the adequacy of the Department's participation in the general education program of the College and of the service courses offered to students in other schools of the University.
- 5. The committee is also charged with organizing undergraduate recruitment efforts to maintain or increase the total number of Sociology majors and minors.
- 6. To write and distribute the required assessments of the undergraduate program, including both regular program assessment and general education requirement assessments.

ARTICLE 9 DEPARTMENTAL MEETINGS

- 9.1 The Department shall meet at least once each semester, but typically once each month during the Fall and Spring semesters.
- 9.2 Meetings of the Department may be called either by the Chairperson or any three Executive Committee faculty members.
- 9.3 Faculty members shall, except when precluded by extraordinary circumstances, be notified in writing of time, place and agenda of department meetings at least three working days prior to the scheduled meeting.

ARTICLE 10 STUDENT REPRESENTATIVES

- 10.1 There shall be two voting graduate student representatives in departmental meetings. There shall also be one graduate student representative on the DOS Graduate Studies Committee, and one graduate student representative on the DOS Undergraduate Studies Committee. The graduate student representatives for departmental meetings may be the same students as elected for the Graduate and Undergraduate Studies Committee (for a total of two representatives) or graduate student representatives may consist of four different students (two for departmental meetings, one for Graduate Studies Committee, and one for Undergraduate Studies Committee, or any combination thereof).
- 10.2 Student representatives will have equal voting rights with faculty on all issues with the following exceptions:
 - 10.2.1 Student representatives will not vote in the election of the Chairperson.
 - 10.2.2 Student representatives will have one-half vote each in departmental meetings on all personnel matters, excluding retention, tenure and promotion.
- 10.3 The electorate of graduate students in sociology shall be composed of all currently enrolled

students of graduate standing classification who are working toward the Ph.D. degree in sociology. The graduate student electorate shall elect not more than the number of student representatives allocated to that electorate by the provisions of Section One of this Article.

- 10.4 Any graduate student in good standing and eligible to vote may become a candidate for student representative.
- 10.5 The Department shall accept student representatives only if the election has been adequately publicized and open to the student electorate. In the event that the graduate student representatives are not elected by the end of the first month of the Fall Semester, the Department may appoint a graduate student representatives.

ARTICLE 11 PERSONNEL PROCEDURES

- 11.1 Voting on granting faculty tenure and promotions will be restricted to faculty who are tenured in the Department of Sociology.
- 11.2 Promotion to Full Professor will require the submission of letters evaluating the record of the candidate for promotion by four (4) external referees. Two (2) of these letters shall be from a list of names suggested by the candidate and two (2) shall be from persons not suggested by the candidate. Referees are to be persons not currently members of the UNLV community. (03/01/96)
- 11.3 Standards for promotion, tenure, annual evaluations, and merit shall be consistent with the Bylaws of the College of Liberal Arts. All forms used for such evaluations will be consistent with those specified procedures.

(See University Bylaws, Section 16.5)