DEPARTMENT OF SOCIOLOGY AND INTERDISCIPLINARY SOCIAL SCIENCES

GOVERNANCE DOCUMENT

APPROVED BY

VOTING MEMBERS OF THE DEPARTMENT ON

DECEMBER 14, 2022

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UNIVERSITY OF SOUTH FLORIDA DEPARTMENT OF SOCIOLOGY DEPARTMENTAL GOVERNANCE

Diversity and Inclusion Values Statement:

The University of South Florida Department of Sociology is committed to academic freedom, constructive discourse, and the cultivation of a diverse and inclusive scholarly community where the dignity and value of all persons are respected. We strive to live this commitment and display it in our interactions with one another. We acknowledge that discrimination and oppression disadvantage some groups while privileging others in academia as well as society. We value research that seeks to understand and address barriers faced by underrepresented or marginalized groups, teaching that promotes the development and success of all students, service that builds inclusive communities, and efforts to recruit and retain diverse students, faculty, and staff.

DEPARTMENTAL GOVERNANCE

I. VOTING MEMBERSHIP

A. Voting membership in the Department shall include faculty with the following classifications: Assistant Professor, Associate Professor, Professor, Distinguished University Professor, Assistant Professor of Instruction, Associate Professor of Instruction, and Professor of Instruction.
B. Faculty in the above categories who have joint appointments with other units shall be considered voting members of the Department if more than 50 percent of their budgeted salary is administered through the Department.
C. Faculty members who hold temporary administrative positions outside of the Department shall retain their full voting rights.
D. Faculty members on leave from the Department shall retain their full voting rights.
E. To ensure full participation in voting, faculty may arrange to submit their votes electronically.

II. AFFILIATE AND COURTESY FACULTY

A. Affiliate faculty are faculty outside of the Department whose research, teaching, or service is relevant to one or more components of the Department.
B. Affiliate faculty ma1505.03612 792 u 198.5 Tm0 g0 G[ETQq612 792 fq0.000009MCID i4(levb)4(rs

B. ASSOCIATE CHAIRS

There shall be an Associate Chair of Sociology and an Associate Chair of Interdisciplinary Social Sciences (ISS) who are also voting members of the Department faculty. These Associate Chairs will report to the Chair and will assist the Chair in routine tasks related to three broad areas of departmental business: 1. Departmental Governance; 2. Curriculum Development and Course Scheduling; and 3. Assessment. The Associate Chairs may also: represent the department at College and University functions when the Chair is unavailable; sign official documents (with the approval of the

with the Chair to discuss departmental business.

1. **Selection:** The Associate Chairs shall be selected by the Chair from among tenured members of the department faculty who have maintained *strong* overall performance records. Selection will be approved by majority vote of the faculty.

2. **Terms of Appointment:**
    a. The usual term of appointment will be three years.
    b. Associate Chairs may serve multiple terms if the faculty agrees by majority vote and the Chair concurs.

3. **Compensation:**
    a. In accordance with college guidelines, the Associate Chairs will remain on a 9-month contract and will receive a stipend in the amount specified by the College at the time of appointment.
    b.   mer teaching rotation for the duration of their term of appointment and for the summer semester immediately following the end of this term. If all faculty who wish to teach during the summer have been assigned a course and there is money available, the Associate Chairs will be given first option for a second summer course during his/her term of appointment and for the summer term immediately following this term.
    c. Assigned faculty duties will include an appointment of 25% per semester for Administrative Duties during the term of appointment. Duties assigned to the

5. **Duties:** The duties of the Associate Chairs include, but are not limited to, the following:
   a.

g. Make decisions about undergraduate course substitutions when such decisions are requested by an advisor.
h. Conduct the annual Undergraduate Program Assessment and communicate results to faculty.
i. Coord
   annual Undergraduate Program Assessment.
j. Coordinate the State University System Articulation Process for ISS.
k. Develop and implement undergraduate recruitment activities.
l.

6. **Duties of Sociology Undergraduate Program Director:**
   a. Serve as the Chair of the Sociology Undergraduate Curriculum Committee.
   b. Serve as the Faculty Representative to Alpha Kappa Delta (International Honor Society in Sociology).
   c.

q.

V. STANDING COMMITTEES

The Department of Sociology has the following standing committees: the ISS Undergraduate Curriculum Committee; the Sociology Undergraduate Curriculum Committee; the Graduate Committee; and the Executive Committee. Because the committee structure is important in a large and diverse unit, participation by faculty members on these committees is considered critical to the smooth operation and development of the Department. It is expected that committee members will take their responsibilities seriously, provide timely reports, and make recommendations for subsequent discussion and approval by the faculty at large. Faculty serving on these committees shall usually serve three-year, staggered terms. Students serving on these committees (as applicable) shall usually serve one-year terms.

A. INTERDISCIPLINARY SOCIAL SCIENCES (ISS) UNDERGRADUATE CURRICULUM COMMITTEE v m24 4904440060000440.5BTa1 0 BTF2 12 Tf1 0 0 1 28449Tma1 0 b

c. Conduct regular reviews of the curriculum, including participation in the General Education curriculum.
d. Assist in the annual Undergraduate Program Assessment.
e.

graduate student. The Search Committee(s) may include one faculty member from outside the department.[1]

E. The Chair appoints one of the four faculty members from within the department as Chair of the Search Committee(s).

VIII. FACULTY ANNUAL EVALUATION CRITERIA (Approved by Faculty Vote

Weak (2.0) teaching means the Executive Committee did not find evidence of any of the
                                                         ut student evaluations are not
generally problematic.
Unsatisfactory (1.0) teaching means the Executive Committee did not find evidence of any

Committee found that peer or student evaluation(s) that generally rate the candidate's
teaching as ineffective or problematic.

Criteria for each of the following ratings are listed below, but we recognize that the list
provided is illustrative rather than exhaustive, so we encourage you to describe teaching
activities that are not specifically noted or adequately captured in these categories.

Classroom Effectiveness

peer or student evaluation(s) that generally rate the candidate's teaching as effective
syllabus and course materials showing evidence of activities that encourage critical thinking,
inquiry-based learning, written and oral communication, community engagement, or other
high impact practices

Innovation and Teaching Enhancement

engagement in instructional innovation through such activities as the incorporation of new
research findings into course content, the creation of new courses and new preparations for
existing courses, and/or interest in and exploration of advanced instructional technologies
engagement in teaching enhancement activities of colleagues or peers in and outside of the
department

Curriculum and Program Development

participation in curriculum development, for example, establishing study abroad
experiences, service-learning opportunities, writing intensive experiences, community
engagement opportunities, and so forth
development of new courses in traditional, hybrid, or online formats
participation in collaborative course development and team-teaching
participation in program level revisions and assessment

Mentoring

advising and mentorship of undergraduate and graduate students in independent research,
acting as assigned advisor to first-year students, serving as honors' theses chair, master's
theses chair or committee member, serving on portfolio committees, serving on dissertation
committees
mentoring of, through the training of, Teaching Assistants
supervising student internships, advisement, or counseling
publishing and presenting collaborative work with students (particularly as part of a class,
with undergraduate students, or otherwise not recognized or counted as a research activity)

Contributing to Departmental Teaching Needs

teaching required courses
teaching General Education courses
teaching large courses (capped at 90+ students)
other contributions not otherwise listed in these categories (please elaborate in teaching
narrative)

NOTE: If a faculty member has a teaching appointment of less than 10% in a particular year due to a heavy research or administrative load, the executive committee may assign a rating that is one category higher than would be warranted by the teaching activity and productivity in the annual report.

Research

The Executive Committee and Chair recognize that a calendar year is an arbitrary unit of time for measuring research productivity due to the time it takes to complete, submit, review, and publish scholarly works. We also recognize, however, that the collective bargaining

we consequently do not average productivity across years to assign annual ratings. For this reason, we encourage faculty to provide evidence of all research activity and productivity during the evaluation year including scholarly publications that appear in and/or are copyrighted during the evaluation year, conference papers submitted and presented during the evaluation year, and grant proposals submitted and grants awarded during the evaluation year. In recognition of the fact that books requ   uthored and edited books are given credit for three separate years. Credit starts with year of publication unless other arrangements have been approved by the Executive Committee.

The EC and Chair give consideration to manuscripts in progress as well as other research activities described below. While the Executive Committee reviews all publications and manuscripts in the file, only the most notable may be mentioned in the written evaluation. Faculty must submit a current curriculum vitae and each scholarly product they wish to be counted in the review. **Outstanding** research should be in line with department and college criteria for tenure and promotion to full professor.
Outstanding (5.0) research includes:
o   At least <u>one</u> Published Work with Significant Contributions as well as evidence of ongoing research; <u>or</u>
o   External Funding and <u>four</u> types of Other Published Work, Works in Progress, or Research Participation; <u>or</u>
o   <u>Six</u> or more types of Other Published Work, Works in Progress, or Research Participation
Strong (4.0) research includes at least <u>two</u> types of Other Published Work, Works in Progress, or Research Participation.
Satisfactory (3.0) includes at least <u>two</u> of the following:
o   Progress toward an article or chapter as evidenced by a draft
o   Presentation accepted for regional, national, or international referred conferences or invited presentations
Weak (2.0) includes <u>one</u> of the above criteria for Satisfactory
Unsatisfactory (1.0) includes no reported research effort

Peer-reviewed book published by a respected press for which the faculty member is the sole author, corresponding author, or co-author with substantive contribution over the past <u>three</u> calendar years

An edited collection published by a respected press for which the faculty member is the sole editor, corresponding editor, or co-editor with substantive contributions over the past <u>three</u> calendar years

Published peer-reviewed journal article or book chapter for which the faculty member is the sole author, corresponding author, or co-author with substantive contributions

External Funding

Active funded external grant as a Principal Investigator or Co-Principal Investigator (include any reporting to the funding agency)

Other Published Work

Published article/chapter as a co-author without a substantial contribution

Editorship of a journal special issue

Published other type of work (e.g., encyclopedia entry, book review, conference proceedings)

Works Under Review

Submitted journal article or revise & resubmit (if reviewed, include reviews)

Submitted grant proposal to an external funding agency as a Principal Investigator or Co-Principal Investigator (if reviewed, include reviews)

Research Participation

Funded external grant as senior personnel or social researcher

Evidence of active participation in community-engaged research

Evidence of meaningful progress toward a book (i.e. chapter drafts)

Evidence of other significant scholarly work

<u>Two</u> presentations at regional, national, or international refereed conferences or invited presentations in the calendar year

NOTE: If a faculty member has a research appointment of less than 10% in a particular year due to a heavy teaching or administrative load, the executive committee may assign a rating that is one category higher than would be warranted by the research activity and productivity in the annual report.

- o Leadership or active membership in regional, national, or international organizations
- o Evidence of other significant contributions to the department, college, university, discipline, or community
- o Evidence of service to the discipline

Perceived Student Learning*, Communication Education*, *51*(3), 311-324, DOI: 10.1080/03634520216516

APPEAL PROCESS:

The executive committee will inform faculty of their ratings in teaching, research, and service. Faculty who disagree with the ratings assigned are encouraged to submit their complaint, in writing, along with evidence that the documentation was included in the original annual evaluation file, to the EC chair so that the committee can review the complaint. Any adjustment to the prior rating must be approved by the entire Executive Committee.

IX.   GRIEVANCES

Departmental grievance procedures function within the context of the College, University, and USF United Faculty of Florida procedures. Faculty members who feel they have a grievance case should consult the appropriate handbook and/or the USF-UFF Collective Bargaining Agreement, and should conform to all such guidelines and related time periods.

X.   SUMMER TEACHING POLICY

A. **Philosophy:** In developing its course offerings for summer sessions, the Department will strive to meet two goals, in order of importance:
1. curriculum needs of our students; and
2. equality of opportunity for faculty to teach.

B. **Constraints:** These goals must be addressed within the following constraints:
1. University policy prohibits using summer teaching assignments as a method of increasing faculty salaries;
2.

3. Faculty must be appropriately credentialed and have previously demonstrated competence in teaching the course they request to teach.

4. After meeting the requests of all eligible faculty members, graduate students can receive summer teaching assignments. Adjuncts can receive summer teaching assignments if all eligible faculty and graduate student requests have been met.

5. If there are not enough courses to meet faculty requests, decisions on who will teach will be made by the following criteria: consideration of constraints (see above); ability to teach the course (#3 above); and faculty rotation (see below).

activity not otherwise listed but approved by review of the Executive Committee and Chair of the Department.

Advising and Mentor Course Reduction:

Faculty members can apply for a one semester course reduction based on their advising and mentors of undergraduate and graduate students. A faculty member who officially (with a signed contract) mentors at least twelve students in total outside of an established course over the course of a full calendar year (spring, summer, fall). Examples of advising and mentorship include independent research, internships, assigned advisor to first year students, honors' theses chair, master's theses chair or committee, portfolio committees, dissertation committees including students in the department, outside of Sociology and ISS, and outside of USF.

Large Course Size, TA Training, and Other Instructional Activity Course Reduction:

Faculty members can apply for a one semester course reduction for teaching large courses, to provide training to graduate teaching assistants, or for providing substantial curriculum development activities that meet the needs of the department. Faculty members should discuss their interest in meeting these curricular needs with the department chairperson.

Contractual Course Reductions:

Course reductions based on substantive administrative or service responsibilities will be considered if warranted and negotiated by department chairs with the dean.
Course reductions for Distinguished University Professors will be considered if warranted and negotiated by department chairs with the dean.
Course buyouts from research grants/external funding will be considered if warranted and negotiated by department chairs with the dean and are subject to approval from the funding agency.

Additional Notes:

Research Active and Research Productive faculty meet the requirements to chair a dissertation committee.
Research Productive criteria are associated with the quantity of productivity required to make progress toward promotion to Full Professor. Please review department governance document for criteria for promotion to Full Professor.