Approved by a majority of faculty: January 23 2015

Department of Sociology and Rural Studies Bylaws

Preamble:

**Vision:** *Sociology and Rural Studies will lead research and teaching in social sustainability for the state’s people and communities, emphasizing the stability of populations, the sustainability of energy and natural resource development, and the growth of social diversity. The mission of the Department of Sociology & Rural Studies is to provide students with the theoretical and substantive knowledge to participate as skilled professionals within the institutions and organizations that shape our increasingly diverse and global society*. In order to accomplish this mission, address our vision of what we can do, and contribute to the overall success of our students, faculty, alumni and donors, we have agreed upon the following organization and operating procedures in keeping with the academic and administrative guidelines of the University. The authority of the Department in regard to these bylaws shall reside in its voting members.

1. Faculty
	1. The Department of Sociology and Rural Studies classifies faculty positions into the following categories:
		1. Tenure and tenure track professorial rank positions (Professor, Associate Professor, Assistant Professor)
		2. Non-tenure track faculty consisting of full-time non-temporary employees of the department including instructors, lecturers, and senior lecturers.
	2. Affiliated faculty, approved by the department, to teach and serve on committees. Affiliated faculty appointments are made by the Department Head with faculty input; those serving on graduate committees must also be approved by the Graduate Council.
	3. All faculty are eligible to serve on department committees with the exception that only tenured faculty may serve on the Department Promotion and Tenure committee.
	4. Faculty positions, responsibilities and promotion are governed by the SDSU Faculty handbook and the 2014 version of the Departmental Standards.
2. Graduate studies

The Graduate student body consists of all currently enrolled graduate students in the Department of Sociology and Rural Studies.

1. Department Meetings
	1. The Department Head shall schedule Department meetings at least once per month during the Academic Year. Full-day faculty retreats may also be held usually at the end or beginning of each semester. Additional meetings may be called by the Head or upon the request of two faculty members.
	2. For purposes of voting, 2/3 of the faculty constitutes a quorum at Department meetings. Departmental policy or procedures may also be voted upon electronically providing faculty have 72 hours to review the materials and vote.
	3. All faculty members and the graduate student representative will be notified of departmental meetings and an agenda will be provided at least 48 hours in advance. Minutes from each meetings will be made available, usually posted to the department server, to departmental members with four working days of the meeting. The graduate student representative shall be excused from any agenda item regarding student evaluation.
	4. Minutes from the previous meeting shall be approved at the next department meeting after any corrections are made.
	5. One graduate student representative elected by the Graduate Student Organization (GSO) and one alternative shall have an advisory role in all matters other than those involving student and faculty evaluation/assessment.
	6. One undergraduate student representative nominated by faculty shall have an advisory role in all matters related to the undergraduate program other than those items related to student and faculty evaluation/assessment.
2. Department Leadership
	1. Department Head: serves as the chief executive officer of the Department and is responsive to the faulty of the Department and represents the Department to the University.
		1. The Department Head is selected and appointed by the Dean with advice from the Department faculty.
		2. The Department Head’s annual evaluation will be conducted by the Dean.
	2. Graduate Program Coordinator: The Department Head shall appoint a Graduate Program Coordinator. The GPC is responsible for the general administration of the graduate program including recruiting, admissions, assistantships, academic counseling and organizing the prelims.
	3. Coordinator of Undergraduate Studies: The Department Head may appoint a Coordinator of Undergraduate Studies. The CUG will provide coordination of class offerings and scheduling, assessment, exit exams and interviews, advising and developing strong relationships between majors and the Department through extracurricular and course-related work.
	4. Coordinator of the Criminal Justice Minor: The Department shall appoint one faculty member with responsibility for coordinating the Criminal Justice minor, advising students, supporting the Student club, interacting with key stakeholders, and identifying opportunities for internships and service learning.
	5. Should the Department add additional minors in the Department, the Department Head shall appoint one faculty member to be responsible for coordinating the minor, advising students, supporting any related Student club activity, interacting with key stakeholders, and identifying opportunities for internships and service learning.
	6. Department liaison to the library: One faculty member shall serve as the department’s representative to the library. Duties include identifying new acquisitions that support the Department’s teaching mission and represent current course offerings.
3. Departmental Committees
	1. The Department Promotion and Tenure Committee shall consist of all tenured faculty except in cases of Promotion to Full Professor when the Committee shall consist only of Full Professors. As indicated in the standards document, COHE will oversee the election of the Chair of the P&T Committee from among Full Professors.
	2. All other Department Committees shall consist of at least two Department faculty, up to two graduate students, and up to two undergraduate student if available and appropriate. Faculty members normally volunteer for those committees in which they are most interested; the Department Head may also appoint faculty members to committees. Committee chairs shall be elected by the Committee. When possible, faculty shall serve a three-year term on the committee. When possible junior faculty shall serve on at least one but not more than two committees at one time.
	3. Committee assignments for the Academic year will be made in the Department meeting held before classes start in August, and at least one undergraduate student shall be nominated for committees as appropriate. The committee will approve/select from nominations.
	4. Current Department Committees include:
		1. Curriculum: Oversees curriculum development and assessment of student learning outcomes and makes recommendations for curriculum changes to the department. The committee shall also assess how courses reflect the overall student learning outcomes developed by the department for both the undergraduate and graduate degrees. The committee will include representation from UC and each minor. Graduate curriculum recommendations are the responsibility of the Graduate Faculty.
		2. Scholarship and awards committee: At least three faculty and one graduate student shall serve on this committee. The chair of the committee ensures the University scholarship office has accurate information on Department awards, oversees the promotion of the awards to students, organizes the review panel, informs students of the decision, and assists in setting up the awards ceremony.
		3. Marketing committee: At least three faculty, one graduate representative, and one undergraduate student shall serve on this committee and make recommendations to the department on strategies to increase enrollment in Department programs.
		4. Ad-hoc committees may be set up at any time to address the needs of the department:
			1. SEARCH committees charged with the task of making recommendations to fill department positions and will consist of at least three faculty members and at least one graduate representative. The committee chair must be an Associate or Full Professor.
			2. Every seven years the Department will designate a self-study committee to develop the report for external review.
			3. The Department shall constitute a policy committee consisting of at least two faculty and one graduate student to address needed changes in the bylaws and standards documents, add to department procedures documents, and address changes in the University and College policy in regard to how they impact Department policy.
			4. Additional committees shall be formed in response to University, College or Department needs such as long-term PhD planning committee and the 90th anniversary celebration committee.
4. Awards and recognitions: the Department shall add the monthly meeting agenda opportunities to nominate faculty and students for awards and recognitions offered by professional associations, the department, the college, and University. This department will also consider developing processes for Departmental recognitions beyond current student awards and scholarships.
5. University/college committees
	1. Faculty Senate: eligible department members interested in serving may put their name forward for election by the College faculty.
	2. College of Arts and Sciences Academic Council: The Department shall elect one member to serve for a three-year term. Faculty may be elected for a second term but may not serve more than two terms.
6. Faculty evaluation shall follow the guidelines set forth in the Department Standards Document and the Faculty Handbook.
7. Amending the Bylaws
	1. The Department head or any other faculty may propose an amendment to the ByLaws. The proposed change must be available to faculty for discussion at a faculty meeting at least two weeks prior to the meeting. Changes in Bylaws require 2/3 of the faculty to approve them. Any faculty can request secret or electronic ballots.