

**BYLAWS OF THE UTK DEPARTMENT OF SOCIOLOGY
(Amended 2015, 2016 & May 4, 2018)**

Preamble

By adoption of these Bylaws, the Faculty of the Department of Sociology affirms its commitment to both full participation in and the incumbent responsibilities of shared departmental governance. Successful governance is critical to achieving teaching, research and service missions of the Department. The collaboration of the Department Head and the departmental faculty is an essential cornerstone of this success. The Bylaws and appendix implement the spirit of collaborative Departmental decision-making and shared governance described in the *Faculty Handbook* and defines the policies and procedures of the Department

The Faculty also commits itself to the continued pursuit of excellence in teaching, research, and service in the sociological specialty areas of criminology, environmental sociology, political economy and globalization, and critical race studies. The Faculty pledges its cooperation with other programs and departments of the University of Tennessee that pursue similar goals.

Article I

The Department

Section A The Faculty refers to all tenured and tenure-track faculty members of the Department of Sociology, University of Tennessee at Knoxville. Collectively, they are known as the “Voting Faculty” of the Department.

Tenured faculty are faculty members that have voting rights on such matters as tenure and promotion below their rank, selection and re-appointment of the Head, selection and appointments of tenure-track and non-tenure track positions, committee elections, and on other significant department matters.

Tenure-track faculty are faculty members that have voting rights on all of the above except in matters of tenure and promotion.

Non-tenure track faculty are full and part-time non-tenure teaching and research faculty members, adjuncts and visiting faculty and lecturers. They are non-voting members of the Department appointed to serve and fulfill the needs specified by the terms of their appointment but who enjoy the same academic freedoms as tenured and tenure-track faculty that are specified in Section 2.1 of the Faculty Handbook.

In addition, non-tenure track faculty members of the Department have the option of participating in faculty meetings and discussions that directly affect them in such things as performance review, undergraduate curriculum, office and classroom assignments and teaching and research technologies.

- Section B** The Department Head is the principal officer for the Department. The Head is chosen by the Dean of the College in consultation with the departmental Faculty and serves at the pleasure of the Dean.
- Section C** The Associate Department Head is a member of the Tenured Faculty who is appointed by the Head in consultation with the Faculty. The Associate Head assumes the responsibilities of the Head when the Head is absent, but operates within a previously agreed upon framework established by the Head.
- Section D** The Performance Review Committee is the vehicle for providing to the Faculty, to the Head and to the Dean the results of peer reviews and recommendations based upon them. The Performance Review Committee consists of the Department Head and two additional tenured faculty members, elected according to procedures specified in Article IV.
- Section E** The Undergraduate Studies Committee consists of three Faculty members (including a Director) elected by the voting faculty according to the procedures specified in Article IV. The Director of Undergraduate Studies will chair the committee.
- Section F** The Director of Undergraduate Studies oversees the operation of the undergraduate program. This role requires regular communication with the Head and the Undergraduate Committee. The Director is a member of the voting faculty who is elected according to the procedures specified in Article IV.
- Section G** The Graduate Studies Committee consists of four Faculty members (including a Director) elected by the voting faculty according to procedures specified in Article IV. The Director of Graduate Studies will chair the committee.

Section H The Director of Graduate Studies oversees the operation of the graduate program. This role requires regular communication with the Head, and the Graduate Studies Committee. The Director is a member of the voting faculty who is elected according to the procedures specified in Article IV.

Section I Departmental Graduate Students are all students that have been admitted to the Graduate School at the University of Tennessee and to the department's Graduate Program and who currently fulfill both the University and Department registration and enrollment requirements for graduate students.

Article II

General Duties and Rights

Section A The implementation of departmental policies and the conduct of Departmental business are responsibilities of the Department Head. The Head not only provides leadership for the Department but also works closely with the Faculty to facilitate departmental operation. The faculty retains the prerogative to propose and adopt new policies or to modify existing ones. Committee and Faculty recommendations normally are followed by the Head, but the Head has final authority on all decisions made in the Department. Occasionally, circumstances may require the Head to recommend or to follow a course of action different from a Faculty recommendation. In these instances, the Head shall inform the Faculty of the reasons for such actions. The Department Head is responsible to the Dean of the College, to the departmental Faculty, and to the Department's students for conscientious, competent and professional administration of departmental business. In pursuit of these responsibilities and objectives the Head shall:

Part 1. Schedule and chair departmental meetings, designate a person to take minutes, and circulate the minutes to the faculty in a timely fashion.

Part 2. Work to promote faculty career development and to enhance both the collective interests and the reputation of the Department of Sociology.

Part 3. Review the budget with the faculty at the August and April faculty meetings and at the Faculty's request.

Part 4. As fully as possible, inform the Faculty of all decisions that concern the Department.

Part 5. Receive and respond expeditiously and equitably to complaints and grievances from faculty, from students and from staff.

Part 6. Have one annual conference with each faculty member. This conference shall be held, and the Head's assessment shall be completed, only after the results of peer reviews conducted by the Performance Review Committee and cumulative review committee have been made available to the Head and to the faculty member.

During the Head's conference with each faculty member, the Head shall: (a) discuss with the faculty member the results of peer review by the Performance Review committee and, where applicable, the cumulative review committee; (b) the relationship between the faculty member's performance in the preceding year and her or his salary adjustment and teaching load for that year; (c) receive from and discuss with the faculty member a written summary of the activities that the faculty member wishes to have considered in evaluating his or her performance and in recommending future salary adjustments to the Dean; and (d) discuss the faculty member's goals, objectives, and resource needs for the upcoming academic year.

Part 7. Prior to the September faculty meeting, prepare and distribute to faculty and staff a written annual report on the Head's activities and performance in the preceding academic year.

Section B The Associate Department Head performs administrative duties delegated by the Head such as reviewing and updating the Department Bylaws, and recommending faculty awards.

Section C The Performance Review Committee assists the Head in reviewing the performance of faculty members. In pursuit of these responsibilities, the Committee shall:

Part 1. Use the guidelines and criteria established by the voting faculty, as contained in the Appendix to these Bylaws, to review annually the contributions and performance of each faculty member in the areas of teaching, research and service. In summarizing its reviews, the committee shall use five rating categories: Far exceeds expectations for rank, exceeds expectations for rank; meets expectations for rank, falls short of meeting expectations, falls far short of meeting expectations for rank. The committee will base its assessment on materials provided by each faculty member that may include the College's Faculty Workload Report, curriculum vita, and other materials related to teaching, research and service.

Part 2. Following consultation with the Faculty and Head, nominate faculty for appropriate College and University awards.

Part 3. Assist the Head in the process of evaluation faculty applications for zero teaching loads/sabbaticals and for other similar things.

Section D The Undergraduate Studies Committee oversees the undergraduate program. In pursuit of this objective, the committee shall:

Part 1. Review the undergraduate curriculum as appropriate and make recommendations to the Faculty regarding curriculum and requirements.

Part 2. Nominate undergraduate students for awards.

Part 3. Develop plans for assessing and improving undergraduate education.

Part 4. Distribute information about actions taken to the Faculty.

Part 5. Solicit input from undergraduate students about the curriculum.

Part 6. Review undergraduate student applications for admission to the Sociology Honors Concentration and monitor students' completion of Honors requirements.

Part 7. Develop communication channels with current and past undergraduate majors.

Section E The Director of Undergraduate Studies oversees the operation of the undergraduate program. In pursuit of this objective, the Director shall:

Part 1. Chair the Undergraduate Studies Committee.

Part 2. Disseminate information to undergraduate students as appropriate.

Part 3. Co-ordinate any efforts by the Department, College or University designed to assess or improve the Undergraduate Studies Program.

Section F The Graduate Studies Committee is responsible for ensuring that the Department recruit and admit the best qualified students possible. Further, it is responsible for ensuring that the best of those students are rewarded with departmental funding and other forms of recognition. In pursuit of those objectives, the Committee shall:

- Part 1. Engage in a wide range of recruiting activities (preparation of paper and web based materials attendance at events where undergraduates make presentations, initiation of campus visitation days or weekends).
- Part 2. Establish and periodically revise admission standards.
- Part 3. Review and recommend students for admission to the graduate school.
- Part 4. Review and, if necessary, revise criteria for awarding funding.
- Part 5. Recommend students to be awarded funding.
- Part 6. Assign a temporary advisor to each incoming graduate student.
- Part 7. Prepare an annual report describing the characteristics of applicants and students admitted to the program.
- Part 8. Collect and disseminate information about other funding opportunities on campus.
- Part 9. Collect and disseminate information about scholarships, fellowships, and other internal and external awards..
- Part 10. Nominate graduate students for awards.
- Part 11. Disseminate information about awards and honors received by graduate students.
- Part 12. Receive recommendations from MA committee chairs for student continuation for PhD and present to faculty for approval
- Part 13. Report on its deliberations at monthly faculty meetings.

Section G

The Director of Graduate Studies works closely with graduate students supporting their professional development and progress through the program, as well as chairs the Graduate Studies Committee. The Director, in consultation with other members of the Graduate Studies Committee and the Head, and with the assistance of Department staff, shall:

- Part 1. Prepare a fall orientation for new graduate students.
- Part 2. Organize a fall reception to introduce new graduate students.

- Part 3. Establish professional development activities (e.g., preparation for teaching, grant and fellowship applications, CV, job talks, etc.).
- Part 4. Provide students with information about career opportunities and how to pursue them.
- Part 5. Serve as the instructor for social justice and pedagogical graduate seminars.
- Part 6. Notify students and their advisors when there are deviations from policies.
- Part 7. Engage in an initial hearing of graduate students' concerns and complaints.
- Part 8. Assist the Head in making GTA assignments.
- Part 9. Ensure that qualifying examination committees are selected and that all other aspects of the examination process operate smoothly.
- Part 10. Maintain records of graduates' employment.
- Part 11. Conduct an annual review in consultation with the full faculty each spring term to assess the progress of each graduate student.
- Part 12. Co-ordinate any efforts by the Department, College or University designed to assess or improve the Graduate Studies Program.

Section H All students are entitled to the rights specified by Family Education Rights and Privacy Act and by other federal and state laws and regulations as well as the rights granted to undergraduate and graduate students by the University and by the College. Additional rights pertaining to graduate students are granted by the Graduate School, the Graduate Council and by the Department. These departmental rights are specified in the current Graduate Manual. In addition to the above rights, elected graduate student representatives of the Sociology Graduate Student Association shall have the right or the option to the following:

- (1) Attend regularly scheduled Department meetings or portions of these meetings.
- (2) Attend meetings of the Undergraduate and Graduate Studies Committees and ad hoc committees.

- (3) Participate in discussions within these meetings that do not involve decisions affecting the current Head, current non-tenure track, tenure track and tenured faculty members, or decisions affecting prospective or current individual students on issues such as student admissions, conduct, academic performance, awards and others forms of institutional, departmental or faculty support or recognition.

In addition to these rights, all graduate students are responsible for the following:

Graduate students must assume full responsibility for knowledge of rules regulations and requirements of the University, College, Graduate School, Graduate Council and the Department. Any exception to the graduate policies stated in the *Graduate Catalog* must be approved by the Dean of the Graduate School. Any exception to the Department's graduate policies stated in the Graduate Handbook or in its bylaws must be approved by the voting faculty of the Department. It is the student's responsibility to be aware of all of the requirements listed in these documents and any changes that may occur. Graduate students may consult with the Department's Director of Graduate Studies and documents found on the following websites for further information on graduate rights, responsibilities, rules, waivers and petitions: (<http://gradschool.utk.edu>; <http://dos.utk.edu/hilltopics>; web.utk.edu/~utsocdep/)

Section I

The department's Reviewer of Research is chosen by the Head in consultation with the voting faculty. The Reviewer of Research shall:

- Part 1. Review all departmental research projects that involve the use of human subjects.
- Part 2. Provide recommendations to those who are preparing a research proposal ("Human Subjects Protocol") that will be submitted to and reviewed by the Office of Research's Institutional Review Board (IRB) for the protection of human subjects.
- Part 3. Brief the Department Head about the research proposal and its protocol for the protection of human subjects.
- Part 4. In consultation with the Head, recommend that the protocol be approved by the Department and submitted for review to the IRB.
- Part 5. Make recommendations to the IRB on the type of review that it should conduct with regards to the research.

Section J The Department's Alternate Reviewer of Research is chosen by the Head in consultation with the voting faculty. The Alternate Reviewer of Research shall perform the duties detailed in Section H when the Reviewer of Research is unavailable or unable to perform them due to such things as a conflict of interest, leave of absence, illness or other related conditions.

Section K The departmental Library Representative, who is chosen by the Head in consultation with the Faculty, represents the interests of the Department in policy decisions affecting library use, acquisitions, and collections development and maintenance.

Article III

Procedures

Section A Regularly scheduled departmental meetings and Undergraduate and Graduate Studies Committee meetings and ad hoc meetings or portions of them shall be open to voting and non-voting faculty members and elected graduate student representatives of the Sociology Graduate Student Association unless specified by current University, College or Department policies or bylaws.

Section B At least one departmental meeting shall be held in September, October, November, January, February, March, April, and May. Meeting times will be designated and announced to the faculty and the elected graduate representatives by the first day of class in the fall and spring semesters. Additional meetings may be called by the Department Head at least three working days before the proposed meeting. The date, time, and place will be established by the Department Head. Meetings called by petition shall be limited to consideration of items stated in the petition. Petitions for such a meeting must be supported and signed by at least one-third of the voting faculty.

Section C The Department Head is responsible for preparing the agenda for departmental meetings. Items may be placed on the agenda by any voting member. The agenda must be distributed to each voting member at least three working days before the scheduled meeting.

Section D Minutes shall be taken at each departmental meeting and distributed to each voting faculty member at least three working days before the next scheduled meeting.

- Section E** A quorum for departmental meetings consists of any number that is more than one half of the persons eligible to vote on a motion which is on the floor.
- Section F** Departmental and committee meetings shall be conducted in accordance with the procedures outlined in *Robert's Rules of Order* (most recent edition), except when these conflict with the Bylaws, in which case the Bylaws take precedence.
- Section G** Tenured and tenure-track faculty members (i.e., the “voting faculty”) shall have voting privileges on departmental matters that are based upon their rank within the University, College and the Department. Proxy votes are not permitted in any departmental or committee meeting.
- Section H** The Performance Review Committee shall meet at least once each academic year and at other times as the chair or committee members shall determine.
- Section I** The Graduate Studies Committee, the Undergraduate Studies Committee, and the Performance Review Committee shall present a list of task priorities at the September faculty meeting and provide written annual reports at least three working days prior to the April faculty meeting.
- Section J** Policy changes proposed by the Head shall be submitted to the faculty at a Departmental meeting for a vote. All recommendations made by departmental committees must be submitted at a faculty meeting for approval
- Section K** To assist in completion of specific tasks, departmental ad hoc committees or positions may be established by the Department Head. Unless otherwise specified, the term of said committee or position will end with completion of assigned work. Appointments to ad hoc committee and positions shall be confirmed by faculty vote.
- Section L** The date, time, place and proposed agenda of all committee meetings shall be distributed to faculty and graduate students at least three working days before the scheduled meeting.
- Section M** Candidates for promotion and tenure shall be discussed at special faculty meetings according to procedures outlined in the *UTK Manual for Faculty Evaluation*. To facilitate responsible and thoughtful assessment of candidates' credentials, the Head shall ensure that all relevant materials are made available to the Faculty in reasonable time for careful study and deliberation. The candidate may choose to select a committee to help compile and summarize the materials for the departmental faculty to review. The Head shall solicit and receive comments from all

departmental faculty members. Subsequent voting by eligible faculty members shall be by written and signed ballot.

Although the Head makes the final recommendation to the Dean on promotion and tenure candidates, the faculty vote must be reported and explained to the Dean by the Head. In the event that the Head's recommendation conflicts with the vote of the faculty, the Head shall explain to the Faculty in a meeting the decision he or she reached. The Head shall also provide an opportunity for faculty members to submit a dissenting report for transmittal to the Dean along with the Head's report and recommendation.

- Section O Appointment, promotion and tenure matters shall be handled by the voting faculty in accordance with the procedures within the current *UTK Faculty Handbook* and *Manual for Faculty Evaluation*.
- Section P The Head will appoint all search committees and search committee chairs in consultation with the voting faculty.
- Section Q The hiring of Non-Tenure Track Teaching Faculty whose only duty will be undergraduate instruction will be handled by the Department Head, with consultation by the Performance Review Committee and Director of Undergraduate Studies. That hiring will prioritize recently graduated UTK Sociology Ph.D.s whenever possible.

Article IV

Elections

- Section A** Tenured faculty are eligible to fill all elected positions within the Department. Tenure-track faculty are eligible to fill all of these positions except for members of the Performance Review Committee. Non-voting faculty members are not eligible to fill any elected position within the Department.
- Section B** No member of the voting faculty may serve on more than one standing committee (i.e., Performance Review, Graduate and Undergraduate Studies Committees).
- Section C** Nominations for regularly scheduled office openings on standing committees, shall be made at the April departmental meeting and elections held at the May meeting. Members of standing committees serve two-year terms of office. Directors may not serve more than two consecutive terms of office.

The Department Head shall call for nominations for any unscheduled office opening that may occur on these committees and place the election on the agenda of the next regularly scheduled departmental meeting or call a special meeting for the purpose of filling the vacancy. The term of office of a person elected to fill such a vacancy shall be the completion of the unfilled term.

Nominations for any office opening may be made after they are announced by the Head and from the floor when the election is held.

Section D Election to the standing committees shall be by secret ballot. Each eligible member of the voting faculty present at the meeting shall have one vote for each position to be filled. However, voting may proceed verbally or by faculty acclamation (i.e., “approve/disapprove”) when there is no competition for a position and when no faculty member opposes using these alternative voting procedures.

Section E Should a vacancy occur in an elective departmental office, the Department Head shall call for nominations and place the election on the agenda of the next regularly scheduled departmental meeting or call a special meeting for the purpose of filling the vacancy. The term of office of a person elected to fill a vacancy shall be completion of the unfilled term.

Section F Departmental elections will be in the order: Graduate Director, Undergraduate Director, Performance Review Committee members, Graduate Studies Committee members, and Undergraduate Studies Committee members.

Section G Members of standing committees serve two-year terms. Directors may not serve more than two consecutive terms. Terms of office begin June 1 and end May 31.

Section G Members of standing committees serve two-year terms or its equivalent. Chairs and the Graduate Director may not serve more than two consecutive terms or its equivalent.

Article V

Amending the Bylaws

These Bylaws and Appendix may be amended with a two-thirds vote of the faculty present at a departmental meeting, but only if the quorum is present, and provided that all petitioned Amendments have been placed on the agenda and their texts have been presented to the faculty in writing at least three working days before the meeting.

Appendix

Procedures and Standards of Performance for the Voting Faculty

Evaluation of faculty performance requires systematic review of teaching, research and service activities. These guidelines and standards supplement the criteria and procedures that appear in the current *UTK Faculty Handbook* and *Manual for Faculty Evaluation*.

The Department Head will convene the Performance Review Committee to evaluate all faculty members' performances. The assessment will be based on a summary of activities during the three-year period and support documentation provided by each faculty member. Based on this meeting a document will be produced which summarizes the review and specifies an overall performance rating. This performance rating gives highest priority to research, high priority to teaching, and least priority to service and is based the following scale.

(5) Far exceeds expectations for rank: (a) far exceeds expectations in research production (b) far exceeds or exceeds performance in teaching; and (c) and far exceeds, exceeds, or meets expectations in service.

(4) Exceeds expectations for rank: (a) far exceeds or exceeds expectations in research production (b) exceeds or meets expectations in teaching; and (c) far exceeds, exceeds, or meets expectations in service.

(3) Meets expectations for rank: (a) meets expectations in research and teaching; (b) and exceeds or meets expectation in service.

(2) Falls short of meeting expectations for rank: (a) does not meet expectations for research or teaching; (b) but meets expectations for service.

(1) Falls far short of meeting expectations for rank: does not meet expectations in research and teaching.

The faculty member must sign the document to indicate he or she had the opportunity to review it. Both the faculty member and the Dean of the College will receive copies of the report and a copy will be placed in the faculty member's personnel file. If the faculty member is dissatisfied with the document, he or she may submit a rejoinder to the Department Head and the Dean of the College. The rejoinder will be submitted with the evaluation.

A faculty member who receives an overall performance rating of a "falls shorts of expectations for rank" or "falls far short of the expectations for rank" is required to submit an improvement plan.

1. GRANTS

The acquisition of grants and fellowships is increasingly important within a university context of decreasing resources. Grants and fellowships that are useful for the Department do some combination of the following: 1) bring in facilities and administration (F&A) funds that can be used to pay for a variety of departmental needs, including travel, 2) fund graduate students, and 3) reflect well on the Department because of the prestige of certain recurring fellowships, or because fellowships made available on a non-recurring basis are provided from prestigious institutions or made available because of the faculty member's special contribution to a field. Grants and fellowships are also useful for faculty members because they: 1) provide data often otherwise unavailable, 2) provide summer salary, 3) support research assistance via graduate or postdoc support, 4) potentially provide focused research time, and 5) add prestige to the faculty member. The Department recognizes that working on a grant or fellowship proposal is a substantial amount of work, and it often mirrors article writing in the need to revise and resubmit. The Department encourages all faculty to pursue grants and/or fellowship opportunities regularly. Because of departmental need, and the work intrinsic to grant and fellowship production, the Department rewards grant and fellowship production.

In recognition of this work, a grant application submitted or fellowship award received will count the same as a publication. Resubmission of a grant proposal in response to the comments by reviewers will also count as a publication, under the conditions specified below. Re-submitting the same or only modestly revised proposal time and again will not count as a publication.

Qualifying grants are defined as any money from a source outside of the University of Tennessee intended for basic research (i.e., the collection of data or the creation of research centers). Funds solely for the purpose of an individual scholar's training are not recognized as grants, but these funds may count as fellowships (see below). Graduate student training grants (e.g., NIH K01 grants) *do* count toward total grant production, but dissertation improvement grants do not; however, working with a student to prepare an NSF doctoral dissertation improvement grant will count toward the faculty member's teaching record. Applications for research funds provided by Departments or Programs at the University of Tennessee (including the UT Research Foundation or the UT Institute of Agriculture) are not qualifying grants, but these awards are still valued as part of the scholar's overall record.

The Department of Sociology recognizes that some scholars will have the opportunity to apply for large sums of money, while other scholars will not, depending on their research focus. Additionally, we recognize that acquiring seed money for new projects is important in the research process, but seed money grants are often small. The faculty members also recognize that success in obtaining funding is often the result of factors outside of the applicant's control. Thus, grant production credit will be allocated based on applications *submitted*, without consideration for the dollar amount requested or the

ultimate disposition of the proposal. At the same time, the Department recognizes that funded grants are more valuable than grants that are not funded. Thus, success in getting an application funded will be considered positively by the Department Head and PRC in reviews.

For an application to count as a qualifying grant, scholars must be listed as a Lead Principal Investigator or Principal Investigator in Cayuse, and the scholar and/or Department of Sociology must have a budget line. The Department encourages scholars to participate in grants as senior personnel, collaborators or consultants, but these roles on grant applications will not count as qualifying grants unless the proposal is successful (i.e., funded) *and* graduate student funding or F&A is returned to the Department of Sociology. In the event that work as a consultant, collaborator, or senior personnel on an external grant results in funding a Sociology graduate student or providing F&A to the Department, that grant counts as a publication. Thus, while *submissions* to a funding agency as a Lead Investigator or Principal Investigator counts as a qualifying grant at the time of submission, work as a consultant, collaborator, or senior personnel on a proposal are considered qualifying *at the time of funding*, and only under the conditions specified above.

We recognize that the acquisition of grants that result in facilities and administration (F&A) returns and/or provide funding for graduate students provide substantial value to the Department of Sociology. Faculty members are strongly encouraged to prioritize grants that provide these funds. We also recognize that funded proposals are more valuable than proposals that are declined. Although proposals are counted at the time of submission, rather than the time of funding success, scholars who are successful in obtaining funding should expect other tangible benefits, such as F&A return, additional money to travel, or other means. These should be negotiated with the Department Head at the time of award or earlier. The Department Head and PRC will also view funded proposals positively during the annual review process.

Finally, we acknowledge that proposals are typically funded upon a second or third attempt and that each resubmission requires substantial work. Resubmissions of a grant application count as a qualifying grant provided that the resubmission reflects revisions as reflected in the external reviews. Faculty members who expect their resubmissions to count as qualifying grants must attach their revision statement to their annual review documents.

2. FELLOWSHIPS

The Department encourages its faculty members to seek out awards, fellowships, and memberships, the awarding of which speaks to the academic distinction of the scholar. The following list of prestigious faculty awards, fellowship opportunities, and memberships has been compiled by the American Association of Universities, are relevant to the social sciences, and are considered by the University of Tennessee as adding to the prestige of the Department and University: AAAS Fellowships, American Council of Learned Societies Fellowships, Fulbright Fellowships, Getty Scholarships,

Guggenheim Memorial Foundation Fellowships, Institute for Advanced Study Residencies, National Endowment for the Humanities Fellowships, National Humanities Center Residential Fellowships, NIH MERIT Awards, NSF CAREER Awards, and USDA Secretary's Honor Awards. Receipt of any of these awards, fellowships, or memberships counts as a qualifying fellowship. Additional appropriate awards, fellowships, and memberships may also count toward the Department's three-year requirement if they are identified as essential to the long-term health of the Department of Sociology. Faculty members wanting such fellowships to count as a qualifying fellowship should seek approval from the Performance Review Committee.

3. STANDARDS FOR ANNUAL REVIEW

Annual reviews of faculty serve to evaluate faculty progress and standing, and provide the standards for merit raises when available. The University of Tennessee evaluation process recognizes time lags in writing and publication by evaluating faculty output over a three-year period. The Sociology Department follows this model by assessing activity over three years. The following criteria define faculty expectations for annual reviews.

Research: The Sociology Department expects faculty members to publish two academic publications each year to attain the evaluation designation of "Meets Expectations." That production may be reached through publication in academic journals or books in recognized academic presses. Other scholarly work, such as encyclopedia or handbook entries, contributes to the recognition of the faculty member's overall productivity, but does not count as highly, and may be valued differentially due to length of the contribution. Books published by academic presses count between 3-5 articles; edited books count for 2 articles. Textbooks are not considered academic production, but are to be counted in the teaching area. The Sociology Department values interdisciplinary and area studies work as well as that strictly defined within Sociology; a faculty member with those interests may find audiences outside of journals strictly defined within the discipline, and these outlets count equally. Grant and fellowships applications and awards are also credited for research production (see criteria listed above under Grants and Fellowships).

Teaching: The Sociology Department's regular teaching load is two classes per semester. Faculty members are expected to teach at both graduate and undergraduate levels, provide teaching required within their specialty areas as well as serving teaching needs not specifically incorporated within specialty areas (e.g. Introductory Sociology, Theory, Methods). Undergraduate student advising is evaluated within the teaching area, as is participation on graduate committees.

Service: The Sociology Department expects all faculty members to play roles in the important service work of the Department, College, University, and discipline. At the Department level, the faculty member is expected to serve on standing or ad hoc committees that do departmental work. With increased seniority, faculty members are expected to participate in increased service work at the College, and at the University

level. All tenured and tenure-track are expected to do professional work that addresses disciplinary needs and furthers the faculty member's professional reputation.

The possible ways to fulfill this expectation are many, and the following list is not exhaustive.

Departmental – Standing committees, ad hoc committees including search committees, individualized tasks requested by the Department Head, event planning, etc.

College – Committee service on College standing committees, service in response to requests from the College on ad hoc committees, participation in activities sponsored by the College, administration of Interdisciplinary Programs (IDP), etc.

University – Committee service on University standing committees, service in response to requests from the University on ad hoc committees, participation in activities sponsored by the University, participation in governance activities of the University such as the Faculty Senate, etc.

Disciplinary – work in professional associations, work on professional association or disciplinary conferences, editorial work, publication review work, etc.

Additionally, the Department of Sociology recognizes the value of a variety of work that engages the public and brings our expertise into wider circulation. This includes invited lectures to citizen groups, participation in panels with other experts for audiences outside the department, organizing events targeting audiences outside of the department, publishing work that is non-academic but brings our expertise to other audiences, participation as acknowledged expert with media, etc.

4. EXPECTATIONS FOR TENURE AND PROMOTION

All **Assistant Professors** are currently hired by the University of Tennessee with a full tenure clock. The normal course for promotion to Associate Professor with tenure is to spend 5 years as an Assistant Professor, and come up for tenure during their 6th year. The following provides expectations for tenure and promotion to Associate Professor.

Research Expectations: By the time of the tenure application, an assistant professor is expected to have produced 10 scholarly articles or book chapters, and at least one grant proposal. A significant proportion of this scholarly production should be single-authored or senior-authored. The Sociology Department pays attention to achieving publication in journals with certain impact factors, but does not mandate publishing in journals with certain impact factors. The publications of a tenure candidate should demonstrate that the faculty member's research work has extended beyond the research conducted for their doctorate degree.

Teaching Expectations: By the time of the tenure application, an assistant professor is expected to contribute significantly to the teaching mission of the Department. This is done by teaching in ways specified above, by earning University evaluations that match or exceed College norms, and by working on graduate thesis and dissertation committees. In addition, teaching special topics classes, or introducing new classes contribute to the Department's teaching mission. By the tenure application, according to the UT Faculty Handbook, faculty members will have undergone two peer teaching reviews; positive outcomes on both of those reviews are expected.

Service Expectations: By the time of the tenure application, an assistant professor is expected to contribute significantly to the service mission of the Department. The assistant professor should have a clear record of departmental committee membership, and should be serving the College's service needs after the third year in ways identified above. Disciplinary service is similarly important, and provides evidence of a Department member's national reputation.

The University of Tennessee does not have a set time period to move from Associate Professor to **Professor**. The Department of Sociology expects Associate Professors to remain in ranks for at least 5 years. The following provides expectations for promotion to Professor.

Research Expectations: Promotion to Professor assumes a publication rate that has at the least matched the designation of Meets Expectations during the majority of the time spent as Associate Professor. Those expectations include publishing and grant work at the level specified above in the Annual Review section.

Teaching Expectations: Applicants for Professor are expected to be excellent teachers, as measured by peer-review processes, University evaluations, and other data. Additionally, applicants for Professor should have a significant record of work with graduate students.

Service Expectations: Applicants for Professor are expected to have a significant history of service to the Department, College, University, and discipline. Service work is expected to increase over time in rank.

Procedures and Standards of Performance for Non-Tenure-Track Faculty

These procedures and standards are in accordance and supplement the criteria and procedures stipulated in the current *UTK Faculty Handbook* and *Faculty Evaluation Manual*.

Teaching Positions: Non-tenure-track teaching (NTTT) faculty include instructors, lecturers, senior lecturers, distinguished lecturers, adjunct faculty, and visiting faculty who are not expected to conduct research or perform public or disciplinary service outside of their instructional assignments. Promotion and evaluation of other teaching positions will be made in accordance to criteria stipulated by the current *UTK Faculty Handbook* and *Manual for Faculty Evaluation*.

The NTTT faculty are expected to provide excellent instruction. Among the characteristics of excellent instruction are the following practices: establishing, applying, and maintaining rigorous expectations for student performance; facilitating student learning through effective pedagogical techniques; using instructional materials appropriate to the program and discipline; providing current information and materials in the classroom and / or laboratory; engaging students in an active learning process; incorporating collaborative and experiential learning in regular classroom instruction; constructing appropriate and challenging assessment activities; providing timely and useful feedback to students; revising course content and scope as required by advances in disciplinary knowledge or changes in curriculum; revising teaching strategies in accordance with innovations in instructional technology (see *UTK Manual for Faculty Evaluation*, 2016, p. 31).

Evaluation of NTTT faculty requires systematic review of teaching. The evaluation period will be based on the terms and length of the appointment, but will not exceed a three-year period of evaluation.

(1) The Department Head will convene the Performance Review Committee (PRC) to evaluate all faculty members' teaching performances. The assessment will be based on a summary of activities and support documentation provided by each faculty member. This packet of documents include the following:

- A. Instructor's Statement: Teaching goals, philosophy and plans for the coming year
- B. Teaching assignments, teaching load and course characteristics
- C. Teaching materials: Course syllabi, readings, assignments, quizzes and examinations
- D. University Evaluations

In addition to the above, evaluation of teaching performance may be based on in-class peer teaching review that are scheduled by the Head.

(2) The PRC will provide a document to the Head that provides an assessment of teaching performance of the faculty. Based on a meeting with the PRC, a document will

be produced by the Head which summarizes the review and specifies an overall performance rating of the faculty based on the following scale:

- (5) Far exceeds expectations; (4) Exceeds expectations; (3) Meets expectations
- (2) Falls short of meeting expectations; (1) Falls far short of meeting expectations

(3) The Department Head's Performance Narrative and Overall Teaching Evaluation

This document will be sent to the NTTT faculty member from the Department Head before the performance review meeting. The faculty member must sign the document to indicate he or she had the opportunity to review it. Both the faculty member and the Dean of the College will receive copies of the report and a copy will be placed in the faculty member's personnel file. If the faculty member is dissatisfied with the document, he or she may submit a rejoinder to the Department Head and the Dean of the College. The rejoinder will be submitted with the evaluation.

(4) Performance Review Meeting with the Department Head

Other Non-Tenured Track (NTT) Positions: Promotion and evaluation of other NTT positions will be made in accordance with criteria stipulated by current *UTK Faculty Handbook* and *Faculty Handbook*.