

POLICY HANDBOOK  
DEPARTMENT OF  
SOCIOLOGY  
AND  
CRIMINAL JUSTICE

January, 1996 Edition

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I. ORGANIZATION CHART

FACULTY

Department	Department
Policy	Chair
Committee	
Graduate	Associate
Policy	Chair: CJ
Committee	
Undergraduate	Associate
Policy	Chair: Soc
Committee	
Area Committees	
Promotion	
Committee	

## II. COMMITTEE SYSTEM

### A. Committee Responsibilities

Department committees formulate policy and develop procedures for implementing policy in their areas. The following procedures should be followed by all committees:

1. All committees are required to publish detailed minutes of their meetings.

2. Minutes will be published and circulated as soon as possible after committee meetings, preferably within three days, and the date of the committee meeting as well as the date of publication should be indicated on the minutes.

3. Actions involving the establishment of new policy, or the modification of existing policy should be explained in sufficient detail to insure comprehension by non-committee members.

4. The distribution of votes on all formal motions should be recorded.

5. Actions reported in committee minutes may be challenged at the next regularly scheduled department meeting. Actions not challenged become affective twenty-four 24 hours after that department meeting.

6. Action taken by committees of the department may be challenged and/or reversed at any time by action of the department faculty in a regularly scheduled meeting. Challenges may be made:

- a. at the initiation of the Department Chair,
- b. at the initiation of any member of the originating committee, or
- c. at the initiation of any two members of the department.

7. Graduate students shall have two voting representatives at faculty meetings, with the exception of meetings involving student or faculty personnel matters (December 17, 1976).

## II. COMMITTEE SYSTEM

### B. Standing Committees

#### 1. Graduate Policy Committee

The Graduate Policy Committee is a standing committee responsible for policies and issues related to graduate programs.

The responsibilities of the GPC include:

1. Establishing policies concerning admissions, funding, and degree requirements for graduate programs.
2. Making recommendations on courses for inclusion in the course catalog, including cross-listed courses.
3. Responding to student petitions to modify course and degree requirements.
4. Monitoring area committees, including reading lists and course offerings.
5. Working to enhance the quality of graduate education in the department, and
6. Recommending financial awards.

The GPC is composed of five faculty members, two elected graduate students, and the Director of the Graduate Program (an ex officio member). Graduate student members do not vote on personnel matters.

GPC members are selected by the Department Chair and serve for the academic year.

#### 2. Undergraduate Policy Committee

The Undergraduate Policy Committee is a standing committee responsible for policies and issues related to the undergraduate program.

The responsibilities of the UPC include:

1. Making recommendations on courses for inclusion in t h e course catalog, including cross-listed courses.
2. Responding to student petitions to modify course requirements.
3. Monitoring the quality of the undergraduate courses.
4. Monitoring the quality of undergraduate teaching and advising.
5. Making recommendations on policies involving course offerings (e.g., class sizes, requirements for the major, concentrations, writing courses).

6. Soliciting nominations for, and selecting the recipient of the McLuckie Award.

The UPC is composed of seven members, five faculty members and two undergraduate students--one from Sociology and one from Criminal Justice.

UPC members are appointed by the Department Chair and serve for the academic year.

### 3. Promotion Committee

The Promotion Committee is a standing committee responsible for guiding candidates through the promotion process.

The Promotion Committee is composed of three faculty members, nominated by the DPC, and elected by written ballot among faculty eligible to vote upon promotion and tenure decisions. This committee shall be elected by the end of March, and shall serve for one year.

The Chair of the Committee will be a Full Professor. The Department Policy Committee will nominate four (4) faculty members, two (2) of whom must be Full Professor, to stand for election. The Full Professor with the greatest number of votes will serve as Chair of the Committee, with the next two (2) candidates receiving the greatest number of votes serving on the committee.

The Promotion Committee Chair shall chair all department meetings concerning promotions.

### 4. Area Committees

Area committees are standing committees responsible for the evaluation of graduate students in substantive areas. Published guidelines and reading lists are to be reviewed and revised as necessary on a regular cycle of every two (2) years during the Fall of even-numbered academic years.

The responsibilities of Area Committees include:

1. The preparation of reading lists, written guidelines defining the scope of examinations, and advising students on preparation for examinations.
2. The design the specific certification requirements in their substantive area. Certification will normally be by written exam, although alternative requirements may be designed in consultation with students pursuing the area. Requirements other than written examinations must be submitted to the Graduate Policy Committee for approval at the time that students announce their intent to take exams.
3. Area committees are responsible for preparing examination questions, and reading and evaluating exams.

Area committees and their chairs are appointed by the Department Chair. Committees shall be represented by at least three(3) members of the faculty, but the committee may consult other members of the faculty with competence in the area during the preparation of exams and reading lists.

Announcement of the composition of area committees will be made in accordance with the schedule for student declarations to take examinations.

5. Department Policy Committee

The Department Policy Committee is a standing committee responsible for policies and issues of concern to the entire department, and in areas that overlap the jurisdiction of other standing committees.

The responsibilities of the DPC include:

1. Advising the Department Chair on departmental matters.
2. Making policy recommendations of a general nature to the full faculty.
3. Nominating candidates for elected positions within the department.
4. Representing the faculty in decision-making process on those occasions when a faculty meeting is not possible.

The DPC is composed of seven members, the Department Chair (who serves as Chair of the committee), the Associate Chair for Sociology, the Associate Chair for Criminal Justice, two elected faculty members, and two graduate students elected by the graduate students.

### III. ADMINISTRATIVE POSITIONS

#### A. Director of Graduate Studies

The Director of Graduate Studies coordinates and administers the graduate program of the department.

The responsibilities of the Director include:

1. Serving as ex-officio member of all departmental committees concerned with graduate programs.
2. Planning, organizing, and administering an orientation program for incoming graduate students.
3. Maintaining liaison between the Department and the College of Graduate Studies and all academic units relating to the operation of the graduate program.
4. Assuming responsibility for the submission of all revisions in the graduate catalogue to the appropriate University and college committees,
5. Maintaining a graduate student handbook outlining the procedures, requirements, and programs of the Department.
6. Assuming overall responsibility for graduate student advisement.
7. Supervising the student assigned to administer the graduate student library and Department lab.
8. Assuming responsibility for the direction of the Graduate Student Teaching Program, including recommendations for instructor in "Issues in the Teaching of Sociology" and Supervisor of Teaching Fellows.
9. Making recommendations to the Department Chair any special budgeting requests submitted by graduate students in connection with their work toward their degrees.
10. Assuming responsibility for any other duties relative to the graduate program as assigned by the Chair.

May 10, 1971

#### B. Associate Chairs

Associate chairs administer programs in Sociology and Criminal Justice.

The responsibilities of Associate Chairs include:

1. Coordinating the advisement system, including the dissemination of advisement information, liaison with the college, and evaluation of advisement in the department. Development and

implementation of plans for processing the transfer of credit requests. Shared responsibility with the chair for advisement of new/potential majors, and transfer of credit policy.

2. Organizing the department's teaching enterprise, including scheduling, allocation of S-Contract assignments, TA teaching, and implementation (in conjunction with the Director of Graduate Studies) of the seminar section phase of the Department's TA training program.

3. Serving as departmental representative as necessary and appropriate (and in the absence of the Department Chair) to the College and the University.

4. Associate Chairs are, by policy, members of the DPC.

Associate Chairs are appointed by the Department Chair for a term agreed upon by the participants.

January 5, 1995

#### IV. PERSONNEL POLICIES

##### A. Joint Appointments

Faculty members in allied departments may petition for a joint appointment in the Department of Sociology and Criminal Justice. The following process should be followed.

1. Persons seeking joint appointments shall submit a written request for such action to the Department Chair for transmittal to the faculty for their consideration.

2. Persons receiving a joint appointment shall hold an academic rank in the department equivalent to that granted in the primary department.

3. Reappointment, promotion, and tenure will be determined solely by the primary department in accordance with their procedures. The Department of Sociology and Criminal Justice will not participate in the evaluation reviews of joint appointees. The primary department may seek information or advice regarding the performance of the joint appointee.

4. Persons holding joint appointments will normally be expected to offer one course per year which contributes to the instructional program of the Department. Normally, the course will be cross-listed. The course must be approved by the appropriate committee.

5. Responsibilities of joint-appointees to the Department shall include reasonable participation in teaching, research, thesis guidance, and other matters relevant to the on-going conduct of a department.

6. Responsibilities to the Department of Sociology and Criminal Justice undertaken as a consequence of a joint appointment shall be considered as part of the normal workload of the faculty member in the primary department.

7. The tenure of a joint appointment shall coincide with the length of the contract issued by the primary department. At the time of renewal consideration, the status of the joint appointment may be dissolved by either party.

8. Joint appointments shall be granted the full rights, privileges, and responsibilities in the Department, except that they may not participate in personnel matters relating to faculty or students in the Department of Sociology and Criminal Justice.

B. Adjunct Faculty

The Department does not currently employ Adjunct Faculty.

### C. Workload Policy

Workload is defined as teaching, including instruction in regular academic year courses with assigned credit hours and mutually agreed upon instructional assignments, such as thesis, dissertation, seminal and special problem supervision; research, including sponsored research; advising; committee work; and University-administered, consultative and organized activities, not only inside but also outside the University, when such activities by mutual agreement bring benefit and/or prestige to the University.

The Unit average workload distribution is allocated as 40% advising and teaching, including but not exceeding two courses per semester, 40% research, and 20% service. The department chairperson and each faculty member will develop in writing a workload plan for each semester at least two months prior to the beginning of the semester. Unless the faculty member and the department chairperson mutually agree to another workload, the distribution of effort for the faculty member will be 40% advising and teaching (two courses per semester), 40% research, and 20% service. Merit reviews will be weighted according to the contracted distribution of effort.

### D . Merit Pay Policy

The distribution of merit pay in the department is based on the annual faculty appraisal system.

Merit pay increments are awarded according to "Merit Units" that are linked directly to numerical ratings on the annual faculty evaluation. Faculty are evaluated annually by the Department Chair in accordance with University Policy. Weights are assigned to each of the three areas as follows, 2 each for scholarship and teaching, and 1 for service. Thus a faculty member with evaluations of:

Teaching = 5, Research = 6, Service = 7 would receive 29 merit units [(5 x 2) + (6 x 2) + 7 = 29].

The total merit units earned by faculty will be divided into the total merit pay pool available in that year. Consequently, each merit unit will carry a specific dollar amount allocated to faculty members.

April 27, 1989

## V. UNDERGRADUATE PROGRAM POLICIES

### A. Undergraduate Teaching Assistants

Undergraduate students may serve as Teaching Assistants under the following conditions.

1. No TA may evaluate essay exams, research papers or any other form of written work submitted for a grade.

2. All TAs must have completed a minimum of 62 credits including at least 15 in the major of the course in which they are serving as TA. They must also have an overall GPA of at least 2.5 and 3.0 in their major.

3. No instructor is permitted more than three TAs for credit in a semester without permission of the Department Chair or Associate Chair.

4. Students can apply a maximum of 6 independent study credits (including TA credits) toward the requirements for the major. Moreover, sociology majors may not apply any independent study credits at the 400-level toward the fulfillment of the requirement that they must complete 6 credits of 400-level work.

May 13, 1992

### B. Student Grievance Policy

Students are expected to follow grievance policies outlined in the Student Handbook.

In the event that the Department Chair is unable to satisfactorily mediate a grievance between a faculty member and a student, the grievance will be forwarded to either the GPC or UPC for the next step in the process.

## VI. MISCELLANEOUS POLICIES

A. Course Evaluations

Course evaluations by students are conducted each semester.

1. The administration of course evaluations is coordinated by the Assistant to the Chair.

2. Evaluations are administered at the conclusion of the semester, usually by a student in the class. The person administering course evaluations should have no relationship to the course or to the professor.

3. Evaluations are administered at the beginning of class in the absence of the instructor, and returned directly to the Assistant to the Chair.

4. Copies of summary statistics will be provided to the faculty and placed in the faculty files.

5. The two most recent syllabi and course evaluations for each course (except those which are more than four years old) should be made available in the sociology office and in the reserve room of the library.

6. Faculty should have the option to accompany the materials mentioned above any written comments they feel are necessary to explain unique features of the course, probably changes for subsequent semesters, special problems which may have existed in the past, and other items likely to be helpful to students.

7. Faculty, during their first year at the University of Delaware, have the option of excluding course evaluations for their first semester of teaching.

8. A question on the prevalence of academic dishonesty and the professor's sensitivity to the problem should be included on course evaluation forms.

Fall, 1976

B. Cross Listing of Courses: Graduate

Graduate courses may be cross-listed in Sociology and Criminal Justice without formal Graduate Policy committee approval if the following three criteria are met:

1. the faculty member teaching the course has a joint appointment in Sociology and Criminal Justice.
2. the course is offered as a special topics course.
3. the Chair and Associate Chair approves the course.

If one of more of these criteria are not met, prior approval for cross-listing must be obtained from the Graduate Policy Committee.

### C. Cross-Listing of Courses: Undergraduate

Recognizing that sociology majors must take at least 15 of the required 30 credits in sociology in required courses and that students in concentrations may have even fewer elective courses in the major, the Department hereby establishes criteria against which proposed cross-listed courses will be evaluated. Consistent with the established practice of cross listing courses for the graduate program, the Department will cross-list a course taught primarily in another department only if we wish to encourage majors to take the course because:

1. it addresses topics that are important to their sociological education,
2. it contains significant sociological content,
3. it contains depth and breadth appropriate to the course topic and level, and
4. it is of high quality as indicated by the course syllabus, assignments, and course evaluations.

This policy does not preclude use of non-cross listed courses, if approved by the student's advisor, as related work, nor does it preclude instructors from recommending them for free electives because of their quality or topic.

Cross-listed courses taught primarily in other departments will be reviewed by the UPC every two years to determine if they continue to meet the above criteria.

