DEPARTMENT OF SOCIOLOGY

DEPARTMENTAL GOVERNANCE

APPROVED BY
MEMBERS OF THE DEPARTMENT OF SOCIOLOGY

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The following document describes the working protocol for the Department of Sociology, including the program in Interdisciplinary Social Sciences (ISS). Policies adopted by the University of South Florida, and Collective Bargaining Agreements with the Board of Trustees of the University of South Florida and the United Faculty of Florida always take precedence over this document whenever differences occur.

The Department of Sociology houses the program of Interdisciplinary Social Sciences; all references to protocols within the “Department of Sociology” and “the Department” throughout this document include this program except when specifically stated.

Mission Statement:

The mission of the Department of Sociology at the University of South Florida is threefold: 1) to conduct basic and applied research; 2) to provide exceptional, quality education and professional development opportunities at the undergraduate and graduate levels; and 3) to serve the university, community, and region. Teaching and research themes focus on: (i) Urban Development and Culture; (ii) Social Inequalities; (iii) Identities and Communities; (iv) Social Problems and Social Movements; (v) Globalization, Power, and Politics; (vi) Immigration and Migration; and (vii) Community, Networks, and Wellbeing. The Department encourages engaged teaching and scholarship within communities and has strong connections with community partners in the Tampa Bay region and many other locations around the world.

The Department offers four degree programs. There are BA degrees in both Sociology and Interdisciplinary Social Sciences, an MA in Sociology, and a Ph.D. in Sociology. The undergraduate programs provide students with the theoretical and methodological foundation in the social sciences to intelligently consume knowledge and undertake basic research, opening the door to a range of employment opportunities (e.g., social service, criminal justice, urban planning, community organizing, etc.) and graduate degree programs (e.g., sociology, education, law, medicine, etc.). The master’s degree offers opportunities for students to develop their teaching and research skills through professional development seminars, course offerings, and independent empirical research projects designed and conducted under the supervision of faculty mentors. The doctoral program offers an integrated series of graduate courses that focus on multi-disciplinary research, teaching, and scholarship related specifically to the study of identity, community, and sustainability. Building upon faculty research strengths, the program is designed to prepare students to engage in research and teaching that focus on post-industrial global and urban environments.
DEPARTMENTAL GOVERNANCE

I. MEMBERSHIP

A. Membership in the Department of Sociology includes faculty at the Tampa campus of the University of South Florida.

B. Voting membership in the Department of Sociology shall include four academic ranks: Professor, Associate Professor, Assistant Professor, and Instructor.

C. Those faculty in the above categories, who have joint appointments with other units, shall be considered members of the department if 50 percent or more of their budgeted salary is administered through the Department of Sociology.

D. Faculty members who hold temporary administrative positions out of the department retain their full voting rights.

E. Faculty members on leave from the department shall retain all voting privileges.

II. MEETINGS

A. Regular meetings of the department shall be held at least at the beginning of each semester.

B. In addition, meetings may be called at other times by the Chair, the Executive Committee, or by a majority* of the members of the faculty.

C. Notification of all regular meetings shall be by written memorandum distributed to all members of the department at least 5 working days prior to the meeting. Special meetings may be called with less notice in the case of emergency. An agenda of the meeting shall be included in the memorandum.

D. A majority vote of all faculty members by secret, written ballot is required for all major issues unless otherwise specified in this document.

E. Minutes of each department meeting will be available for faculty review within one week after each meeting and be on the consent agenda for the following faculty meeting.

*throughout this document, the term “majority” means “simple majority” (51% or more of the votes of those eligible to vote)
III. ADMINISTRATION:

The administration of the Department of Sociology is comprised of: Chair, Associate Chair, Director of Interdisciplinary Social Sciences, Director of the Undergraduate Program, Director of the Graduate Program. Usually these positions will be held by different faculty members of the Department in accordance with the terms described below.

A. CHAIR

There will be a Chair of the Department of Sociology who is also a regular member of the Department faculty.

1. Selection:
The Chair will be recommended to the Dean of the college: a. from an external search, in accordance with standard USF procedures; and/or b. from an internal search whereby a full-time, tenured faculty member of the department may be recommended. All senior faculty members (Associate and Full Professor) are automatically nominated but may withdraw their names from consideration. The Chair will distribute a list of these names and during an open faculty meeting a vote will be taken by secret, written ballot with department members voting for up to three of those eligible. The three receiving the most votes will have their names submitted, along with the vote count, to the Dean. The Dean will then choose from among these candidates or refer the list back to the faculty.

2. Terms of Appointment:
a. The normal term of office for a Chair will be between 3 and 5 years.

b. A Chair is eligible to succeed him or herself if he or she so desires, the faculty members so indicate, and the Dean concurs.

3. Evaluation:
a. The Chair shall be reviewed by the faculty annually and by the Dean in accordance with the USF-UFF agreement procedures and more frequently if circumstances so indicate.

b. The Executive Committee will coordinate the annual evaluation of the Chair. Faculty members are encouraged to submit evaluative comments to the Executive Committee prior to the annual evaluation. Written input from the faculty will be summarized in the Chair’s annual evaluation.

4. Duties:
The duties of Chair include, but are not limited to, the following:
a. To serve as the chief administrative officer of the department. The Chair shall administer the operation of the Department by implementing the policies established by the university, the college, and Department faculty members.
b. To be the official representative of the faculty. The Chair shall forward the decisions made by the faculty to higher administrative officers.

c. To be the liaison between higher levels of university administration and the faculty.

d. To report to the department each semester, summarizing the business of his/her office and the business of Department members. The Chair shall make available on a regular basis any information which he/she and/or the faculty deems appropriate to the efficient operation of the department.

e. To oversee the budget.

f. To nominate ad hoc committees.

g. To assign course offerings and faculty assignments after consulting with faculty.

h. To prepare budget requests and propose distribution of allocations.

i. To provide written evaluations of faculty members each year.

j. To provide a written evaluation of the office manager and other staff for which the Chair is the direct supervisor each year.

B. ASSOCIATE CHAIR OF SOCIOLOGY

The Associate Chair 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 3. Assessment. The Associate Chair will also represent the department at College and University functions when the Chair is unavailable, will sign official documents (with the approval of the Chair) in the Chair’s absence, be available to perform other duties and meet regularly with the Chair to discuss department business.

1. Selection:
   a. The Associate Chair will be selected by the Chair from among tenured members of the Sociology Department faculty who have maintained strong overall performance records.

   b. Selection will be approved by majority vote of the faculty in a secret, written ballot.

2. Terms of Appointment
a. The initial term of appointment will be three years beginning in the fall semester.

b. The Associate Chair may serve multiple terms if the Chair and faculty agree to the renewal.

3. **Compensation**
   a. In accordance with college guidelines, the Associate Chair will remain on a 9 month contract and will receive a stipend of $4,000 during the 9 month employment period (or the amount specified by the college at the time of appointment). The Associate Chair will also receive a summer stipend in the amount of $2,000 (or the amount specified by the college at the time of appointment).

b. The Associate Chair will remain at the top of the department’s summer teaching rotation for the duration of his/her 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 Chair 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. During the term of appointment, the Associate Chair will receive a course reduction of one course per semester from the teaching assignment he/she held prior to the term of appointment. Further teaching reductions may be granted by the Chair during the term of appointment if circumstances warrant (such as for course buy out for grant projects, course release for new course development).

d. Assigned Faculty Duties will include an appointment of 25% per semester for Administrative Duties during the term of appointment. Duties assigned to the Associate Chair will not exceed what can be reasonable accomplished within 25% of a full time load.

4. **Evaluation**
   The Associate Chair’s performance on these administrative duties will be evaluated by the Chair and the Executive Committee.

5. **Duties**
   a. Departmental Governance – The Associate Chair will:
      1. Serve as a voting member of the Executive Committee
      2. Serve as a *Ex-Officio* member of the Undergraduate and Graduate Committees
3. Resolve student-faculty disputes and make referrals to the Chair and/or University Grievance Committee when appropriate

4. Coordinate the Faculty Assigned Duties process in consultation with the Chair and individual faculty members

5. Coordinate the Annual Evaluation process in consultation with the chair

6. Keep track of faculty positions on the approved departmental summer course rotation plan in consultation with the Chair and individual faculty members

7. Make decisions about undergraduate course substitutions when such decisions are requested by the Undergraduate Advisor during any summer time periods when the Director of the Undergraduate Program is not teaching.

b. Curriculum – The Associate Chair will:

1. Coordinate the development of course schedules in consultation with the Undergraduate and Graduate Program Directors and the Chair

2. Coordinate the department’s course change and new course approval process

c. Assessment - The Associate Chair will:

1. Serve as the department’s SACs Liaison

2. Coordinate compliance with state-mandated accountability measures such as the Academic Learning Compact

3. Oversee the Annual Undergraduate and Graduate Program Assessment process and work with the Chair, Executive Committee and Graduate and Undergraduate Program Directors to institute recommended program changes consistent with program assessment outcomes

d. The Associate Chair may work on other projects at the request of the Chair.

NOTE: This description will be re-evaluated at the end of the first term of appointment of an Associate Chair.
C. DIRECTOR OF THE INTERDISCIPLINARY SOCIAL SCIENCES PROGRAM

There will be a Director of Interdisciplinary Social Sciences who reports to the Chair of the Department of Sociology.

1. Selection:
The Director will be recommended to the Dean of the college

   a. from an external search, in accordance with standard USF procedures, and/or

   b. from an internal search whereby a sociologist in the Sociology Department or another department is recommended. The Chair will distribute a list of these names and during an open faculty meeting a vote will be taken by secret, written ballot with department members voting for up to three of those eligible. The three receiving the most votes will have their names submitted, along with the vote count, to the Dean.

2. Terms of Appointment:

   a. The normal term of office for the ISS Director will be between 3 and 5 years.

   b. The ISS Director is eligible to succeed him or herself if he or she so desires, the faculty members so indicate, and the Dean concurs.

3. Evaluation:

   a. The Director shall be reviewed by the faculty annually and by the dean in accordance with the USF-UFF agreement procedures or more frequently if circumstances so indicate.

   b. The Executive Committee will coordinate the annual evaluation of the director.

4. Duties:

   a. To oversee the administration and running of the program in Interdisciplinary Social Sciences.

   b. To coordinate activities with other departments regarding the Interdisciplinary Social Sciences program.

   c. To be responsible for special projects in Interdisciplinary Social Sciences.

   d. To coordinate course scheduling and assignments for teaching in the ISS program.

   e. To report to the department at regularly scheduled faculty meetings, summarizing the business of his/her office.
f. To provide a written evaluation each year of the ISS staff for which the Director of ISS is the direct supervisor.

D. DIRECTOR OF THE UNDERGRADUATE PROGRAM IN SOCIOLOGY

1. Selection
The Director of the Undergraduate Program will be recommended by the Chair from among the tenured faculty members. Selection will be approved by a majority vote of the faculty in a secret, written ballot. The term of appointment will be three years and the director may serve multiple terms if the Chair and faculty agree to the renewal. The director will remain on a 9-month contract and receive a one course release each year from their normal teaching load.

2. Duties
The Director of the Undergraduate Program will:

a. Report on the status of the undergraduate program at regular faculty meetings
b. Serve as the Chair of the Undergraduate Committee
c. Serve as the Faculty Representative to Alpha Kappa Delta (International Honor Society in Sociology)
d. Serve as the Chair of the Undergraduate Honors Committee and coordinate the assignment of honors students to faculty mentors
e. Coordinate annual undergraduate awards competitions
f. Coordinate regular reviews of the undergraduate curriculum
g. Serve as the official supervisor for the Undergraduate Advisor
h. Coordinate the department’s participation in the General Education curriculum
i. Make decisions about undergraduate course substitutions when such decisions are requested by the Undergraduate Advisor
j. Supervise the Annual Undergraduate Program Assessment
k. Coordinate compliance with the department’s “plan of action” based on the annual Undergraduate Program Assessment
l. Coordinate the State University System Articulation Process for the Department

E. DIRECTOR OF THE GRADUATE PROGRAMS IN SOCIOLOGY

1. Selection
Director of the Graduate Programs will be recommended by the Chair from among the tenured faculty members. Selection will be approved by a majority vote of the faculty in a secret, written ballot. The term of appointment will be three years and the director may serve multiple terms if the Chair and faculty agree to the renewal. The director will remain on a 9-month contract and receive a one course release each semester from their normal teaching load. The Director of Graduate Studies will also receive a summer stipend in the amount of $3,000 (or the amount specified by the college at the time of appointment).
2. **Duties**

The Director of the Graduate Program will be responsible for:

- Reporting on the status of the graduate program at regular faculty meetings.
- Recruiting (communication with prospective students: e-mail, phone, appointments, web updating; ASA guide updating; monitor and apply for all possible Graduate School recruitment funds; presentations to local student groups; advertise graduate course offerings to relevant departments)
- Admissions (monitor application completion; organize, chair Graduate Committee decision-making)
- Orientation (organize, advertise, coordinate fall orientation; facilitate relocation of out-of-area students to Tampa)
- Graduate Assistantships (In consultation with Department Chair, Graduate Committee and Graduate Assistant Advisor: award assistantships; monitor, supervise all appointment formalities; monitor student performance)
- Student Progress and Tracking (graduation certification; NSF survey (yearly); SACS assessment (ongoing); complete and certify various Graduate School requests (such as request for: reinstatement, deferment of admission, change of program, leave of absence, course transfer)
- Curriculum and Catalog (USF catalog update (yearly); In consultation with Department Chair and Graduate Committee: monitor, review, revise curriculum as needed; monitor, review, revise policy as needed; schedule graduate courses)
- Student Advising (student course selections; mediate student problems of any type)
- Student Professional Development (organize, advertise, and guide Professional Development series; communication: opportunities for employment, presentation/publication, funding, and etc.)

**IV. STANDING COMMITTEES**

The Department of Sociology has the following standing committees: Undergraduate Committee, Graduate Committee, and the Executive Committee. It is recognized that the committee structure is important in such a large and diverse unit as the Department of Sociology, and hence participation by faculty members in such committees is considered critical to the smooth operation and development of the Department. It is expected that committees will take their responsibilities seriously, provide timely reports, and make recommendations for subsequent discussion and approval by the faculty at large. The term of appointment will be one year and the members may serve multiple terms if the Chair and faculty agree to the renewal.

**A. UNDERGRADUATE COMMITTEE**

1. **Composition:**
   - The Undergraduate Committee shall consist of at least three members of the Department of Sociology, appointed at the first department
meeting of the Fall semester by the Chair of the Department after consultation between the chair and the Undergraduate Program Director

b. All members of the department shall be eligible to serve.

c. The Director of the Undergraduate Program in Sociology will serve as chair and coordinate activities of the committee

d. The committee shall appoint one or two undergraduate majors to the committee for discussions on curriculum and policy matters

e. The Undergraduate Committee shall meet during the semester as needed with meetings announced to Department members

2. **Duties:**
   a. Serve as the Undergraduate Program Honors Committee
   b. Conduct regular reviews of the undergraduate curriculum
   c. Receive and review all undergraduate course proposals and revisions
   d. Assist in the Annual Undergraduate Program Assessment
   e. Coordinate compliance with the department’s “plan of action” based on the Annual Undergraduate Program Assessment
   f. Develop and implement undergraduate recruitment activities
   g. Maintain articulation with the Graduate Committee
   h. Develop and update the undergraduate handbook (hard copy and webpage) at least on an annual basis
   i. Participate in the annual selection of undergraduate awards recipients

B. **GRADUATE COMMITTEE**

1. **Composition:**
   a. The Graduate Committee shall consist of at least three members of the Department of Sociology, appointed at the first department meeting of the Fall semester by the Chair of the Department after consultation between the chair and the Director of the Graduate Program

   b. All members of the department shall be eligible to serve.

   c. The Director of Graduate Programs in Sociology will be serve as chair and coordinate activities of the committee

   d. The committee shall appoint one or two graduate students to the
committee for discussions on curriculum and policy matters

e. The Graduate Committee shall meet during the semester as needed with meetings announced to Department members.

2. **Duties:**
   a. Review graduate curricula and recommend revisions.
   
b. Receive and review all graduate course proposals and course revisions.
   
c. Develop and implement a program for advertising and promoting the Graduate Programs.
   
d. Act on all graduate applications.
   
e. Review applications for and recommend appointments for graduate assistantships; make recommendations for university and college fellowships.
   
f. Report to Department members on the status of the graduate programs at regular faculty meetings.
   
g. Maintain articulation with the Undergraduate Program Committee.
   
h. Develop and update the graduate handbook (hard copy and webpage) on an annual basis.
   
i. Review the progress of all research and teaching assistants.

C. **EXECUTIVE COMMITTEE**

1. **Composition:**
   a. The Executive Committee shall consist of at least three tenured members of the Department of Sociology.
   
   b. The members of the committee will be selected by the Chair from among tenured members of the sociology department faculty who have maintained *strong* overall performance records. Selection will be approved by majority vote of the faculty in a secret, written ballot.
   
   c. The committee will elect its own chairperson at its first meeting of the fall semester.
d. The Chair of the Department of Sociology shall not serve on this committee.

e. Meetings will be announced to Department members.

2. **Duties:**

   a. Prepare and recommend to the faculty forms and procedures to be used for peer and student evaluation of teaching.

   b. Conduct the annual evaluations of departmental administrators (chair, associate chair, director of Interdisciplinary Social Sciences) and faculty for the department.

   c. Complete written annual review summaries on all departmental administrators and faculty members, and provide those to the Chair of the Department each year.

   d. Evaluate materials, review supportive documents, and make recommendations for the department on candidates for promotion and tenure.

   e. Evaluate materials, review supportive documents, and make recommendations for the department on candidates for the third year review of non-tenured faculty members.

   f. Review departmental administration and recommend procedures and practices of departmental management.

   g. Complete special assignments when requested by the Department Chair.

V. **HIRING PROCEDURES**

Maintaining a vibrant and active faculty within the Department of Sociology is essential to meeting the goals and aspirations of the academic unit. The search for new faculty is considered an important component of this endeavor. Searches will proceed as follows:

A. The Department faculty members meet to discuss departmental goals and new directions as well as immediate needs to maintain its programs.

B. Chair requests faculty lines from the dean of the college.

C. Chair receives authorization from the dean for new faculty search.
D. Chair forms a Search Committee of at least four faculty members from within the department, one graduate student, and may include one faculty member from outside the department.

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

F. Search Committee meets to write the job description and circulates this to the whole department for additional input. The description is revised to accommodate different interests while maintaining the focus on the specific line. The Department chair will resolve any differences of opinion.

G. The Search Committee and members of the department will advertise the job description widely including in the ASA Employment Bulletin.

H. The Search Committee will be responsible for proposing candidates for interview and developing a short list of candidates for faculty approval.

I. The Search Committee Chair will be responsible for organizing the interview schedules. Candidates will make at least one public presentation and all faculty members will be given an opportunity to meet with the candidates.

J. The Search Committee will meet after all selected candidates have been interviewed and make a formal recommendation to the faculty members regarding acceptability of candidates.

K. A department meeting is called and after discussion, a vote is taken on the acceptability of each candidate. Only members who have met the candidates and heard this discussion are eligible to vote. No candidate shall go forward without a majority of acceptable votes. All votes will be by secret, written ballot.

L. The result of this vote will be presented to the Chair of the Department to present to the dean.

VI. AMENDMENTS TO THIS DOCUMENT

This Governance Document of Department Sociology may be amended at any regular meeting of the department provided the specific amendment in writing shall have been distributed with the agenda of the meeting at least fourteen days prior to the meeting.

A majority vote of the total voting faculty by secret, written ballot is required to amend this document.
VII. FACULTY ANNUAL EVALUATION

The goals of the Department of Sociology are: (i) to be an integral part of the workings of the University of South Florida, and (ii) to maintain and improve its national recognition and high reputation among other Departments of Sociology. Doing this requires the faculty to be effective teachers, quality researchers and to be involved in university and professional activities.

The Department of Sociology recognizes the value of all activities that promote and contribute to a spirit of academe. Sociology faculty serve the academic environment of the Department, the College of Arts and Sciences, USF, the larger state university system of Florida, and contribute to state, regional, national, and international scholarship in a variety of ways. At the departmental level, activities contribute to and reflect the values of scholastic achievement. Scholastic achievement includes establishing professorial relationships with students, the development of sociological knowledge, and participation in the structural organization and management of the university. Achievement is recognized in three areas: (1) teaching within the department, (2) research within the discipline of sociology, and (3) service to the department, college, university, and larger community. Contributions in these three areas are recognized as significant in developing and maintaining a creative and positive academic environment.

Evaluation Procedure:

Faculty must submit their annual evaluation packets to the Executive Committee by the due date, which is announced well in advance. The evaluation will be based on the information included in the packet.

Annual evaluation packets should include evidence supporting the following:

A. TEACHING AND INSTRUCTION
   1. Material prepared for each course, syllabi, reading lists, tests, etc.
   2. Class visitation when appropriate.
   3. Student evaluations.
   4. The development and adoption of new, innovative, and useful teaching techniques.
   5. The development of new courses.
   6. Participation on Graduate Student Committees (specify thesis or dissertation, chair or member)
   7. Participation on Undergraduate Honor’s Thesis Committees (specify chair or member)
   8. Directed Research, Readings, and Internships (specify)

B. RESEARCH AND OTHER SCHOLARLY ACTIVITIES
   1. Publications of books, chapters in books, monographs, articles in refereed professional journals.
   2. Grants and contracts solicited; grants and contracts obtained.
3. Papers, symposia, and posters at professional meetings/colloquia, invited addresses.
4. Other research publications, technical reports, non-refereed articles, books reviews, commentaries, etc.
5. Submissions of scholarly manuscripts.
6. Research plan/program.

C. SERVICE

1. Department
   a. Departmental committees (e.g., Undergraduate and Graduate Committee).
   b. Advising for departmental student groups.
   c. Departmental administrative activities (e.g., Associate Chair of Sociology, Director of Interdisciplinary Social Sciences, Director of the Graduate Programs, Director of an Undergraduate Program, Chair of the Executive Committee).

2. College and University
   a. Collaborative programs with other disciplines.
   b. College-wide and university-wide committees.
   c. Other organizations such as faculty governance groups.
   d. Collaborative programs with study abroad programs and sister campus programs and activities.

3. Professional
   a. Professional Academic Associations in Sociology:
      1) Offices and committees.
      2) Editorial boards.
   b. General Academic Offices and Committees (e.g., Participation in grant review boards (e.g., NSF), national policy making, journal and paper editing, program evaluation and similar activities.

4. Community
   a. Consultant work with community programs.
   b. Public lectures relevant to discipline.
   c. Media coverage -- community issue-oriented papers in the popular press.
   d. Activities on behalf of local, state, federal agencies, and non-profit groups.

VIII. PROCEDURES AND CRITERIA FOR RETENTION, TENURE AND PROMOTION

The Department of Sociology adheres to the procedures and criteria adopted by the College of
Arts and Sciences.

Evaluative judgments regarding retention, tenure, and promotion of tenure-track and tenured faculty are made at three levels within the department: the Executive Committee, the Chair of the Department, and the Promotion and Tenure Committee which is composed of all full-time, tenured faculty members in the Department of Sociology.

**Evaluation Procedure:**

A. The Executive Committee reviews relevant data and makes a recommendation, including a minority recommendation if necessary, to the Chair. The Chair independently makes recommendation.

B. The Promotion and Tenure Committee meets, and after discussion, a secret, written ballot is conducted. Only members who have heard this discussion are eligible to vote.

C. The result of this vote are recorded in the candidate’s promotion and tenure dossier and presented to the Chair of the Department, who will then present it to the Dean.

Evaluative judgments regarding the retention and promotion of instructors are made at two levels of the department. The Executive Committee reviews relevant data and makes a recommendation, including a minority recommendation if necessary, to the Chair. The Chair independently makes a recommendation.

**IX. GRIEVANCES**

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

B. A faculty member with a grievance should consult the Chair. If the grievance is not satisfactorily resolved, or if the grievance involves the chair, the faculty member should take the matter to the Executive Committee. If the grievance is not satisfactorily resolved, the faculty member should take the matter to the Dean.

**X. SUMMER TEACHING POLICY**

A. **Philosophy:**
   In developing its course offerings for summer sessions, the Department of Sociology 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. Summer funding requires that specific SCH requirements be met;
3. It is the Chair’s responsibility to balance the amount of summer funding received with the need to meet SCH requirements.

C. Procedural Guidelines. To accomplish this, the chair will compose a schedule based on the following guidelines:

1. Compose a schedule for A, B, and C sessions based on courses which are “curriculum critical” (defined as those which are required for graduation or are pre-requisites for other courses), and those which are likely to have considerable student demand*.

   *Note: Schedules are not written in stone. The Chair has the power to change this schedule based on the results of steps #2, #3, #4 (below). Any changes will be responsive to the two goals of the summer teaching policy.

2. Query all faculty about their interest in teaching specific courses contained in the schedule.

3. All faculty members are assumed to be capable of teaching Introduction to Sociology and Social Problems. For any other requests, faculty must have previously demonstrated competence in teaching that course.

4. After meeting the requests of all faculty members, a second summer course may be assigned to faculty members who have requested it. Graduate students can receive assignments for summer teaching if all faculty requests have been met. Adjuncts can receive assignments for summer teaching if all 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).

Faculty rotation: An alphabetical list of all faculty will be compiled. Faculty who actually teach in one year will be placed at the bottom of the list for the next summer session.