By-Laws, Policies, and Procedures of the Department of Sociology

University of California, Riverside

(10/5/10; 5/24/16; 2/16/17; 10/17/17; 2/19/18; 6/22/18; 11/13/18, 12/16/20; 3/28/21; 06/30/21; 5/2/23)

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I. Governing Authorities and Principles

A. The University of California
The Department of Sociology, UCR, is a subunit of the Faculty of the University of California. In so far as the bylaws, policies, or procedures of the Department of Sociology may come into conflict with relevant legislation emanating from larger administrative units, the rules of the larger administrative unit ordinarily prevail, and steps to adjust the affected bylaws or procedures will be initiated accordingly.

1. The Standing Orders of the Regents
The "Standing Orders of the Regents" empower the UC Faculty to make decisions about courses, degrees, and admission requirements. On personnel matters, all active members of the Faculty have the right to vote, but authority for final decisions rests with the administration. On budgetary matters, the UC faculty "advises" the administration, which means that the Faculty must be consulted, but the administration makes the decisions.

2. Bylaws of the Riverside Division of the Academic Senate
The control over courses, degrees, and requirements for admission that the Standing Orders of the Regents allocate to UC Faculty is exercised by the Academic Senate, not individual departments. The Bylaws of the system wide and Divisional Senate specify which committees have authority to make which decisions on behalf of the Senate. When the faculty of a department votes to create a new course or to amend the requirements for the department's degrees, these are just the first steps in a long process. New undergraduate courses need to be approved by the college Executive Committee and the Committee on Courses. Changes in requirements for undergraduate degrees get voted on by the Executive Committee and full faculty of the college, and then go to the Committee on Educational Policy, before being voted on at a meeting of the Riverside Division. Proposals to change graduate courses and degree programs require the approval of the Graduate Council. For the conduct of meetings, bylaws of both the system wide and Divisional Senates designate Alice Sturgis, The Standard Code of Parliamentary Procedure, as the reference to use.

3. Academic Personnel Manual (APM)
The Academic Personnel Manual identifies the job titles that make a UC employee a member of the Academic Senate, and describes the procedures to be used in considering candidates for initial appointment and for merit increases and promotions. APM 015, the Faculty Code of Conduct, describes the rights and obligations of faculty members and procedures for handling complaints.

B. American Sociological Association
As sociologists, members of the Department of Sociology are guided in the practice of their profession by the ethical code of the American Sociological Association.

C. Statement of Principles, Department of Sociology (3/14/06; 1/4/14; 5/26/15)
(See Appendix A)

II. Membership and Participation Rights

A. Membership
The job titles that entitle the jobholder to membership in the Academic Senate and its subunits are specified in the Academic Personnel Manual. They include the ranks of Assistant Professor, Associate Professor, and Professor.

B. Participation Rights

a.   1. Participation Rights at Faculty Meetings

a. Bylaw 55 requires each department to vote at the start of the first faculty meeting of each year on the voting procedures to be used in the coming year in dealing with personnel matters. Departments must then submit written statements of their voting procedures to the Divisional Committee on Academic Personnel (CAP) for its approval. CAP requires that this statement specify procedures to be used in dealing with proxy or absentee votes. At the start of 2013-2014 academic year, the Department approved the following statement.

"Absentee ballots are handled in accordance with Departmental bylaw VII-A-7."

b. On all other Departmental matters, ladder faculty (regardless of percentage appointment) have full voting rights.

c. The second item of business each academic year is consideration of voting rights of emeriti regarding personnel issues. In recent years, the Department of Sociology has designated the voting rights of emeriti to be as follows:
        (1) Emeritus faculty on recall have full voting rights.
        (2) Emeritus faculty not on recall are members of the meeting without voting rights.

d. Faculty members may not participate in debate, or vote on academic personnel actions regarding their spouses, domestic partners, or other persons with whom they have a relationship that would constitute a conflict of interest.

e. The designated representative of the SGSA participates in faculty meetings without voting rights, and must be excluded from participation in any item of business dealing with individual graduate students. The graduate student representative is also not to be present during reviews of ladder faculty for merit increases or promotions.

f. Other academic appointees, staff, graduate students, and undergraduate students may attend meetings and speak with the assent of the majority of the voting members.

2. Participation Rights at Meetings of Standing Committees and Subcommittees.

a. Ladder faculty members of standing committees (regardless of percentage appointment) have full voting rights.

b. Emeritus faculty on recall serve as members of committees with full voting rights.
A
c. The SGSA representative to standing committees participates in meetings without voting rights.

d. Other academic appointees, staff, graduate students, and undergraduate students may attend meetings and speak with the assent of the majority of the voting members.

e. Certain items of business of some standing committees may have additional conditions, noted below.

III. Officers

A. Chair and Cluster Representative

The Chair of the Department is appointed by the Chancellor, in consultation with the Dean of the College of Humanities, Arts, and Social Sciences and members of the Department. Chairs generally serve terms of three to five years with the possibility of renewal. Duties of Chairs are enumerated in detail in APM 245, Appendix A.

The Cluster Representative is elected by the cluster with which the Chair does not affiliate in the Department of Sociology. The Cluster Representative will assist the Chair in carrying out some of the APM 245 duties as enumerated below. (5/2/23)

The following constitute the main responsibilities of the Chair of the Department of Sociology, with assistance, where noted, by the Cluster Representative:

1. The Chair is responsible for the maintenance of academic personnel records and reports concerning recruitment, merit and promotion. The Cluster Representative will assist the Chair in create of files for merit and promotion for his/her cluster. (5/2/23)

2. Coordinating faculty discussions about faculty recruitment and formulating requests for FTEs. Once the Department has decided on a candidate, it is the Chair's duty to see the appointment through.

3. The Chair and Cluster Representative will appoint departmental committees, chairs, and officers for his/her cluster. The undergraduate affairs committee will include members from both clusters. (5/2/23)

4. With the office of the Dean, local supervision and evaluation of staff.

5. Assuring that the Department's curricular needs are met and that all faculty members adhere to Departmental teaching load policies.

6. Planning and reviewing undergraduate and graduate teaching and scheduling and monitoring classes in consultation with the Graduate and Undergraduate Advisors. The Cluster Representative will assist the Chair in undergraduate and graduate teaching for his/her cluster. (5/2/23)

7. Scheduling and recommendation of sabbatical and other leaves to the Chancellor.

8. The Cluster Representative will assist the Chair in the maintenance and assignment of the use of departmental equipment and space. (5/2/23)

9. The Chair will schedule and chair faculty meetings of the full faculty involving personnel actions. All other faculty meetings will be held separately by each cluster. (5/2/23)

10. The Chair and Cluster Representative serve as ex officio members of the committees of their respective clusters. (5/2/23)

11. The Chair and Cluster Representative constitute the membership of an executive committee that will coordinate all matters requiring dialogue and joint-action across clusters. (5/2/23)

12. If a cluster wishes to adopt a policy change that impacts the other cluster (i.e. requires their vote to implement), it will propose the policy change according to the following process: (a) Draft policy language; (b) Request that the other cluster discuss the draft language and report back three pieces of information: a straw poll on the draft policy language as written, proposed amendments to the draft policy language, if any occur, and a straw poll on the proposed policy as amended; and (c) Incorporate the proposed amendments and draft the final language so as to achieve the highest number of affirmative votes. (5/2/23)

B. Graduate Advisor for Enrollment (6/22/18)

1. The Graduate Advisor for Enrollment is appointed by the Dean of the Graduate Division, after consultation with the Chair and members of the Department.

2. The Graduate Advisor for Enrollment is authorized to act for the full faculty on graduate student petitions. The Graduate Advisor for Enrollment may informally seek the advice of members of the Graduate Affairs Committee on petitions and may choose to bring some cases to the full committee.

3. The Graduate Advisor for Enrollment serves as Chair of the Graduate Affairs Committee when issues pertain to the advising of Graduate Students emerge.

4. Along with the Graduate Advisor for Admissions, the Graduate Advisor for Enrollment will carry out tasks associated with maintaining, improving, and communicating information about the graduate program in collaboration with other members of the Graduate Affairs Committee and the full faculty.

5. The Graduate Advisor for Enrollment usually receives a one-course reduction in recognition

of the time spent advising.

C. Graduate Advisor for Admissions (6/22/18)

1. The Graduate Advisor for Admissions is appointed by the Dean of the Graduate Division, after consultation with the Chair and members of the Department.

2. The Graduate Advisor for Admissions is authorized to act for the full faculty on issues of graduate admission and recruitment and will consult with members of the Graduate Affairs Committee and the full faculty regarding these matters.

Graduate admissions utilizes a holistic review including GPA, GRE, Letters of Rec, writing sample and Statements of Purpose and Personal History. Faculty wishing to advocate for the admission of a particular student can have no more than five primary mentees (defined as a first year mentor, MA chair, PhD chair or primary mentor of a student in between the MA and PhD). Faculty must also be willing and able to offer six years of close mentorship to the prospective student as outlined in the department's GUIDELINES FOR FACULTY-STUDENT MENTORING RELATIONSHIPS (see Appendix D of graduate manual). (12/8/21).

3. The Graduate Advisor for Admissions serves as Chair of the Graduate Affairs Committee when issues pertain to graduate admission and recruitment emerge.

4. Along with the Graduate Advisor for Enrollment, the Graduate Advisor for Admissions will carry out tasks associated with maintaining, improving, and communicating information about the graduate program in collaboration with other members of the Graduate Affairs Committee and the full faculty.

5. The Graduate Advisor for Admissions usually receives a one-course reduction in recognition of the time spent on admissions.

6. The Graduate Advisor for Enrollment and the Graduate Advisor for Admissions are usually assigned teaching responsibility for either Sociology 232 or Sociology 293.

C. Undergraduate Advisor

1. The Undergraduate Advisor is authorized to act for the full faculty on undergraduate student petitions. The Graduate Advisor may informally seek the advice of members of the Undergraduate Affairs Committee on petitions, and may choose to bring some to the full committee.

2. The Undergraduate Advisor serves as Chair of the Undergraduate Affairs Committee.

3. The Undergraduate Advisor is usually assigned teaching responsibility for Sociology 198G and 199H. Taken together, these assignments are counted as one course of teaching load.

IV. Full Faculty and Cluster Faculty Meetings

A. Full Faculty Meeting Content and Scheduling
Meetings of the full faculty occur only regarding personnel issues. These meetings are called by the Chair as needed during the regular academic year. The chair will schedule these meetings on Tuesdays from 12:30 to 2:00 p.m. during which time faculty will not be scheduled to teach. (5/2/23)

B. Quorum
A quorum for meetings of the faculty of sociology is 50%, excluding faculty who are on leave.

A quorum for cluster-based faculty meetings is 50% of the cluster-affiliated faculty, excluding faculty who are on leave. (5/2/23)

C. Decisions Requiring a 2/3rds Majority of the Voting Faculty for Approval. Voting Faculty refers to faculty who are present at the meeting at which the vote takes place and faculty who issue to the FAO (via email or paper) a vote on the issue prior to the meeting at which the vote takes place. (10/25/16)

1. Votes on hiring plans will require a 2/3rds majority of the voting faculty.

2. Job ads will require a 2/3rds majority of the voting faculty.

3. Votes on short lists will require 2/3rds majority of the voting faculty.

4. Votes to invite candidates out for an interview require a 2/3rds majority of the voting faculty.

5. Votes to offer candidates a position require a 2/3rds majority of the voting faculty.

6. Individual faculty may request the department adopt the 2/3rds majority procedure for any vote. A simple majority of voting faculty is required to put it into effect.

D. Absentee Ballots
Faculty who wish to have their votes counted on any matter that is expected to come before the faculty at an upcoming meeting that they are unable to attend may submit absentee ballots to the Chair at any time before the meeting.

E. Secret Ballots

1. All votes on academic personnel and appointment matters are conducted by secret ballot.

2. Any request by any faculty member for a secret ballot on any item of business will be honored by the chair.

F. Minutes

Minutes of meetings will be taken and distributed to all faculty in advance of the meeting at which they are to be approved, with the exception of academic personnel matters, which will have confidential minutes not for distribution. Minutes are required for all meetings of the faculty. Minutes are not required for meetings of standing or ad hoc committees.

G. Reporting the Vote.

Outcomes of all votes will be reported in the minutes as a simple division (for, against, abstaining, not available) of the voting members. The department does not follow the convention of reporting votes by rank on any matter, unless specifically required to do so.

H. Cluster-Based Faculty Meetings

The Chair and Cluster Representative will schedule cluster-based faculty meetings, including those requested by any cluster member. (5/2/23)

The Chair and Cluster Representative will coordinate with each other to ensure that cluster-based faculty meetings do not conflict in schedule with meetings on personnel that require the full faculty. (5/2/23)

In any matter requiring a full faculty vote not related to personnel, the Chair and Cluster Representative will coordinate the votes for his/her cluster with the Departments FAO and communicate them to the Chair or Cluster Representative from the other cluster. (5/2/23)

V. Committees

A. Policies Applicable to All Departmental Committees

1. Standing, specialization, and ad hoc committees are appointed by the Department Chair. When the Department is under the governance of Department Co-Chairs, both Co-Chairs must approve the assignment of faculty members to standing, specialization, and ad hoc committees. Due diligence must be made to fill vacant committee positions by faculty members in a timely fashion and in accordance with the Department's by-laws. (11/13/18) Committees serve from 1 July until 30 June each year. The Chair will seek to make appointments for the next academic year during the Winter quarter, so that committee business can continue un-interrupted, and students can plan for Summer activities during Spring quarter. (4/25/2012)

2. Chairs and members of all standing committees, sub-committees, and ad hoc academic personnel committees are voting members of the faculty.

3. The Chair, in making appointments of committees and chairs endeavors to equalize service burdens on faculty, include diverse points-of-view, and rotate membership over time.

4. Assistant Professors will normally be assigned no more than one specialization committee and no more than one departmental committee per year and will not be asked to chair any committees. They will generally be assigned less Departmental service responsibilities than tenured faculty. (05/07/21)

5. With the approval of the Chair, one or two graduate student representatives nominated by the

Sociology Graduate Student Association participate in meetings without voting rights.

B. Standing Committees and Sub-Committees.
Standing committees and their sub-committees are authorized by the Chair to take certain specified actions; in areas where not specifically charged with final authority, standing committees and sub-committees make recommendations to the full faculty.

1. Undergraduate Affairs Committee

a. This committee advises the Chair and the Department in undergraduate instruction.

b. This committee prepares, reviews, and recommends to the full faculty proposals for course and curricular modifications.

c. This committee oversees the Department's Honors program.

d. This committee also selects and nominates candidates for awards at graduation.

e. This committee completes or oversees lecturer observations and serves on ad hoc committees for lecturers' merit and promotion files. (05/07/21)

f. This committee makes recommendations regarding pre-Six lecturers for appointment and reappointments. (05/07/21)

g. This committee completes the annual learning assessment report. (05/07/21)

h. This committee consists of at least two voting members of the full faculty. (05/07/21)

i. At some times in the past, undergraduate and possibly graduate student representatives participated in meetings of the committee, without voting rights.

2. Graduate Affairs Committee

a. This committee advises the Chair and the Department in graduate instruction.

b. This committee prepares, reviews, and recommends to the full faculty proposals for course and curricular modifications.

c. This committee determines the administrative procedures of the graduate program.

d. This committee consists of at least five voting members of the faculty when graduate admissions are open. When graduate admissions are closed, the committee consists of at least three voting members. (05/07/21)

e. Non-ladder academic personnel and graduate students may not be present or participate in actions regarding individual graduate students.

3. Computing and Technology Committee

a. This committee advises the Department on the adoption of digital technologies to teaching, service, and research – and supporting administrative – practices.

b. This committee also oversees policies governing use of the Computer Teaching Lab and the Graduate Computer Lab.

4. Recruitment Committee

a. This committee assists the Chair in planning and conducting solicitation of applications, recruiting, and visits of candidates for faculty positions in the Department. The committee also reviews applications for positions and recommends short-lists to the full faculty. However, the full faculty also are given access to all recruiting files and invited to present additional candidates.

b. This committee consists of at least three members of the faculty. The Chair also frequently participates in meetings of the Recruitment Committee as an ex officio member.

c. The most common historical practice is for the Recruitment Committee to have a regular membership that deals with all matters; in some years in which we are making multiple hires, however, we have had different subcommittees for each position.

d. The Recruitment Committee provides advice on the appointment, assessment, and reappointment of lecturers, associates in, and Visiting Professors.

5. Colloquium Committee (03/05/21; 05/07/21)

a. This committee advises the Chair on non-regularly scheduled instructional activities sponsored by the Department.

b. The committee is composed of at least two regular faculty members. (05/07/21)

c. One or two graduate student representatives also participate in meetings of the Colloquium Committee.

d. The Colloquium Committee works with the Recruitment Committee to use outside "job talks" as colloquia. Often the Committee has worked with Graduate Affairs and/or SGSA to provide opportunities for graduate student presentations. The committee also provides opportunities for ladder faculty to present their research.

e. In recent years, the Colloquium Committee has been provided with a budget allocation, and delegated authority to expend it. In some years in the past, expenditures were requested by the Committee one at a time, with final determination in all cases being made by the Chair.

f. The Colloquium Committee is responsible for organizing the annual Graduate Student Research Forum, which sometimes occurs during Graduate Preview Day. (03/05/21)

g. In addition to other responsibilities listed in the by-laws, the Colloquium Committee is required to organize practice job talks by interested graduate students and to collaborate with the Department webmaster to ensure that colloquia events are posted on the Department website at least once per quarter. (05/07/21)

6. Graduate Awards Committee (10/17/2017, 6/4/20; 1/15/21)
a. This committee solicits nominations and selects the winner(s) of the Department's annual award given to:
      1.. Christopher Chase Dunn Outstanding Co-Authored Paper Award (to begin 2021-2022 in honor of Dr. Chase-Dunn's career, for papers co-authored between UCR Sociology Graduate Students and Faculty Members (1/15/21).
      2. Outstanding Graduate Student Paper Award for Quantitative and/or Mixed Methods Research (for solo-authored papers or papers co-authored by graduate students) (1/15/21)
      3. Outstanding Graduate Student Paper Award for Qualitative or Theory Research (for solo-authored papers or papers co-authored by graduate students) (1/15/21)
      4. the Outstanding Faculty Mentor of Graduate Student(s) in the previous year (To be awarded in Winter
      5. the Outstanding Teaching Assistant for a sociology course in the previous year (To be awarded in Winter)

b. This committee nominates in Spring sociology graduate students as candidates for the Graduate Division's Outstanding Teaching Assistant Award and Distinguished Teaching Award,

c. This committee informs faculty and students about other award opportunities and encourages nominations.

d. This committee is composed of three members of the faculty. (Note: The chair may reduce the number of members from three to two in cases of emergency – that is, extreme service burden on the faculty.)

e. When a student is nominated for a graduate award, and a member of the Awards Committee is a member of the student's committee, the faculty member will recuse him/herself from the review of that student's award application. This same practice will apply when a member of the Awards Committee is nominated for the faculty mentoring award.
f. Below is the advertisement for several awards that can be used every year. The committee can decide on the exact deadline for submission and notification of winners for the Winter and Spring quarters. (2/19/18)

Outstanding Faculty Mentor of Graduate Students Award (Awarded Winter)
We invite nominations for the Outstanding Faculty Mentor of Graduate Students Award. This award seeks to recognize a Sociology faculty member for outstanding efforts in graduate student mentorship.

Please submit your letter of nomination by email attachment to the Graduate Awards Committee Chair. Graduate student nominations are required although they may be supplemented by support from faculty. To help the committee in their adjudication process, please provide a nomination letter (1-2 pages maximum) that details why the faculty member is deserving of this award, including examples of efforts commensurate with such a recognition. Nomination letters submitted or endorsed by multiple students and/or faculty members are welcomed.

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Graduate Teaching Assistant Award (Awarded Winter)
We invite nominations for the Sociology Graduate Teaching Assistant Award. This award seeks to recognize a graduate student for outstanding efforts as a teaching assistant in a Sociology course during the previous academic year (Fall, Winter, and Spring). It does not include any quarters in the current academic year.

Please submit your letter of nomination by email attachment to the Graduate Awards Committee Chair. Self-nominations as well as faculty nominations of graduate students are welcomed. To help the committee in their adjudication process, please provide a nomination letter (1-2 pages maximum) that details why the individual is deserving of this award, including examples of efforts commensurate with such a recognition. Please attach teaching evaluations and any letters of support from undergraduate students and/or faculty.

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7. Committee on Equity (4/8/21)

a. This committee will have the following charges:

(1) Advise the chair on teaching and teaching assistant assignments.

(2) Advise the chair on committee assignments, the allocation of other service responsibilities, and other departmental resources such as office space.

(3) Advise the chair on personnel letters:

(a) The chair and 1 member of this committee will work together to draft personnel letters.

(b) The member of the committee assisting the chair will be as close as possible to the candidate's substantive, ideological, and/or methodological emphasis, and committee members will therefore rotate in this role.

(c) The chair and these committee members will strive to make the best possible case for a given candidate.

(4) Be available to faculty and students to discuss grievances in lieu of the chair, where necessary. When requested by an aggrieved faculty member or student, -- whether the issue be individual or collective or between faculty, students, or both -- member(s) of this committee may provide advice, referral to the appropriate offices and resources external to the department, and/or assistance in seeking a remedy.

b. This committee must represent the diversity of views in the department. It is composed of three tenured members of the faculty nominated by the chair and confirmed by a majority of the ladder-ranked faculty.

8. Publicity and Webmaster (11/1/2016; 05/07/21)

The faculty assigned to serve as 'publicity and webmaster' help to update the content of the Department website and also publicize Sociology faculty and student achievements in the department, CHASS college, and university (in consultation and collaboration with the Department Chair, Graduate Adviser of Enrollment, the Undergraduate Adviser, and the Awards Committee Chair, and Kelvin Mac or relevant campus staff). This service position is charged with collecting and making visible the achievements of our graduate students and faculty, such as (1) regularly sending email updates to the CHASS Dean and Jeff Girard or relevant CHASS public relations office staff; (2) producing and distributing congratulatory emails and/or verbal announcements during faculty meetings and other Department events; and (3) producing and posting content on notable achievements by Sociology faculty and students for the Department website at least once per quarter. If desired, this person may also produce a department newsletter to be posted on the Department website. Like other Department Committees, SGSA representative(s) may be assigned to assist faculty assigned to this position.

C. Proposal to Reduce Size of Standing Committees (5/24/16):

There has been a significant reduction in faculty in the most recent past due to retirements and loss of faculty to other departments or universities. Three more faculty will retire at the end of this academic year. To be sensitive to the service load of the faculty, we propose to temporarily reduce the size of the following three standing committees:

Reduce Graduate Affairs Committee from 5 to 4

Reduce the Graduate Awards Committee from 3 to 2

Reduce the Newsletter Committee from 3 to 2

Given that the department will be under a co-chair administration and the co-chairs will be ex officio on every committee, their presence on each of these committees will offset the reduction of a faculty member on each of these committees. When the faculty return to a healthy size, we can increase each of these three committees by 1 as currently indicated in the department bylaws.

D. Specialization Area Committees

1. These committees develop, administer, and determine final grades on specialization examinations under policies determined by the Graduate Affairs Committee for all specialization committees.

2. Each specialization committee shall consist of at least three members of the faculty.

3. Rules for the evaluation of student examinations are specified in the Graduate Program Manual.

4. Committees have varied widely in the methods that they use to create and administer examinations. There are no formal policies governing how committees perform these tasks, other than a requirement that examinations be graded within ten working days.

E. Advocacy Committees (5/8/13)

1. These committees review the appraisal, promotion, and career review files of faculty candidates. (5/8 and 11/19/13)

 2. Our practice is for advocacy committees to orally present their reports at full faculty meetings, in addition to circulating written reports in advance of the meeting.

3. Each committee shall consist of two or three members of the faculty selected from a list of 3-5 names submitted by the candidate to the Chair and Cluster Representative representing the candidate's cluster (5/2/23)

4. The Advocacy Committee is known to the candidate and the faculty. (5/8/13)

5. The Advocacy Committee reads, comments, and provides constructive criticisms and input on candidates' Self-Statements; gives the most generous reading of the file possible; points out and highlights the strengths of the file; and anticipates, identifies, and counters possible weaknesses in the file that may be raised beyond the Department, particularly by CAP. (5/8/13)

VI. Appointment of Faculty

A. Requesting New or Replacement Ladder Faculty Lines
The Dean of CHASS usually consults with the Department in the process of developing the college's annual proposal for new or replacement faculty lines. The Dean usually informs the Chair about the procedures and materials that the Department is to supply to this process in the Fall or Winter quarters, and the timing and procedures vary from year to year. Generally, the Chair has acted as a single point of contact with the Dean in these matters, keeping the faculty informed, and calling additional meetings if necessary.

B. Drafting Position Descriptions

When authorization to conduct a search for a new faculty member has been granted, the full faculty meet to draft the position description. The draft position must then be approved and is often modified by the Dean's office and other officials before the advertisement can be made public.

C. Recruiting for Ladder Faculty Positions

1. General

Recruiting for ladder faculty positions follows the guidelines included in the Faculty Recruitment and Hiring Toolkit that is posted under Academic Personnel on the UCR website. The predominant Departmental practice, historically, has been for the Recruiting Committee and its Chair to take primary responsibility for recruiting up to the time when a preliminary offer is made. From that point on, the Chair has been the main point of contact. The Chair and office staff manage visits and post-visit contacts, but in many years the Recruiting Committee has also played an active role in this process. In some years, separate committees have been used for each position; in other years, a single standing Recruiting Committee has been used.

2. Departmental Procedures for Selecting Candidates for Interviews for Ladder Positions

a. Preparation for the Departmental Meeting

(1). One or two weeks before a Departmental meeting at which candidates for interviews are to be selected, all Department members are provided an opportunity to examine all the files. The full faculty will have access to all files at the same time they are made available to the Recruitment Committee. (1/11/2012)

(2). In the week before the faculty meeting at which files are to be discussed, the Recruitment Committee will send to the full faculty via the Department Chair a "short list" of nominees whom the Committee recommends as possible candidates for interviews. (1/11/2012)

(3). Additional candidates may be nominated by faculty who are not members of the Recruitment Committee. To be included among the candidates who are voted on at the faculty meeting, these additional nominations must have been made or seconded by at least two faculty members, and must be submitted no later than 24 hours prior to the meeting at which candidates are to be discussed and voted on. Additional nominations will not be accepted at the time of the meeting. (1/11/2012)

(4). Additional candidates may also be nominated by the Recruitment Committee until 24 hours before the meeting, as additional files are received. (1/11/2012)

(5). 24 hours before the meeting at which the vote on candidates is to be held, the Department Chair will circulate to the faculty a final list of all candidates nominated by the Recruitment Committee or by other faculty members. Faculty members who cannot attend the meeting can submit absentee ballots in favor of up to three candidates in advance of the Meeting. (1/11/2012)

b. Procedures at the Departmental Meeting

(1). Faculty who cannot attend the Departmental meeting have occasionally submitted written messages to the Chair identifying candidates who they recommend that we include or exclude from the list of candidates to be invited for interviews. Such messages when received are read aloud by the Chair early in the meeting, and are included in final votes.

(2). The discussion of candidates is led either by the Chair of the Recruitment Committee, or by the Chair of the Department.

(3). Discussion of candidates usually begins with the names on the short list submitted by the Recruitment Committee being written on the blackboard. Individual faculty members are then invited to express their opinions about each candidate until every faculty member who wishes to speak has been heard.

(4). At the meeting, faculty will share their impressions of the strengths and weaknesses of the various candidates, and will then proceed to vote. All faculty will have an opportunity to mark their ballots in favor of up to three candidates. Ballots submitted by absentees will be counted at the same time as those submitted by faculty who are present at the meeting. (1/11/2012)

(5). Ballots will be counted as soon as they are collected. As soon as the results of the vote are known, faculty will consider motions about how many of the highest ranking candidates to invite to the campus for interviews. (1/11/2012)

(6). At the end of these discussions, someone makes a motion recommending that three or four specific candidates should be invited for interviews. Whether three or four candidates are named in the final motion varies from recruitment to recruitment. Factors taken into account in this decision have included the possibility that the Dean might be willing to hire two candidates, the likelihood that the Dean would be willing to fund travel for four candidates, and how close to each other the third and fourth leading candidates ranked in the final straw poll. Sometimes, these final lists of names have involved more complicated strategies: for example, invite the top three, but if one is no longer available, invite the fourth; or alternatively, stick to the two remaining names, but if we don't like them, invite two more. Whether we ask the Dean for permission to interview three or four candidates, we also designate the candidates who ranked after them in our final poll as alternates. In sum, the advice of the faculty to the Chair and Dean is sometimes a bit complicated, and varies from case to case.

D. Appointment, Assignments, and Oversight of Non-Ladder Faculty (Associates-in, Lecturers, Visiting Professor Series)

Each year the curriculum plan includes a considerable number of regular courses that will not be staffed by ladder faculty. As with all other appointments to teaching positions, there are extensive rules, policies, and procedures that closely regulate many of the aspects of

employment of non-ladder faculty. Within these constraints, departmental practices have been as described below.

1. The Chair is responsible for the appointment and assignment of non-ladder faculty.

2. The Chair, following standard procedures, prepares position advertisements which must be approved by the office of Affirmative Action and the Dean, and conducts recruitment of candidates for positions. This is generally done as far in advance of the teaching term as possible. Media used to advertise non-ladder positions include:

a. the Departmental website

b. e-mail messages to all California colleges and universities

c. e-mail messages to List-serves and sections catering to female and minority jobseekers

d. e-mail messages to individuals who have asked to be placed on our mailing list

e. notices in the mailboxes of our own graduate students.

3. The Chair and Recruiting Committee evaluate and select candidates.

4. In making selections, the Chair and Recruiting Committee endeavor to select candidates with the strongest teaching abilities and most relevant professional knowledge and experience for each course to be offered.

E. Visiting and Courtesy Faculty Appointments

1. It is common for the department, or for individual faculty, to receive solicitations for visiting or courtesy appointments in Sociology. Such appointments are made without salary, but do have resource implications for the department. Visiting and courtesy appointments do not confer or require teaching in the program – though sometimes courtesy/visiting scholars are recruited for regular or unscheduled instruction (mentoring, advising, colloquia, etc.) following the same procedures as those used for any other candidates for such responsibilities.

2. Our general practice has been to have proposals for visiting/courtesy appointments brought to the full faculty. Generally open discussions of each proposed appointment are held, followed by a formal vote for appointment.

3. Visiting Assistant Professors (VAPs) may be a member of a Master's Thesis Committee and Chair a Master's Thesis Committee.

a. Visiting Assistant Professors may serve on master's thesis committees as members or chairs, assuming the student plans to complete the work within the period of the VAP's current contract. If that plan is not realized and the VAP leaves the university, the VAP and student should work together to identify a replacement member or chair. In the case of a need for a

replacement chair, the VAP and student should first look to the current committee members for a replacement. (11/08/16)

VII. Evaluation of Faculty

A. Mentoring and Integrating New Ladder Faculty (2/14/17)

To facilitate the introduction of newly hired faculty, tenure-track faculty will be asked by the Department Chair(s) no later than a month before their appointment begins to nominate two Sociology faculty to serve on their mentoring committee for the following year. Nominated faculty will then be asked by the Department Chair(s) if they are willing and available to serve in this capacity. The faculty mentors can be changed at any time should the arrangement not work out for either the new faculty member or any mentoring committee member. A request for reassignment should be made to the Department Chair(s).

The committee is expected to meet with the new faculty member at least twice a year (for example, in the fall and spring) to discuss the faculty member's progress and plans. A mentoring committee shall remain in place for the faculty member until s/he is tenured. The faculty in the Department of Sociology recognize that mentoring new faculty is not the sole responsibility of the mentoring committee. All departmental faculty are expected to do their part to foster the intellectual and professional growth of junior colleagues.

When a mentoring committee is formed, attention should be given to whether the faculty mentors' research interests overlap with the new faculty member's research interests so that the mentors can provide feedback on research papers, grants, and other substantive-related work. Feedback should be constructive and timely. Mentors also may provide professional help in advancing the faculty member's career locally, nationally, and internationally. They may suggest training and professional development opportunities (such as writing groups and grant writing workshops) and aid in building the faculty member's professional network.

Within the department, before their first week of classes, new faculty should receive orientation from staff including the undergraduate advisors and other college personnel that will facilitate getting their work done, such as how to use the copier, obtain office supplies, respond to undergraduate concerns, get grant help and so forth. The Department Chair(s) also should provide close assistance throughout the year when key issues arise such as following the fall department evaluation in which they can provide useful feedback regarding merit and promotion, and during winter departmental teaching assignments and spring committee assignments where they can be attentive to the new faculty member's work load.

The new faculty member should be encouraged to participate in other mentoring programs that may advance his/her career, including local programs such as the College of Humanities, Arts, and Social Science Mentor program and UCR's Faculty Women's Association Mentor Program. There also are national programs available for young faculty, such as the National Center for Faculty Development and Diversity and mentorship programs available through the American Sociological Association (ASA), including through any of the official sections of the ASA.

B. Merit, Promotion, Appraisal, Quinquennial, and Career Review Procedures – Ladder Faculty

The academic personnel process for ladder faculty is regulated in detail by general university policies, and revised annually in "the Call." Recent Departmental practices for the conduct of personnel reviews are described below.

1. The Chair and Cluster Representative act as the primary point of contact with candidates in his/her cluster (5/2/23).

2. For appraisals, promotions, advancements, and career reviews, the Chair and Cluster Representative appoint an advocacy committee consisting of members of the candidates' cluster and/or members of another cluster as nominated by the candidate. (5/2/23)

3. For promotions, advancements, and careers reviews, for which external reviews are solicited under the rules of the Call, the Chair and Cluster Representative representing the cluster with which the candidate affiliates invite the candidate to submit names of qualified reviewers and of persons who should not be solicited to act as reviewers, and invites the full faculty to submit names of possible department-nominated reviewers. This will occur during the Winter quarter of the year preceding the promotion review unless the candidate wishes a later date. To maximize the chances that potential letter writers agree to write for Sociology candidates, the Chair and Cluster Representative will send informal solicitations to potential letter writers no later than the end of the Winter quarter unless the candidate wishes a later date. (5/2/23)

a. External reviewers must be of academic rank at least as high as the rank proposed.

b. External reviewers should have publications that are similar to those of the candidate in subject matter, in methods, and/or in theoretical approach.

c. If after applying the two criteria above more names of qualified reviewers have been nominated than are needed, the department begins by inviting evaluations from potential reviewers from other UC campuses or comparable RI research-oriented universities or from particularly prestigious or well-known scholars.

d. Names of potential external reviewers should be solicited and discussed as an item on the agenda of a regularly scheduled faculty meeting. Normally these discussions should take place at a faculty meeting held during the Spring term. Nominations are solicited by email only when the timing of the review makes discussion of names at a meeting impractical.

e. The advocacy committee that has been appointed for a review will be utilized both to generate names of potential reviewers and to vet recommendations for reviewers. If the advocacy committee does not see names that have been nominated by the full faculty as appropriate, an explanation is to be provided for each name that has been excluded.

4. At meetings of the full faculty where reviews of ladder faculty are conducted, the advocacy committee presents reports.

5. The process of making decisions, compiling the departmental "letter," and most other aspects of the process are specified in the Call. In cases where the candidate occupies a cluster that

does not include the Chair, the "chair-tasks" outlined by the Call will be conducted by the Cluster Representative but the chair retains the duty to communicate to the campus administration. (5/2/23)

6. All ladder faculty may debate and vote on all merit and promotion actions with the exception of spouses or domestic partners of the candidate under review, or other persons with whom the candidate has a relationship that would constitute a conflict of interest.

7. Faculty who will be absent from the meeting at which a merit or promotion review takes place may submit an absentee ballot in writing in advance of the meeting.

8. To assist in the preparation of Departmental letters, all faculty are asked to write one or two lines on their ballot summarizing the reasons that led to their vote, whether their vote on the proposed action is yes, no, or abstain. Ballots will also provide boxes to check representing the most significant grounds for abstentions, such as relationship with the candidate, too different from my own work, and lacked time to review the file (11/19/13).

9. The numerical outcome of the vote is reported in the Departmental letter, not the minutes of the meeting.

C. Oversight of Non-Ladder Faculty (Associates-in, Lecturers, Visiting Professor Series)

1. The Chair is responsible for the oversight of non-ladder faculty.

2. Each Associate-in is assigned a faculty member to supervise their teaching. This faculty monitor is identified in the letter of appointment. Associates are also evaluated with the help of the Ieval system.

3. Procedures for the evaluation and oversight of other non-ladder appointments are governed by the MOU between UC and the lecturers.

VIII. Curriculum

A. Roles of Faculty and Staff
In curriculum, the faculty of the Department play the leadership role under the principle of shared governance. The process of resourcing, scheduling, and coordinating curriculum offerings is very complex. Extensive staff expertise, input, and support are necessary to assure that curricular goals are met to the highest degree possible. Revisions of the curriculum (adding, modifying, deleting courses and requirements) are also primarily the responsibility of the faculty. Again, extensive staff input and support are essential to optimize curriculum change.

B. Planning Course Offerings

1. Data

In determining which courses will be offered in a coming year, including frequency, quarter, day and time, and number of seats, the Chair and staff first compile the following kinds of data:

a. The preferences of individual ladder faculty (usually by way of a survey of preferences chosen from a list of all courses offered by the Department)

b. The past year's offerings

c. Ladder teaching personnel availability

d. For graduate curriculum planning, the Graduate Advisor conducts an annual survey of currently enrolled graduate students about their course needs and preferences.

e. The Chair may also solicit or receive informal advice from the Graduate and Undergraduate Advisors, and/or from specialization committees or their chairs.

2. The Chair, working with administrative support, develops a preliminary curriculum plan for the next academic year, and receives feedback on it from individual faculty. The final plan is usually provided to each of the faculty and made public as information for students.

3. It is rarely possible to fully anticipate all the contingencies that affect the execution of the annual plan (e.g. availability of faculty, unanticipated changes in resources, new directives from the College or Graduate Division, etc.). When changes are required, the Chair normally consults informally with individual faculty, and often with the Graduate and Undergraduate Advisors.

C. Adding, Modifying, and Deleting Courses and Degrees
Curricular changes require the approval of Senate committees. The Department votes on changes in courses or requirements for degrees using standardized approval processes.

1. Sometimes the impetus for curricular change comes from outside the department – Deans, the College Executive Committee, or other campus units may make requests (usually to the department Chair) for changes in cross-listed courses or in electives applicable toward joint degrees. In these cases, the Chair consults informally with the Graduate or Undergraduate Advisor, and proposals may be developed for consideration of the full faculty.

2. Sometimes the impetus for curricular change comes from the Graduate or Undergraduate Affairs Committees. Such proposals are developed in a variety of ways, and result in course proposals and justifications presented to the full faculty for approval.

3. Sometimes the impetus for curricular change comes from individual faculty, who may place course proposals on the agenda of faculty meetings directly. Often individual faculty consult with the administration and/or Graduate or Undergraduate Affairs Committees in the development of these proposals. When proposals have not previously been reviewed by the relevant committee, faculty often recommend that the matter be considered by the relevant

committee before being put to full faculty for a vote, unless time constraints make such consultation unfeasible.

IX. Faculty Teaching and Workload

A. Numbers of Courses and Office Hours

1. In CHASS the normal faculty workload in 2015-2016 is 4 regularly scheduled courses per year, excluding reading courses, supervision of independent research and dissertations, internships, and Sociology 302.

2. Faculty are expected to participate in other formally organized instructional activities as part of their normal contribution to teaching. These include directing individual and group research, directed reading, and internships at the undergraduate and graduate level, including Sociology 302.

3. Faculty are also expected to participate in other non-credit instructional activity as part of their normal contribution to teaching. This includes participation in lectures, colloquia, reading/discussion/research groups and other similar activities.

4. All faculty are expected to hold a minimum of three open office hours per week.

5. Reductions in regular course teaching loads and special standing assignments
Reductions in teaching load require the approval of the Dean of CHASS, and are governed by College policies. Special standing teaching assignments (e.g. teaching the graduate pro-seminar) are made by the department chair, but have been traditional practices. Past practices on load reductions and special assignments are described below.

a. The Chair receives a two-course reduction

b. The Graduate Advisor receives a one-course reduction, and usually teaches Sociology 232, the Proseminar.

c. The Undergraduate Advisor is usually assigned teaching responsibility for Sociology 198G and 199H throughout the year, for which he or she receives teaching credit equivalent to one course.

6. Reductions in teaching loads due to leaves.
College policy governs the reduction in normal teaching load for leaves. Special leaves (e.g. for illness or administrative tasks) are granted only by the Vice Chancellor for Academic Personnel, and reductions in regular teaching load are by arrangement.

7. Reductions in regular course teaching loads from buy-outs
Faculty may receive funding from grants and contracts intended to relieve them from regular teaching, so that they may increase effort devoted to the grant or contract. Faculty may buy out courses with funds arising from grants, contracts, or gifts, but may not buy out courses with

personal funds. Approval of such proposed reductions is at the discretion of the Chair. The Chair considers the needs of staffing the curriculum when considering requests for buy-outs. With the advice of the full faculty, in 2009-2010 the Chair set the cost of a buy-out at $10,000 per course. In future years, the Chair will continue to monitor the actual incurred costs of buy-out replacements, and will seek the advice of the full faculty on modifications of this rate if, and when, they become necessary.

B. Assigning Faculty to Courses
The assignment of faculty to teach regular courses is, under the APM, at the discretion of the department Chair. The Chair has traditionally followed certain practices in making assignments, many of which originated in recommendations that emerged from on faculty discussions.

1. The Chair usually surveys the faculty regarding their preferences for being assigned to teach the courses in the curriculum plan and whether there are any times in which they are unavailable to teach. (10/19/2010)

2. To the greatest degree possible, the Chair has usually endeavored to observe the following practices in allocating teaching assignments among faculty.

a. Faculty are normally assigned to teach two or three undergraduate courses and one or two graduate courses each year as part of their four-course annual teaching load.

b. Faculty teach Monday/Wednesday/Friday or Tuesday/Thursday on a rotating basis, each quarter of teaching M/W/F followed by one quarter Tuesday/Thursday, followed in turn by another quarter M/W/F.

c. Faculty are assigned to teach in early morning, mid-day, and late-day time slots in proportion to the number of courses that are scheduled to take place in those hours and bearing in mind constraints to their availability, if any. (10/19/2010)

 3. During the academic year, it is often the case that modifications of teaching assignments must be made to meet the curriculum plan, and unexpected exigencies. To the extent feasible, the Chair informs and consults with the Graduate and Undergraduate Advisors and/or committees when such changes occur.

X. Appointment, Assignment, and Oversight of TAs, Readers, and Research Assistants

A. Final departmental authority and responsibility for the appointment, assignment, and oversight of teaching assistants lies with the Chair, as specified in APM. Numerous policies at the University, Graduate Division, and College levels govern many details of these matters. Procedures for appealing decisions are detailed in University policies.

B. Appointment of TAs

1. A very large proportion of all TA appointments are constrained by recruitment contracts between the University and individual graduate students. The Chair allocates TA appointments

to meet these contractual obligations before any other considerations. Most financial aid contracts specify that students must be making normal degree progress, including having a cumulative GPA of 3.5 or better. If these conditions are not met, the Chair (with the advice of Graduate Affairs) may choose not to appoint or re-appoint a TA, following relevant rules and procedures.

2. TA appointments that are not contractually required are made by the Chair, in consultation with the Graduate Affairs Committee, taking into account the factors listed below in the following order.

a. The request of the graduate student to be considered for appointment. For TA positions that are not contractually required, the Chair usually surveys all enrolled and newly matriculating graduate students regarding their desire for appointment as TA, and their preferences for appointments in courses.

b. The progress of the student in the program (usually as summarized in the annual graduate student evaluation), or prior credentials (for newly matriculating students).

c. Students who have obtained fellowship or GSR funding in addition to that specified in their initial financial aid offers will receive preference for additional TA appointment. Students must be in good standing and making expected progress toward the degree; they may receive preferences for only three additional quarters of support (4/16/2012).

d. The number of quarters of prior TA experience at UCR, with preference given to applicants who have less experience (4/16/2012).

e. Applicants at or beyond the 21st quarter of enrollment will be ranked behind all other applicants (4/29/2014).

f. The evaluated quality of the past teaching performance of the candidate, if any. Candidates will be asked to provide the Graduate Affairs Assistant copies of past TA evaluations from the past 3 quarters.

3. Appointments that are not contractually required may vary in term from a single quarter to multiple quarters. The Chair endeavors to make appointments as early as possible, and to notify the Graduate Advisor of appointments as soon as they are made.

C. Assignment of TAs to Classes

The assignment of TAs to courses is done by the Chair, who will consider the following factors:

a. The areas of academic specialization and prior teaching experience of each candidate, relative to the needs of the curriculum plan.

b. Any informal recommendations of faculty, the Graduate Advisor, and Undergraduate Advisor regarding individual candidates.

D. Oversight and Evaluation of TAs

1. Oversight and evaluation of TAs are extensively governed by labor contracts and policies set outside the Department. The department Chair seeks to make faculty supervisors aware of their rights and responsibilities by providing access to policy materials, announcements, Ieval reports, and informal consultations.

2. Faculty are requested to provide evaluations of each of their teaching assistants at the end of each quarter. Results of these evaluations are made available to the Chair of the department and the Graduate Affairs Committee.

E. Appointment, Assignment, and Oversight of Readers

1. The policies and procedures used to select readers are parallel to those for Teaching Assistants.

a. The Chair generally has followed the practice of formally surveying eligible graduate students about their interest and availability for appointment.

b. The Chair has often received input from faculty requesting reader support regarding the suitability of possible appointments.

2. College policy currently limits the appointment of readers to courses with a minimum of 60 students per class. Appointments are made in support of a specific course for a fixed maximum number of hours, currently set by the College at one hour per student enrolled. The Department may offer less than this upper limit, depending on resource constraints and the volume of work to be done.

3. The Chair generally informs the Graduate Advisor about the appointment of readers, as this may affect progress in the program.

F. Appointment, Assignment, and Oversight of Research Assistants

1. Research Assistants are funded from specific grants or contracts. In rare cases, some of these funds may be internal University funds, but more commonly they come from external sources. Research grants and contracts are, technically, held by the Regents, not by individual faculty principal investigators (PIs). Consequently, the University rather than the PI has final authority in all matters regarding RAs.

2. There are numerous policies, procedures, and guidelines regarding RA appointments and work that the department and PIs must observe. Some very good sources of information and answers to questions about RAs are the Department MSO, the Grants Analyst, the Vice Chancellor for Research Affairs, Graduate Division, and union guidelines.

3. While RAs are employed by the Department on the recommendation of their PIs, long-standing and widely accepted practice gives the Principal Investigator wide latitude over the selection, appointment/dismissal, assignment, and oversight of RAs within the limits of general University policies and procedures. Neither the department Chair, full faculty, nor any faculty committee has the authority to direct PIs in these matters. Department faculty acting as PIs on grants or contracts often consult with the Department administration before offering appointment or making a dismissal from appointment to ensure compliance with University policies.

XI. Summer Session
The policies and procedures regarding summer session differ from those applicable to the other three quarters.

A. Determining What Courses to Offer and Numbers of Seats

1. In December of each year the Chair prepares a list of courses that the Department wants to teach in the following summer.

2. The Chair may seek the advice of the Graduate and Undergraduate Advisors, as well as staff, in setting goals for summer session offerings.

3. Normally, the Chair seeks to maximize the numbers of courses and seats scheduled for the summer session because this provides teaching experience, employment for faculty and graduate students, and a share of summer school revenues (the main source of "discretionary" departmental income).

B. Recruiting Faculty

1. Recruitment for teaching in summer session generally occurs during Winter and Spring quarters. As in the case of other non-ladder positions, media used to advertise summer teaching positions include:

a. the Departmental website

b. e-mail messages to all California colleges and universities

c. e-mail messages to individuals who have asked to be placed on our mailing list

d. notices in the mailboxes of our own graduate students.

2. Recruiting, selecting, and negotiating terms of employment for summer session is done by the Chair with the assistance of staff. The Chair may also request the assistance of the Graduate Advisor, Undergraduate Advisor, or individual faculty in evaluating candidates.

3. Oversight and supervision of faculty in summer session is conducted by the Chair.

C. Teaching Assistant Appointments

1. Some summer session courses employ teaching assistants. Employment and appointments of TAs in the summer session is at the discretion of the Chair, who may seek the advice of the Graduate Advisor or individual faculty. Generally, the Department administration has surveyed currently enrolled students about their interest and availability for such appointments and their preferences regarding courses.

2. Procedures for evaluating and supervising TAs in summer session have generally paralleled the processes used in other quarters.

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The governance structure as detailed above will go into effect on the day it is approved by the voting faculty.

This governance structures includes the following three components: (a) Chair and Cluster Representative system as detailed above; (b) Cluster-based faculty meetings on all matters but personnel as detailed above; (c) Standardized personnel procedures for promotions as detailed above.

The governance structure aims to accomplish the goals of (a) equal representation of clusters in decision making processes ONLY regarding personnel, teaching, space/equipment, and committee assignments; (b) reduced interpersonal conflict among faculty and a healthier space for policy deliberation on matters affecting the full faculty; (c) equity in the personnel process for promotions, with maximum probability that candidates will be reviewed by their preferred letter writers.

The Department will evaluate the degree to which this governance structure accomplished the intended goals by re-voting on this system in two years (the spring quarter of 2025). (5/2/23)

Appendix A
Statement of Principles (3/14/06; 1/4/14; 5/26/15)

The faculty, staff, and students in the UCR Sociology Department are committed to working collaboratively to promote and support cooperation, reconciliation, mutual respect, and trust. The following principles underlie the spirit of collaboration vital to building a departmental culture that recognizes and values diversity.

1. Build Sociology at UCR
We are committed to developing the UCR Sociology program into a premier research and teaching department in the UC system and in the country. Central to the development process is the involvement of faculty and graduate and undergraduate students in cutting-edge research and the enhancement of the department's curricular offerings and graduate and professional training opportunities.

2. Commitment to Diversity
A diversity of approaches within sociology is a hallmark and strength of the discipline and this department. It is in our collective interests to achieve the highest level of excellence in the full range of theories, methodologies, and approaches to knowledge that constitute the broad field of sociology. We therefore commit ourselves to promoting multidisciplinary and interdisciplinary approaches as necessary for developing sociology at UCR into a premier academic discipline. To build a sociology program that respects and promotes social and intellectual diversity in its teaching and research missions, the department is committed to recruiting students, staff and faculty that are representative of the diversity necessary for building an inclusive academic culture.

3. Advance the Discipline of Sociology
We are committed to cultivating the discipline of sociology and the sociological imagination of our students.

4. Promote Mutual Respect
We agree to respect our colleagues within Sociology at UCR, to interact in mutually respectful ways, and to acknowledge the qualifications of scholars in various subfields to establish standards of inquiry within those subfields.

5. Share Responsibilities and Decision-Making
To promote transparency in departmental governance, department operations at all levels incorporate the viewpoints of its faculty, students, and staff.

6. Social Responsibility
Because of our discipline's special awareness of issues of social inequality, including but not limited to those based on class, race, ethnicity, gender, or sexual orientation, the department will make every effort not to replicate these inequalities ourselves. We will take care to allocate opportunities fairly and to make the principles of allocation transparent. We will also provide special help and encouragement to students from historically under-represented backgrounds.
See also the ASA Code of Ethics, Principles C and D