

DEPARTMENT OF SOCIOLOGY

DUKE UNIVERSITY

BYLAWS

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I. Preamble

We the faculty of Duke University's Sociology Department establish these bylaws in order to provide structures and procedures for governing ourselves effectively as we pursue our collective mission of research, teaching, and service.

II. Definitions

- A. *Faculty*. Includes tenured and tenure-track faculty, and also modified-rank faculty (e.g. Lecturers, Professors of Practice, Visiting Professors, Emeriti).
- B. *Tenured and Tenure-Track Faculty*. Includes only faculty in non-modified ranks whose tenure home is in Sociology.
- C. *Department Meeting*. Open to all faculty, staff, and two graduate student representatives.
- D. *Faculty Meeting*. Open only to faculty.
- E. *Meeting of the Tenured and Tenure-Track Faculty*. Open only to tenured and tenure-track faculty whose tenure home is Sociology.
- F. *In-service Faculty*. Tenured and tenure-track faculty not currently on leave.
- G. *Meeting Presence*. Either physical or electronic presence during the discussion that precedes a vote.
- H. *Hiring and Appointing*. *Hiring* refers to a department vote to extend an offer of employment. *Appointing* (and reappointing) refers to a department vote that occurs as part of the University's formal process to appoint or reappoint someone to a particular rank.

III. Voting

- A. Only tenured and tenure-track faculty whose tenure home is in Sociology may vote,

unless otherwise noted.

1. The DGS and DUS may vote even if they are not tenured or tenure-track faculty, except on decisions related to tenure and tenure-track faculty interviewing, hiring, appointment, reappointment, and promotion.
 2. Voting rights may be granted to jointly appointed faculty members whose tenure home is in another unit with the approval of two-thirds of the faculty.
- B. For appointment, tenure-track reappointment, and promotion decisions, faculty members who are not present at the meeting at which a vote is taken may submit written comments to be read aloud at the beginning of the meeting. They may also submit votes. Consistent with College and University policy, absentee votes will be reported separately when the vote results are conveyed to university officials outside the department.
- C. For interviewing and hiring decisions, faculty members who are not present at the meeting at which a vote is taken may submit written comments to be read aloud at the beginning of the meeting. They may also submit votes. Valid absentee votes must be submitted to the Chair in advance of the meeting, contain an unambiguous rank order of all candidates and the “no offer” option (or, in the case of a single candidate, an unambiguous “yes” or “no”), and include no conditional statements.
- D. Appointment, tenure-track reappointment, and promotion/tenure votes are the only ones for which rank distinctions among the tenured/tenure-track faculty are relevant. Assistant professors may vote on whether or not to interview or hire an Associate or Full Professor, but they may not vote on promotions to Associate or Full Professor or on appointments to those ranks. Associate Professors may vote on whether or not to

interview or hire a Full Professor, but they may not vote on promotions to Full Professor or on appointments to that rank. Assistant professors may not vote on the reappointment of other assistant professors.

E. Voting Procedures

1. The Department Chair votes only to break a tie.
2. Unless specified elsewhere, all decisions are by simple majorities of those voting, excluding abstainers from the denominator.
3. Voting electronically (i.e., without a meeting) is permitted, except on tenure and tenure-track faculty interviewing, hiring, appointment, reappointment, and promotion decisions, where voting must occur at a meeting at which the quorums specified in section IV-B are met. Some extraordinary recruitment votes can be held electronically, as specified in section VII-B. Even in situations where electronic voting is permitted, a meeting must be called for the vote if one-third or more of the in-service tenured and tenure-track faculty request such a meeting.
4. The procedures for voting when there are multiple candidates for one or more faculty positions are in the appendix. These procedures will be followed when voting to interview as well as to hire.
5. All voting at meetings is by a show of hands except when making interviewing, hiring, appointment, reappointment, and promotion decisions, and except when electing colleagues to various positions. Those votes are by anonymous secret ballot.

IV. Meetings

- A. Meetings of the Department, faculty and/or the tenured and tenure-track faculty may be called by the Chair, by a majority vote of the Executive Committee, or by request of one-third or more of in-service tenured and tenure-track faculty members.
- B. A quorum is necessary only for votes. Two-thirds of the in-service faculty must be present in order to vote on hiring, appointment, tenure-track reappointment, and promotion. For other votes, including interviewing candidates for faculty positions, a vote may be taken if 50 percent plus one of the in-service faculty are present.

V. Officers

- A. *Department Chair*. The Department Chair is appointed by the Dean, normally to a three-year term. The Chair is an ex officio member of the Graduate and Undergraduate Studies Committees.
- B. *Director of Graduate Studies (DGS)*. The DGS is nominated by the Chair and appointed by the Dean of the Graduate School, normally to a three-year term.
- C. *Director of Undergraduate Studies (DUS)*. The DUS is nominated by the Chair and appointed by the Dean, normally to a three-year term.
- D. *Director of Markets and Management Studies (DMMS)*. The DMMS is nominated by the Chair and appointed by the Dean, normally to a three-year term.

VI. Committees

- A. Executive Committee
 - 1. The Executive Committee is chaired by the Department Chair and consists of the DGS, DUS, DMMS, and two elected members of the tenured or tenure-track

faculty, one of whom must be non-tenured. If there are no non-tenured tenure-track faculty in the department, two tenured faculty members will be elected.

B. Graduate Studies Committee (GSC)

1. The GSC is chaired by the DGS and consists of six additional faculty members, appointed by the Chair to two-year terms, two graduate students, and the Department Chair. The Department Chair is nonvoting. Student representatives will not be involved in graduate admissions evaluations or decisions, or in determining award recipients or nominees. Students may vote on other issues. The DGS votes only to break a tie.
2. The GSC is responsible for all aspects of the graduate program, including admissions.
3. The GSC decides all graduate student awards and nominations for university and external awards.
4. The GSC is advisory to the DGS on admissions decisions. The DGS makes admissions decisions in consultation with the Department Chair.
5. The GSC is advisory to the faculty on programmatic issues.

C. Undergraduate Studies Committee (USC)

1. The USC is chaired by the DUS and consists of two additional faculty members, one graduate student, one undergraduate major, and the Department Chair. The Department Chair is nonvoting. The undergraduate representative will not be involved in determining award recipients or nominations but may vote on other issues. The DUS votes only to break a tie.
2. The USC is responsible for all aspects of the undergraduate program. It decides all

undergraduate awards and is advisory to the faculty on programmatic issues.

D. Markets and Management Studies Committee (MMS)

1. The MMS is chaired by the DMMS and consists of the DUS plus three additional faculty members, nominated by the DMMS and appointed by the Department Chair. MMS members will serve on the MMS executive committee.

E. Department Chair Search Committee

1. This committee is formed early in the fall of the last year of a Chair's current term. It consists of the two elected members of the Executive Committee plus two additional members elected by the tenured/tenure-track faculty. It is chaired by the senior member of the Executive Committee.
2. The Department Chair Search Committee will survey the tenured and tenure-track faculty, presenting them with a list of all tenured faculty (including the current Chair) and asking faculty members for a ranked list of their top 3 choices for Chair (a ranking which also may include the current Chair). The committee gathers additional opinions and information as appropriate, communicates with prospective candidates as appropriate, and provides an appropriate summary report to the faculty. Membership on this committee does not preclude consideration as a Chair candidate.

F. Appointment, reappointment, and Promotion/Tenure Committees will be formed in accordance with procedures described in the relevant university and college documents.

G. Ad hoc committees are appointed by the Department Chair.

VII. Faculty Recruitment

A. Ordinary Searches

1. *Assistant Professor Searches.* A recruitment committee of three people appointed by the Department Chair will bring a list of not fewer than five and not more than eight candidates to the full tenured/tenure-track faculty for discussion and decision-making about interviewing. A vote to interview may not occur sooner than seven days after these candidates' files are made available to the tenured/tenure-track faculty for their review. The recruitment committee may offer a recommendation about who to interview, but it is not required to do so. Voting to interview and, later, to hire is by the entire tenured/tenure-track faculty, using the voting procedures described in the appendix to this document.
2. *Tenured Associate, Full Professor, and Open Rank Searches.* A recruitment committee of three people appointed by the Department Chair will bring a list of not fewer than three and not more than eight candidates to the full tenured/tenure-track faculty for discussion and decision-making about interviewing. A vote to interview may not occur sooner than seven days after these candidates' files are made available to the tenured/tenure-track faculty for their review. The recruitment committee may offer a recommendation about who to interview, but it is not required to do so. A two-thirds vote of the tenured/tenure-track faculty who are present and eligible to vote may enable interviewing just one candidate. Voting to interview and, later, to hire is by the entire tenured/tenure-track faculty, using the voting procedures described in the appendix to this document.
3. Searches in specific subject areas must be approved by a vote of the tenured and

tenure-track faculty before the search is launched.

B. Extraordinary Recruitment Opportunities

1. Acting (including inviting to interview as well as deciding to hire) on extraordinary recruitment opportunities (for example, via Institutes, spousal hires, or other departments proposing a joint appointment) requires an in-person vote of the tenured and tenure-track faculty subject to the usual voting rules.
2. Votes on extraordinary opportunities may not be taken prior to two weeks from the date on which the Chair informed the faculty of the opportunity and distributed a candidate's CV, samples of written work, and other materials necessary to make an informed decision.
3. Voting to interview or hire may take place faster, and electronically rather than in-person, if two-thirds of the in-service tenured and tenure-track faculty approve. An in-person meeting is not necessary to decide to move faster or vote electronically unless one-third of the in-service tenured and tenure-track faculty request such a meeting.

C. Non-Tenure-Track Hiring

1. There is no specified procedure for recruiting non-tenure-track faculty members.
2. Faculty approval is not necessary to appoint, reappoint, or confer these titles: Instructor, Adjunct Professor, Visiting Professor, and similar titles consistent with university title designations.
3. Faculty approval is necessary to hire for, reappoint, or confer these titles: Professor of the Practice, Research Professor courtesy appointments, secondary appointments, and similar titles consistent with university title designations.

VIII. Ratification and Amendments

- A. These bylaws will take effect immediately upon the approval of two-thirds of tenured and tenure-track faculty.
- B. Amending or suspending the bylaws requires two meetings: one in which the revision/amendment is presented and discussed, but not voted on, and a second, at least one week after the first, at which the revision/amendment is discussed further and voted on. Amending or suspending the bylaws requires the approval of two-thirds of in-service tenured and tenure-track faculty, whether or not they are present at the meeting. Abstentions are included in the denominator.

APPENDIX

FACULTY INTERVIEWING AND HIRING VOTING PROCEDURES

1. Voting will be by written secret ballot and shall proceed by stages.
2. The Department Chair will vote only if necessary to break a tie.
3. On every ballot, “no offer to any of these candidates” shall be an option.
4. On every ballot, each elector shall vote for one candidate (or “no offer”).
5. If no candidate receives a majority of the votes cast, the candidate receiving the fewest votes on the previous ballot is dropped, and another round of voting occurs. This procedure is repeated until one candidate receives a majority of the votes cast.
6. After the first-choice candidate is determined, another round of voting occurs to determine the second-choice candidate. All remaining candidates are on the ballot. As always, “no offer” is an option. Voting proceeds in the same way. On every ballot, each elector votes for one candidate (or “no offer”), and the lowest vote getter on each ballot is dropped until a candidate receives a majority of the votes.
7. This procedure is repeated until all candidates are ranked, or until “no offer” receives a majority of the votes.
8. On a ballot with no majority, and where “no offer” receives the fewest votes, the candidate receiving the fewest votes is dropped from the next ballot. That is, “no offer” is never dropped from the ballot.
9. “No offer” wins only if it receives the majority of the votes cast.
10. Abstentions do not count in the denominator for purposes of calculating a majority. That is, if there are 10 voters, and the vote is 5 for Candidate A, 3 for “no offer”, and 2 abstentions,

Candidate A received a majority of the (8) votes cast.

11. Electors may vote in absentia. Valid absentee votes must be submitted to the Chair in advance of the meeting, contain an unambiguous rank order of all candidates and the “no offer” option (or, in the case of a single candidate, an unambiguous “yes” or “no”), and include no conditional statements. Absentee votes will be entered into the rounds of voting according to the submitted preferences.