Department of Sociology

Undergraduate and Graduate Director Evaluation, Review, Renewal, and Dismissal Policy

**Background:**

Effective Fall 2014, for both Undergraduate and Graduate Director positions, the *Faculty Handbook* (Secs. 2.10 and 2.11) requires each department to have a policy "approved by the department, specifying how this position will be filled, evaluated for effectiveness, reviewed, renewed, and dismissed (see Article II, Section 2 of the Faculty Constitution)."

**Policy:**

1. Eligibility and Term of Office. The Undergraduate and Graduate Directors in the Department of Sociology shall serve an initial three-year term with the option of two-year renewals.  All full-time tenured and tenure-track faculty are eligible to serve as Undergraduate Director. All full-time tenured and tenure-track faculty members who are members of the Graduate Faculty are eligible to serve as Graduate Director.

1. Call for Interest and Selection Process. These positions will be filled or renewed only after nominations (including self-nominations) are called for among the faculty. At the next regularly-scheduled faculty meeting, all nominees will have the chance to address his/her colleagues regarding her/his qualifications and vision for the position.  A nominee unable to attend the meeting shall have the opportunity to submit a written statement. The faculty will then discuss the nominees in their absence, then vote on each nominee using Yes/No ballots. The results shall be given in writing to the faculty and the Department Chair.  The decision about whom to appoint is ultimately the Department Chair’s.
2. Evaluation, Review, Renewal, and Dismissal. In November of the second year of each term, the Department Chair will disseminate a Director Evaluation Form to the appropriate faculty.   All faculty with voting rights are eligible to complete the Undergraduate Director Evaluation Form.  Only members of the Graduate Faculty are eligible to complete the Graduate Director Evaluation Form. After considering these evaluations, the Department Chair shall evaluate the Graduate and Undergraduate Directors as part of their annual review. If the Chair believes the Evaluation Forms or other evidence that has been brought to his/her attention indicates unsatisfactory performance by the Graduate or Undergraduate Director to meet the terms specified in the *Faculty Handbook* (Secs. 2.10 and 2.11), the Chair shall have the authority to call for a new round of nominations for the position as per the procedure outlined above. Should a director step down or be replaced with less than one semester remaining in her/his term, the Chair shall appoint an Interim Director to finish out that semester. In all other cases, the Chair will call for nominations (including self-nominations) from among the department faculty as per the procedure specified above.