

DEPARTMENTAL PROMOTION GUIDELINES

Procedures Followed in the Department of Sociology in Arriving at Its Recommendations for Promotion, to Full Professor. (Taken from the memo of September 17, 1974 from Chairman Stryker to the Faculty; further amended by Chairman Bohrnstedt July 5, 1984).

It is the responsibility of the Department to recommend promotion. Its recommendations go to the Dean of the College of Arts and Sciences. Recommendations are the deliberations of relevant departmental committees, the composition of which are indicated below. Committee recommendations are transmitted by the Chair to the Dean, without exception. The Chair has the additional obligation of approving or disapproving the committee recommendation.

Promotion. Every year, all persons in a given rank are considered for promotion to the next rank. The list of all persons in a rank is presented to the relevant departmental committee members by the Chair, with the fact that all are eligible for promotion duly noted. The Chair distinguishes those on the list who are not deemed to be serious candidates for promotion that year (by virtue of considerations of record to date), and those who are deemed to be serious candidates. For the latter, subcommittee consisting of three* members of the committee are appointed by the Chair to review each candidate's record and to evaluate that record for the committee as a whole.

The basic criteria are research and teaching. Service is weighted minimally.

After discussion of candidate's records by subcommittee members, and then by the promotions committee as a whole, a formal vote is taken. Recommendations are by majority vote, with the division of the vote noted when the recommendation is transmitted to the Dean.

For those persons not deemed serious candidates for promotion by the Chair, any member of the promotion committee who believes a legitimate candidate is overlooked can voice an objection; a subcommittee is then appointed and the normal process followed.

The committee considering promotions from the rank of Associate Professor to the rank of Professor consists of all members of the department in the ranks of Full Professor. All committee members, as well as the subcommittee members, have access to a promotions file incorporating all available evidence on teaching, all published and unpublished manuscripts, or other materials relevant to research (research proposals, etc.), and a record of service to the department, the university, the profession, and the wider society, as well as any other material pertinent to teaching, research, or service. In addition to the materials indicated in the foregoing description, the committee has available to it judgments of the quality of candidates' scholarly product solicited from experts in the candidates' area of work.

*Changed from two to three by Chairman Bohrnstedt, July 5, 1984.