

Policy and Procedures

Sociology Program

**The University of Texas – Rio Grande
Valley**

College of Liberal Arts

**Department of Sociology and
Anthropology**

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A. Preamble

The mission of the department of sociology/anthropology centers on providing excellence in undergraduate and graduate teaching, in research, in scholarly publication and in public service to the community and discipline. The purpose of the bylaws is to outline organization and operating procedures that will be in keeping with the academic and administrative needs listed in the Handbook of Operating Procedures (HOP). If any policy in this document is found to be in conflict with the HOP, the HOP policy takes precedence.

B. History

The University of Texas—Rio Grande Valley was created in 2015. The University of Texas – Pan American (UTPA) was established in 1989 when Pan American University (1971 – 1989) merged with the University of Texas system. Pan American University was preceded by the two-year community colleges known as Edinburg College (1927 – 1933), Edinburg Junior College (1933 – 1984), and Edinburg Regional College (1948 – 1952), and the four-year Pan American College (1952 – 1971).

The Department of Sociology was created in 1990 with the separation of the Department of Sociology and Social Work into two independent departments. The Department of Sociology became part of the College of Social and Behavioral Sciences while Social Work moved to the College of Health and Human Services.

In order to address the growing need for graduate education in the social sciences, the Department of Sociology created in 1992 a graduate program awarding the degree of Master of Science in Sociology. Many of the former graduate students who earned Master of Science degrees have gone on to teach at local community colleges in the Rio Grande Valley.

The Department of Sociology and Anthropology was created in 2012 with the merging of the Department of Sociology with the Anthropology Program which had previously been housed in the Psychology and Anthropology Department. The Sociology Program is a distributed program with faculty and courses taught on both the Edinburg and Brownsville Campuses.

Sociology Tenured/Tenure-track/Lecturer Faculty

Current Members (UTRGV)

Ramon Guerra (Ph.D., Southern Methodist University)	1990 -Present
Igor Ryabov (Ph.D., Bowling Green State University)	2008–Present
Havidan Rodriguez (Ph.D., University of Wisconsin)	2011-Present
Stephen Merino (Ph.D., Pennsylvania State University)	2012-Present
William Donner (Ph.D., University of Delaware)	2013-Present
Salvatore Restifo (Ph.D., The Ohio State University)	2013-Present
Steven Foy (Ph.D., Duke University)	2013–Present
Bienvenido Ruiz (Ph.D., Northwestern University)	2014-Present
Dean Kyne (Ph.D., Arizona State University)	2015-Present
Longoria, Rolando (Ph.D., U of California Santa Barbara)	2015-Present
Qi Sun (Ph.D., University of North Texas)	2015-Present
Arlett Lomeli (Ph.D., Texas A&M)	2015-Present
Billy Ulibarri (Ph.D. University of New Mexico)	2015-Present
Dawid Wladyka (Ph.D. Autonomous U. of Barcelona)	2015-Present
Katarzyna Sepielak (Ph.D. Autonomous U. of Barcelona)	2015-Present
Young Rae Oum (Ph.D. Clark U and Iowa State)	2016-Present
Amie Bostic (Ph.D., Duke University)	2016-Present
Jennifer Tabler (Ph.D., University of Utah)	2016-Present
Rachel Schmitz (Ph.D. University of Nebraska)	2016-Present
Laryssa Mykyta (Ph.D. University of Pennsylvania)	2016-Present

Sociology Tenure/Tenure-track Faculty

Past Members (UTPA)

Elena Bastida (Ph.D., University of Kansas)
John Cross (Ph.D., UCLA)
Kelly Himmel (Ph.D., University of Texas)
Rumaldo Juarez (Ph.D., Pennsylvania State University)
Stephen Liebowitz (Ph.D., University of Missouri)
Robert Lee Maril (Ph.D. Washington University)
Al Nelson (Ph.D., University of Southern California)
Uzzer Raajpoot (Ph.D., University of Oregon)
Deloris Reed Sanders (Ph.D., University of Oklahoma)
Chad Richardson (Ph.D., University of Texas)
Jori Sechrist (Ph.D., Purdue University)
Dejun Su (Ph.D., University of Chicago)
Cruz Torres (Ph.D., Texas A and M)
Guang-zhen Wang (Ph.D., University of North Texas)
Jori Sechrist (Ph.D., Purdue Univeristy)

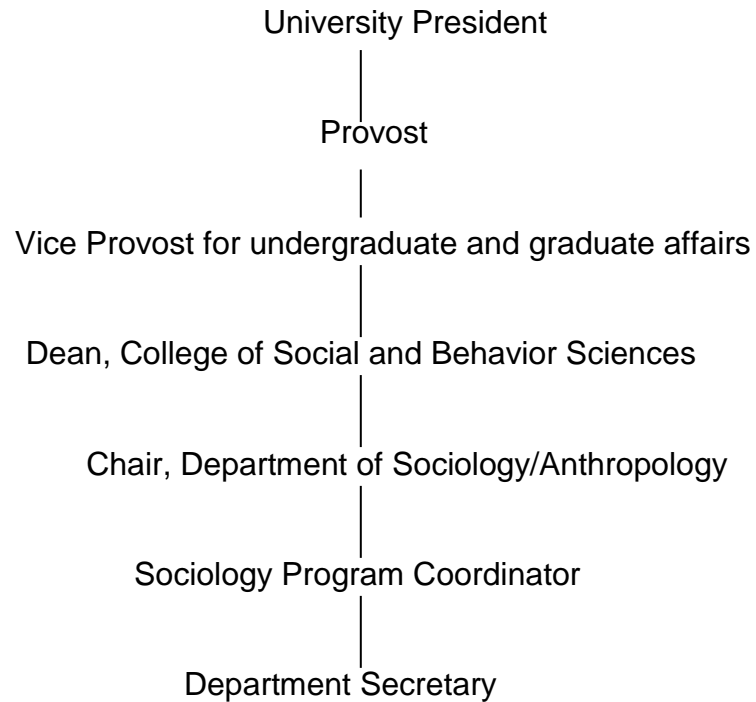
Graduate Program Directors

Chad Richardson	1992 - 1996
Kelly Himmel	1996 – 2004
Chad Richardson	2004-2007
Dejun Su	2007 – 2010
Igor Ryabov	2010 – 2011
Uzzer Raajpoot	2011 – 2013
Igor Ryabov	2013-present

UTPA/UTRGV Department Chairs Sociology and Sociology/ Anthropology

Stephen Liebowitz	1990 – 1996
Elena Bastida	1996 – 1999
Lee Maril	1999 – 2003
Uzzer Raajpoot (Interim)	2004-2004
Guang-Zhen Wang	2004 – 2007
Chad Richardson	2007 – 2010
Miguel Diaz Barriga (Interim)	2010 – 2012
Miguel Diaz Barriga	2012 – 2014
Ramon Guerra (Interim)	2014-2015
Ramon Guerra	2015-Present

C. Organizational Chart



D. Mission Statement

The mission of the sociology program is to provide students with the educational experience to intellectually and critically analyze human behaviors and human society using sociological perspectives. To add to this base of knowledge and skills, the department is committed to high-quality research and teaching and to the utilization of the knowledge and skills in serving local and professional communities of South Texas and the nation as a whole. Our mission is consistent with the mission of the University

E. Faculty and Staff

1. Membership

Membership in the Department of Sociology and Anthropology shall consist of:

- a. Tenured Faculty (Associate Professor and Professor)
- b. Tenure-Track Faculty (Assistant Professor)
- c. Visiting Assistant Professor
- d. Three Year Lecturer
- e. One Year Appointment
- f. Adjunct/Part-time
- g. Emeritus Faculty
- h. Staff

Only tenured and tenure-track faculty are voting members of the Sociology Program in matters concerning tenure and promotion, annual review and faculty recruitment.

Non tenure/tenure-track faculty are considered faculty with no expectation of employment beyond the mutually agreed upon contract.

All tenured faculty shall be considered senior faculty and all tenure-track faculty shall be considered junior faculty.

Three year lecturers can be promoted every three years (Lecturer I, Lecturer II, Lecturer III and Senior Lecturer).

Emeritus faculty status is a courtesy and honorific for retired faculty and there means they will not have any voting privileges.

2. Department of Sociology and Anthropology Chair

In accordance with the policy of the university, the Department Chair serves at the pleasure of the Dean of the College of Liberal Arts however the faculty members are responsible for making an informed recommendation for the position of chair to the Dean of the College of liberal Arts.

The Chair will serve as the chief executive officer of the department and represents the interest of the department to the University.

Only a faculty member at the Associate Professor or Professor rank is eligible to serve as chair.

The tenured and tenure-track faculty will vote to renew or change the chair every three years.

3. Program Coordinator and Assistant Chair

In Fall 2012, the UTPA Sociology Program established the position of Sociology Program Coordinator. The Sociology Program Coordinator works with the Chair of the

Department of Sociology and Anthropology to coordinate activities of the Sociology Program. The responsibilities include but not limited to:

- a. Monitors class scheduling
- b. Develops program curriculum
- c. Develops and recommends new or revised program goals or objectives
- d. Coordinates, monitors and supervises faculty activities
- e. Monitors and approves Program expenditures and ensures that budget allocations are not overspent
- f. During the temporary absence of the Chair, the Coordinator will act as chair for the particular program

The position of Sociology Coordinator is appointed by the Chair with approval by the majority of the faculty. The Program Coordinator will be a tenured Faculty Member.

In the foreseeable future due to the fact that UTRGV is a distributed university, the need might arise for an Assistant Chair.

4. Advisors

The University of Texas Rio Grande under the auspices of the Office for Student Success instituted the policy of centralized advising. No faculty member shall serve as advisor but only as mentor to students.

5. Tenure and Promotion

At the beginning of the academic year a tenure and promotion committee will be established.

Only tenured faculty can serve on tenure and promotion committees.

Tenure and promotion will be based on the guidelines established by the Department of Sociology/Anthropology

6. Annual evaluation

At the beginning of the academic year an annual evaluation committee will be established constituting of tenure-track and tenured faculty.

In accordance with the HOP all faculty members will be evaluated based on the guidelines established by the Department of Sociology and Anthropology and College of Liberal Arts.

All tenured and tenure-track members can serve on the Annual Evaluation Committee

7. Annual evaluations of non-tenure track faculty

Faculty who are non-tenure track include multi (3-year) lecturers, One Year Appointments, and adjunct lecturers are evaluated using the criterion established by the College Liberal Arts

8. Departmental recommendations for hiring candidates for tenure/tenure-track positions

To receive a Departmental recommendation for hire a candidate for a tenure/tenure-track position must receive a simple majority vote of the tenure/tenure-track sociology faculty wherein each faculty member has one vote. Votes will be tabulated following a post-interview open discussion of the relative merits of all candidates for the vacant position. Tenure/tenure-track faculty do not have to be physically present at this open discussion to cast a vote. They may provide a written proxy to convey their vote to the Search Committee Chair to have it counted.

9. Faculty Meetings

Departmental meetings will be held at least once a year at the beginning of the academic year. Faculty meetings will be convened by the Chair of the department to discuss important departmental issues as needed and it is the responsibility of all tenured, tenure/tenure-track and eligible lecturer faculty members to attend.

Only tenured/tenure track faculty will attend faculty meetings when tenure and promotion, annual review and faculty recruitment are the main topic.

A majority of the faculty constitutes a quorum and a majority of those present carries a motion

All tenured/tenure track faculty can request a departmental meeting if there is a perceived and legitimate need.

Minutes of faculty meetings will be kept and made available to all faculty members.

10. Collegiality

In the spirit of creating a productive and positive workplace it is expected that all faculty members will treat each other with the respect and refrain from uncivil discourse and intimidation. Collegiality consists of constructive cooperation and a shared decision-making process among colleagues.

F. Service Obligations

1. Committees

All tenured and tenure-track faculty members are expected to fulfill their obligation as designated in the HOP by serving on departmental, college and university level committees.

Newly appointed faculty members are encouraged to serve on departmental committees during their first two years.

The departmental standing committees for which members appropriate to their rank will be assigned at the beginning of the academic year will include but limited to:

- Personnel Committee
- Tenure and Promotion Committee
- Annual Evaluation Committee
- Curriculum Committee
- Webpage Committee
- Student Organizations Committee
- Ad Hoc Committees
 - Search Committee
 - Student Learning

2. College council representative

The Sociology Program is required to send one faculty (tenure/tenure-track) member to serve as a representative to the College of Liberal Arts. This body acts as an advisory board for the Dean and all College faculty. The Department representative can be either a volunteer or a selection by the Department Chair. Once selected or volunteered s/he must be confirmed by a simple majority email vote of all tenured/tenure track faculty members of the Sociology/Anthropology Department. Once confirmed, the Department representative serves a two year (renewable) term. S/he should update faculty on relevant College Council affairs that affect faculty at each Department meeting.

3. New Faculty Mentoring

In order to assist new faculty members in their adjustment to their new environment the university has established a program to facilitate this process, senior faculty members or junior faculty members who have been part of the department for three years will act as mentors for new members.

At the request of the Provost, the Chair will ask for volunteers at the beginning of the academic year

G. Teaching Responsibilities

1. Workload for tenured/tenure-track/lecturer faculty

All tenured/tenure-track faculty will be required to teach a 3/3 load with the exceptions of the first year when the teaching load will be a 2/2 unless otherwise specified in their contract.

Tenured faculty who desire to reduce research obligations have the option of having a 4/4 teaching load.

All faculty can reduce their teaching load through course release options (Graduate Level Instruction, Large Classes, Presidential Credit, etc.)

Three-year lecturer will be required to teach 4 courses with service obligations

One Year Appointments must teach 5 courses with no service obligations

2. Graduate faculty status

All faculty members who teach courses in the graduate sociology program must hold Graduate Faculty status as Full, Associate, Practitioner, or Special members. Criteria and responsibilities for each of these statuses is as outlined in HOP 6.4.4.

3. Office Hours

In accordance with HOP rules all faculty will post on their office door and in their class syllabi their designated office hours. It is expected that all teaching faculty will make themselves available to their students requiring information and assistance.

4. Summer teaching

Summer teaching is not guaranteed, however faculty who are on 9-month appointments can choose to teach a maximum of two courses over the summer semesters. Compensation is 1/12th of their annual salary per course.

(1) Full-time tenured faculty have the priority in teaching Summer courses, followed by full-time non-tenured faculty

(2) Courses offered over the summer should be core or high-enrollment courses that are also offered in the Fall and Spring semesters. It is expected that enrollment numbers in the Summer will be exactly the same as in the Fall/Spring semesters. Courses offered in the Summer should benefit students by helping them meet their graduation requirements more quickly.

(3) Summer course content and evaluation should be substantially similar to that offered in the Fall/Spring, as awarded credits are the same.

5. Independent Studies

Academic rigor will be part of any independent studies course.

Independent studies **will not** substitute for any required course

6. Travel funds

Every academic year the Dean allots a certain amount of money to the Department of Sociology and Anthropology to fund faculty travel. The travel money is divided equally among all members of the department. Only tenured or tenure-track faculty are eligible to receive travel funds. To apply for travel funds, a faculty member must intend to present a paper at a state/regional/national/or international sociological conference or other significant professional endeavor.

The amount of funds available to each faculty member will be the same and is equal to the total travel funds allotted by the Dean divided by the number of eligible faculty members who apply. If faculty members subsequently do not use their allotted funds over the course of the year for which they were designated, the funds will be returned to the Departmental operating budget. Faculty with ½ time dual appointments must secure ½ funds from the other department.

H. Students

1. Communicating with students

All communications with students must be via the student's university email address, using your own UTRGV email account. It is a violation of FERPA rules to use either your own or a student's personal email account (e.g., yahoo, gmail etc.) for work related communications.

It is a violation of FERPA to communicate over the telephone any sensitive and private information.

It is incumbent upon all faculty members to be familiar with FERPA which can be obtained from the Registrar's Office.

12. Student Organizations

The sociology program will use all due effort to maintain current the Sociology Club and Alpha Kappa Delta honorary society.