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Introduction

While all sociology departments agree on many features of training that reflect the fundamentals of the discipline, each chooses certain specialties for emphasis, and each reflects the particular traditions of its university. This guide is meant to help prospective and current students understand the structure and procedures that guide graduate studies in the Department of Sociology at the University of Cincinnati.

This Guide is divided into five sections:

1. Application and Admission;
2. Financial Aid;
3. Requirements for Attaining the PhD Degree;
4. Procedures for Probation, Dismissal, and Reinstatement; and
5. Information on Department graduate faculty.

Graduate degrees are conferred by the Graduate Division of the University of Cincinnati on the recommendation of our Department. Therefore, in addition to the departmental requirements below, the student should be familiar with Graduate Division Requirements, as set forth in the latest Graduate Handbook (available at http://grad.uc.edu/student-life/graduate_studenthandbook.html).

1. Application to the PhD Program

Although many of our graduate students come to us with a background in sociology, the Department encourages students with academic backgrounds other than sociology to apply as well. The Graduate Program Committee (GPC) reserves the right to require, upon admission, additional coursework that it deems necessary to make up any deficiencies in sociology.

Completed applications for admission and for financial aid should be received by January 15th, 2017 for admission to graduate study for fall semester 2017, although the department will consider applications after that date if space is available. Applications requesting financial aid must be complete by the January 15 deadline. The application fee for graduate study at the University of Cincinnati is currently $65.00, with a $5.00 surcharge for international applications. See http://grad.uc.edu/admissions.html for more information.

1.1 Application Materials

To be considered for admission, all Students must submit the first four items; international students must submit all five items.

1.1.1 Transcripts. Students must submit transcripts from all undergraduate work and, if applicable, from graduate programs.
1.1.2 **Statement of purpose.** In this document students should explain why they have decided to pursue graduate education in sociology and also address how their interests fit with those of department faculty.

1.1.3 **Writing sample.** Applicants should provide a sample of their best academic writing, such as a master’s or undergraduate thesis or a course paper.

1.1.4 **Resume or Curriculum Vitae.** Students must submit a current resume or CV.

1.1.5 **Letters of recommendation.** Applicants should submit three letters from individuals familiar with their ability to carry out graduate-level academic work.

1.1.6 **GRE scores.** Students must submit the Graduate Record Examination scores for the verbal, quantitative, and analytical aptitude tests. GRE scores must be within five years prior to the date of application.

1.1.7 **Evidence of English competence.** The University of Cincinnati requires evidence of competence in the English language for students applying from countries where English is not a national language. The University requires scores made on the Test of English as a Foreign Language (TOEFL) or similar test. The minimum TOEFL scores required on the paper test is 600, on the computerized test 250, and on the internet based test 100.

1.2 **Filing Application Materials**

All application materials should be submitted online as part of the online application. See [http://grad.uc.edu/admissions.html](http://grad.uc.edu/admissions.html).

1.3 **For Further Information**

Contact the Director of Graduate Studies (Jeffrey M. Timberlake, 513-556-4704; jeffrey.timberlake@uc.edu), Department of Sociology, University of Cincinnati, PO Box 210378, Cincinnati, OH 45221-0378 regarding entrance into the PhD program in Sociology.

2. **Financial Aid**

2.1 **Types of Aid**

The Department provides financial aid for most of its PhD students in the form of Graduate Assistantships (GA), fellowships, or tuition scholarships. Fellowships and Assistantships include a full tuition scholarship plus a monthly stipend. All financial aid offers are contingent upon the availability of funds.
2.1.1 Financial aid amount and duration. Amounts can vary depending on the funding source, but the current regular stipend is $15,000 for the academic year and $2,000 for the summer, for a total of $17,000. Students can expect at least four years of funding.

2.1.2 Duties. Assistantships require departmental duties of up to 20 hours per week. Students either work as teaching or research assistants for faculty members in the department or, eventually, teach their own courses. Fellowships do not require departmental duties. Duties are assigned based on a number of considerations, including departmental obligations, student experience and qualifications, faculty needs, and student preferences.

2.1.3 Graduate Assistantships. Students who are funded as regular graduate assistants (GA) must, per university rules, contribute to the teaching mission of the university as teaching assistants (TA) or instructors. Under normal circumstances, graduate assistants serve as teaching assistants for their first 1 or 2 years. In order to teach their own classes, students must have completed

1. their MA,
2. two years of PhD studies, and
3. the Teaching Sociology class or a Teaching Practicum, or
4. have documented significant prior teaching experience.

2.1.4 Research Assistantships. Funding for research assistantships (RA) are provided through faculty grants. Faculty members who have secured funding typically get to choose their RAs.

2.1.5 Fellowships. Three types of competitive university fellowships are available

1. Yates Scholar (a one-year university-wide fellowship available to outstanding minority graduate students at the beginning of their graduate careers);
2. Taft Dissertation Fellowship (a one-year fellowship offered to the top PhD candidate in the department); and
3. University Dissertation Completion Fellowship (a one-year university-wide fellowship).

2.1.6 Other funding sources. The department also works to secure additional funding opportunities as needed (for fifth-year students especially). Examples of such opportunities are Teaching Fellowships at UC Blue Ash, adjunct teaching, and GA or RA-ships at other university units (e.g., Institute for Policy Research, http://www.uc.edu/ipr.html). In addition, the department encourages students to pursue external grants and fellowships.
2.2 Normal Progress and Eligibility for Financial Assistance

Funding is always dependent on students’ making normal progress toward the degree. Normal progress is defined as meeting basic program requirements at a steady pace (see below). Basic program requirements include the completion of required course work, the completion of an MA paper or equivalent, the completion of two preliminary exams, and the completion of a dissertation proposal.

Students can expect four years of funding, but may become eligible for one additional year if funding is available. Funding decisions for students beyond their first four years are based on faculty assessments of student progress and accomplishments. Students normally would not be considered for university-based support beyond their fifth year.

2.3 Limitations on Additional Employment

Because duties as full-time student and as a Graduate Assistant in the Department are a demanding load, students holding Graduate Assistantships may not hold concurrent appointments on or off campus or work in a part-time positions on or off campus that interfere with their program responsibilities, or in any way limit their ability to fulfill the duties of their Graduate Assistantships as determined by their faculty advisors.

2.4 Assessment of Performance

The GPC will, during the spring semester of each academic year, interview all faculty members for an assessment of all enrolled graduate students. Evaluation of graduate students and decisions concerning funding, academic awards, and other matters will be based on that assessment in addition to classroom performance, progress toward the degree, and student-generated reports of progress and achievements. The GPC will prepare a summary of each student’s assessment and the DGS will meet (in person or via email) with the student and discuss the student’s progress in the program.

2.5 Procedures for Completing Requirements

2.5.1 Advising. When students first enter the program, they are assigned a faculty advisor. Students are expected to meet with their faculty advisor at least once a semester. The purpose of these meetings is to draft a course plan for that year, and to discuss the timing of passing departmental hurdles for the degree. Students may keep their assigned advisors throughout their residence in the department; those who wish to change advisors should submit the signed Advisor Change/Confirmation form to the DGS. Faculty advisors can be changed at any time.

2.5.2 Minimum enrollment. Full-time graduate students with funding are required to sign up for 12 hours of graduate credit each term.

2.5.3 Auditing. Graduate students may audit courses with the permission of the instructor. Audited courses do not count toward the credit hours required to maintain full-
time status, but they do count toward the credit hours limit per term, as defined by the University.

2.5.4 Pass/fail grading. Graduate students may not register for graduate courses in Sociology on a pass/fail basis. Instructors may choose to use the satisfactory/unsatisfactory grade alternative.

2.5.5 Limitations on individual work courses. Graduate students are not permitted to enroll in Individual Work courses to meet the program’s required courses. In addition, students may not take an independent study course which duplicates a seminar offered at least once every two years; students are limited to signing up for independent study courses to no more than nine hours during an academic year during the first two years of residence in our program.

2.5.6 Waiver of requirements. Students who enter the program with an MA in Sociology (or equivalent) may request a waiver of the course requirements that duplicate work they have already completed (MA paper and/or courses). If special circumstances warrant waiver of other requirements, the student must get formal, written approval of his or her advisor and then must petition the GPC for the requirement’s waiver.

3. Requirements for Attaining the PhD Degree

As preparation for academic and other high-level professional careers, the successful completion of the PhD assumes that the student will develop competencies, based in, but extending well beyond, what is covered in course work. These competencies include: 1) broad knowledge of sociological theory and perspectives; 2) in-depth knowledge about specific substantive areas in the discipline; 3) detailed skills that will enable the students to design, execute, defend, and publish their independently conducted research; 4) the ability to update competencies over the course of a career; and 5) the ability to effectively convey this information and these skills as instructors to future students.

3.1 Requirements for Admission to the PhD Program

Students with either an MA (or equivalent) or BA degree are eligible to apply. Students entering with a BA as their highest degree must apply to the MA program and will earn an MA degree while progressing towards the PhD (see below).

3.2 Credit Hour and Course Work Requirements

The requirements described below apply to all students entering the doctoral program on or after August 1, 2012.
3.2.1 Credit hour requirements. Completion of a minimum of 90 hours of graduate credit (beyond the baccalaureate degree) or 60 hours beyond the MA degree with an overall B average is required by the Graduate Division.

3.2.2.1 Transfer of credits. Graduate students entering the PhD program with graduate work in other programs or departments may receive a transfer of hours to count toward PhD level work in the department. The GPC determines the number of graduate hours from the previous program that is applicable. Students may be asked to provide supporting documentation for particular course transfers.

3.2.2 Course work. Students will take a mixture of required and elective courses as part of the program. Students who have already done graduate work at another institution or discipline may request, via a petition to the GPC, that some of that work be counted towards the PhD degree.

3.2.2.1 Required courses.

- Basic required courses

  SOC7005  Intermediate Graduate Statistics [MA, PhD]
  SOC7010  Introduction to Social Inequality [MA, PhD]
  SOC7011  Logic of Inquiry [MA, PhD]
  SOC8040  Qualitative Sociology [MA, PhD]
  SOC8075  Classical Sociological Theory [MA, PhD]
  SOC8076  Contemporary Sociological Theory [PhD]

- Two advanced methods courses to be selected among the following [PhD]:

  SOC7013  Intermediate Quantitative Methods
  SOC7042  Demographic Techniques
  SOC8041  Ethnographic Research Methods
  SOC8042  Comparative and Historical Sociology
  SOC9010  Advanced Regression Techniques

- Teaching Preparation Requirement, which can be satisfied in one of the following ways:

1. SOC8006  Teaching Sociology;
2. SOC8007  Teaching Practicum; or
3. Documented teaching experience at the college level, as approved by the GPC. Such documentation should include syllabi, evidence of teaching effectiveness (e.g., student evaluations or peer reviews), and a statement outlining the student’s approach to teaching.
3.2.2.2 **Elective courses.** Students must take at least 6 elective courses at the 7000 level or above. No more than 2 of these courses can be taken outside of the department and they must be approved beforehand by the GPC. Independent work does not count as elective courses.

3.2.2.3 **Independent work.** Students have several opportunities to work independently with faculty supervision throughout the program. The student and the faculty member will decide jointly about the work to be done during the term. Students are required to get explicit faculty permission before signing up for these classes and should meet with the faculty member the first week of classes to devise a work plan for the term:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC7003</td>
<td>Independent Study</td>
</tr>
<tr>
<td>SOC8002</td>
<td>Prelim Preparation</td>
</tr>
<tr>
<td>SOC8007</td>
<td>Teaching Practicum</td>
</tr>
</tbody>
</table>

3.3 **Master’s in Sociology**

3.3.1 **Students with a BA.** Students entering the program with a BA are eligible to receive an MA in Sociology when the following requirements are completed: (1) the completion of at least 30 credit hours; (2) the completion of required courses designated with [MA] above; and (3) the successful completion of a Master’s paper.

3.3.2 **Students with an MA.** Students entering the program with an MA or equivalent in a discipline unrelated to sociology (e.g., physics), who can transfer neither credits nor a research paper, will receive an MA in Sociology when the above requirements are completed. Students entering the program with an MA in a discipline related to sociology (e.g., anthropology), who can transfer credits and/or a research paper, will not receive an MA in Sociology unless otherwise arranged with the Director of Graduate Studies and the above requirements are fulfilled.

3.3.3 **Master’s paper.** All students in the PhD program must have completed an original research paper prior to beginning work on the dissertation. Students entering with a BA will do this work as part of the MA requirements. Students entering with an MA in sociology (or equivalent) who did a thesis or Master’s paper as part of the MA program may request that the thesis or Master’s paper satisfy this requirement. The acceptability of this paper will be judged by the GPC. Students entering with an MA who did not do a research paper are required to do an original research paper equivalent to an MA paper prior to beginning work on the dissertation.

3.3.3.1 **Master’s paper committee.** The paper is directed by a two-person faculty committee composed either of two sociology faculty or of one sociology faculty member and one affiliated sociology faculty member. The chair of the committee must be a member of the sociology faculty. Students formally establish the
committee by notifying the GPC in writing, using the MA paper committee confirmation form.

3.3.3.2 Master’s paper defense. The paper must be defended during a meeting with the two committee members. The committee members must have a copy of the paper at least two weeks before the defense. Both of the committee members must approve the paper.

3.3.3.3 Time limits. Students have five years from the date of entry into the program to complete all of the requirements for the MA degree. Students who need more time may ask the Director of Graduate Studies to petition the Graduate School for an extension of the time limit. These petitions are considered individually and are not universally approved.

3.4 Preliminary Examinations

Students are required to pass two preliminary exams. One of these exams is a General Prelim and the other a Specialty Prelim.

3.4.1 Notification. Prior to taking any preliminary exam, students must give the Director of Graduate Studies written notice of their intent to take the exam.

3.4.2 The General Preliminary Examination. The General Preliminary Examination (“General Prelim”) is a three-day, take-home exam, scheduled in the early fall each year, which addresses basic, foundational aspects of sociology. Students are expected to take the exam in their 3rd year. The reading list, compiled by the General Prelim Committee, consists in a list of “core” sociology readings, with attention to inequality as a basic social dynamic. See the General Prelim Guidelines for more detailed information; these guidelines are posted on the website.

3.4.3 The Specialty Preliminary Examination. The Specialty Preliminary Examination (“Specialty Prelim”) is focused within the student’s area of concentration. Each student secures two faculty members who are willing to serve on the specialty prelim committee. Under the supervision of these two faculty members, the student writes a paper that critically reviews the literature agreed upon with the committee. In this paper, which must be done no later than a year after passing the General Prelim, students are expected to review a relatively wide body of literature that sets the broader intellectual context for the dissertation proposal. The two-member faculty committee grades the exam. See the Specialty Prelim Guidelines for more detailed information; these guidelines are posted on the website.

3.5 Dissertation

3.5.1 Forming the dissertation advisory committee. Graduate students must, before the end of the term in which they complete their doctoral examinations, form a dissertation advisory committee. The Committee shall be composed of at least three persons who
have agreed to direct the student’s dissertation research. The Director of Graduate Studies should be notified in writing by the student of the composition of the Committee, using the dissertation committee confirmation form.

3.5.2 Committee composition. The dissertation committee must have at least 3 members from the department. The Chair of the committee must be a member of the graduate faculty of the sociology department. Affiliate faculty members can co-chair dissertation committees and serve as inside members of the committee. One or more additional members of the committee may be from other departments and/or institutions. Committee members who leave or retire can continue serving on the committee but can no longer chair it. Officially, the members of the dissertation committee are appointed by the Graduate Division. See the Graduate Handbook (http://grad.uc.edu/student-life/graduate_studenthandbook.html) for more information.

3.5.3 Dissertation topics. The selection of a dissertation topic is made by the student in consultation with a dissertation chairperson and the dissertation committee.

3.5.4 Dissertation proposal. Students will write a dissertation proposal that is to be defended in a meeting with the dissertation committee. The dissertation proposal should, at a minimum, (1) clearly describe, with the help of a literature review, the sociological problem to be addressed in the dissertation; (2) introduce the particular research site chosen to investigate the problem; and (3) provide a detailed description of the methodology to be used.

3.5.5 Dissertation defense. Upon satisfactory completion of the dissertation, the candidate presents a public lecture, as required by the Graduate School, and is orally examined on the dissertation by the members of the dissertation committee. The committee members must be given at least 14 calendar days between receipt of the final manuscript and the defense date. Approval of the dissertation requires a unanimous affirmative vote by the dissertation advisory committee.

3.5.5.1 Notification of dissertation defense. Students must provide to the Sociology Graduate Program Coordinator an electronic copy of an abstract of the dissertation at least one week in advance of the oral examination. In addition, students must announce their defense publicly on the Graduate School website prior to the day of defense. See “Announce Defense on Graduate School website” at http://grad.uc.edu/student-life/etd.html).

3.5.6 Required dissertation copies. Students are required to submit electronic copies of the dissertation to:

1. The Chair of the dissertation committee and to other committee members if they request it;
2. The Graduate Program Coordinator;

3.5.7 Admission to candidacy and time limits

3.5.7.1 Admission to candidacy. For admission to candidacy, students are required to maintain a GPA of at least 3.0 for all graduate coursework and must complete all required coursework, preliminary examinations, and the defense of the dissertation proposal.

3.5.7.1 Time limits. Students must complete all the requirements for candidacy within five years of full-time study after receiving the Master’s degree. Once students attain candidacy, they have four years to complete the PhD. Thus, in the normal situation, students will have a maximum of nine years to complete all requirements for receiving the PhD degree.

3.6 Maintaining Active Status

3.6.1 Maintaining enrollment. Students who are actively working on their degrees are required to register for at least one credit hour each year they are enrolled in the graduate program. Please see “Certification for Graduation” in the Graduate Student Handbook (http://grad.uc.edu/student-life/graduate_studenthandbook.html). Such students should sign up with their advisor (or a committee member if the advisor is on leave) for one credit of either:

- SOC7006 Thesis Research
- SOC9030 Dissertation Research

3.6.2 Leaves of absence. Under special circumstances, students may apply for a leave of absence from formal study at the university for a specific period up to one academic year. Please see “Leaves of Absence” in the Graduate Student Handbook (http://grad.uc.edu/student-life/graduate_studenthandbook.html).

3.7 Petitions to the Graduate Program Committee

If special circumstances warrant consideration of waiver of any requirements, the student should petition the GPC. The petitions should include supporting materials and letter of support from the student’s advisor.
4. Probation, Dismissal, and Reinstatement

The process described below pertains to actions that may be taken by the department against students who fail to perform as expected academically.

4.1 Probation and Dismissal

4.1.1 Criteria for probation
Faculty who assign a grade of “C” or lower to a student will notify the Director of Graduate Studies (DGS) of this action. The DGS will examine the student’s transcript to determine the GPA for that semester. If the student’s GPA is below 3.0, the DGS will notify the student in writing that of placement on probation and suggest needed improvements in the student’s performance.

4.1.2 Probationary periods
The probationary period will last for one subsequent semester in which the student is enrolled full-time.

4.1.3 Continuation while on probation
While on probation the student may continue in the program. Students will be dismissed from the program if they receive an average GPA below 3.0 while on probation.

4.1.4 Evaluation at end of probation
At the end of the probationary period, the student’s overall GPA will be recalculated by the DGS. Students will face dismissal from the program if their overall GPA is below 3.0.

4.1.5 Criteria for dismissal

4.1.5.1. A student can face immediate dismissal with no probationary period for receiving (1) a GPA below 2.0 (excluding incompletes) for any specific grading period; or (2) an “F” in any two courses, either concurrently or in different semesters.

4.1.5.2. A student may be dismissed for repeated (i.e., twice) failure of the preliminary examinations.

4.1.5.3. In addition, the Sociology Department reserves the right to seek dismissal of students whose actions are in violation of the student code of conduct, which includes academic (e.g., cheating, plagiarism, fabrication) as well as non-academic (e.g., sexual harassment, destruction of property) misconduct. For details, see www.uc.edu/conduct/Code_of_Conduct.html.

4.1.5.4. Faculty must report all forms of misconduct by students to the GPC. The GPC will investigate the incidents and place its findings and recommendations in the students’ files. The GPC may also notify the full Sociology faculty and/or the Graduate School about any misconduct.
4.2 Readmission

4.2.1 Petition for immediate readmission after dismissal. A student dismissed from the graduate program may file a written petition with the DGS for readmission. In making a decision regarding readmission, the GPC may consider extenuating circumstances surrounding the unsatisfactory grades, and the probability the student can successfully complete the program with at least the 3.0 GPA required to graduate. If the petition is denied, the student has a right to petition the department so that the full faculty can consider readmission.

4.2.1.2 Petition for subsequent readmission after dismissal. If a dismissed student wishes to be considered for readmission in the subsequent semester, a petition must be filed within three working days of receipt of the written dismissal notice.

4.2.1.3 Maintenance of previous grades if dismissed. If a dismissed student is readmitted, all previously earned grades will remain on the permanent records and will be computed in the overall grade point average.

4.2.2 Petition for readmission after an absence. Students who have either exceeded the amount of time allowed by the Graduate School to complete their degree, or have not been registered for three consecutive years may, consistent with Graduate School policy, be readmitted to the program. To be considered for re-admittance, students should file a written petition with the GPC. The GPC, in determining whether the individual should be readmitted, shall also determine whether course work and/or preliminary examinations would have to be retaken and, if relevant, whether the proposed dissertation project is still viable given the current make-up of the faculty.

4.3 Notification and Right to Appeals

Students will be kept fully informed of all decisions affecting their status in the program and have the right of appeal under grievance procedures drawn up by the Graduate Division of the University (see http://grad.uc.edu/student-life/policies/grievances.html).
5. Graduate Faculty Information

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