



Department of Anthropology

ANTHROPOLOGY DEPARTMENT BY-LAWS (revised October 13, 2004)

The governance of the Anthropology Department is the shared responsibility of the faculty under the leadership of the Department Chair. With the advice and consent of the faculty, the Department Chair is ultimately responsible for all personnel matters, the graduate and undergraduate programs, teaching assignments, and the allocation of space and other resources. The Department Chair makes positive representation of Department opinions and desires to the Dean, and of the opinions and policies of the Dean and higher administrators to the Department. The Department Chair is both a communicator and an initiator of new ideas concerning administrative and academic matters. This is accomplished by 1) regular department meetings; 2) an active committee structure; and 3) individual communications between faculty members and the Department Chair. Specific duties and responsibilities are assigned to other departmental officers and standing committees as representatives of the entire Department. Certain tasks are performed by the individual subfield members acting as a group, including admitting graduate students, planning course offerings, and making recommendations to the full faculty concerning priorities for new faculty hires. Supervisory committees are responsible for graduate student mentoring. Regular reporting of information on matters of public record is necessary for the faculty to carry out their responsibilities in the administration and execution of Department programs and policies. All members of the Department should strive to maintain open communication, mutual respect, and collegiality in order to fulfill Department mandates and continue the excellence in scholarship, teaching, and service that are the hallmarks of the Anthropology Department.

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I. Specific Duties of Department Officers

A. Department Chair (DC)

1. The DC appoints the Associate Department Chair(s), Graduate Coordinator, and Undergraduate Coordinator. The terms of these appointments are normally two years.
2. The DC is an ex officio member of all department and student supervisory committees. (*Ex officio* means “by virtue of office”; ex officio members have full voting rights. They need not be, and usually are not, the chair of committees.)
3. The DC chairs faculty and departmental meetings.
4. The DC is ultimately responsible for ensuring that required reports as referenced in this document are appropriately compiled and disseminated.
5. Other specific duties and responsibilities of the DC are stated elsewhere in this document.
6. In the anticipated absence of the DC, the DC appoints an Acting Chair for the period of time of the absence and disseminates this information in a timely manner to faculty, staff, and graduate students.

B. Associate Department Chair(s) (ADC)

1. The ADC(s) is appointed by the DC.
2. An ADC normally assumes the role of Acting Chair in the DC’s absence.
3. The ADC(s) provides advice to the DC concerning departmental academic affairs.
4. An ADC is an ex officio member of the Advisory Committee. An ADC may serve as liaison to other department committees as directed by the DC.
5. The ADC(s) is assigned specific tasks to assist the DC (e.g., curriculum and course scheduling, fund raising and development, special projects).

C. Graduate Coordinator (GC)

1. The GC is appointed by the DC.
2. The GC chairs the Graduate Education Committee and serves as ex officio member of the Graduate Financial Aid Committee.
3. The GC acts as the liaison between the Graduate School and the Department and its graduate students. The GC ensures that the Department conforms to Graduate School regulations and communicates Graduate School regulations to faculty and graduate students. The GC advises the Graduate School about matters of concern to faculty and students, suggesting any desired modifications in Graduate School procedures. The GC ensures the accuracy of information about the graduate program published in the Graduate Catalog.
4. The GC advises entering graduate students of departmental and Graduate School programs, policies, and regulations and may offer initial advice about courses.
5. The GC monitors graduate student progress and consults with students about any deficiencies in academic achievement or violations of departmental or Graduate School regulation. The GC annually evaluates the records of students approaching graduation to be sure that they have met department and Graduate School degree requirements. See current Graduate Program Policy and Procedures document.

6. The GC maintains a database on graduate students, including such information as date of initial enrollment, entering GPA and GRE score, program, supervisory committee, financial aid received, and degree progress. These data on currently enrolled students are reported on an annual basis to the faculty, along with the names of students who have completed degrees and/or left the department.

7. The GC annually reports to the faculty the names, academic backgrounds, intended areas of study, initial faculty advisors, and financial aid awards for all entering graduate students.

D. Undergraduate Coordinator (UC)

1. The UC is appointed by the DC.

2. The UC chairs the Undergraduate Education Committee.

3. The UC represents the Department at College meetings dealing with undergraduate affairs and curriculum. The UC ensures the accuracy of information about the undergraduate program published in the Undergraduate Catalog and appearing in the online catalog.

4. The UC is the primary advisor for students majoring and minoring in anthropology. The UC evaluates senior student records to determine whether anthropology major and minor requirements have been met.

5. The UC serves as the undergraduate honors student advisor: spots potential honors students (based on GPA), has them enrolled in the departmental honors program, alerts them to guidelines and deadlines, and coordinates with the student to identify a potential honors thesis mentor based on the student's interest.

6. The UC oversees the process for awarding University scholars and departmental undergraduate awards (e.g., Essenpreis and O'Sullivan).

7. The UC reports on undergraduate matters at least once a semester to the faculty.

II. Structure and Duties of Standing Department Committees

A. General Information

1. Standing committees include: Advisory Committee, Personnel Committee, Undergraduate Education Committee, Graduate Education Committee, Graduate Financial Aid Committee, and Development Committee. Some committees have elected members; others have appointed members.

2. Committees with elected members are elected by the faculty at an early fall department meeting. Faculty may nominate individuals for committee membership, including self-nomination.

3. A list of standing committee memberships (in item II.A.1) shall be disseminated to the faculty by the DC no later than the middle of the fall semester.

4. Departmental policy favors student membership on committees. In order to protect privacy rights, however, students may not be present when the records or activities of students, faculty, or staff are being discussed or examined, nor should privileged information be made available to students. Consequently, students may not serve on the Personnel Committee, the Graduate Financial Aid Committee, or any other committee that deals primarily with privileged personal information with the exception of Search Committees (see Search Committee Policy and Procedures).

B. Advisory Committee

1. Composition: The Advisory Committee consists of four faculty members elected by the voting faculty. An ADC is an additional ex officio member (5 members total, each with full voting rights).

2. Tenure: Elected committee members serve two-year, staggered terms. Consequently, the faculty votes for two new members each year.
3. Chair: At the first committee meeting, the members will choose a chair from among the elected members. The ADC on the committee, who serves as liaison to the DC, may not serve as chair.
4. Duties: The committee convenes at the DC's request or at the request of any three faculty members with full voting rights. The committee advises the DC on departmental matters. The DC may specifically charge the committee with conducting reviews of specific problem areas and making recommendations. At the request of the Dean, the Advisory Committee will act as a liaison between the Department and the Dean.

C. Personnel Committee

1. Composition: The Personnel Committee consists of four tenured faculty members elected by faculty with full voting rights. No more than three committee members may be of the same rank.
2. Tenure: Committee members serve two-year staggered terms. Consequently, the faculty votes for two new members each year.
3. Chair: At the first committee meeting, the members will choose a chair from among themselves.
4. Duties:
 - a. Salary compression: studying departmental salary inequities and making recommendations to the DC to alleviate this problem.
 - b. Merit pay: evaluating each faculty member's publications, teaching, and service, in conjunction with a formula approved by the Department, to recommend merit pay for faculty to the DC.
 - c. Other duties as assigned: e.g., monitoring the third-year (mid-career) review and mentoring processes for non-tenured professors.

D. Undergraduate Education Committee (UEC)

1. Composition: The Undergraduate Education Committee includes the UC and at least two additional faculty members appointed by the DC.
2. Tenure: Two years.
3. Chair: The UEC is chaired by the UC.
4. Duties: The DC may charge the committee with examining and recommending changes in various undergraduate education areas.

E. Graduate Education Committee (GEC)

1. Composition: The Graduate Education Committee includes the GC and at least two additional faculty members appointed by the DC.
2. Tenure: Two years.
3. Chair: The GEC is chaired by the GC.
4. Duties:
 - a. The DC may charge the committee with examining and recommending changes in various graduate education areas, e.g. curriculum tracks, proseminar structure, subfield distribution requirements.

- b. The GEC assists the GC in monitoring graduate student progress.
- c. The GEC assists in coordinating the process for resolving grievances filed by graduate students.

F. Graduate Financial Aid Committee (GFAC)

1. **Composition:** This committee is composed of one faculty member from each of the four subfields in addition to the GC acting as ex officio member. If qualified, a single faculty member may cover two subfields; thus, committee size may vary. Members are appointed by the DC, who may request nominations from the Advisory Committee or the faculty at large. Members of this committee usually do not serve simultaneously on the Graduate Education Committee.
2. **Tenure:** One year.
3. **Chair:** The chair is appointed by the DC. The GC does not serve as chair, instead functioning as a liaison between the GFAC and the DC.
4. **Duties:**
 - a. As subfield representatives, the members organize the meetings of their subfield during which graduate admissions are discussed, preliminary chairs and supervisory committee members are determined, and admittees are ranked for financial awards.
 - b. The GFAC is responsible for ranking current and incoming graduate students for financial aid (representing their subfield's ranking of new admittees), including various fellowships and teaching assistantships. The GFAC is mandated to follow the Department's current Graduate Student Financial Aid Policy and Procedures document in making these awards.
 - c. The GFAC ranks graduate student applications for college and department travel awards and college dissertation fellowships.

G. Development Committee

1. **Composition:** The committee is composed of three faculty members, of which one may be an ADC. The committee is appointed by the DC.
2. **Tenure:** Two years, with staggered appointments.
3. **Chair:** At the first committee meeting, the members will choose a chair from among themselves.
4. **Duties:** Overseeing the production of the annual Department Newsletter, maintaining the quality and currency of the Department web page, and assisting with alumni relations and fund-raising activities as requested by the DC.

H. Search Committees

1. **Composition:** For a new faculty search, the search committee consists of three to five faculty members elected by the faculty. In addition, the DC may appoint affiliate faculty or faculty from other units as non-voting members.
2. **Tenure:** The committee is charged during the period of the search process.
3. **Chair:** The chair is chosen by the committee from among the Anthropology faculty committee members.
4. **Duties:** Responsibilities and procedures are described in the current Department Search Policy and Procedures document.

I. Other Committee Assignments: Other standing department committees, primarily to determine the recipients of named fellowships and awards during the spring semester, are appointed by the DC.

III. Meetings

A. Scheduling

1. At least three department meetings will be held each semester (excluding summer sessions).
2. Meetings will be called by the DC at his/her discretion or at the request of any three faculty members with full voting rights in the department.
3. Notice of department meetings with a tentative agenda should be conveyed to department members at least one week in advance. Department policy is to avoid scheduling classes on Wednesdays between 3-5 pm so as to facilitate department, faculty, and committee meetings at that time.

B. Types of Meetings

1. Department meetings are open to faculty, department affiliates, students, and guests.
2. Faculty meetings are open to all voting faculty members. They are called primarily for the purpose of hiring new faculty. They may be held immediately following a department meeting at which opinions and advisory votes of students, affiliates, and non-voting search committee members are communicated.
3. Tenured faculty meetings are open to all voting tenured faculty. They are called for the purposes of maintaining confidentiality while discussing tenure and promotion applications of non-tenured assistant professors, tenure applications of non-tenured associate professors, and mid-career reviews of assistant professors.
4. Professorial meetings are open to all voting full professors. They are called for the purpose of discussing promotion applications of associate professors.

C. Conduct of Meetings

1. The DC chairs department and faculty meetings. In anticipation of the DC's absence, the DC will appoint a representative to serve as chair.
2. A quorum for any meeting shall consist of a simple majority of faculty members with full voting rights eligible to attend that meeting (fifty per cent plus one).
3. Meetings will be conducted in accordance with Robert's Rules of Order, except where those rules are at variance with the provisions of this document.
4. The DC and ADC(s) should impartially present matters at departmental and faculty meetings. They may, however, express their opinions as individual faculty members at meetings, outside of their administrative roles.

D. Voting Procedures

1. The election of committees as provided in this document does not require a motion for a vote.
2. For all other matters, votes will be held following a motion, a second, and the conclusion of discussion on the motion. Votes may be made by show of hands, but will be made by paper (secret) ballot at the request of any voting member. Ayes, nays, and abstentions will be recorded. A motion on a non-personnel matter passes if approved by a majority of the voting faculty present when the vote was taken.
3. Any vote on a personnel decision (creating a short list of interviewees, hiring, tenure, and promotion) shall be announced no later than one calendar week before balloting is conducted. Full materials on all candidates shall be available one week before balloting is conducted. Faculty who are away from campus for professional reasons

when balloting is conducted and who have appropriately notified the department of their absence ahead of time shall not be denied the opportunity to vote by proxy on any personnel decision.

E. Reporting Requirements

1. The DC (or his/her representative in the absence of the DC) is responsible for having the minutes of department and faculty meetings recorded by a faculty or staff member and archived on the department share drive as well as in hard-copy form.
2. Minutes of the prior department or faculty meeting will be disseminated or otherwise made available to the department members at or prior to the next subsequent meeting for approval or amendment by faculty vote.

IV. Amending the By-Laws

1. A motion to amend the by-laws may be made by any faculty member with full voting rights in the Department. If seconded, a vote by ballot to amend the by-laws will proceed.
2. Printed information on the proposed change (including both original and new language) shall be disseminated to the faculty two calendar weeks before balloting is conducted.
3. In order to be approved, the motion must be supported by the votes of two-thirds (2/3) of all faculty with full voting rights in the Department.