

Anthropology Department Internal Governance **10/7/2015**

This document describes general governance for the UO Department of Anthropology. Further details on policies and procedures are posted on the departmental "CAS Anthropology Operations" Blackboard site in the "Departmental Policies and Guidelines" folder. New policies or changes to existing policies in this document or as posted in the "Departmental Policies and Guidelines" folder on the departmental Blackboard site require approval by majority faculty vote (voting faculty defined in Department Faculty Meeting protocol and membership). Decisions made by department committees and at department meetings will be documented by the department head or a designated individual and appropriately archived. Access to these decisions will be readily available to all tenure related faculty and career non-tenure track faculty members.

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and of the College of Arts and Sciences, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost or designee. This document reflects the equitable participation of all Department of Anthropology Faculty of all ranks in the development of department policies and practices. The process for the development and revision of this document is as follows: the Head ensures that faculty of all ranks (TRF, NTTF, Adjunct, Courtesy) are included on the department faculty emailing list and Blackboard site. An email invitation to participate in all faculty meetings to discuss any departmental governance is sent to all faculty of all ranks to the email listserve. All relevant documents are posted on the Blackboard site for review. All faculty are invited to provide input in faculty meetings, via email or face-to-face discussion with any member of the Executive Committee.

Vision statement

The UO Department of Anthropology is dedicated to anthropological research, education, and outreach. The faculty is committed to excellence in teaching and to the advancement of knowledge through local, national, and international programs of research. As anthropologists, we are engaged in understanding recent and historical developments in the world at large, and we also seek to bring anthropological perspectives to bear on the problems of a modern global society. The department embraces a broad intellectual pluralism where different theoretical and methodological approaches are recognized and valued. The UO Department of Anthropology includes the subfields of archaeology, biological anthropology, and cultural anthropology. The UO Department of Anthropology is distinctive in its integration of these subfields via five areas of expertise and foci: Evolution, ecology and environment; Sex, gender and sexuality; Indigenous and minoritized groups; Food, health, and society; and Identity, heritage and globalization.

Provost and Academic Affairs Guiding Principles on Departmental Governance

The Anthropology department follows the Provost and Academic Affairs guiding principles on department governance. The following two paragraphs describe these principles:

Tenure-Track Faculty [*also known as tenure-related faculty or TRF*] are responsible for developing review guidelines for tenure and promotion; workload for the tenure-track ranks; merit salary increase guidelines for tenure-track ranks; and for participating in the review of tenure-track faculty as appropriate by rank. Only associate and full professors are eligible to vote on tenure

and promotion to associate professor and only full professors are eligible to vote on promotion to full professors. In exceptional circumstances an alternative voting process may be proposed to the Provost or designee. Tenure-track faculty always have responsibility for establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the colleges and schools and of the university, as well as establishing the requirements for earning degrees and certificates. They will also participate in the review and evaluation of non-tenure track faculty.

Career Non-Tenure Track Faculty (including research faculty) [*or NTTF*] are responsible for working with Tenure-Track faculty to develop guidelines for performance and promotion reviews, workload, and merit salary increase guidelines for the Career NTTF ranks, and for adjunct NTTF as necessary, and may participate in the evaluation process as appropriate by rank. Voting on promotion is restricted to those in the same rank to be attained or higher. In exceptional circumstances an alternative voting process may be proposed to the Provost or designee. Non-tenure track faculty also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the colleges and schools and of the university, if this is part of their professional responsibilities.

Sabbatical and On Leave participation policy: Faculty on sabbatical or on leave may participate in faculty governance if they wish but are not required to do so. Participation can be in any appropriate format including but limited to in person, by phone, in writing, or in email.

Funding Contingent Faculty: Time spent by funding contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.

Department of Anthropology Faculty administrative roles - Department Officers

The officers shall aim to act consultatively and to conduct department business in a transparent and open manner as much as allowed.

The department's officers are:

1. Department Head
2. Associate Head
3. Director of Graduate Studies
4. Director of Undergraduate Studies

1. Head: The Head is appointed by the Dean. The Head's duties and responsibilities include representing and advocating for the Anthropology Department and all its members and conveying important information from the UO administration to the department. The Head administers the department and departmental decisions, including chairing the Executive Committee, presiding over department meetings, oversight or completion of faculty reviews, appointment of the department officers, committee chairs and committee members, budgetary oversight and decisions, negotiating hires and retentions, adjunct positions that do not require a search committee, faculty, student, and staff issues and grievances, departmental strategic decisions, and supervising department staff. The Head appointment is for three years and is renewable.

2. Associate Head: The Associate Head is appointed by the Head and is a tenured associate or full professor. The Associate Head serves on the Executive Committee. The Associate Head serves as Acting Head when needed. Additional Associate Head's duties and responsibilities are decided in discussion with

the Head, are variable based on departmental needs and individual strengths, and may include delegated responsibilities from the Head. The Associate Head appointment is for two years and is renewable.

3. Director of Graduate Studies: The Director of Graduate Studies (DGS) is appointed by the Head and is a tenured associate or full professor. The DGS serves on the Executive Committee. The DGS is the Chair of the Graduate Studies Committee and oversees the Graduate Program (see below) and is responsible for deciding on GTF assignments including summer session (see General Duties and Responsibilities Statement [GDRS]), revising and updating the GDRS and the Anthropology Graduate Student Handbook, meeting regularly with AAGS representatives, and notifying students of their progress following the annual review. The DGS appointment is for two years and is renewable.

4. Director of Undergraduate Studies: The Director of Undergraduate Studies (DUS) is appointed by the Head and is a tenured associate or full professor. The DUS serves on the Executive Committee. The DUS chairs the Undergraduate Studies Committee and oversees the Undergraduate Program (see below) and decides on scheduling of classes (including summer session classes) in consultation with the undergraduate advisors. The DUS supervises the regularization of new classes. The DUS appointment is for two years and is renewable.

Anthropology Standing Committees

All standing committees, unless otherwise specified or necessitated, are appointed with a representative from each subfield. All appointments on standing committees, other than those on the Executive Committee, are for one year.

Executive Committee: The Executive Committee is composed of the Head, the Associate Head, the Director of Graduate Studies, and the Director of Undergraduate Studies. Every effort is made to have all three subfields represented by the DGS, DUS and Associate Head. If this is not possible, an ex-officio member from the department is appointed to the Executive Committee by the Head to represent the missing subfield. The Executive Committee advises and assists the Head and makes recommendations on the Head's decisions. The Executive Committee completes departmental merit reviews and the course reduction reviews (see Equitable Workload Policy). The Executive Committee recommends faculty for nominations of university and other outside awards. The Executive Committee coordinates Head, DGS, and DUS decisions on class offerings including summer session, GTF positions, graduate admissions, adjunct positions that do not require a search committee, and post-doctoral fellowship appointments.

Graduate Studies Committee: The Graduate Studies Committee is chaired by the DGS. The members of the Graduate Studies Committee are appointed annually by the Head in consultation with the DGS and are typically tenured associate or full professors. The Graduate Studies Committee is responsible for representing each subfield and assisting the DGS in oversight and review of, and changes to, the graduate program including requirements and curriculum, acceptance of new students, assignment of competitive awards outside of department and specific internal awards, the assignment of GTFs, and the annual review of graduate student progress (see GDRS and the Anthropology Graduate Student Handbook).

- Selection of applicants for admission to the graduate program is made by the Graduate Studies Committee. Each sub-field meets, ranks applicants, and makes a recommendation to their representative on the Graduate Studies Committee. The Graduate Studies Committee ranks potential students and alternates and presents their recommendation to the faculty. The faculty votes to accept or reject the committee's recommendation.
- Selection of a single graduate student (or student applying to the graduate program) or rankings of more than one graduate student for departmental nomination for competitive awards (e.g. UO

Dissertation Fellowship, Stein, SYLFF, Promising Scholar, etc) is made by the Graduate Studies Committee. Student(s) are selected and ranked by the Graduate Studies Committee by consensus or majority vote. The committee reports their decision to the faculty.

- Departmental Graduate Research and Stern/Barnett Awards are decided by the Graduate Studies Committee by consensus or majority vote. The committee reports their decision to the faculty.
- Each subfield representative solicits input from the TRF and Lecturers in their subfield with TRF faculty serving a primary role. Subfields establish, review, and revise subfield graduate curricula, and provide input on the establishment of requirements for earning graduate degrees and graduate certificates.
- The Graduate Studies Committee then integrates input from the subfields into departmental recommendations for discussion at future faculty meetings.

Undergraduate Studies Committee: The Undergraduate Studies Committee is chaired by the DUS. The members of the Undergraduate Studies Committee are appointed annually by the Head in consultation with the DUS and may be any TRF or Senior NTTF. The Undergraduate Studies Committee is responsible for representing and coordinating their subfield and assisting the DUS in oversight of the undergraduate program including subfield curricula.

- The Undergraduate Studies Committee is the departmental curriculum committee
- The Undergraduate Studies Committee reviews and updates the Anthropology major and minor requirements
- Each subfield representative convenes a meeting of the TRF and career NTTFs in their subfield with TRF faculty serving a primary role. Subfield meetings establish, review, and revise subfield undergraduate curricula, and provide input on the establishment of requirements for earning undergraduate degrees and undergraduate certificates.
- The Undergraduate Studies Committee then integrates and adjusts the subfield inputs into departmental recommendations for discussion at future faculty meetings.

NTTF Affairs Committee: The Chair of the NTTF Committee is appointed annually by the Head and is a tenured associate or full professor. The other members of the Community Committee are appointed annually by the Head in consultation with the Chair of the committee and may be any career NTTF. The NTTF committee develops recommendations for guidelines for performance and promotion reviews, workload, and merit salary increase guidelines for the career NTTF ranks, and for adjuncts as necessary. The Chair of the NTTF committee makes recommendations for discussion at future faculty meetings.

Community Committee: The Chair of the Community Committee is appointed annually by the Head and is a tenured associate or full professor. The members of the Community Committee are appointed annually by the Head in consultation with the Chair of the committee and may be any TRF or NTTF. The community committee is responsible for department diversity and equity considerations and initiatives. The committee works to improve the departmental climate and the continued support of a diverse constituency.

Space Committee: The Chair of the Space Committee is appointed annually by the Head and is a tenured associate or full professor. The members of the Space Committee are appointed annually by the Head in consultation with the Chair of the committee and may be any tenured associate or full professor. This committee implements the “Anthropology Policy on Availability of Office Space for Faculty” for the assignment, use, and changes to office, lab, and classroom use posted on the Blackboard site.

- The Space Committee produces an annual space report for the faculty and makes a recommendation to the Executive Committee. The final departmental decision is made by the Head in consultation with the Executive Committee. Decisions not in accordance with CAS policies will require written documentation and justification at the departmental level available upon request by the Dean's Office.
- This committee also decides on the allocation of internal education technology funds and the purchasing of teaching lab materials and supplies.

Awards Committee: The Chair of the Awards Committee is appointed annually by the Head and is a tenured associate or full professor. The members of the Awards Committee are appointed annually by the Head in consultation with the Chair of the committee and may be any TRF or Lecturer. The Awards Committee reviews and decides on the Undergraduate Research Awards, Juda, Health, Cressman, and McFee. The Awards Committee decides on the student(s) to receive the awards by consensus or majority vote. The committee reports their selection to the faculty.

Colloquium Committee: The Chair of the Colloquium Committee is appointed annually by the Head and is a TRF. The members of the Colloquium Committee are appointed annually by the Head in consultation with the Chair of the committee and may be any TRF or Lecturer. This committee interacts with AAGS to organize the departmental colloquium and speaker series. The committee is given an annual budget and decides on speakers and allocation of support to external requests. The Chair of the committee reports their decisions to the faculty.

Standing Committees and service positions without subfield representation

The following committees or service assignments do not require subfield representation.

Website Committee: The Chair of the Website Committee is appointed annually by the Head and is any TRF or career NTTF. Any additional members of the committee are appointed annually by the Head in consultation with the Chair of the committee and may be any TRF or career NTTF. The Head approves the budgetary support for the Website Committee. The Chair of the committee selects and supervises a graduate student assistant(s). The Website Committee is responsible for updating and maintaining the departmental website.

Graduate / Undergraduate Research Mentorship Program: The Chair of the Mentorship Program is appointed annually by the Head and is any TRF or career NTTF. The Chair coordinates the departmental graduate / undergraduate mentorship program.

Cheryl Harper Memorial Scholarship Committee: The Chair of the Cheryl Harper Memorial Scholarship Committee is appointed annually by the Head and is a TRF in archaeology. The members of the committee are appointed annually by the Head in consultation with the Chair of the committee and may be any TRF or career NTTF in archaeology.

The Undergraduate Paper of the Year Committee: The Chair of the Undergraduate Paper of the Year Committee is appointed annually by the Head and is typically the senior undergraduate advisor. The Chair of the committee selects committee members to review submitted papers. Members may be any TRF or career NTTF. The Undergraduate Paper of the Year Committee decides on the student(s) to receive the award(s) by consensus or majority vote.

MNCH Liaison: The MNCH Liaison representative is appointed annually by the Head and is any TRF or career NTTF.

Committee Decisions/Recommendations: Approval of decisions, recommendations, and other actions by departmental committees are by majority vote. The Head serves as the tie-breaking vote if necessary.

Special Committees: When a standing committee is not available, especially during out-of-term, and a committee-based decision is needed, the Head will appoint a Special Committee. Special Committees are based on the Executive Committee and/or Graduate Studies Committee whenever possible, with representation for each sub-field and substitutions for Advisors of any impacted graduate students where relevant.

Conflicts of interest in service: All committee members will fully disclose any interests that do, or may appear to, represent competing or conflicting interests in an upcoming decision. The committee will discuss such questions as they arise and decide on a course of action. If the committee deems it necessary, the faculty member may recuse themselves from a particular vote or decision. If the committee deems it necessary, an alternate faculty member will be asked by the Head to serve in place of the relevant faculty member for the particular vote or decision. Examples of situations where such issues may arise include space recommendations that impact that committee member or committee members or spouses, and competitive or special nominations / awards / teaching positions that impact a faculty member's advisees. Similarly, if the Head has a conflict of interest then an alternative Executive Committee member (in the following order: Associate Head, DGS, DUS) will serve.

Ad hoc committees

The department Head appoints ad hoc committees as needed.

Personnel committees for tenure review, contract renewal, and 6th year review: The Chairs of ad hoc personnel committees are appointed by the Head and are tenured associate or full professors as appropriate for the rank of the candidate. The members of the committees are appointed by the Head in consultation with the Chair of the committee and are appropriate for the rank of the candidate and subfield or area of research of the candidate whenever possible. For NTTF promotion review, the committee will include, where possible, NTTF at or above the rank sought by the candidate. The committee is responsible for writing the committee report that includes a recommendation for renewal, tenure, or promotion. The committee decides on the recommendation by consensus or majority vote. Committee reports for 6th year post-tenure reviews are forwarded to the Head in a timely fashion. Committee reports for contract renewal, tenure review, and promotion to Full Professor are presented in a timely fashion to the appropriate faculty for the rank of the candidate for discussion and voting. Voting on renewals, promotions, and tenure by the faculty are as follows:

- In cases of promotion to associate professor with tenure, eligible voters are regular faculty with associate to full professor rank (tenured faculty).
- In cases of promotion to full professor, only full professors with 0.5 FTE or higher may vote.
- Emeritus faculty on tenure-reduction vote in the terms that they are teaching or on university payroll.

Search committees: The Search Committee Chair is appointed by the Head and is a tenured associate or full professor as appropriate. The members of the committee, including one graduate student representative, are appointed by the Head in consultation with the Chair of the committee and are

appropriate for subfield or area of research of the candidate. All faculty members of the committee vote in the committee. The committee is responsible for identifying candidates to bring to campus for interviews, coordinating the visits, soliciting and incorporating faculty and graduate student input, deciding by vote on rankings of candidates, and reporting to the faculty at each stage of the search. The committee decides at each stage by consensus or majority vote. The committee final recommendation on the ranking of the candidates is presented to the faculty in a timely fashion for faculty discussion and voting as follows:

- Voting on faculty hires: All tenure related faculty (TRF) and Lecturers are eligible to vote on hires.
- Procedure: The eligible faculty vote on the acceptability of each candidate brought forward by the committee. Acceptability is determined by consensus or majority vote.
- The Search Committee presents their recommendation on ranking of the acceptable candidates and the faculty votes to accept or not accept the Committee's recommendation. If the Search Committee recommends more than one candidate at the same ranking or brings a split decision and requests ranking by the faculty, the faculty rank each of the candidates brought forward by the committee.

Department Faculty Meeting protocol and membership

Department faculty meetings occur approximately twice per month and are called by the Head. Any faculty member may bring forth motions. The agenda is prepared by the Head. Faculty of any rank may attend faculty meetings, and attendance is required for all TRF and Career NTTF. Attendance is taken and recorded in the minutes. Voting in faculty meetings is as follows:

- TRF with tenure home in the Department of Anthropology and career NTTF in Anthropology vote at faculty meetings.
- The Head does not vote unless the vote is tied.
- Non-career NTTFs, Courtesy, and adjuncts do not vote.
- Emeritus faculty do not vote except as specified. Emeritus faculty on tenure-reduction vote in the terms that they are teaching or on university payroll, unless specified otherwise in Departmental Procedures. Emeritus faculty who agree to serve on departmental committees vote on those committees.

Department head nomination

The Head is typically a Full Professor. The term of office is three years, unless an interim appointment is made. Information about Department Head selection may be found on CASweb at:

<https://casweb.uoregon.edu/Anon/documents/manuals/collegehandbook/collegegovernance.shtml#dh>

Starting in Winter term of the existing Head's final year or earlier, a Head Selection Committee is appointed by the current Executive Committee and consists of one senior, non-candidate, representative from each subfield. Candidates for Head will be nominated, by others or by self, by sending a statement to the selection committee. The statements are made available to the faculty. The committee reviews the candidates that agree to stand for consideration and solicits input from the department (faculty, staff, and graduate students). The committee summarizes the review, reports to the faculty, and writes the departmental recommendation for the Dean. Eligible department members may vote on candidates if desired. Eligible members are as specified under "Department Faculty Meeting protocol and membership" and exclude the candidates under consideration. The new Head's duties shall commence July 1 or another date negotiated with the outgoing Head and Dean.

Time spent by funding contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.