

PROCEDURAL GUIDELINES
DEPARTMENT OF ANTHROPOLOGY

PREAMBLE

The purposes of this document are to provide for effective, democratic management of the department particularly with respect to matters affecting the faculty as a collective body; to make clear the guidelines used in the operations of the department; and to assure an equitable distribution of service tasks within the department.

CHAIR

In addition to rights and duties outlined in the administration policy statements, the chair shall be responsible for seeking the counsel and recommendations of the faculty at regular department meetings, through the Departmental Affairs Committee and ad hoc committees in formulating and executing policy made for and by the department. In most cases, the recommendations shall be expressed by a simple majority vote. The chair may reject faculty recommendations stating the reasons for so doing.

DEPARTMENTAL AFFAIRS COMMITTEE

Composition and structure: Two faculty selected by a majority of the department including the chair, shall constitute the Departmental Affairs Committee. The members of the committee serve for a term of one year and may be re-elected. The Committee must meet at least twice a semester.

Functions: The committee serves as a clearing house to expedite the administration of the department. It receives input

from both the chair and the rest of the faculty on all matters pertaining to the administration of the department, in particular curricular matters and allocation of service duties. The recommendations of the committee shall be submitted to the chair and the faculty. Whenever the committee believes it necessary, it may spell out in greater detail its composition, structure and functions, bringing the details to the chair and faculty for their approval.

DEPARTMENT MEETINGS

The department meeting is composed of all full-time voting members of the faculty in residence, a simple majority of whom constitute a quorum. The faculty are expected to attend. The chair must convene at least two meetings of the department each semester, a notice and an agenda being given at least a week in advance, and as a general rule the chair shall try to avoid emergency meetings. A faculty member can submit to the chair in writing ten days in advance of a meeting issues that should be put on the agenda. Any two voting faculty members may request in writing that the chair convene a faculty meeting to be held within ten days of receipt of the request. When appropriate, a member of the Departmental Affairs Committee shall summarize the proceedings of the committee since the last departmental meeting. Matters of policy shall be put to a vote, a simple majority of those present carrying an issue. At the request of two of the faculty, members of the faculty absent

from campus shall be polled on a particular issue and given 30 days to respond, unless it is quite clear that the vote of the absent faculty cannot change the outcome of the vote.

AD HOC COMMITTEES

In a small department, it seems best to permit the chair to appoint ad hoc committees to deal with various discontinuous issues such as tenure and promotion, renewal of contracts, status of personnel, collections and artifacts, etc. In setting up such committees, the chair shall seek the counsel of the Departmental Affairs Committee and the faculty at a departmental meeting.

ADDITIONS AND REVISIONS

This document will be supplemented by additional policies which will be discussed and approved by majority vote. Amendments to and replacement of this document can be made only by a two-thirds vote of the faculty.

Adopted at a Faculty Meeting
October 9, 1978