

DEPARTMENT OF ANTHROPOLOGY
Bylaws and Organization
Adopted by Department, December 14, 2000

ARTICLE I. DEPARTMENTAL ORGANIZATION

The organizational structure of the Department of Anthropology shall be as follows:

- A. Chairperson
- B. Regular voting members will include persons with the specific titles of professor, associate professor, assistant professor, instructor, or titles from the research series (as defined by the Faculty Handbook) who are officially rostered in the department.
- C. To be rostered in the Department of Anthropology, a faculty member must have as his/her primary unit the Department of Anthropology, or be defined by the Dean of the College of Liberal Arts and Sciences as being rostered in the Department of Anthropology.
- D. It is recognized that from time to time, the Dean, Vice-Chancellor, or Chancellor may request that members of the administration be formally rostered in Anthropology. The Department of Anthropology reserves the right to vote on such actions.
- E. Membership in the department implies responsibility for carrying out activities related to teaching, conducting research and related professional activities, and performing needed service to the Department, the University and the Community.

ARTICLE II. OFFICE OF THE CHAIRPERSON

- A. Eligibility, Election.
 - 1) The chairperson shall be a regular voting member of the Department of Anthropology as defined in Article I B., and who is tenured in the Department.
 - 2) The term of the office of the chairperson shall normally be three years.
 - 3) The election of the new chairperson will be held in the second semester of the second year of the term of the current chairperson or at another time, as agreed to by rostered faculty.

- a) The election shall follow any procedure agreeable to all voting members of the department, or:
 - b) Regular voting members shall nominate the candidates for chairperson by secret ballot. The chair shall set a date for the receipt of a nominating ballot. No less than two weeks shall be given for the nominations process. In case more than two candidates are nominated, the two receiving the highest number of votes shall be considered the nominees.
- 4) Regular voting members shall elect the chairperson by secret ballot: all regular voting members shall place their vote by written secret ballot, and, in order to be counted, said ballot must be received by the department no later than two weeks from the date the list of nominees was distributed to all voting members. The name of the candidate receiving the greatest number of votes by all the voting members shall be reported to the Department and to the Dean of the College of Liberal Arts and Sciences by the chairperson in office.
 - 5) In the event that the chairperson resigns, dies, or is recalled according to the procedures set forth in Article IV, Section D, a new chairperson shall be nominated and elected, shall hold office for a period of time beginning from the date of election and including three years from the first school year semester following the election; upon the resignation or death or removal of the Chairperson as a result of a recall vote or for any reason, an acting Chair shall act as Chair until a new Chair is duly elected, and shall receive the full stipend paid for the position of chair for the period of office or fraction thereof.

B. Duties and Responsibilities.

The Chairperson shall:

- 1) Preside over and be a voting member in the department when it meets as a committee-of-the-whole and shall be an *ex officio* member of all other department committees.
- 2) Function as the executive officer of the department, administering its operations on a day-to-day basis throughout the year, conducting its business and representing it in its external relations with the college of Liberal Arts and Sciences, of the campus,

the University and affiliated Auraria institutions. The chair may, with the advice and consent of the Executive Committee (see Article III.A.), delegate administration of similarly designated matters and proceedings to other faculty. In general, the chair shall be responsible for executing the policies established by the Department of Anthropology.

ARTICLE III. DEPARTMENT PROCEDURES.

A. The Executive Committee.

The department recognizes that some faculty hold dual teaching and service responsibilities - in the Department of Anthropology and the Program in Health and Behavioral Sciences. The department also recognizes that there are some matters which are primarily the concern of those whose primary teaching responsibilities lie in the Department of Anthropology. The Executive Committee of the Department is thus given responsibility for handling those matters that pertain directly to anthropology's undergraduate and graduate teaching mission. These include graduate student admissions, graduate student comprehensive examinations, and undergraduate and graduate curricula.

The Executive Committee of the Department of Anthropology consists of all members of the Department of Anthropology whose *primary* responsibility is to teach in the undergraduate and graduate programs in anthropology. It is likewise recognized that the Program in Health and Behavioral Sciences will elect its own Executive Committee. See Article IV A.

B. Other Committees or Assignments.

- 1) Director of the Anthropology Graduate Program. One rostered faculty will serve by the Chairperson's request and/or consensus of the Department as the Director of the Anthropology Graduate Program, normally for a period of three years. Duties include maintenance of a current list of all graduate student addresses and phone numbers, assembling and routing of graduate student application files for acceptance or rejection, performing graduating checks for candidates, assembling or administering of comprehensive exams, and monitoring student progress through the program. Further, the graduate Program Director will act as a liaison between the Department and the Graduate School, and between Department Faculty and the Graduate students. The Departmental secretary will assist in clerical and administrative matters.

- 2) Undergraduate Advisor. One or more rostered faculty will serve at the Chairpersons request and/or consensus of the Department as the undergraduate advisor, normally for a period of three years. Duties include keeping abreast of general College and University requirements, acting on student course transfer requests, performing graduation checks, and general advising of students (or directing students to appropriate faculty) re. course selection, graduate programs, etc.
- 3) Anthropology faculty may serve on other college, Campus or University Committees, as appropriate.

C) Departmental Meetings and Policy.

- 1) Meetings of the Department shall be conducted according to regular procedures to the satisfaction of all participants. In the event that questions of procedure are raised, Robert's Rules of Order, Revised, are to be used as the procedural criteria.
- 2) The Chairperson shall designate the departmental secretary or someone else to serve as secretary to all Departmental meetings.
- 3) The Chairperson will be responsible for the duplication and distribution of Departmental meeting minutes to each regular member of the Department. Minutes of meetings will be adopted unless corrected at the next departmental meeting.
- 4) An agenda for departmental meetings will be distributed in advance. As a rule, the following items of business shall be covered, and should questions of procedure arise, they shall be taken up in the order presented here:
 - a) Approval of minutes of the preceding meeting.
 - b) Announcement of informational items or administrative actions taken by the Chairman since the previous meeting and report of items of specific interest to the Department as a whole.
 - c) Committee reports
 - d) Old business as outlined in agenda.
 - e) New business.
 - f) Communications by members.
 - g) Adjournment.

- 5) Departmental meetings are to be held monthly or as needed during the academic year. The time and day will be set by the Chairperson in consultation with regular voting members of the Department.
- 6) The Chairperson of the Department normally will call meetings, as needed, or a special meeting may be called at the written request of two regular members. The purpose of the special meeting shall be stated in the written request and copies shall be distributed to all members of the Department.
- 7) A secret ballot may be required on any vote, as a matter of right by any member of the Department.
- 8) Policy and procedure not covered by these Bylaws may be initiated or modified by a majority vote of the membership of the Department.

D. Recall.

A request for recall may be initiated against any elected officer. Recall action must be initiated by a petition signed by two members of the Department and will require a 2/3 majority vote of the entire membership.

ARTICLE IV. RELATIONSHIP BETWEEN THE PROGRAM IN HEALTH AND BEHAVIORAL SCIENCES AND THE DEPARTMENT OF ANTHROPOLOGY

- A. The Program in Health and Behavioral Sciences and the Department of Anthropology represent different academic programs with distinct roles and missions within the University of Colorado-Denver. It is recognized that each unit will manage its own academic programs through separate Executive Committee structures. Membership of the respective Executive Committees is defined in each unit's by-laws.
- B. Those faculty whose primary teaching responsibilities are in Health and Behavioral Sciences, but who are rostered in the Department of Anthropology, shall be considered voting members of the Department of Anthropology as described in Article I, Section B., including all matters related to hiring (see Section H. below) and Recruitment, Tenure and Promotion Actions (Article V, Section A.)
- C. Clarification of Hiring Procedures
 - 1) A search committee will be formed by the head of the appropriate Executive Committee (i.e., the Chair of Anthropology or the Director of Health and Behavioral Sciences) for which a hire will be made.

- 2) The search committee is charged with recommending a job description, a long list of candidates and a short list of interviewees to the voting members of the department for approval.
- 3) In the case of appointments to the Department of Anthropology, all voting members of the Department as defined in Article I., regardless of their primary teaching assignment (Anthropology or Health and Behavioral Sciences) are eligible to vote on such appointments.

ARTICLE V. REAPPOINTMENT, TENURE AND PROMOTION (RTP)

- A. All RTP review and voting procedures will be carried out in accordance with the Department's *General Criteria for Tenure and Promotion*. A copy of these procedures is appended to these by-law

ARTICLE VI. REVISION AND AMENDMENT OF CODE.

- A. The Department Bylaws may be amended at a Department meeting. Amendments must take the form of a notice of action. Amendments to the Bylaws may be initiated by any regular member. A 2/3 majority of the membership of the Department will be required to amend. Mail ballots will be supplied to all absent regular members.
- B. Where provisions of the Bylaws are in conflict with previously adopted rules, the provisions of these Bylaws shall prevail.