

Department of Anthropology: Key faculty elective or appointive positions

Personnel Committee: leads the process of all faculty personnel actions, except initial appointments. Evaluates faculty performance with reviews of the Annual Faculty Report, assigns merit points, works with the chair in evaluating faculty in the mini-tenure review, tenure and promotion to Associate Professor, promotion to Full Professor, and PMYR. Evaluates once every three years the performance of the department chair. Recommends adjunct and emeritus appointments. The chair of the Personnel Committee serves on the Executive Committee.

Graduate Program Director (GPD) reports to the Graduate Dean and manages the Graduate Program, following procedures developed both by the Graduate School and by the department. Many of the procedures are bureaucratic and can be delegated to Shelley, but SOL extensions, full-time student status requests, and approval of thesis and dissertation committees and certifying that one is ready to defend a dissertation all require the direct intervention of the GPD. The GPD insures that the Graduate Handbook is kept up to date. The GPD leads the process whereby the faculty nominate candidates for the annual Graduate Fellowship competition. The GPD serves on the Executive Committee.

Undergraduate Program Director (UPD) reports to the Undergraduate Registrar, and manages the undergraduate program for majors and minors, following procedures mandated by the University and the department. Many of the procedures are bureaucratic and can be delegated to Shelley, but the UPD conceptualizes and implements an appropriate advising system for majors and minors, certifies the completion of majors and minors, and counsels transfer majors, and insures that the Undergraduate Guide is up-to-date. The UPD serves on the Executive Committee.

Graduate Admissions Director reports to the Graduate Dean and supervises the process in the department whereby candidates for graduate admission are advised and whereby applications for admission are considered. The GAD screens applications and invites faculty input to a process that engages the faculty in making the key decisions about admission or rejection. The GAD also manages the process whereby certain incoming students receive funding from the University, and insures that the Graduate Admissions Guide is up-to-date.

Departmental Honors Coordinator advises anthropology majors pursuing a degree that bears the departmental honors designation. The DHC also encourages faculty to offer honors courses and promotes and markets the various honors options available to our majors. The DHC coordinates advising with the UPD.

Departmental Experiential Education Coordinator becomes knowledgeable about – then advises anthropology majors about – internships, community service learning, and study abroad opportunities, and certifies to the Registrar the successful completion of experiential education opportunities. . The Departmental Experiential Education Coordinator coordinates advising with the UPD.

Publication Committee serves as the editorial board to oversees the department's Research Reports series. This involves the elicitation and review of monograph-length manuscripts as

well as the production, distribution, and marketing of Research Reports.

Collections Committee sets policy for the accession, curation, use, and de-accession of materials from departmental collections.

Repatriation Committee acts as the University's representative in complying with the letter and spirit of the 1992 NAGPRA legislation. The NAGPRA committee reports through the chair to the CSBS dean and then the Provost of the University and submits an annual report of its activities through the same channel.

Library Liaison is the key policy gatekeeper between the department's faculty and the University Library, conveying messages in both directions to optimize the research services the library can provide to anthropology faculty and students.

Human Subjects Review Officer (HSRO) acts to insure that students and faculty research complies with the pertinent statutes and regulations governing research on human subjects. The HSRO disseminates appropriate information to members of the department so that all are aware of and comply with appropriate Human Subjects Research guidelines.

MSP Representative communicates information relevant to the faculty work environment to the union staff and leadership and from them back to the faculty.

Colloquium Coordinator, by scheduling a series of distinguished local and visiting speakers, sustains a vibrant departmental intellectual discourse.

Curriculum Committee seeks to insure that undergraduate and graduate program objectives are met through the development, approval, and sequencing of specific courses.

Executive Committee sets the departmental meeting agenda, advises the department chair, and evaluates applications for teaching assistantships and for positions in the Division of Continuing Education.