Welcome from the new Chair

I want to extend a warm welcome to everyone at the start of this new academic year. I hope you have all had good summers full of fun, relaxation and productivity. For returning faculty and students, you’ll notice some changes in the halls of Machmer. There have been departures, exciting new arrivals, E-16 got a face lift with AV, new tables and chairs, W-17 is also now AV equipped, and we have a new seminar room (E-31), just down the hall from the graduate student cubicles. We are also very happy to say that Sonya Atalay’s Public Anthropology Lab has been moved from Munson Hall to her new space in Machmer E 25.

We will have a Welcome Reception Wednesday Sept. 9th at 12:30 in the Hadley Room, 10th floor of the Campus Center. This is for everyone! Even if you are not new to the Department, we would love to have you come. It’s a great opportunity to have some food, see familiar faces, catch the beautiful views of the Valley, and meet our new arrivals.

Meanwhile, here is a quick overview of some of the latest news.

Task Force on the Anthropology Major

Anthropology has experienced a downturn of majors in the last few years. We are not alone; SBS has experienced some decline throughout the College. We all know Anthropology is an exciting field. But not everyone else does. The Curriculum Committee will be doing double duty as a task force on the major. I am looking to everyone to help us do a better job advertising anthropology.
to prospective students. First step: I’m calling a meeting of all instructors of Gen Ed courses (graduate TA’s, RAP, as well as faculty) **Tuesday Sept. 8th at 1 pm in E-16**. This is the first meeting of Jen Sandler’s “Teaching Anthropology” class. We will be talking about the major and what you can do to help us regain our numbers.

**Five College Undergraduate Anthropology Conference to be Hosted at UMass, April 2016.**

This annual conference is an example of the strong tradition of Five College collaboration we have long had in Anthropology. Hosting the conference rotates among the various institutions and is a wonderful opportunity to showcase our undergraduate research achievements. This year marks the 20th anniversary and it was the consensus of the various Departments in the Valley that we take this occasion to pay tribute to our very own Silvia Forman, former Chair of the Department and founder of the Association for Feminist Anthropology. Silvia was an important force in creating this conference and left us the wonderful Silvia Forman fellowship thanks to her generosity. Planning will start soon and we are looking for your ideas on increasing and diversifying the ways students can participate not only through papers, but also round tables, poster sessions and useful workshops. It’s a good time to think about how projects in your classes could be included in the conference. We will be forming a committee shortly to start preparations. Stay tuned…

**New Faculty**

We are also excited to have four new faculty joining us this year. Check out their web pages, stop by their offices and say hello.

**Felicity Aulino**, our new Five College appointment in Global Health;

**Jason Kamilar** is our newest biological anthropologist bringing exciting research expertise in primatology, evolution, and conservation ecology;

**Barker Farris** joins us as the Repatriation Coordinator. An archaeologist with extensive experience in cultural resource management and Native studies, Barker will also be teaching two courses for us.

**Paulette Steeves** joins us as a Visiting Lecturer in Archaeology. She specializes in the Pleistocene and how one can use indigenous method and theory to decolonize conventional histories of North American Indigenous peoples.
And then we have some fond farewells...

Bob Paynter has retired after 34 years on the faculty. Among his many achievements, Bob put UMass on the map for historical archaeology, pioneered work in the archaeology of capitalism, and worked tirelessly to bring the scholarly and public recognition to the W.E.B. DuBois home site in Great Barrington. We look forward to a fabulous fest-shrift in his honor later in the year.

Jonathan Rosa won a prestigious Ford Postdoctoral Fellowship and will be moving on to take a faculty position at Stanford University. A fabulous teacher and scholar and pop culture maven, we have him to thank for four years of exciting courses in linguistic anthropology, Latino Studies and the wonderful Digital Lab in Herter 101.

Lisa Wegiel, our Department Administrator for the past 17 years, moved on to take a new position in the Office for Research and Engagement. Lisa was our “go-to” person for just about everything, and we will miss her wealth of knowledge.

Since Lisa’s departure, Grace Rock, Debbie Averill and Shelley Silva have worked extra hard this summer and done a terrific job working to fill in the gaps. I’m so grateful to all of them for their extra time, energy and enthusiasm in getting through this tough period.

We hope to have a search for a new Department Administrator finished by the end of September. Meanwhile I ask for your patience as we try to keep operations chugging along.

Lunch Time.

This year I’ve decided to close the office for half an hour everyday M-F 12:00 – 12:30 so staff can have a regular lunch break. Please respect their time.

Fun

Save the date for the **Department Picnic, Sept 19th**. Tom Leatheman is inviting us all to his wonderful new house in Northampton. Bring your families. It’s a great occasion for good food and fun.

Wishing you all the best for a great start to the semester.

Jackie Urla
How do I do that?

**The Office**

This is the place you go for all kinds of help from registering for a class, processing a grade change, requesting a reimbursement, or getting scans of your course materials. Below we have a quick guide to who can best help you with what and general policies for copying, room reservations and scanning. Please note that we are short-staffed and advance notice for work you need done is especially appreciated.

**Our Fabulous Staff**

**Debbie Averill** is the Office Assistant and helps with personnel and other human resource issues, payroll needs, general Office support, and event planning.

**Grace Rock** handles the large and complex financial aspect the Department. She manages account balances and processes purchases, credit cards payments, and travel reimbursements.

**Shelley Silva** handles all things academic including course scheduling, helping students with registration issues, assists the Undergraduate Program Director, Chief Undergraduate Advisor as well as the Graduate Program Director, Scheduling Officer, Curriculum Committee, and Department Chair as needed.

**Department Office Policies**

1. **Room E-31** is the now the department’s main seminar and meeting room, available for faculty, staff, and students on a sign-out basis. You can consult the existing reservations online, and make a request for room reservations with Shelley or Debbie. Keys to the room as well as a data projector are available in the Main office. Please be sure to return these items promptly as this room is in regular use. Also note that this is shared Department space. Be thoughtful of others and do not leave food or trash behind.

2. **Room 201** is set up primarily for instructors to use in preparing class materials. A table, office supplies, copier, etc. are there for that purpose. Please keep the room orderly and neat for the next person. This is also a space for students to meet or wait comfortably for meetings with advisors. No one person is responsible for keeping this room clean, so please help by disposing of all trash and putting furniture back where you found it. The staff reserves the right to discard unidentified items left for long periods in the room. **PLEASE NOTE: 201 is left open when the main office is open, and it is to be kept closed and locked otherwise for security reasons.**

3. **Mail** is distributed in Room 201. Mailboxes are provided for all faculty, staff and graduate students. Graduate students may request letterhead for a specific purpose by a note to the chair. Outgoing mail should be dropped in the appropriate box in room 201 or given to Debbie in 217. If you will be away from the department for any period of time, please notify the office so mail will not accumulate in your box.

4. **Key Requests** are handled by Debbie in room 217. When you return a key, please clearly identify for Debbie who the borrower has been and what place the key unlocks. Keys to labs are available to sign out only with written permission of the faculty supervisor for each lab.
5. **Room Reservations** for events on campus organized by Anthropology faculty and students may be made by contacting Shelley in room 215.

6. **Requesting supplies and materials** (paper, etc.): requests for paper and other stationary supplies for research and teaching in the department can be made via email to a member of the office staff. This will allow the office staff to plan and use their time most efficiently.

7. **MAIN OFFICE, 217.** Open 8:30-4:30, the Main Office is the place to go for key requests, student files, bookkeeping, travel authorizations, etc. We close for lunch M-Fri, Noon - 12:30.

8. **Work study students** are coordinated by the staff. Faculty who need assistance on projects should consult a staff member or the Chair.

9. **Xeroxing/Scanning.** Requests should be filled out using the office forms. Expect an average of 3 days to fill requests. Instructors of large lectures are asked to have TAs assist with photocopying needs when at all possible in Room 201.

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**Rules for Use of Photocopier in Room 201**

The photocopier requires each user to enter her/his personal ID number before any operations will take effect. The office staff will assign you an ID number to use. Do NOT share your ID number with anyone.

**Faculty** may use the photocopier to make copies of course, service, and research materials.

**Graduate student instructors** (TAs and Continuing Ed Instructors) may also make copies of course materials.

**Each graduate student** may make photocopies, using the Grad Caucus ID number. See Debbie or Shelley if you need a number.

The following website has info about copyright laws with respect to photocopying:

[http://www.oit.umass.edu/copyright/index.html](http://www.oit.umass.edu/copyright/index.html)

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**Human Subjects Review**

The Office of Research & Engagement has decided to centralize the oversight of all research involving human subjects. We will no longer have a Department Human Subjects Officer. Both funded and unfunded research projects involving human subjects must now obtain IRB approval. If you have a question about whether a classroom or research project requires IRB approval, you...
should contact the Human Subjects Protection Office at humansubjects@ora.umass.edu. We may be organizing a workshop training on this later in the semester.

The Institutional Review Board (IRB) Guidelines can be found at http://www.umass.edu/research/compliance-policy

Mail – some general rules

Postage: (a) All letters and packages to be mailed must have a faculty member's name in the return address; (b) No large packages will be posted without an explanation of why they have to go on the departmental account; (c) All postal items should be shipped by the cheapest rate (e.g., please don't send manuscripts or books by first class); (d) The Department will not generally pay for Express Mail; and (e) No personal mail may be charged to the department's postage account number. For any bulk mailing (i.e. 20 or more items) please consult with the Department Administrator.

MegaMemo Editorial Policy

The MegaMemo is the OFFICIAL GAZETTEER of the department and meant to provide a regular and streamlined means of communication about Department activities and procedures. All departmental business should be announced and reported on in the MegaMemo, including all policy pronouncements of the Chair, the GPD, the Graduate Admissions Director and the Director of the Undergraduate Programs; all agendas of meetings of the Department, the Executive and Personnel Committees, the Grad, Undergrad and Faculty Caucuses, and of any other collectivities (such as the European Program); all notices of graduate evaluations/exams/prospectuses/defenses; all departmental policies, regulations and procedures (new, re-stated or revised). While we will make an effort to also post announcements of lectures and other events, everyone is encouraged to consult the Department Web Page for the most current listings.

Academic Information - Undergrads and Grads

Undergraduate Advising: Milena Marchesi in Machmer 207A Chief Undergraduate Advisor

Undergrad Archaeology Internship: More Info

UNDERGRADUATE SBS SCHOLARSHIP OPPORTUNITIES
Applications and more information can be found here: http://www.umass.edu/sbs/current-students/undergraduate/sbs-scholarships

Upcoming Career Events going in SBS: (general calendar) http://www.umass.edu/sbs/news-events/calendar
Graduate Student Announcements/Application Info and Deadlines:
(Includes, TA Applications, RAP-CPE Apps, Travel Grants, etc.)

MA/PhD: Exams and Defenses:
I will post Graduate student exams and defenses here.

Call for DCPE Applications Winter 2015-16
Call for applications for instructors to teach courses in Winter 2015-16 (Dec. 21, 2015 – Jan. 16, 2016) with the Division of Continuing and Professional Education (all are on-line). Due: Tuesday September 8 (12:00 PM) Applicants should submit the following materials personally to Shelley Silva (in Machmer 215) on or before the due date:

1. A cover letter.
3. An application form (available on the Department website, or from Shelley).
4. A completed teaching inventory form (also available on the Department website).
5. A course syllabus for each course proposed**

Currently enrolled graduate students have priority to teach these courses. Please read the extensive discussion of the application and evaluation procedures in the Graduate Handbook (on our website or available in the main office). CPE classes are reimbursed based on enrollment.

**You may use a syllabus you have previously developed or may request a syllabus from a faculty who has taught the course (on file with Shelley) and use one of these with appropriate modification. However, in the case you propose an entirely new syllabus, it must be submitted for review at least 1 month prior to the course start date (for Winter this will be November 16, 2015). During the selection process we will look at syllabi for structure and content and how well they meet the intention of the course and ask for revisions where necessary.

Continuing and Professional Education (CPE) Classes for Winter 2015-16:

Anthro 106 Culture through Film
Anthro 150 Ancient Civilizations
Anthro 205 Inequality and Oppression
Anthro 208 Human Ecology
Workshops and Training:

*Graduate School Office of Professional Development Workshops:
The Center for Teaching and Faculty Development and the Graduate School are sponsoring a number of workshops to support graduate student teaching. Below you will find a list of offerings sent to graduate students, along with a link to register.

[Complete List of Events]

Grad School Office of Professional Development Events and Workshops:

ISSR Events:

OTHER Information:

***** LAB SECURITY:

Please remember, when using or teaching in any departmental labs, that the doors and windows MUST be locked when you leave. We’ve been told that E16 has been left open on numerous occasions, please double check all are closed and locked when you leave.

Also blinds in W12 and W17 should be left closed when room is unused. These rooms are all on the first floor with full window visibility and accessibility, so we need to be diligent in keeping them secure.