

Text for PDF attachment: key faculty elective or appointive positions

Faculty Service Positions and Committees: descriptions _____

Department Chair handles the departmental budget and a variety of other administrative tasks and connects the department to the Dean of the College of Social and Behavioral Sciences. The Chair calls and chairs faculty caucuses and the Department Meeting. The Chair is also the person who hears complaints and problems from the various people associated with the department and who generally tries to keep the entire operation running smoothly.

Associate Chair works closely with the Department Chair and serves on several key department committees.

Graduate Program Director (GPD) 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 serves as the chair of the **Graduate Studies Committee**.

Graduate Admissions Director (GAD) reports to the Graduate Dean and supervises the graduate admissions process, in collaboration with other members of the Graduate Studies 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.

Chief Undergraduate Advisor (CUA) undertakes face-to-face advising with undergraduate students and serves on the Undergraduate Studies Committee.

Scheduler meets with subfield caucus heads and liaises with the office of course and classroom management to schedule classes.

Department 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.

Department 701 Colloquium Series Coordinator organizes the theme and speaker line up for the department's colloquium series.

Subfield Caucus Heads (Archaeology, Biological, Cultural & Linguistic Anthropology) The charge of the subcaucus head is to call meetings as needed for curricular planning and any other special projects as needed by the Chair.

COMMITTEES

Personnel Committee consists of a Chair, two additional members of the faculty and one graduate student. Its primary role is to oversee personnel actions. It acts on Tenure and Promotion cases (mini-tenure, tenure cases, full professorship, PMYR), oversees the Annual Faculty Review process, merit raises, reappointment and evaluation of lecturers and adjuncts, salary anomaly review. Every three years, it undertakes the evaluation of the department Chair. In conjunction with the department Chair, the PC also considers whether to nominate faculty members for campus awards and prizes.

Graduate Studies Committee (GSC) This standing committee is chaired by the Graduate Program Director (GPD) and also comprises the Graduate Admissions Director (GAD), 1-2 additional faculty members and a graduate student. Its tasks include considering matters of policy related to the graduate program and updating the Graduate Handbook, conducting the annual Graduate Review, overseeing applications for graduate teaching opportunities (Taships, RAP, DCE, etc) as well as graduate fellowships, travel and other awards. In addition, the Committee manages graduate admissions.

Undergrad Studies Committee (USC) comprises the Undergraduate Program Director (UPD), the Chief Undergraduate Advisor (CUA) and the Undergraduate Advisor. Its tasks are to organize undergrad advising, the promotion of the major, experiential education, honors advising, UG study abroad fellowships and the UG Research Conference.

Curriculum Committee (CC) This standing committee meets to establish the teaching schedule, and to review and ensure robust curricular offerings for the major and the graduate program. Chaired by the Department Chair or the Associate Chair, its members comprise the Chief Undergrad Advisor, the Undergraduate Program Director, the Scheduler, additional faculty from subfields not otherwise represented by the previous members, and one graduate student.

ADHOC committees:

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

Department 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. The Committee is chaired by the Repatriation Coordinator.