

Department of Anthropology Policy Statement

Fall 2000

Revised and approved by the Bargaining Unit Faculty of the Department of Anthropology, Nov. 29, 2000

Introduction

It is the right, the responsibility, and the privilege of the University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

Graduate Faculty and MA Committees

- a. All tenured and tenure-track departmental faculty are automatically considered to be members of the graduate faculty.
- b. Any departmental faculty member may serve on MA committees.
- c. Only graduate faculty in Anthropology may chair MA committees.

Definition of Meetings

Three different groups will meet at regular or irregular intervals. Meetings can be called by the Department Chair, elected union representative, or any faculty member.

- a. Departmental meetings will be conducted by the Chair or, in his/her absence, by a faculty member designated by the Chair and shall include all faculty, department Chair, staff, and a graduate student representative.
- b. Bargaining Unit meetings include only members of the Bargaining Unit Faculty and will be conducted by the elected union representative or, in his/her absence, by a faculty member designated by the union representative.
- c. Faculty meetings include only the department faculty and Chair. They will be conducted by the Chair or, in his/her absence, by a faculty member designated by the Chair.

Normally, only board-appointed faculty will have a vote at these meetings. An exception is that the graduate student representative will have one vote on matters of hiring. The Chair votes only as a tie-breaker.

Article 14

Appointment and Reappointment of Faculty

14.1 FACULTY RECOMMENDATIONS:

- a. If the Department of Anthropology is authorized to hire (or rehire) for a position, the faculty including the Chair, acting as a committee of the whole, shall: ascertain the desired professional qualifications of applicants; draft a statement announcing the position for circulation in ways consistent with professional ethical standards and university and affirmative action policy; elect a search committee with at least three members and direct the search committee to elect a chair from its members; and request that the department Chair place the advertisement.
- b. After publication of the position, the search committee shall be responsible for: screening all applicants; making all vitae available for examination by the faculty; presenting a ranking of, at least, the top six candidates; and requesting of the department chair that a departmental faculty meeting be scheduled at which time, by a majority vote, candidates will be selected for on-campus interviews. Chairs of all search committees will actively seek input from faculty members who are not on the search committee prior to finalizing the ranking of the top six candidates.
- c. Following the selection and ranking of qualified candidates, the faculty, in consultation with the department Chair, will recommend to the Dean those candidates to be invited for interview.

Ideally, as many candidates as available funding will permit should be brought to campus for interviews.
d. Having provided for faculty and students in the department to meet with the invited candidates for the position, the search committee shall:

1. request of the department Chair that a departmental faculty meeting be scheduled to evaluate candidates and, by a majority vote;
2. make recommendations for appointment to the Chair and Dean.

Article 16

Evaluation of Faculty

16.2 STUDENT EVALUATION OF TEACHING FACULTY

- a. Faculty who choose to be evaluated in both semesters shall be permitted to choose one of the two academic year evaluations to be used in tenure and promotion considerations.
- b. For each class evaluated, a student will be chosen by the instructor to administer the evaluation instrument while the faculty member is out of the room, and return the results to the departmental secretary.
- c. Individual instructors who wish to solicit anonymous unstructured comments as part of the evaluation process for purposes of self-improvement must do so separately from the structured evaluation instrument. All such anonymous unstructured comments are the private property of the individual instructor and shall be collected separately, kept by the Personnel Committee Chair or his/her appointee until end-of-semester grades have been submitted to the registrar, and then returned directly to the instructor without being read by any other person.
- d. The Personnel Committee Chair or his/her appointee will be responsible for having the results (numerical data only) processed. He/she will furnish one copy of the summary to the instructor and to the Chair, and maintain a file of evaluation summaries for all department instructors. The original forms shall become the property of the instructor evaluated.
- e. Shortly after the end of Winter semester, the Personnel Committee Chair or his/her appointee will prepare a summary of the year's evaluation results for all department instructors and provide a copy to each department faculty member and to the Chair. The summary shall be constructed so as not to disclose the identity of individual instructors.
- f. Summaries of individual faculty member's student evaluations (numerical data only) (from the semester selected) should be included in the material submitted for tenure and/or promotion. (These summaries will also be made available to the Department Chair.)

Article 17

Tenure Policy

Department Personnel Committee:

The Department of Anthropology Personnel Committee shall consist of all tenured members of the faculty. Early in each academic year, the personnel Committee shall elect by a simple majority vote one of its members from the rank of full professor to serve as Chair of the Committee for that academic year.

17.3 QUALIFYING REQUIREMENTS

- g. No faculty member in the Department of Anthropology will be considered for final tenure review who has not received the required terminal degree for this department, that is, the Ph.D. degree in Anthropology (or an equivalent degree, if found acceptable by a majority vote of the faculty). 3

Article 18

Promotion Policy and Procedures

Department Personnel Committee:

The Department of Anthropology Personnel Committee shall consist of all tenured members of the faculty. Early in each academic year, the Personnel Committee shall elect by a simple majority vote one of its members from the rank of full professor to serve as Chair of the Committee for that academic year. Only Full Professors serving on the Personnel Committee may take part in discussions and votes concerning the promotion to Full Professor of a member of the Department.

18.2 QUALIFYING CRITERIA:

18.2.3 Exceptions:

- a. The question of whether credit towards promotion and/or tenure will be awarded for prior service at other institutions of higher learning or prior service at Western Michigan University prior to acquiring a continuing Board appointment will be considered by the Department Personnel Committee. The Committee will make a recommendation to the Department Chair, the Dean, and the Provost.
- b. The question of whether credit towards promotion will be awarded for a non-Sabbatical leave of absence will be considered by the Department Personnel Committee and a recommendation will be made to the Department Chair, the Dean, and the Provost.

18.3 JUDGMENTAL CRITERIA:

18.3.1 Professional Competence:

- a. In addition to previous year's evaluations, summaries of student evaluations of all courses taught by a candidate in the Fall of the year in which he/she is eligible and applies for promotion must be made part of his/her promotion file.

18.3.2 Professional Recognition

- a. It will be the responsibility of the candidate to provide evidence of his/her professional recognition to the Personnel Committee. This should be in the form of proof that the individual is productively involved. With regard to publication, for example, has the work been published or has acceptance for publication been verified? Copies of published works or those accepted for publication should be submitted for the consideration of the Committee. With regard to research, the candidate must specify what grants or awards have been received or are being proposed. Copies of approved research proposals or their results should be submitted for the consideration of the Personnel Committee.

18.3.4 Judgmental Criteria:

- a. Competence in teaching is essential for promotion to all ranks and should be measured in a variety of ways (e.g., student evaluations, course syllabi, evidence of innovative teaching methods, etc.).

18.4 RECOMMENDATIONS:

- a. Faculty members who meet the eligibility criteria for nomination for promotion in any particular academic year and who wish to be considered for promotion in that year should provide the Chair of the Department personnel Committee with an up-to-date curriculum vitae and other supporting data no later than the date specified in the current WMU/AAUP Agreement.

Article 19

Faculty Evaluation of Administration

A. Appointment of Department Chair

Department Chairs are appointed by the Dean of the College according to procedures determined by said Dean and under advisement of the Department Faculty. The faculty will however play a leading role in the search, and will advise the Dean on issues such as qualifications of prospective candidates, internal versus external search, and composition of a search committee. At the end of the search process, the faculty will have a vote to determine a rank order of suitable candidates for recommendation to the Dean.

B. Removal of Department Chair

1. Reasons which seem strongly to suggest the removal of a Chairperson during his/her term of office (absence, physical incapacity, predominantly very negative evaluations, etc.) shall be explored by the department's faculty upon initiative by any of its members.
2. In the case of a 2/3 vote through secret ballot of the tenured and tenure-track faculty members of the department, a recommendation for removal of the Chairperson's shall be transmitted to the Dean.

C. Evaluation of Department Chair

1. The Department Chair shall be evaluated by the entire faculty during the Winter semester of each academic year. This evaluation shall be organized and coordinated (e.g., evaluation instrument selected or created and made available to each faculty member, results collated and summarized and made available to the faculty, Chair, and Dean) by the Department Personnel Committee.

Article 23

Participation in Departmental Governance

Contract language regarding faculty participation in Departmental governance plus the following:

1. The Faculty will be responsible for:

- a. meeting the timely requests of the Chairperson for individual workload assignment requests, including requests and justifications for release time; and
- b. participating in meeting(s) called by the Chairperson to consider the latter's proposed schedule, prior to its presentation to the Dean and publishing in the Class Schedule for a particular semester or session.

2. A Curriculum Committee, composed of at least one faculty member from each subdiscipline (e.g., archaeology, biological anthropology, cultural anthropology), shall be constituted for the purpose of developing, updating, coordinating, and reviewing both undergraduate and graduate courses and programs. Additionally, it is the responsibility of the Curriculum Committee to ensure that all appropriate paperwork for curricular changes be completed in a timely fashion, reviewed by the department, and sent to the appropriate college or university committee.

- a. The Curriculum Committee shall elect a Chair by a simple majority vote of its members.
- b. Recommendations concerning departmental degree requirements, curricular offerings, program development and discontinuance may be initiated by any of the department's faculty. These recommendations shall be sent to the Curriculum Committee which may bring them to the faculty, where a majority vote will result in the recommendation being forwarded to the department Chairperson for appropriate action.
- c. Membership in this committee will be for a period of one year.

3. An Executive Committee, composed of at least one faculty member from each subdiscipline, shall be constituted for the purpose of coordinating departmental business (e.g., long-range planning, budget, departmental awards, etc).

a. Membership in this committee will be for a period of one year and will include the Department Chairperson, who will serve as Committee Chair.

4. A Speakers Committee, composed of at least three faculty members, shall be constituted for the purpose of coordinating departmental visiting lecturers and other departmental guests.

a. The Speakers Committee shall elect a Chair by a simple majority vote of its members.

b. Membership in this committee will be for a period of one year.

5. The Department's policies and procedures shall be established and amended by a majority vote of the department's tenured and tenure-track faculty insofar as such actions do not violate the terms of the WMU-AAUP contract. Proposals to amend the department's policies and procedures may be made by any faculty member.

Article 26

Sabbatical Leave Policy

26.3 Selection Process

26.3.1 Department and College Review

a. All requests for sabbatical leave will be presented in writing, according to the procedures and deadlines set forth in the current WMU-AAUP contract, to the Department Personnel Committee.

b. The Department Personnel Committee may designate a subcommittee of its membership to review sabbatical leave applications.

c. The criteria for recommendation shall be as set forth in the current WMU-AAUP contract.

Article 27

Leaves of Absence

Requests for Leave of Absence are made directly to the Department Chair.

Article 42

Work of the Unit: Workload, Class Sizes, and Scheduling of Classes

A. Teaching

a. The maximum full-time faculty teaching load shall be 24 credit hours of regularly scheduled courses in any one academic year. The division of hours between the Fall and Winter semesters shall be based on departmental needs as determined by the Chairperson in consultation with the faculty.

b. Full time faculty will normally teach one large course per term (60 or more students) and one additional course (small or large, as departmental need dictate). The large course will count as 6 credits of the 12 hour per semester load (see Article 42, A, above), while the second course will normally count for 3 credits. A one course reduction available at the discretion of the Chair and Dean for faculty successfully and regularly engaged in research will count for the final 3 hours of the 12 hours per semester teaching load. Exceptions may occur, as when faculty teach classes with laboratory sections. The Department Executive Committee will monitor this practice for intradepartmental equity and approve requests for departures from current practice.

c. The Chair may consider other departures from current practice regarding teaching load and release time upon request by any faculty member. Recognizing the desirability and additional demands of collaborative teaching across the disciplines, a team teaching assignment may be substituted for a single course within the typical workload.

B. Formal Academic Advising

a. All faculty serve as both informal and formal advisors of undergraduate anthropology majors and minors. The pool of student advisees will be equitably divided among the faculty undergraduate advisors, who will normally include all faculty members except the graduate advisor..

b. All members of the department's graduate faculty are expected to be available to advise graduate students and supervise graduate student research, including MA theses. Individual advising and mentoring relationships are voluntary and entered into by mutual agreement between individual faculty members and graduate students.

c. A graduate advisor will be elected by the faculty each year. This individual will be primarily responsible for the advising of all graduate students on general departmental and university matters .

C. Research

a. All full-time faculty members are expected to engage in research activities leading to the production of new anthropological knowledge which should be disseminated via publications and presentations at professional meetings.

b. In recognition of the fact that research is a fundamental part of the department's mission and of its time demands, a reduction in teaching load equivalent to one course should regularly be recommended for those faculty members who successfully and regularly engage in research (see Article 42, A,b above).

c. For faculty members who can demonstrate continuing success in research there shall be no limit to the number of semesters in which they receive a reduced teaching load.

d. Any denial of release time by the Department Chair can be appealed by the faculty member to the Executive Committee, which acts in an advisory body to the Chair.

D. Service to the Department

a. All full-time faculty are expected to share equally and on a voluntary basis in the administrative work of the department by serving on and, at times, chairing departmental committees. An equitable distribution of the department faculty service workload should be monitored and maintained by the Executive Committee.

b. If an individual faculty member feels that his or her departmental service commitment has grown into an overload condition, he or she may request a workload adjustment from the Department Chair.

Compensatory workload adjustments may be negotiated through consultation between the faculty member, the Department Union Representative, and the Executive Committee (including the Department Chair).

E. Service to the University

a. All full-time faculty are expected to provide service to the University, typically by serving on committees. An equitable distribution among departmental faculty of the university service workload should be monitored and maintained by the Executive Committee.

b. If an individual faculty member feels that his or her university service commitment has grown into an overload condition, he or she may request a workload adjustment from the Department Chair.

Compensatory workload adjustments may be negotiated through consultation between the faculty member, the Department Union Representative, and the Executive Committee (including the Department Chair).

F. Service Beyond the University

Service beyond the university, principally to the profession and the community, may be divided into three categories.

a. That which may be regarded as an appropriate activity for the individual faculty member but which the department's faculty believe not to be sufficiently related to departmental interests to constitute a case for workload reduction. Examples are running for and holding political office, serving on PTA committees, providing leadership to fund drives for charitable purposes, etc.

b. That which is seen as contributing to the objectives of the department, but not to the extent that any special considerations regarding workload should be made. Examples are the writing of book reviews and the chairing of sessions at professional meetings. While desirable, these are activities in which the individual can regulate his or her own degree of involvement so as to avoid being overloaded.

c. Finally there is service which meets the following tests. It is regarded by the faculty as sufficiently related to the department's objectives that it is important that it be accomplished, and it can be

shown to be demanding of the faculty member's time and energy to the point of adding significantly to his or her workload. In the case of these services, attempts to adjust the individual's workload accordingly may be considered. Examples may be serving as an officer of a professional society, editing of a professional journal, serving community organizations in a way that brings favorable notice to the department, the university, and the field of anthropology, meeting the needs of public archaeology, etc.