

Bylaws, Department of Anthropology

Adopted January 1998

Amended

November 1999, 2004, April 2006, May 2009, April 2016, October 2017, September 2018, April 2020, November 2020, January 2021, September 2021

I. Preamble

The Department of Anthropology is an academic unit of the College of Arts and Sciences of the University of Colorado, Boulder and operates within the general framework of policies, rules and procedures established by the College of Arts and Sciences, the University Administration, and the Board of Regents. The Department exists for the purpose of providing quality instruction to undergraduate and graduate students, and for the advancement of Anthropology through productive research. The Department, as an integral part of the University of Colorado, is obligated through its faculty to contribute to the general welfare and to promote the interests of the University and the State of Colorado. Because the field of Anthropology is the study of human diversity, past and present, including its cultural and biological dimensions, the Department has an important responsibility to serve the increasingly diverse population of Colorado the nation in the 21st century, in addition to contributing significant research on the human condition.

The Department affirms as a general principle that it is committed to an equitable distribution among its faculty, staff, and students of the resources provided it by the University.

II. The Faculty

A. Voting Eligibility

1. The voting members of the Department are all faculty members in the professorial series who are tenured or on the tenure track in the Department of Anthropology, as well as all faculty who are fully or jointly rostered members of the Department of Anthropology at the rank of full-time instructor or above. Full-time instructors are ineligible to vote on faculty personnel matters. Not eligible to vote are: Professors Emeriti, faculty members in the Adjoint series, the Adjunct series, the Research Professor series, Scholars-in-Residence, and also those “Other” faculty titles as defined by the Office of Faculty Affairs (current URL: <https://www.colorado.edu/facultyaffairs/career-milestones/other-faculty-titles>).
2. The right of any faculty member to vote on departmental issues is contingent upon his or her participation in the relevant discussions and meetings, and review of the relevant documents.

B. The authority to set rules, policies, and procedures rests with the voting members of the department.

C. For the purpose of electing any standing committees, the Departmental faculty are organized into three subdisciplines: Cultural Anthropology, Biological Anthropology, and Archaeology. Each faculty member may affiliate with one subdiscipline, at his/her option. The subdisciplines have no other function in Departmental governance, but the undergraduate and graduate curricula may also be organized into subdisciplinary components.

- D. On August 20, 2020, the department unanimously voted to ensure that each subdiscipline have no less than 7 FTE faculty members. Accordingly, any hiring decisions will use this as a primary precedent in determining which subdiscipline may put forth a hiring plan.
- E. Voting members of the Department may cast an absentee ballot by personally submitting a written secret ballot to the Chair. Proxy votes cannot be accepted.
- F. Faculty shall be upheld to the standards of conduct as defined in the University's document entitled *Professional Rights and Responsibilities of Faculty Members and Roles and Professional Responsibilities of Academic Leaders* ("the PRR document").

III. The Chair of the Department

A. Election

1. The procedures for electing and removal of the chair must be consistent with the rules and policies of the Regents.
2. The Chair shall be elected by a two-thirds majority of the faculty qualified to vote on personnel issues. Every reasonable effort will be made to obtain absentee ballots from faculty who are off campus at the time of the election. A request for an absentee vote will be emailed to an off-campus faculty member.
3. The Chair shall be elected to serve a three-year term.
4. The normal expectation is that a chair will not serve consecutive terms.
5. Elections for the Chair shall be held by secret ballot late in the Spring semester preceding the second year of an incumbent's term of office so that there shall be a chair-elect during the third year of the Chair's term.
6. The chair-elect will consult at least once a month with the chair about ongoing matters in the department. When the chair-elect sits on the executive committee, executive committee meetings will satisfy this requirement. The chair-elect will also seek out and participate in at least one college- or campus-wide training relevant to taking on the role of the chair.
7. The chair-elect may resign from that position at any time. If possible, notice of intent to resign shall be given at least six months prior to the beginning of the chair-elect's term as chair.
8. The Chair may resign at any time. If possible, notification of intent to resign shall be given at least six months before the end of the academic year.
9. The chair-elect may be removed from her or his responsibilities at any time prior to the beginning of a term as chair by a no-confidence vote of two-thirds of the faculty entitled to vote on personnel decisions. If this occurs, a call for new candidates for chair-elect will be made as soon as possible following such a vote, with a vote for a new chair-elect by secret ballot occurring once a candidate or candidates is/are available.
10. The Chair may be relieved of his or her responsibilities at any time before the completion of a three-year term. A petition to the Dean of the College of Arts and Sciences requesting the

removal of the Chair may be submitted after a no-confidence vote of two-thirds of the faculty entitled to vote on personnel issues.

11. If the circumstances described in (8) or (10) eventuate, the faculty, in consultation with the Dean of the College of Arts and Sciences, will elect an Acting Chair until such time as a new Chair is elected. The faculty will conduct elections for a new Chair as soon as possible.

B. Main Responsibilities and Duties

1. The Chair shall be the executive officer of the Department and is responsible within the Laws of the Regents, the policies of the University, the PRR document, and the rules of the College of Arts and Sciences and the Department, for the effective and efficient administration of the Department.
2. Administratively, the Chair is responsible to the Dean of the College, as well as to the Department. With the advice and counsel of colleagues in the Department and acting under the rules of the Department, the Chair is the Departmental representative and spokesperson.
3. The Chair has the responsibility for providing leadership toward the achievement of the highest possible level of excellence in the teaching, research, and service activities of the Department. The Chair is expected to articulate the goals of the Department, both within and without the Department, to articulate the Department's actions or requests in pursuit of these aims, and to maintain a climate that is conducive to the highest standards in teaching and scholarship. The Chair is expected to advocate on behalf of the Department to the Dean of Arts and Sciences, other administrators, and other units on campus to ensure that as many resources as possible will be garnered to benefit the Department and enable faculty to most effectively pursue research and teaching. The Chair has the responsibility to inform the Department of the views and actions of the Dean of Arts and Sciences, other administrators, other units, or groups of faculty that might affect the Department.
4. As Administrator of the Department, the Chair has duties that include but are not limited to:
 - a. Determining teaching and other duties of faculty within the Department consistent with appropriate FTE levels, and consistent with the concept that the appropriate mix of teaching, research, or creative work, scholarship and service may differ from person to person, and from time to time in the career of an individual;
 - b. Preparation of the schedule of courses and of times and places for class meetings;
 - c. Arrangement and assignment of duty for counseling of students, and for training and supervision of teaching assistants and other student teachers;
 - d. Preparation of the budget and administration of the financial affairs of the Department;
 - e. Recommendation of sabbatical leaves and other leaves of absence to the Dean, and for insuring that their scheduling is consistent with Departmental needs;
 - f. Determining annual salary increments in consultation with the Executive Committee;

- g. Custody and authorization of use of University property charged to the Department, and assignment of Departmental space and facilities to authorized activities in accordance with University policy and Campus rules and regulations;
- h. Staff supervision;
- i. Maintenance of records and of faculty and staff personnel files, and preparation of reports in accord with University and College procedures;
- j. Enforcement of the 1/6th rule regarding outside compensation for consulting in accord with Boulder Campus regulations;
- k. Reporting to the Dean of Arts and Sciences, or appropriate administrators – whenever the problem cannot be expeditiously resolved at the Departmental level – any failure of an academic or staff member of the Department to carry out responsibilities, and recommendation of appropriate remedial and/or disciplinary action;
- l. Ensuring communication concerning the Department's financial situation by presenting an annual budget report to the Department, early in the Fall semester, that reviews the previous year's expenditures and outlines the budget for the upcoming year;
- m. Assigning a mentor for all incoming faculty during the first semester of employment;
- n. Maintaining a Chair's Handbook to aid new chairs in the responsibilities and procedures related to overseeing the department.
- o. Handling student grievances.

IV. Departmental Meetings

- A. The faculty will hold regular meetings during the academic year. At least one meeting will be held each semester.
- B. Agenda for regular meetings will be announced at least two days in advance of the meeting date.
- C. Special meetings may be called by the Chair or by the written request of three voting members of the Department.
- D. Department meetings will be conducted according to *Robert's Rules of Order*.

V. Standing Committees

There will be four standing committees: The Executive Committee, the Graduate Committee, the Curriculum Committee, and the Climate Committee. The Chair is an ex-officio member of all four. These committees are expected to carry out their function expeditiously but whenever appropriate with consultation with other members of the Department.

Committee meetings will be open to all members of the Department, except when these meetings concern private personnel matters.

- A. The Executive Committee is composed of three faculty members, one from each of the three subdisciplines, elected by the voting members of the department for one-year terms. To promote maximum participation, members cannot serve more than two consecutive terms on the Executive Committee. Whenever possible and feasible, the chair-elect should serve as her/his subdiscipline's member of the Executive Committee in the year prior to occupying the Chair position.

The Executive Committee will meet with the Chair once a month or more often when necessary to:

1. Discuss ongoing departmental operations and procedures, including the budget, and to provide input to the management decisions of the Chair.
2. Offer assistance and advice to the Chair regarding departmental problems, planning, and new initiatives.
3. Provide information from, and relay information to, the faculty members in each subdiscipline.
4. Serve as an additional channel of faculty communication with the Chair.
5. Assist the Chair with special tasks and responsibilities as needed.
6. Function as the official departmental Colloquium committee to oversee colloquium scheduling and allocation of colloquium financial resources.
7. Oversee and advise the Chair regarding the annual merit review process.
8. Perform the annual merit review of the Department Chair.
9. Without the participation of the Chair, to function as an official departmental Salary Equity Committee to consider written appeals from faculty members who feel that their salary is abnormally low relative to those of their peers within the department as specified in the document "Salary Equity Procedures for the Department of Anthropology" (adopted by mail ballot May 1, 1995). Recommendations regarding such salary grievances will be communicated to the Chair in writing by November 1. Junior faculty will be automatically recused and replaced by a senior faculty member elected by their subdisciplines.

- B. The Graduate Committee is composed of three faculty members and one graduate student. The chair of the Graduate Committee shall be elected for a two-year term by the voting members of the Department and after approval by the Dean and Board of Regents, shall be designated as Associate Chair for Graduate Studies. The other two faculty members of the Graduate Committee will self-nominate and serve for two-year terms as members of the two subdisciplines other than the subdiscipline of the committee chair. The graduate students shall elect the graduate student member of the Graduate Committee. The Graduate Committee:

1. Formulates changes in the aims and requirements of the Department's graduate program for the consideration of the graduate faculty.
2. Proposes to the faculty the procedures and policies for admissions to the Department's graduate program.

3. Coordinates the graduate admissions process by drafting specific admissions targets and priorities for faculty approval, receiving and comparing the lists of recommended admissions from each of the three subdisciplines of the Department, and presenting an overall list of recommended admissions to the faculty for discussion and approval.
 4. Recommends to the faculty a set of goals, criteria, and procedures for the selection of TAs, GPTIs, and Graders that will be distributed to all graduate students. Receives applications for TAs, GPTIs, and Graders and formulates a list of proposed appointments for discussion and approval of the faculty.
 5. Provides to the faculty a mechanism for the annual evaluation of graduate students.
 6. Serves as the appeals committee for the Graduate Program.
- C. The Curriculum Committee is composed of three faculty members. The Chair of the Curriculum Committee shall be elected for a two-year term by the voting members of the Department and after approval by the Dean and the Board of Regents, shall be designated as the Associate Chair of Undergraduate Studies. The other two faculty member of the Curriculum Committee will self-nominate and serve for two-year terms as members of the two subdisciplines other than the subdiscipline of the committee Chair. The Curriculum Committee shall perform the following activities as necessary:
1. Reviews existing courses and approves new ones.
 2. Serves as a forum for discussing curricular matters and proposes specific curriculum policies and priorities for consideration by the faculty.
 3. Reviews the undergraduate and graduate curricula at an annual meeting each Fall semester for the coming AY as proposed by the three subdisciplines.
 4. Completes teaching evaluations of all junior faculty members at least annually, and post-tenure faculty as needed for post-tenure review.
 5. Completes learning outcome assessments.
 6. Serves as the appeals committee for undergraduate student grievances when the Chair is the subject of the grievance.
- D. The Climate Committee
- The Climate Committee shall consist of three faculty members representing each of the three subdisciplines, one staff member, and at least one elected graduate student representative. Faculty members will self-nominate and serve on the committee for one-year terms, and graduate students will elect the graduate student member, also for a one-year term. The staff member will serve a two-year term, and be elected by the staff. Faculty, staff, and student terms will be renewable. People ineligible to serve on the climate committee will be: the Chair of the Department, the Chair of the Graduate Committee, the OIEC representative, and the Program Assistant. The Chair of the Department will appoint one of the elected faculty to chair the committee. The Climate

Committee will serve as the department's diversity committee broadly. The climate committee will:

1. Address initiatives proposed by the Office of Institutional Equity and Compliance and the College of Arts and Sciences in support of the University's stated intention to increase inclusion, diversity, and excellence, including updating annual diversity plans.
2. Foster an atmosphere of collegiality and community by planning and engaging the department in activities that actively support a positive climate (such as social events, workshops, and hosting colloquia on topics of inclusion and diversity).
3. Coordinate periodic faculty-only trainings, graduate student-only trainings, and trainings for faculty and graduate students collectively that address topics specific to departmental climate. These trainings can count towards the FRPA and Plan of Study diversity and inclusion evaluations and help students and faculty formulate appropriate and realistic statements.
4. Keep the department chair apprised of any issues regarding department climate, broadly writ, that may arise.

VI. Other Committees

Ad hoc committees shall be designated by the Chair, shall exist solely by authority of the Chair, and shall be adapted to the shifting needs and circumstances of the Department.

VII. Graduate Student Participation

- A. Graduate students shall be represented at Department meetings by one elected representative, who may participate in all discussions and are eligible to vote on all matters within the Department, except faculty personnel matters and matters pertaining to other students.
- B. One graduate student shall serve as a member on the Graduate Committee. Three graduate students, one from each subdiscipline, shall serve as members on the Climate Committee. Graduate student participation and voting shall be limited to the areas of policy decisions directly relating to graduate studies.
- C. Graduate student representation on departmental committees shall be selected by a process that ensures optimal opportunity to vote. The Department's graduate organization may sponsor such elections, but all graduate students must be eligible to vote in them.
- D. Graduate students may be represented on other *ad hoc* committees of the department at the discretion of the Chair of the Department and in consultation with the graduate students.

VII. Merit Review and Salary Equity Appeals

- A. All faculty members who have completed a FRPA (Faculty Report of Professional Activities) are eligible for increases to their salary through merit review.
- B. Upon completing their FRPA, faculty will fill out the merit evaluation criteria form and send it to the Chair. Junior faculty will consult with their mentor on filling out the FRPA.

- C. The Executive Committee and Chair will check the merit evaluation criteria form for correctness against the FRPA.
- D. The Chair will then assign a merit score for faculty review.
- E. Appeals of decisions around merit review will first be handled by the chair and then by the Executive Committee in the event that the appeal is not agreed upon by the Chair and the faculty member.
- F. Upon completion of final merit score (based on five-year running average), Chair will share the merit score of all faculty affiliated with the Museum of Natural History to the Director of the Museum, also indicating their score within the range of total merit scores in the department.
- G. All salary equity appeals will follow the procedural document of the [University of Colorado Boulder Academic Affairs Policy on Salary Equity](#).
 - 1. Appeals must be made in writing to the chair by September 15, decisions must be made by November 1. Appeals to the dean, if the appellant is not satisfied with the department's decision, must be made by November 15.
 - 2. The Executive Committee (minus the Chair) is the appeals committee (per Section V.A.9. of departmental bylaws).

IX. Charles Joseph Norton Fund

- A. The Charles Joseph Norton Fund is a gift fund established in August 1999 with a cash gift of \$1,000,000 from the estate of Charles Joseph Norton and subsequent proceeds of \$333,000 from the sale of the house in November 2000. Gifts to the Fund will be invested in accordance with the policies of the University of Colorado Foundation, Inc. (Foundation) for the use and benefit of the Department of Anthropology in the College of Arts and Sciences at the University of Colorado at Boulder. As of August 2021, the total value of the Fund was \$2.4 million. The initial gift was larger than \$1.3 million, the University appropriated \$68,000 of this amount and put it toward the construction of the CU Museum of Natural History.
- B. Use of Funds
 - 1. The Department affirms as a general principle that these gift funds will be used to further the research, teaching, and service activities of its faculty and students.
 - 2. We will only use the distribution of the funds allotted by the University and Foundation.
 - 3. Use of the yearly distribution will be decided by the voting members of the Department of Anthropology.

X. Mentoring

- A. All incoming junior faculty will be assigned a mentor. Mentors are expected to meet annually, at a minimum, with mentees to clearly review criteria for promotion and tenure and to consider the mentee's progress towards these goals. More frequent meetings are encouraged. Mentors are expected to be available for questions from mentees. Mentees can request advice from the chair

on identifying a mentor outside of the department. Junior faculty are encouraged to make use of all avenues of mentoring on campus, such as the following programs: Excellence in Leadership Program (ELP), Leadership Education for Advancement and Promotion (LEAP), and Faculty Teaching Excellence Program (FTEP).

- B. Instructors are assigned a tenured faculty mentor. Mentor and instructor will typically meet annually to review performance in line with the Executive Committee's report on the instructor's activities. Instructors are encouraged to make use of campus teaching resources especially the Faculty Teaching Excellence Program (FTEP)

XI. Promotion and Tenure

Criteria for promotion and tenure are stated in a separate document on Promotion and Tenure. This document is to be provided to all incoming faculty and to be made easily and permanently available through a shared departmental resource such as a password protected department website.

XII. Spousal Hires

The Department recognizes that success in faculty recruitment often depends on the opportunity to facilitate the appointment of an accompanying academic spouse/partner.

- A. If, during the hiring process, a candidate makes it clear that he or she has a spouse or partner seeking a position in anthropology, the Chair will consult with the Dean regarding the possibility of a spousal/partner hire. If the Dean agrees that the Department can proceed in considering the candidate, the Department will follow its general rules for faculty hires including, but not limited to the following:
 - 1. The Chair will appoint a committee comprised of representatives from each of the three subdisciplines to evaluate the spouse's/partner's qualifications, explore the relationship of the hire to the department's strategic hiring plan and goals, and consider the fit of the candidate to the Department. Each subdisciplinary representative will be responsible for canvassing their subdiscipline and convey the consensus to the committee.
 - 2. The committee will present its evaluation to the faculty and the faculty will vote to proceed with a campus interview, or not. If the vote is negative, the process ends at this point.
 - 3. If the faculty vote is positive, the department will follow its standard procedures for the on-campus interview, teaching demonstration, and job talk.
 - 4. The faculty will meet to discuss the campus visit and vote on whether or not to make an offer to the spouse/partner.
- B. If the Department is approached by another unit on campus, or in the CU system, about hiring the spouse/partner of a candidate in that unit, the Chair will first consult with the Dean about the possibility of a spousal/partner hire, and if the Dean agrees that the Department can proceed, the Department will follow its general rules for faculty hiring as outlined above.
- C. If the spouse/partner of a candidate being recruited is seeking a position in a discipline other than anthropology, the Chair will consult with the Dean regarding the possibilities of a spousal/partner hire for the candidate on the Boulder campus, or elsewhere in the CU system.

XIII. Amendments

The Bylaws may be changed or amended by a two-thirds vote of the faculty. For purposes of amending the charter the Faculty are defined as the voting members of the Department as described in the section on The Faculty in this document.