

DEPARTMENT OF ANTHROPOLOGY CODE

CODE FOR THE STRUCTURE AND OPERATION OF THE DEPARTMENT OF ANTHROPOLOGY AT COLORADO STATE UNIVERSITY (February 17, 2011)

1 DEPARTMENTAL MISSION

The Department of Anthropology is an academic department in the College of Liberal Arts. We are an interdisciplinary department that bridges the natural and social sciences, and the humanities, with a faculty of cultural anthropologists, archaeologists, biological anthropologists, and geographers whose scholarship spans the breadth of human experience. The discipline of anthropology is concerned with processes of the human condition as well as the structure of the social, environmental, political and economic conditions within which humans operate. Thus, anthropology is both varied and integrative, drawing from geography, biology, humanities, and other social and natural sciences. The Anthropology faculty at CSU conducts research all over the world.

The mission of the Department of Anthropology at CSU is: 1) to offer and maintain instructional programs that provide an understanding of people and their cultures, past and present, and knowledge of their social, political, economic and environmental systems; 2) to conduct research in our programmatic areas of environment, globalization and development, and health and well-being within the various sub-disciplines of anthropology and geography, in order to advance and expand knowledge of the field of anthropology; 3) to participate actively in programs of interdisciplinary research. One of the ways we accomplish these things is through the synergistic effects of an active program of field and laboratory research and the teaching and training of students.

2 DEPARTMENTAL ORGANIZATION

2.1 Chair

The departmental administrative officer shall be designated as Chair.

2.2 Procedures for the Self-Evaluation of Departmental Operations

Procedures for the self-evaluation of departmental operations shall follow those set forth in the current Academic Faculty and Administrative Professional Staff Manual (hereafter referred to as the "Faculty/Staff Manual") or as directed by the Dean of the College of Liberal Arts or the Provost.

2.3 Periodic Review and Amendment of the Departmental Code

The Department Code shall be reviewed by the faculty in the year following the evaluation of the Department's academic programs and departmental operations. With approval of the Dean, this Code may be amended by a two-thirds vote of the voting faculty at a given faculty meeting, provided that the amendment has been presented in the meeting immediately preceding.

2.4 Authority of the Board of Governors

The Board of Governors or its delegate has final authority in all personnel matters.

3 DEPARTMENTAL CHAIR

3.1 Appointment of Chair

The Chair shall be appointed according to the procedures specified in the current Faculty/Staff Manual (section E.4.3 of Faculty/Staff Manual). The Chair will hold the

rank of associate or full professor. This limitation shall not apply to the appointment of an Acting Chair.

3.2 Responsibilities

The duties and responsibilities of the Chair shall include those specified by the current Faculty/Staff Manual, under "DEPARTMENT HEADS" (C.2.4.2.2 and C.2.6.2). Specifically, the Chair shall do the following.

- The Chair shall fulfill all duties and obligations pertaining to the office as specified in the Faculty/Staff Manual.
- The Chair shall prepare reports requested by higher authority and appropriate University officers.
- The Chair shall prepare, administer and adhere to the departmental budget in a manner which promotes equity in the allocation of departmental resources among the faculty.
- The Chair shall distribute teaching assignments and schedule class hours, or oversee that activity.
- The Chair shall arrange assignments and recommend individuals for summer appointments in accordance with the academic needs of the Department.
- The Chair shall maintain custody of University property charged to the Department.
- The Chair shall appoint committees to meet special needs as they arise. Such committees shall cease to exist at the completion of the mission of the committee.
- The Chair shall be an *ex officio* member of all departmental administrative committees.
- The Chair shall function as the executive officer of the Department.
- The Chair shall represent the Department in its relations with the administration of the College of Liberal Arts and of the University.
- The Chair shall, in making recommendations and representations to other administrative officers, transmit the views and recommendations of the Executive Committee and the faculty as determined by departmental discussions and voting, as well as the Chair's own recommendations.
- The Chair shall report to the Department on all matters of concern to the Department of which the Chair has knowledge, including decisions of the departmental Executive Committee.
- The Chair shall establish operating policies which shall be subject to faculty review at the next formally announced Department meeting.
- In discharging these duties and obligations, the Chair shall consult with and advise all affected staff members.

4 DEPARTMENTAL FACULTY

4.1 Responsibilities of Individual Faculty Members

Appointment to the faculty of this Department implies responsibility for carrying out teaching assignments, for conducting research and related professional activities, and for performing service to the Department, the College, the University, the community and the anthropological or geographical professions. The responsibilities of each faculty member for each of these activities will vary depending upon the needs of the Department and the expertise and interests of the faculty member, and may be changed over the faculty member's career.

4.2 Hiring

4.2.1 Review of Candidates for New or Vacated Faculty Member Positions

The Chair shall, upon the occurrence of a new or vacated position within the Department:

- advise all members of the Department (excepting those on leave and those who cannot be reached temporarily) of said vacancy within two weeks following its occurrence;
- call a regular departmental meeting to determine the manner and priorities for filling the vacancy;
- recommend individuals to the voting faculty for appointment in conformity with the Affirmative Action policies of the University (as per section C.2.6.2.d of Faculty/Staff Manual).

4.2.2 Hiring Procedures and Confidentiality

The hiring procedures of the Department will follow the spirit and intent of University policy. Confidentiality shall be maintained to the extent required by law. All members of the Search Committee, as well as other personnel involved in employment recommendations, shall have access to the complete information contained in all applicant files.

4.2.3. Search Committee

A search committee shall be formed as needed to organize a search for a new faculty position, reviewing the candidate files, recommending finalists to the faculty, and hosting on-campus interviews. The faculty retains the right to have access to all candidate files and to select the candidate that they recommend hiring.

4.2.4. Service Credit

If a newly appointed faculty member has been awarded tenure at another academic institution with the rank of associate professor or professor, he or she may be recommended for tenure immediately, if at least two-thirds of the eligible tenured faculty members in the department approve.

A faculty member who has not been awarded tenure at another institution may not be recommended for tenure prior to two years of continuous employment at Colorado State University unless the Provost agrees with the Department that the circumstances are exceptional and waives this two year restriction in writing. The written waiver shall be sent to the faculty member, the Tenure and Promotion Committee, the Chair, and the College Dean. The origin and processing of a tenure recommendation prior to two years of continuous employment at Colorado State University must follow the procedures in Section E.10.5. of the Faculty/Staff Manual.

4.3 Faculty Meetings

4.3.1 The Chair shall call at least two departmental faculty meetings per semester. The first meeting is to be held during the first month of the academic year. The Chair shall give timely written notice of these meetings, together with stated agenda items. Meetings shall be conducted according to Robert's Rules of Order, Revised.

4.3.2 Participation in Departmental Affairs and Voting Rights

Voting members of the faculty shall be limited to all tenured or tenure-track faculty members. No other faculty participants in the Department hold voting privileges.

4.4 Faculty Affiliates and Other Non-Tenure Track Faculty

Faculty affiliates are persons whose work associates them directly with the Department. Individuals shall be recommended for appointment to the title of faculty affiliate by

action of the voting faculty. Jointly appointed faculty, part-time instructors, faculty on special appointment, faculty on temporary appointment, research associates, extension specialists and faculty affiliates shall have the privilege of using departmental facilities at the invitation of the Chair. They also shall receive notices concerning departmental business. In addition, they may attend specified departmental meetings at the invitation of the Chair and are encouraged to participate in discussions held at those meetings.

4.5 Faculty Effort Distribution

The typical distribution of effort for a regular tenured or tenure-track faculty member will conform to the College of Liberal Arts standard of 50% for teaching and advising, 35% for research, and 15% for service, outreach and engagement. A teaching load of 50% is equivalent to 4 Type A courses and graduate and undergraduate advising during the academic year. Faculty members may negotiate with the Chair a distribution of effort different from the College standard; a reduction or addition of a course to a faculty member's Type A teaching load will change the effort distribution by 12.5% over the 9 month academic year. A corresponding change in either or both of the proportion of research and service will occur. Any change in the effort distribution must be in writing and signed by the Chair and the faculty member.

4.5.1 Teaching and Advising

4.5.1.2 Graduate Advising

The Chair shall appoint academic faculty to graduate student advisory committees. Normally, temporary advisors, appointed as students are admitted to the program, will serve as the graduate student's major advisor. Normally, the graduate student advisor and graduate student will recommend to the Chair other faculty to serve on the graduate committee. If, however, the student and advisor cannot recommend a full committee, the Chair has the responsibility to appoint a full committee from among the regular faculty. A minimum committee consists of the advisor, another Anthropology faculty member and an outside committee member, appointed by the Dean of the Graduate School.

4.5.2 Research

4.5.2.1 Research and Service Laboratories

Research and service laboratories can be affiliated with the department by a majority vote of the faculty. The following laboratories are affiliated with the Department of Anthropology: Laboratory of Public Archaeology, Laboratory for Human Origins, Laboratory of Bioanthropology, Laboratory of Paleoanthropology, Laboratory of Human Paleoecology, Ethnographic Field Laboratory, Geospatial Laboratory, Laboratory of Biogeography, and Laboratory of Mesoamerica. Each director will be responsible for maintaining administrative and supervisory control over their laboratories and annually reporting to the faculty on the activity of the laboratories.

4.5.3 Service, Outreach and Engagement

Service, outreach and engagement are critical aspects of the Department's performance to the College, the University, the communities involved in each faculty member's teaching and research, and the profession as a whole. The Chair, upon consultation with voting faculty prior to the beginning of each fall semester, shall recommend service assignments. In addition to the Executive Committee, Tenure and Promotion Committee, Search Committees and Laboratory Directors outlined elsewhere, service assignments may include the following tasks and committee participation:

4.5.3.1 College Curriculum Committee Representative (3 years)

The College Curriculum Committee Representative shall recommend and monitor courses and curriculum, represent the Department on the College Curriculum Committee, and shall oversee that new Departmental courses are acted on appropriately by the College Curriculum Committee.

4.5.3.2 Library Representative

The library representative shall act as departmental liaison with the University library system to monitor acquisitions of published materials in the field of anthropology. The representative also will receive requests from individual faculty members on the acquisition of published materials by the University Library. S/he also will make recommendations for the acquisition of published materials in accordance with the academic needs of the Department.

4.5.3.3 Technology Coordinator (3 years)

The Technology Coordinator shall oversee the Technology Fee budget for the Department, ascertain technology needs for the students in the Department, and purchase requested equipment and supplies. S/he shall coordinate with appropriate Department personnel concerning technology fee budget and spending for the year, being sure that the budget request is submitted to the College as per Technology Fee Guidelines. S/he also will coordinate the maintenance of network connections and oversee upkeep and repair of computers in the Department computer laboratory, as well as student tech fee purchased equipment. The Technology Coordinator shall oversee the hiring of an Anthropology Computer Laboratory monitor and supervise the work that is completed for the year.

4.5.3.4 Department Curator

Within the limits of University and Departmental resources, the Department Curator will maintain the Department of Anthropology's archaeological and ethnological research collections and cataloging system in good condition. S/he will respond to and coordinate requests from outside researchers to view and study the collections and help those with legitimate research interests to gain access to the collections.

4.5.3.5 Faculty Council Representative

The faculty council representative is elected in accordance with Faculty/Staff Manual (C.2.1.3.1), and shall represent and report periodically to the faculty.

4.5.3.6 Undergraduate Advisor (3 years)

The Undergraduate Advisor will meet with prospective students and their families who are considering Anthropology at CSU. S/he also will meet with prospective undergraduates who are considering changing majors. S/he shall work with the College Advising Center, and serve as the key undergraduate advisor with the authority to admit students as Anthropology majors, substitute or waive departmental graduation requirements, and make requests for college and university graduation requirement substitutions and waivers.

4.5.3.7 Graduate Advisor (3 years)

The Graduate Advisor will receive contacts from prospective graduate students and pass on information to appropriate faculty. Prior to the graduate admissions deadline, s/he will review and organize information on graduate student applications for consideration by the faculty. S/he will meet with new graduate students to answer questions and orient them to the program at the beginning of the Fall semester. S/he also will coordinate comprehensive exams, set exam dates, arrange for testing locations, and identify proctors

for those students participating in Plan B. S/he also will chair a comprehensive exam committee composed of the advisors of all examinees. The committee will be responsible for coordinating the construction of the comprehensive exams, collating exam results, and notifying examinees of results.

The Graduate Advisor also shall coordinate the assessment of GTA applications and GTA appointments. S/he shall coordinate the awarding of special scholarships for graduate students. The Graduate Advisor also shall be available for consultation on matters related to graduate curriculum.

4.5.3.8 Anthropology Club Liaison (3 years)

The Anthropology Club Liaison will serve as a liaison between the members of the Anthropology Club and the Department faculty. The Anthropology club Liaison will assist the student members with the Club activities.

4.5.3.9 Capstone Coordinator

The Capstone Coordinator will be the instructor of record for the Senior Capstone Course. S/he will orient the students at the beginning of each semester about the Capstone course and will detail the Capstone requirements. The Capstone Coordinator will organize the Capstone Presentations at the end of the semester, and will facilitate the evaluation of those presentations for purposes of the annual assessment.

4.5.3.10 Assessment Committee (3 years)

The Assessment Committee will consist of the Chair, the Undergraduate Advisor, and the Graduate Advisor. The Assessment Committee shall help develop and/or implement assessment tools and standards. The Chair will direct the committee on how to prepare analyses from these tools and report how the results inform program strengths and weaknesses. The Chair will supervise the work prepared by the Committee and will coordinate how and when during the academic year student surveys and faculty evaluations will be distributed and how they will be collected.

4.5.3.11 College of Liberal Arts Scholarship Committee Representative

The College Scholarship Committee Representative will represent the Department and will meet with other Department Representatives in the Spring semester to determine those students who will receive College Scholarships.

4.5.3.12 Anthropology Public Relations Coordinator (3 years)

The Public Relations Coordinator shall work with Department staff to coordinate the updating and maintenance of the Anthropology Department Web site. S/he also shall coordinate and oversee the writing, production, and distribution of the Newsletter, and other outreach materials. Typically, the Newsletter will be produced two times a year.

4.5.3.13 Alumni Liaison (3 years)

The Alumni Coordinator will work with the Friends of CSU Anthropology to plan events, provide news and information about the Alumni to the Public Relations Coordinator, and engage Alumni in the activities and fundraising priorities of the Department.

4.5.3.14 Seminar Series Coordinator

The Seminar Series Coordinator will be responsible for speaker invitations, coordination, logistics, and public relations surrounding the Seminar Series event. Typically, there will be three Seminars in the series each year.

4.5.3.14 Other Service Obligations

Faculty will be appointed by the Chair to serve on other short term or new service obligations as Departmental needs arise.

5 PERFORMANCE REVIEWS

5.1 Process

5.1.1 Personnel Files

- The Chair shall be responsible for maintaining and supervising personnel files. An individual's personnel file shall:
 - contain all documents relating to appointment, salary, promotion, tenure, travel, leave, and other official University documents;
 - include correspondence between the individual and the Chair (including letters of which simultaneous copies are sent to the Chair) concerning the above items;
 - include curriculum vitae, annual faculty reports, merit evaluations and copies of any grants in which the individual is principal investigator. Other correspondence and documents may be included with individual's continuing permission except that recommendations solicited as confidential will not be shown to the person concerned;
 - be open to the Chair, and, as required, to members of the Executive Committee (with permission of the Chair), to the Tenure Committee, and to the concerned individual upon request.

5.1.2 Chair

The Chair shall be responsible for overseeing the implementation of performance reviews in accordance with the Faculty/Staff Manual. The Chair shall review annual activity audits and promotion recommendations prepared by the departmental Executive Committee, and, with the assistance of the Executive Committee, complete the annual salary increase exercise. The Chair shall review the recommendations of the Tenure and Promotion Committee, and complete all necessary actions to obtain final consideration of the Tenure and Promotion application.

5.1.3 Executive Committee (3 years)

The Executive Committee shall consist of three regular appointment full-time faculty at the rank of Full or Associate Professor selected by the Department Chair with faculty consent. The Department Chair shall call the first meeting of the Executive Committee each academic year.

The term of office shall be three years beginning with the first day of the fall semester following the member's selection. Terms of office of the three faculty representatives shall be staggered so that only one vacancy needs to be filled in any year. No member shall serve more than two consecutive terms of the Executive Committee. The committee chair shall be the faculty member who has been on the committee the longest consecutive number of academic years.

The duties of the Executive Committee are as follows:

1. Develop faculty performance criteria to be used in evaluating individual members of the Department for merit and promotion.

2. Review and evaluate faculty performance in light of the Departmental criteria and as required by College and University procedures.
3. Prepare annual activity audits and promotion recommendations in compliance with College and University schedules.
4. Assist the Chair in completing the annual salary increase exercise.
5. Advise the Chair and other members of the Department on all matters pertaining to faculty performance, rewards and welfare excepting those issues related to tenure.
6. Coordinate the annual evaluation of the Chair by the regular faculty.

5.1.4 Tenure and Promotion Committee (See section E.10 of the Faculty/Staff Manual)

The Tenure Committee shall consist of all full-time tenured members of the faculty, excluding the Department Chair. Tenured faculty who are on leave may resign from the Committee for the duration of their leave. Faculty on leave for more than two consecutive years shall not be eligible to vote on tenure decisions while they remain on leave.

A tenured faculty member with a conflict of interest is expected to recuse him/herself. The University Grievance Officer must approve any recusals.

If there are less than three tenured faculty members, then tenured faculty from other departments related to Anthropology shall be selected by the Chair so as to produce a committee of three members, based on familiarity with the Department and the area of expertise of the tenure candidate.

The Chair, after consulting with the Tenure and Promotion Committee, shall meet annually with each faculty member on probationary status to discuss progress toward tenure. The discussion shall include a review of the contents of the annual report to the Dean and the Academic Vice-President of the individual's progress towards tenure.

At least fourteen (14) months prior to the date that a faculty member's eligibility for tenure expires, the Chair shall convene the Tenure Committee and assign it formal responsibility to draft a Tenure Report on the faculty member. The Chair shall make available to the Committee all relevant documents. The Tenure Committee shall proceed to draft a report, which takes account of this Code.

The Chair shall not be present during Tenure Committee deliberations, except when specifically invited by the Committee. The Chair of the Executive Committee shall preside at the formal Tenure Committee meeting at which time the Tenure Report is reviewed and prepared further for submission to higher administrative levels. A majority vote of the Tenure Committee, via written ballot cast by those in attendance at a formal meeting of the Committee, following Robert's Rules of Order, Revised, shall constitute the tenure recommendation which, along with the Tenure Report, must be sent to the Chair, the Dean and to the Provost. The formal meeting and balloting shall take place at least two weeks before the tenure recommendation is due in the Dean's Office. If the Chair, for compelling reasons, disagrees with the recommendation of the Tenure Committee, a report of those reasons must be prepared and forwarded along with the Tenure Committee's report and decision. The Chair's report shall be made available to the members of the Tenure Committee and to the faculty member being considered for tenure.

The procedures outlined in the Faculty/Staff Manual Sec. E.13.1 shall direct the promotion process. Here promotion is assumed to be from Associate Professor to Full Professor.

5.2 Specific Performance Reviews for Tenure, Promotion and Merit Salary Increases

5.2.1 Annual Evaluation of Faculty by Chair

The Chair shall conduct an annual performance evaluation of each member of the faculty; such evaluations shall be separate from specific evaluations related to promotion and tenure decisions and shall be coordinated with setting annual salary increases. Decisions regarding tenure, promotion, and merit salary increases shall be consistent with and based upon the effort distribution established for each faculty member.

Evaluation shall be based on qualitative and quantitative assessments of the faculty member's fulfillment of responsibilities (research, teaching and service and engagement) to the Department, College and University during the period of evaluation. Research productivity and quality are expected to be equivalent to national norms for anthropology or geography departments at CSU's peer universities. Service and outreach efforts include activities that contribute to Department, College, and University missions. A part of the material used to assess teaching faculty members will be the results of the CSU Course Survey distributed by the Office of Instructional Services. Items on that survey about the course and about the instructor, as well as written comments, will be considered. The forms do not have to be signed by students.

In conducting the evaluations, the Chair shall solicit advice and counsel from the members of the Executive Committee. The written annual evaluation form shall be signed by the Chair and a copy provided to the respective faculty member.

Each faculty member shall be kept fully advised concerning methods and criteria used in the annual evaluation, the results of the evaluation, and how the results are being utilized. During the first semester at CSU, new faculty will be given copies of the Faculty Annual Activities Report form in order to show the new faculty the types of activities that are important in merit assessment. Annually, the Chair shall hold a conference with the faculty member to discuss the results of the evaluation.

5.2.2 Evaluation of Untenured Faculty

5.2.2.1 Progress Toward Tenure

The Tenure and Promotion Committee annually will evaluate the progress toward tenure of the untenured faculty, and the Chair will notify the untenured faculty member of their progress as directed in guidelines set forth in section E10.3 of the Faculty/Staff Manual.

5.2.2.2 Mid-Point Review

At the end of the third probationary year, while considering untenured faculty for reappointment, the Tenure and Promotion Committee, without the Department Chair, will conduct a comprehensive review of the tenure track faculty member in accordance with the E.14.2 section of the Faculty/Staff Manual.

5.2.3 Tenure

All faculty members being recommended for tenure must demonstrate a level of excellence in scholarship/creative activity, teaching, and service appropriate to the rank under consideration. The *Manual* requires that "the evaluation of faculty shall be based on qualitative and quantitative assessments of the faculty member's fulfillment of

responsibilities to the University during the period of evaluation” in each of the areas of professional responsibility (C.2.5). As stipulated in the *Manual* (C.2.5), “assessment of the quality of a faculty member’s performance requires careful and critical review, necessarily involving judgments, and should never be reduced to purely quantitative measures.” Note too that “reviews of performance must be based upon the faculty member’s effort distribution in each of the areas of responsibility (E.12.2, E.14; and see E.9).”

A recommendation for tenure and promotion to Associate Professor shall require clear evidence: (1) that the faculty member’s research/creative activity is in the process of achieving professional recognition among leaders in the candidate’s discipline; (2) of effectiveness and promise of continuing growth in teaching; and (3) of effectiveness in institutional and professional public service when there has been opportunity to serve. With respect to quantity of work, evidence of adequate scholarly research productivity for faculty typically on a four-course per academic year load may be considered as approximately five or six substantial refereed journal articles of solid quality, or the equivalent (e.g., one scholarly book reflecting original research and two journal articles). Regardless of quantity, the case made for quality remains the primary concern. The lesser the quantity of work, the stronger the need for evidence of substance, coherence, high quality, and impact.

5.2.4 Promotion to Full Professor

All faculty members being recommended for promotion must demonstrate a level of excellence in scholarship/creative activity, teaching, and service appropriate to the rank under consideration, as set out in the process for Tenure (see 5.2.3).

Recommendations for Promotion to Full Professor will pay particular attention to the significance and quality of the candidate’s teaching, service, and published research or artistry since appointment to the candidate’s present rank. Promotion to full professor requires demonstration that the faculty member has matured in scholarship/creative activity or artistry and has achieved recognition among leaders in the profession. This is normally demonstrated by a sustained focus in the field as represented by publication of a significant scholarly book in a distinguished press or a series of substantial refereed articles in premier journals or a distinguished series. With respect to quantity of work, evidence of adequate scholarly research productivity may be considered as at least five or six substantial refereed journal articles or the equivalent (e.g. one scholarly book reflecting original research and two journal articles). Regardless of quantity, the case made for quality and scholarly significance remains the primary concern in recommendations for promotion to full Professor.

5.2.5 Periodic Review

Periodic, comprehensive reviews of tenured faculty shall be conducted by the Chair beginning no later than the fifth year after tenure or after two unsatisfactory annual evaluations within a five year period for the purpose assessing strengths and weaknesses in the faculty’s performance in accordance with Section E.14.3.1 of the Faculty/Staff Manual. If deficiencies are identified, a plan to correct the problem(s) will be developed by the Chair in cooperation with the faculty member.

If the Chair determines that the faculty member’s performance is unsatisfactory, then a Phase II Review Committee will be formed by the Chair to conduct a comprehensive performance review as prescribed in Section E.14.3.2 of the Faculty/Staff Manual. This

committee will be composed of three faculty of the same or higher rank in the Department and will not include the Chair. If a three-person committee cannot be formed from among the Anthropology faculty, the Chair will ask faculty from outside the department in the College of Liberal Arts to serve on the committee.

5.3 Performance Guidelines

5.3.1 Guidelines for Evaluation of Teaching and Advising

Teaching is the process of creation, evaluation and application of disciplinary and academic knowledge communicated to students. These activities are most commonly exhibited in formal instruction, independent studies, graduate student committee service, and graduate and undergraduate advising.

Information to be evaluated may include as appropriate: courses taught, number of preparations, students taught, independent studies, syllabi and other course-related materials and student evaluations. Other sources of evidence may include new and innovative means to teach and mentor students, attendance at teaching workshops, receipt of teaching or advising awards, textbook publication, and peer evaluations of classroom teaching.

5.3.2 Guidelines for Evaluation of Research and Creative Activities

Research and scholarly activities entail the process of creation, evaluation or application of disciplinary and scholarly knowledge designed for public communication to professional or scholarly audiences. The faculty member should demonstrate the ability to conduct work and produce publications and other scholarly products that show originality and make a substantive contribution to the field. Both quality and quantity are important, but quality and scholarly significance should be the primary concern, especially in cases where the number of works is very high or very low.

Research and scholarly activities are most commonly exhibited in the form of publications, conference papers and the various phases of scholarship that take place in the context of a continuing research agenda. Information to be evaluated shall include as appropriate: books, edited books, refereed articles and book chapters, non-refereed articles, reports and book chapters and any reviews of those publications; published reviews, and other published items. Other scholarly activities include presenting conference papers or posters, and presenting workshops. Editing scholarly journals is appropriate. Proposals written and submitted for external review, funded or not, will be considered non-refereed work. To count in an application for tenure or promotion, written works must have been, at a minimum, documented as accepted without need for further revision.

Externally funded research grants, fellowships and /or awards won or received will be encouraged. Collaborative work, which is central to anthropological and geographical inquiry, is encouraged.

Other evidence of continuing scholarly activity includes work submitted for publication and other scholarly or professional activities demonstrably related to the discipline and directed towards peers, including original field research which is often a significant component of anthropological and geographical inquiry.

Specific indicators or evidence of quality of publications and other works include: (1) the reputation of the journal or book publisher; the number, source and substance of citations;

published reviews, and reprints. Comparable criteria for creative work may need to be explicated on a case-by-case basis, including such indicators as, for example, the reputation of juried awards and public reviews. (2) Specialists' judgments of evidence of continued study and development in an area of interest or a specialty. (3) Peers' judgments of the faculty member's professional contributions and of other activities demonstrably related to the discipline and directed towards peers. (4) Submission of one or more proposals to granting agencies for external funding of the candidate's scholarly or artistic program.

5.3.3 Guidelines for Evaluation of Service, Outreach and Engagement

5.3.3.1 Departmental Service

Activities that directly contribute to the ongoing functioning or development of departmental organization and/or administration are part of service.

These activities are most commonly exhibited and will be evaluated as appropriate in the context of department committee assignments and other assigned responsibilities. They include a willingness to work effectively in efforts to improve the programs, personnel, conditions, and activities supporting the mission of the department. Outreach and engagement activities must draw upon the academic and professional expertise of the faculty member while contributing to the public good, addressing or responding to real-world problems.

5.3.3.2 College/University Service

College and University service are those activities which directly contribute to the ongoing functioning or development of college/university level organization and/or administration.

These activities are most commonly exhibited and will be evaluated as appropriate in the context of college or university committee assignments, thesis and dissertation committees which are outside the department, advising in the honors program, service in interdisciplinary certificate programs and other specially assigned college and university responsibilities. They include a willingness to work effectively in activities supporting the mission of the College and the University.

5.3.3.3 Professional Service

Professional service includes activities which contribute to the organizational development and administration of professional and related scholarly organizations or to other universities and colleges or scholarly services to publishers.

These activities are most commonly exhibited and will be evaluated as appropriate in the context of professional organization office holdings and memberships, reviewing or editing manuscripts, serving on panels for funding agencies, serving on editorial boards or giving talks at other universities and colleges.

5.3.3.4 Community Service

Activities designed to share disciplinary and/or other scholarly expertise with community audiences and which may or may not include general, public dissemination.

These activities are most commonly exhibited and will be evaluated as appropriate in various forms of participation in community programs such as speaking engagements,

committee, board and organization memberships and offices that reflect disciplinary themes.

5.4 Grievance Procedures

In the event that grievances arise between a faculty member and the Chair, Tenure Committee, or Executive Committee in regard to the annual performance evaluation or any other matter of concern to the faculty member, the procedures employed shall follow those set forth in the current Faculty/Staff Manual. (See Faculty/Staff Manual Section K)

6 ADMINISTRATIVE AND OTHER STAFF

6.1 Management

The Chair shall, in accordance with the state of Colorado and University regulations, employ, supervise and dismiss from employment the administrative staff and state classified employees of the Department.

6.2 Faculty Recorder

The Departmental Administrator shall serve as recorder at all departmental faculty meetings and retreats. Those minutes will be published for all faculty members.

7 STUDENT APPEAL PROCEDURES

The Faculty/Staff Manual, section I.7, governs appeals of academic and disciplinary decisions involving students. To appeal a course grade, students must submit a written request to the Department Chair no later than thirty (30) calendar days after the first day of classes of the next regular semester following the date the grade was recorded. The student's written request must follow the guidelines set forth in the Faculty/Staff Manual, section I.7.1. The appeal committee shall consist of two (2) faculty members and two (2) students from within the Department, and one (1) faculty member from outside the Department who shall serve as chair. All five members of appeal committee shall be selected by the Department's Executive Committee. The procedures specified in the Faculty/Staff Manual, section I.7.1, govern all grade appeals.

8 DEPARTMENT POLICY S ON THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT (NAGPRA)

The Department of Anthropology is committed to upholding State and Federal laws related to the identification, consultation, and repatriation of Native American human remains and funerary items which are currently housed in the Department repository or those remains that might be inadvertently discovered through the course of normal archaeological investigation.