

University of Illinois at Urbana-Champaign

Department of Anthropology

Bylaws

I. NAME

1. The name of this academic unit shall be the Department of Anthropology.

II. PURPOSE

1. These Bylaws are intended to supplement the University Statutes. Where there are alleged conflicts, the Statutes as interpreted by the Chancellor on advice of the Campus Legal Counsel must prevail.

III. MEMBERSHIP AND VOTING RIGHTS

1. There are ten general classes of persons who are members of the Department of Anthropology: Faculty, Emeritus/Emerita Faculty, Adjunct Faculty, Specialized Faculty, Visiting Faculty, Research Associate Affiliates, Academic Professionals, Administrative Support Staff, Graduate Students, and Undergraduate Students. Each has duties, responsibilities, and privileges, as specified below:

- A. The Faculty of the Department consists of those members of the academic staff with the rank or title of Professor, Associate Professor, or Assistant Professor who are tenured or receiving probationary credit toward tenure.

Duties, Responsibilities, and Privileges of the Faculty

The primary responsibilities of the faculty are to teach graduate and undergraduate students, to mentor graduate advisees, to conduct research, to publish the results of research, and to render service to the department, college, and campus.

All faculty members who are not on leave are expected to attend meetings of the faculty and meetings of the department. Normally, each faculty member has one vote in any and all voting matters that come before the faculty during meetings of the faculty.

Exceptions to the 'one person-one vote' concept occur due to conflicts of interest, as specified in the Statutes. In addition, faculty are also expected to serve on departmental committees and advise their students.

Faculty with zero-time appointments in Anthropology will have voice but not vote on all personnel matters. All faculty with greater than zero-time appointments are subject to annual reviews per [Provost Communication Number 21](#).

- B. The Emeritus/Emerita faculty of the Department consists of all faculty who have been granted emeritus/emmerita status.

Duties, Responsibilities, and Privileges of the Emeritus/Emerita Faculty

Emeritus/emmerita Faculty may continue to undertake various activities within the Department. Participation in such activities is negotiated with the Department Head who may seek ratification at a Meeting of the Faculty.

Emeritus/emmerita Faculty are invited to all meetings of the Department, and may vote in such meetings.

Emeritus/emmerita faculty are invited to meetings of the faculty and shall be accorded

voice but not vote at such meetings.

C. Visiting Faculty or Lecturers consist of all Faculty who are designated as "Visiting Faculty" or "Lecturer. They are recommended by the Head for such appointment after a favorable vote of the Faculty. The proper use of the modifier "visiting" is described in Provost Communication No. 25, Employment Guidelines for Specialized Faculty Holding Non-Tenure System Positions.

Duties, Responsibilities, and Privileges of the Visiting Faculty and Lecturers

The duties and privileges of Visiting Faculty or Lecturers will be specified in the letter of appointment written by the Head of the Department.

Visiting Faculty and Lecturers are invited to all Meetings of the Department and may vote in such meetings.

D. Adjunct Faculty do not hold UIUC regular faculty appointments, but are appointed to this Department for specific purposes. The proper use of the modifier "adjunct" is described in Provost Communication No. 25, Employment Guidelines for Specialized Faculty Holding Non-Tenure System Positions.

Duties, Responsibilities, and Privileges of the Adjunct Faculty

Adjunct Faculty are invited to all Meetings of the Department, and may vote in such meetings.

E. Specialized Faculty are described in the Department of Anthropology Policies on Specialized Faculty. Specialized Faculty include: Instructors, Lecturers, Teaching Professors (at Assistant, Associate, and Full ranks), and Clinical Professors (at Assistant, Associate, and Full ranks).

The Duties, Responsibilities, and Privileges of Specialized Faculty

These are described in the Department of Anthropology Policies on Specialized Faculty. In addition, all Specialized Faculty are covered by any collective bargaining agreements between the UIUC Board of Trustees and the [Non-Tenure Faculty Coalition \(NTFC\) #6546](#). Specialized faculty may attend faculty meetings. They have both voice and vote on non-personnel decisions. They have voice but not vote on hiring decisions. They have voice but not vote on graduate admissions.

F. Research Associate Affiliates are academic staff whose appointments are either stipendiary or non-stipendiary. Stipendiary appointments are approved by the Head. Non-stipendiary appointments are initially approved by the Head with the advice of the Faculty. Such appointments may be revoked by the Head following one year of service.

Duties, Responsibilities, and Privileges of the Research Affiliates

Research Affiliates are invited to all Meetings of the Department, and may vote in such meetings.

G. Academic Professionals are specialists employed by the Department for specified duties.

Duties, Responsibilities, and Privileges of the Academic Professionals

Academic Professionals are invited to all Meetings of the Department, and may vote in such meetings. Academic Professionals are subject to annual evaluations per [Provost Communication Number 22](#).

H. The Administrative Support Staff consists of all persons employed in the department on a

half-time or greater percentage with off-probationary status or on probation.

Duties, Responsibilities, and Privileges of the Administrative Support Staff

These are specified in the Employment Description developed by the Department Head and Administrative Assistant of the Department, and approved by the Civil Service System of the State of Illinois.

Members of the Administrative Support Staff are invited to all Meetings of the Department and may vote in such meetings.

I. The Graduate Students consist of all students matriculating in the M.A. or Ph.D. graduate programs and non-degree graduate students registered in this capacity.

Duties, Responsibilities, and Privileges of the Graduate Students

The primary responsibility of the Graduate Students is to make progress toward the degree for which they are matriculating.

All Graduate Students are invited to attend all Departmental Meetings and may vote in such meetings.

The guiding documents for Graduate Students are the Department's "[Regulations for the Graduate Program and Foreign Language Requirements](#)" (often referred to as the "Graduate Handbook"), and at the College level as "[The Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff](#)."

J. The Undergraduate Students consist of all students majoring in Anthropology and matriculating for a Bachelor of Arts degree in the College of Liberal Arts and Sciences.

Duties, Responsibilities, and Privileges of the Undergraduate Students

The primary responsibility of the Undergraduate Students is to make progress toward the Bachelor of Arts degree in LAS with a major in Anthropology.

All Undergraduate Students are invited to attend all Departmental Meetings and may vote in such meetings.

IV. OFFICERS

1. The Head governs the Department within the framework of responsibilities specified in the Statutes.

A. As chief executive officer of the Department of Anthropology, responsible for its administration, the Head is the agent of the Faculty, Specialized Faculty, Nonacademic Staff, Research Associate Affiliates, Academic Professionals, and Students for the execution of Departmental educational and contractual policies.

B. The Head of the Department is appointed by the Dean of the College of Liberal Arts and Sciences according to the Statutes.

C. The Head of the Department shall be reviewed every five years. The review is mandated by the Statutes. The Dean of the Faculty appoints a committee, its chair, and provides its charge for this review.

2. Standing departmental officers include the Director of Graduate Studies, the Director of Undergraduate Studies, the Director of Laboratory Research, and an Associate Head. The Associate Head and Director of Graduate Studies may be the same individual. Each officer is appointed by, and is directly responsible to, the Head of the department.

A. The Director of Graduate Studies oversees the Graduate Program. The Head of the Department is responsible for all activities involving the Graduate Studies Program. In every third year the Head will appoint a committee to review the Graduate Program

Regulations. This committee must include graduate students.

- B. The Director of Undergraduate Studies oversees the Undergraduate Program. The Head of the Department is responsible for all activities involving the Undergraduate Studies Program. In every third year the Head will appoint a committee to review the Undergraduate Program Regulations. This committee must include graduate students and undergraduate students.
- C. The Associate Head may represent the Head when the Head is unavailable. This could include, for example, attendance at meetings such as those of the Humanities Council.
- D. The Director of Laboratory Research helps with student labor in laboratory settings, as well as with general lab space considerations and management. The Director of Laboratory Research should be a Full Professor who works in conjunction with the Head.

V. STANDING COMMITTEES

1. The Department includes the following standing committees: the Advisory Committee, the Committee of Professors, the Committee of Tenured Faculty, the Capricious Grading Committee, the Graduate Admission Committee, the Awards Committee, the Colloquia and Intellectual Community Committee, the Courses and Curricula Committee, the Development Committee, the Financial Aid Committee, the Research Program and Summer Funding Committee, the Osteology Committee, and the Committee on Diversity and Departmental Community.
 - A. The Advisory Committee is a four-member committee with duties and responsibilities as prescribed in the University Statutes. It is elected annually by and from the Faculty by secret written ballot. The procedures for electing the Advisory Committee are described in Section IX.
 - B. The Committee of Professors exists for the purpose of reviewing the research, teaching, and service of the associate professors.
 - C. The Committee of Tenured Faculty exists for the purpose of reviewing the research, teaching, and service of the assistant professors.
 - D. The Capricious Grading Committee is described under Student Code 3-107(b): “A Capricious Grading Committee shall be appointed or elected annually by each unit’s executive officer.”
 - E. The Graduate Admissions Committee is responsible for the selection and recruitment of new graduate students, and for the identification of fellowship candidates from the pool of newly admitted applicants. The committee should have representation from archaeology, biological anthropology, and socio-cultural/linguistic anthropology. The Director of Graduate Studies is an ex-officio member of the committee.
 - F. The Awards Committee is responsible for the administration of Departmental Awards for faculty and students, and for preparing nominations of Anthropology faculty, students, and alumni for campus level awards.
 - G. The Colloquia and Intellectual Community Committee is responsible for planning and promoting talks, colloquia, workshops and other Departmental events and for coordinating Departmental support for events initiated by campus units.
 - H. The Courses and Curricula Committee is responsible for reviewing curricula, making recommendations to the Department for changes in curricula and assisting faculty in the course development process. The Director of Undergraduate Studies and the Director of Graduate Studies are ex-officio members of the committee.
 - I. The Development Committee is responsible for text of the Alumni Newsletter and for working with the LAS Development Office on priorities for fund raising and Distinguished Alumni

Awards. The Development Committee also assists in planning the Spring Banquet. Ordinarily the Committee consists of a Chair working in conjunction with the Head and the Advisory Committee.

- J. The Financial Aid Committee is responsible for making recommendations regarding financial aid for continuing graduate students, and for reviewing and ranking student funding proposals to the Graduate College and other units. The Director of Graduate Studies is an ex-officio member of the committee.
- K. The Research Program and Summer Funding Committee is responsible for assigning grants to graduate students from Departmental funds for Summer Pre-dissertation Research.
- L. The Osteology Committee is responsible for reviewing the osteological collections and developing procedures for the maintenance and enhancement of the current collections. Strategies for replacement of teaching materials should also be considered.
- M. The NAGPRA Committee is responsible for advising the Head with respect to NAGPRA issues. Faculty with appropriate experience may be appointed to this committee on an ad hoc basis as needed for NAGPRA consultations.
- N. The Committee on Diversity and Departmental Community is appointed annually by the Head. The Committee is responsible for developing and promoting Department efforts to build a diverse scholarly community and for guiding Department efforts to enact and update commitments detailed in the [Departmental Action Plan of 2004 \(updated in 2012\)](#).

VI. OTHER COMMITTEES

1. In addition to the committees specified under Section V, the Department shall have such committees as the Head deems necessary for the maintenance and regulation of the Department. These committees include, but are not limited to, the Graduate Student Grievance Committee (see <https://grad.illinois.edu/sites/default/files/pdfs/anthropology.pdf>), the Review of the Graduate Program Committee (appointed in every third year), and the Review of the Undergraduate Program (appointed in every third year).
2. Committees are appointed by the Head of Department, save for the Advisory Committee which is elected as described in Section V. A
3. Committees are chaired by a member of the Faculty.
4. When graduate students are to serve on committees a slate will be proposed by the Graduate Anthropology Student Association (GASA) and the Head will make appointments from such a slate.
5. When undergraduate students are to serve on committees a slate will be proposed by the Undergraduate Student Association (UGASA) and the Head will make appointments from such a slate.
6. A Ph.D. Examination Committee recommended by the Head to the Dean of the Graduate College must be chaired by a member of the Faculty of the Department of Anthropology. The Chair of this Committee must be the Advisor of the student. Given that the Chair of the Committee is considered to be the Director of Research for the student, the Chair must be a member of the Graduate Faculty.
7. An M.A. Committee to approve theses or papers in lieu of theses must consist of two Anthropology Faculty Members, including the student's Advisor.

VII. MEETINGS OF THE FACULTY

1. The purpose of Faculty Meetings is to provide information and advice to the Head with respect

to the affairs of the Department.

2. The Faculty must meet at least two times each semester.
3. The Head is chair of Faculty Meetings.
4. The Head must announce a Faculty Meeting at least one week in advance of that Meeting, and the Head will normally distribute a Meeting Agenda two days in advance of the Meeting. No personnel or budgetary items will be voted on unless they are included on the Agenda.
5. The Head may call an Emergency Faculty Meeting at any time deemed necessary to obtain information and advice with respect to the affairs of the Department. Such Emergency Meetings must be so indicated and the nature of the "emergency" specified.
6. Any five Members of the Faculty may call a meeting with one week of advanced notification of that meeting, such a meeting to be scheduled by the Head within one week. The Head must be notified in writing of the calling of such a meeting.
7. Any five members of the Faculty may call an Emergency Meeting at any time that they deem it necessary to convey information and advice with respect to the affairs of the Department. The Head must be notified in writing of the meeting at the time the meeting is called.
8. Faculty Meetings are attended by the Faculty, Emeritus/Emerita faculty, and any other Department Member or other person whom the Head chooses to invite. The Head may choose to invite a representative from the Graduate Students, but this representative will be excused for any matters related to Graduate Student evaluation or admissions or any other topic of discussion for which the Head deems the presence of a Graduate Student inappropriate.
9. Only Faculty shall vote in a Faculty Meeting. All other attendees may have voice but not vote.
10. Formal decisions that are advisory to the Head or consent with his or her proposed actions may be arrived at during a Faculty Meeting in one of two manners:
 - A. If, after discussion, the Head senses that a consensus has been reached, s/he may orally summarize the sense of the Meeting and, if there are no objections, his or her understanding as subsequently reported in the Minutes of the Meeting will constitute a decision of the meeting.
 - B. If the Head prefers, or if requested by two Members of the Faculty, a voice vote, or vote by show of hands, or vote by secret ballot will be taken.
11. All decisions made during Faculty Meetings except those involving personnel must appear in the Minutes of the Faculty Meeting. The Minutes are circulated at the next Faculty Meeting for amendments and approval.
12. There are no proxy votes for secret ballots. In the event that a Faculty Member is physically unable to attend a Meeting at which there is a secret ballot, they may vote secretly by phoning, texting or e-mailing their vote to the Head who will write the vote on a paper ballot. **The Faculty Member may only send their vote to the Head if said Faculty Member has been privy to the discussion preceding the vote via teleconference or "Skype."** Thus, a vote by e-mail, text or phone prior to the discussion is not considered a valid vote.

VIII. MEETINGS OF THE ADVISORY COMMITTEE OF THE FACULTY

1. The Statutes require that a department governed by a Head must have an Advisory Committee of the Faculty. Election of the Advisory Committee is specified in V. IA above.
2. The purpose of the Advisory Committee is to provide special information and advice to the Head and Associate Head with respect to critical aspects in the affairs of the Department.
3. The roles of the Advisory Committee are described under [University Statute](#), Article IV, Section 3. These include that the Department Head shall "prepare the departmental budget in consultation with the Departmental Advisory Committee"

4. A vote during a Faculty Meeting may be taken to dissolve that Meeting and to constitute an Advisory Committee Meeting. The personnel of the Advisory Committee may be the same as that of the Faculty.

IX. ADVISORY COMMITTEE

The four member Advisory Committee will serve as an advisory body to the Head on issues in which the full Faculty cannot be consulted. The Advisory Committee can bring to the Head issues that Faculty or Graduate students deem important. The Advisory Committee has the authority to schedule a Faculty Meeting to discuss important Departmental issues, but can only do so pending a unanimous vote of the Advisory Committee.

Candidates. Candidates shall be tenured or tenure track, and hold appointments greater than zero-time in the Anthropology Department.

1. At least one member shall be a Full Professor and one an Associate Professor
2. All Tenured Faculty Members holding greater than zero-time appointments in the Anthropology Department should be included on the election slate.
3. Reasons for declining to serve include sabbatical or medical leave, or extraordinary administrative responsibilities such as being Head or Chair of another unit on campus. Recusal must be requested from and approved by the Department Head.
4. The Committee should contain members from all three sub-disciplines (archaeology, biological anthropology and sociocultural/linguistic anthropology).
5. Gender, racial and ethnic diversity among Committee membership is encouraged.

X. MEETINGS OF THE DEPARTMENT

1. The purpose of Department Meetings is to provide information and advice to the Head with respect to the affairs of the Department.
2. The Department must meet at least once each semester. Traditionally this has been a "Meet & Greet" meeting during the fall semester and a "Spring Banquet" during the spring semester.
3. The Head is Chair of Department Meetings.
4. The Head must announce a Department Meeting at least one week in advance of that Meeting, and the Head will normally distribute a meeting agenda one day in advance of the meeting.
5. The Head may call an Emergency Department Meeting at any time that s/he deems it necessary to obtain information and advice with respect to the affairs of the Department. Such Emergency Meetings must be so indicated and the nature of the "emergency" specified.
6. Any twenty-five members of the Department may call a meeting one week in advance of that Meeting, such a Meeting to be scheduled by the Head within one week. The Head must be notified in writing of the calling of such a Meeting.
7. Any twenty-five members of the department may call an Emergency Meeting at any time that they deem it necessary to convey information and advice with respect to the affairs of the Department. The Head must be notified in writing of the Meeting at the time the Meeting is called.
8. Voting and decision making during a Department Meeting are the same as those specified for a Faculty Meeting save that no form of electronic voting (phone, text or e-mail) is permitted.
9. The Head may invite people who are not department members to a Department Meeting. Those invited shall have voice but not vote.

XI. MEETINGS OF THE COMMITTEE OF THE TENURED FACULTY

1. The purpose of Tenured Faculty Meetings is to provide information and advice to the Head with

respect to reviewing the research, teaching, and service of the Assistant Professors.

2. The Head must call such a Meeting of the Tenured Faculty when any and all issues pertaining to this function exist.
3. All votes taken during Meetings of the Tenured Faculty must be by secret ballot. Electronic votes are only permitted under the conditions stipulated in Section VII.12
4. Minutes of these Meetings must be kept and decisions taken during these Meetings must be maintained. These Minutes will be read to the Tenured Faculty but not distributed to the Tenured Faculty.

XII. MEETINGS OF THE COMMITTEE OF THE PROFESSORS

1. The purpose of Professorial Faculty Meetings is to provide information and advice to the Head with respect to reviewing the research, teaching, and service of the Associate Professors.
2. The Head must call such a Meeting when any and all issues pertaining to this function exist.
3. All votes taken during Meetings of the Professors must be by secret ballot. Electronic votes are only permitted under the conditions stipulated in Section VII.12.
4. Minutes of these Meetings must be kept and decisions taken during these Meetings must be maintained. These Minutes will be read to the Professors but not distributed to the Professors.

XIII. APPOINTMENTS, RETENTIONS, AND PROMOTIONS

1. The objectives of the Department are to maintain and enhance excellence in undergraduate and graduate teaching and excellence in research as demonstrated in professional publication. Service to the Department, College, and Campus is expected but cannot substitute for teaching and research excellence.
2. Promotion to the rank of Associate Professor will be based on criteria that reflect the objectives set forth in section XIII. 1. above and on the statements, guidelines, and recommendations made annually by the Vice Chancellor for Academic Affairs and by the Dean of the College of Liberal Arts and Sciences.
3. Promotion to the rank of Professor will also be based on criteria that reflect the objectives set forth in section XIII.1. above, and on the statements, guidelines, and recommendations made annually by the Vice Chancellor for Academic Affairs and by the Dean of the College of Liberal Arts and Sciences. Review for Promotion to Professor carries the criterion of "promise fulfilled," which sets out the expectation of demonstrable national and international scholarly status as manifest in competent teaching, publications based upon research, and by critical peer review.
4. Recruitment of new faculty to the Department shall be based on the criteria stated in sections XIII. 1., 2., and 3. above.
5. Appointment and promotion of Specialized Faculty are covered in the document "Department of Anthropology Policies on Specialized Faculty."
6. The department acknowledges a special obligation to adhere to university affirmative action guidelines for targeted hiring priorities.

XIV. REVIEWS OF TENURE-TRACK FACULTY

1. Two reviews are mandated by the Statutes and by policy of the College of Liberal Arts and Sciences:
 - A. A review of research, teaching, and service of a Tenure-track Faculty Member mid-way through his or her period of probation, as specified by LAS. This is referred to as the "third year review."
 - B. A review of the research, teaching, and service of a Tenure-track Faculty Member

by the sixth year of probationary service to determine whether to recommend promotion to the rank of Associate Professor, or termination following the Faculty Member's seventh year. This is referred to as the "sixth-year review."

2. In addition to these two reviews, the Tenured Faculty of the Department of Anthropology will undertake a review of the research, teaching, and service of each Tenure-track Faculty Member in his or her first, second, fourth, and fifth year of service. These reviews are called "annual reviews."
3. The extent of the reviews will vary according to the nature of the mandate in different years. The sixth-year review must include peer review; the third-year review may include peer review; other reviews will normally not involve peer review. The third-year and sixth-year review will be initiated by a Committee, with Chair, specifically appointed for these tasks by the Head. The other "annual" reviews may be undertaken by a Committee and Chair appointed by the Head to review one or more Tenure-track Faculty.
4. Any Tenure-track Faculty Member has the right to request a review comparable to the sixth-year review at any time that s/he feels that his or her scholarship, teaching, and service warrant special consideration for promotion. Such a request is for "early promotion consideration."
5. All reports are to be written and presented by a Chair of a Review Committee during a scheduled Meeting of the Tenured Faculty. The Meeting itself is chaired by the Head.
6. Voting on "Promotion to Associate Professor with Indefinite Tenure" is by all Faculty who hold an appointment at the rank of Associate Professor or Professor in the Department. Exceptions to this 'one tenured faculty-member—one-vote' arise due to conflict of interest clauses in the University Statutes. All votes are by secret ballot. All votes are advisory to the Head. Electronic votes are only permitted under the conditions stipulated in Section V11.12.
7. A report of all reviews must be transmitted by the Head, in writing, to the person reviewed, within one week following the review.

XV. REVIEWS OF ASSOCIATE PROFESSORS WITH INDEFINITE TENURE

1. There are three ways by which Associate Professors with Indefinite Tenure may be reviewed for Consideration for Promotion to the Rank of Professor.
 - A. A Tenured Faculty Member may ask for such a review for Consideration for Promotion to Professor.
 - B. The Head of the Department, in consultation with the Faculty Member, may elect to bring forward the record of accomplishment of a Tenured Associate Professor for Consideration for Promotion to the Rank of Professor.
 - C. The Department will review all Associate Professors on a two-year cycle, regardless of whether such review has been requested. Associate Professors will have the option of deferring a biennial review for one year. Details concerning the mid-career review can be found in the document "[Mid-Career Evaluations and Pathways to Promotion to Full Professor in Anthropology](#)."
2. Only Faculty holding the rank of Professor in the Department may take part in these procedures.
3. All reports are to be written and presented by a Chair of a Review Committee during a scheduled meeting of the Committee of Professors. The Meeting itself is chaired by the Head.
4. Voting on Promotion to Professor is by all Faculty who hold an appointment at the rank of Professor in the Department. Exceptions to this 'one professorial faculty-member—one-vote' arise due to conflict of interest clauses in the Statutes. All votes are by secret ballot. All votes are advisory to the Head. Electronic votes are only permitted under the conditions stipulated in Section V11.12
5. A report of all reviews must be transmitted by the Head, in writing, to the person reviewed,

within one week following the review.

XVI. AMENDMENTS

1. Amendments to these Bylaws will be in force after discussion at a Faculty Meeting and approval by a 3/4 "yes" vote by written ballot of the entire faculty.
2. At least once every five years or whenever else a majority of the Faculty so desires, the Head will appoint a Committee to review these Bylaws and to propose amendments and changes. This committee will include Faculty, Graduate Students, and Undergraduates.

XVII. ADOPTION

After discussion at a Faculty Meeting and approval by a majority vote of the Faculty, these Bylaws will be in force.

XVIII. STATE OF PRESERVATION OF THE BYLAWS

These Bylaws will be maintained on the Departmental website both as an MS-Word document and as a *.pdf.

Bylaws revisions adopted: April 27, 2018