

DEPARTMENT OF ANTHROPOLOGY
UNIVERSITY OF CALIFORNIA, LOS ANGELES
REGULATIONS AND PROCEDURES

I. THE FACULTY OF THE DEPARTMENT OF ANTHROPOLOGY. The faculty includes:

- A. Regular departmental ladder appointments,
- B. Ladder faculty who hold joint appointments with other departments, and
- C. Emeritus professors who were departmental members at the time of retirement.

All of these persons have the right to attend departmental meetings, to discuss issues, and to vote on all matters of departmental concern. They also may serve on or chair standing departmental committees, M.A., or Ph.D. committees.

II. FACULTY DECISION MAKING. Apart from responsibilities delegated by the administration to the chairperson the faculty are responsible for departmental decisions. Within the framework of university regulations faculty responsibilities include:

- A. Curricula,
- B. Degree requirements,
- C. Graduate student admissions and dismissals,
- D. Space,
- E. Budget,
- F. Faculty hiring policies.

III. THE CHAIRPERSON. The chair is the executive officer of the department and is appointed by the administration. Any 5 faculty may request a meeting to recommend candidates for appointment as chairperson to the administration. The obligations of the chair are as follow:

- A. The chair is responsible for the day-to-day operation of the department, especially with reference to hiring, promotion, termination, and allocation of duties to the departmental staff. The chair is responsible for hearing faculty, staff, and student complaints with respect to classes, performance of duties, and so on. When the chair cannot resolve an issue to the satisfaction of those involved the matter is brought before the Executive Committee for action or referred to the university ombudsman whenever appropriate.
- B. The chair assigns classes and sets the schedule of classes for the faculty.
- C. The chair is the chairperson of the Executive Committee.
- D. The chair appoints departmental functionaries as required when these appointments are not under the aegis of the Executive Committee.

- E. The chair is responsible for appointing student M.A. and Ph.D. committees after consultation with the students and faculty involved whenever necessary.
- F. The chair makes recommendations to the administration about personnel matters in accord with university regulations, especially By-law 188. It is the responsibility of the chair to transmit (1) faculty evaluations, recommendations and actions, (2) Executive Committee decisions, (3) any other pertinent information, and (4) the chair's recommendation.

IV. EXECUTIVE COMMITTEE. This committee will consist of 7 faculty with the departmental chairperson as an ex officio voting member. The 6 members are elected by the faculty, a quorum for a meeting will consist of the chair and 3 members.

- A. Election to the Executive Committee shall take place each Spring Quarter for service beginning the following Fall. Three persons shall be elected each year and tenure will be for 2 years. The procedures for elections are:
 - 1. Each member shall vote for 3 candidates and the 6 persons with the most votes shall constitute a slate of nominees for the Executive Committee, except that in the event that none of the top 6 is of nontenure rank, the lowest 2 will be passed over in favor of the 2 nontenure members having the largest number of votes. Similarly, in the event that none of the top 6 is of tenure rank, the lowest 2 will be passed over in favor of the tenure member having the largest number of votes.
 - 2. The 6 members selected as nominees shall constitute the slate of candidates and these submitted to the members for final votes, each member again having 3 votes. The 3 receiving the highest number of votes will be declared elected, except that in the event none of them is a nontenure member, then the third shall be passed over in favor of the highest ranking person of nontenure rank. Similarly, in the event that none of them is of tenure rank, then the third shall be passed over in favor of the highest ranking person of tenure rank.
 - 3. In the event that there are 8 or fewer persons eligible for the Executive Committee, then the nominations slate shall be omitted and the voting of eligible members be taken on the first ballot in the manner indicated.
 - 4. Eligible persons shall be those eligible faculty members who are not currently serving as members of the Executive Committee and who anticipate being in residence at least 2 quarters in the following academic year.

5. No replacement will be made for Executive Committee members on leave for 1 or 2 quarters. Should a member of the Executive Committee go on more extended leave or resign from the University or the Committee, he shall be replaced by a special ballot to fill the unexpired term. For such special election, the Executive Committee will nominate a slate of 3 persons and election will be by simple plurality of the faculty.
6. Two retiring members of the Executive Committee shall administer the election and serve as tellers.

B. The Executive Committee is charged with

1. Reviewing and coordinating departmental policies,
2. Curriculum administration,
3. Student appointments,
4. Faculty and staff personnel matters.

C. Executive Committee meetings are convened at the request of the chair or 5 faculty. Furthermore,

1. The agenda for all regular meetings will be circulated to the faculty at least 3 days prior to a meeting, and
2. Any faculty have the right to participate in any discussion bearing on his/her interests, but
3. May not be present when a vote is taken.
4. The meeting minutes will be circulated within 4 working days after a meeting.
5. Privileged information will not be included in the minutes.

D. Executive Committee actions are binding on the department. However,

1. Any 5 faculty may call a meeting within 2 weeks after the minutes of a meeting have been circulated and request a reexamination of action taken at a faculty meeting.

The majority of the faculty present at the meeting may

2. Recind an Executive Committee decision.
3. This procedure does not apply to personnel matters.

E. The standing departmental committees are as follow:

1. Programs and Curriculum
2. Undergraduate Advising and Affairs
3. Graduate Advising and Affairs
4. Student Awards
5. Graduate Admissions
6. Personnel
7. Property and Space
8. Budget

F. Standing departmental committee appointments are made:

1. By the chair with the advice and approval of the Executive Committee at the end of each Spring quarter for the following academic year.
2. The Executive Committee may at its option serve as the Property and Space Committee and the Budget Committee.

V. FACULTY MEETINGS. Three regular meetings will be scheduled for each quarter and the dates will be set by the chair by the first week of each quarter.

A. Items for the agenda may be submitted by

1. Individual faculty,
2. The Executive Committee, or
3. The chair.

If no agenda is received 3 days prior to a meeting it will be cancelled by the chair.

B. A quorum for a faculty meeting will consist of 50% of all ladder appointments and all faculty who hold joint appointments who are in residence during the quarter in which a meeting is held.

C. Decisions made at a faculty meeting are binding unless changed at a subsequent meeting. Only items on the agenda are considered unless there is unanimous consent by the faculty present at the meeting.

VI. FACULTY APPOINTMENTS are made within the following guidelines:

A. Acting, visiting, summer school, and extension appointments are made by the chair in consultation with the Executive Committee whenever appropriate.

B. Joint appointments for faculty in other departments are made at the request of the person involved. Possible appointments are reviewed by the chair, approved by the Executive Committee, and voted on by the faculty.

C. New ladder appointments are made

1. After hiring priorities are established at a faculty meeting,
2. The position has been advertised in accord with university policies,
3. Applications are reviewed by the Personnel Committee, or a subcommittee thereof,
4. An ad hoc report is submitted to the faculty, and a
5. Ballot has been put before the faculty.
6. The review process may include bringing candidates to the campus and
7. Faculty meetings may be held as a case warrants.

VII. FACULTY PROMOTIONS AND 4th YEAR ASSISTANT PROFESSOR REVIEWS are considered in terms of the policy as set forth in the current "Call." A faculty member may request by memo to the chair not to be put forward except when an evaluation for a tenure or 4th year review is mandatory. A faculty member may request an acceleration by memo to the chair, or the Executive Committee may request an acceleration on behalf of a candidate after consulting the person involved.

A. Evidence for research activities in the review packet:

1. All published works for the required period,
2. All accepted manuscripts,
3. Other manuscripts at the discretion of the candidate,
4. Any extended commentaries of the candidate's work,
5. Copy of pending extramural grant applications when appropriate,
6. A self-evaluation of research and career development in progress and projected,
7. The names, addresses, rank, and standing of 5 extramural scholars to evaluate candidate's research,
8. The chair seeks letters from 3 additional extramural scholars and seeks comments about the names suggested from the candidate, but the candidate does not have veto power over the list,
9. The candidate completes a copy of the administrative promotion forms and initials approval of the final copy.

B. Evidence for teaching activities in the review packet:

1. Names and addresses of 2 undergraduate and 3 graduate students who are willing to write letters of evaluation; letters from 3 other students will be solicited by the chair,
2. Names and addresses of all students who received a Ph.D. with the candidate as the chairperson of their committee,
3. Names and addresses of 3 students who received their M.A. degree with the candidate as the chair or a member of their committee,
4. The chair assembles information about the candidate's teaching from student evaluations, and
5. The candidate submits a description of teaching which includes innovative projects, variety of courses taught, special studies courses, committee memberships, and so on.

C. Evidence for other evaluative criteria include information submitted by the candidate about

1. University service at all levels,
2. Community service, and
3. Consulting and editorial services.

D. Review process.

1. An anonymous ad hoc committee consisting of 3 tenured faculty and one nontenured observer is appointed by the chair in consultation with the Executive Committee. Whenever possible at least 2 members of the review committee will have intellectual interests shared by the candidate and every effort will be made not to appoint persons to the committee who are hostile to the candidate. Under special circumstances a 4-5 member committee might be appointed (e.g., to draw on the knowledge of diverse specialists) or a 2-person committee might be appointed (e.g., when few persons outrank the candidate).
2. Prior to the faculty meeting convened to discuss the candidate, the ad hoc committee will draw up a report discussing the strengths and weaknesses of the candidate in terms of the standard categories (i.e. research, teaching, community and university service). Included in this report will be informative summaries of outside letters of recommendation. The ad hoc committee will make no recommendation in this report concerning the action to be taken. A copy of the report will be given to the candidate prior to the faculty meeting. The candidate may, at his/her discretion, respond to the departmental chairperson by memo.
3. A faculty meeting is held for an open discussion of pending promotions with all but privileged information made available to the faculty before the meeting. After the faculty meeting, the ad hoc committee will make a synopsis of the faculty discussion, revise its report to incorporate additional evidence of the candidate's strengths and weaknesses, if any, presented at the faculty meeting, and make their recommendation.
4. The text is approved by 1 tenured and 1 nontenured member of the Executive Committee. *
5. The approved synopsis is reproduced for the candidate who may respond to the departmental chairperson by memo.
6. The ad hoc report, the synopsis and the responses by the candidate are made available to the faculty. A secret mail ballot (see IX) is distributed to all persons defined as faculty.
7. The chair transmits to the administration the faculty vote, the synopsis of the faculty meeting, the ad hoc report, possible responses by the candidate, other pertinent documents, and the chair's recommendation about the promotion.

VIII. FACULTY MERIT INCREASES are considered in terms of the policy set forth in the current "Call."

- A. The information about research, teaching, community service,

etc., is assembled by the candidate and the administrative forms completed.

- B. The pertinent information is made available to the faculty, and
- C. A secret mail ballot is distributed to the faculty on the case.
- D. When 20% or more of the ballots received are negative on an increase the chair forms an ad hoc committee to review the evidence. Their report, as well as a synopsis of it, is submitted to the chair.
- E. The synopsis is given to the candidate for possible comment.
- F. The Executive Committee reviews the report and votes a recommendation.
- G. All the evidence is transmitted to the administration by the chair along with his/her recommendation.

IX. BALLOTING PROCEDURES/Read Recommendation

- A. For each secret mail ballot the eligible voters (Section I, A, B, C) will receive a large envelope in which are 2:
 - 1. Small envelopes with a signature line on the front of one of these.
 - 2. The ballot on a separate sheet.
- B. A ballot is placed in the small envelope, the envelope signed, and returned to the Administrative Assistant. It is hoped that persons casting negative ballots (or abstain) will offer "comments" in the space provided.
- C. After the ballots are counted the results are reported at the next scheduled faculty meeting and the vote is included in the minutes. Absentee ballots are not permitted.

X. STUDENT PARTICIPATION. Faculty meetings, Executive Committee meetings, and those of each standing departmental committee will include representation as advisors by 1 undergraduate and 1 graduate student to each.

- A. These representatives and alternates will be chosen early in the fall quarter by the Anthropology Undergraduate Student Association and the Anthropology Graduate Student Association. A representative normally will serve for 1 academic year.
- B. These representatives normally will not attend meetings, or portions thereof, when personnel matters are discussed about current faculty, current graduate and undergraduate students or past graduate students being reviewed.

XI. FACULTY RESPONSIBILITIES TOWARD STUDENTS. (A document reviewing the subject will be prepared by the faculty and will be made available to students.)

- XI. REVIEW OF FACULTY CONDUCT. University regulations provide that the several teaching departments develop guides respective to the conduct of classes, and the Department has set forth procedures by which nonstandard conduct of classes and examinations may be approved.
- XII. REVIEW OF FACULTY CONDUCT. University regulations provide that the several teaching departments develop guides respective to the conduct of classes, and the Department has set forth procedures by which nonstandard conduct of classes and examinations may be approved.
- A. Any faculty member who does not wish to meet his classes at regular scheduled hours or hold regularly scheduled final examinations in undergraduate courses, shall place his alternate plan and justification before the Executive Committee, which has the right of approval.
 - B. Should the Executive Committee question the purpose and intent, or believe the alternate program is not in the beneficial interest of the department, the instructor shall present the matter before the Executive Committee.
 - C. If no satisfactory solution is arrived at in consultations between the Executive Committee and the instructor, the matter shall be brought before the next regular meeting of the Department for final decision.
- XIII. AMENDMENTS TO THE REGULATIONS PROCEDURES.

- A. The regulations governing the administration of the department may be amended by a majority vote of the faculty at a regular or special meeting, provided that the proposed changes are submitted in writing to the full faculty at least 10 days prior to such meeting.
- B. The chair shall maintain a set of operating procedures governing departmental policies, in accordance with current decisions of the faculty. Such policies may be formulated and revised by the faculty at any regular or special meeting, provided the proposed regulations or changes are submitted in writing to the full faculty at least 10 days prior to such meeting. Such operating procedures shall cover, but are not limited to, the following: requirements for the major in Anthropology policies and requirements for advanced degrees in Anthropology, joint graduate degrees with other departments or programs, language requirements, the appointment and responsibility of Teaching Assistants, the use of departmental facilities, etc.

Draft submitted to Executive Committee by W. Oswalt on 3-26-76

Modified by Executive Committee on 4-7-76

Faculty Meeting called to discuss the revisions on 4-21-76; no quorum.
Faculty Meeting again called on June 2 to discuss procedures. The above document was approved.