

Faculty Governance Document  
Department of Anthropology  
Iowa State University



Revised and Approved by the Anthropology Faculty, Fall, 2012  
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## **I. PREAMBLE**

This document serves as a guide to the structures within the Department of Anthropology for faculty participation in the administrative process, specifically, the roles and procedures for formulating decisions and implementing policies.

No rules or procedures described in this document take precedence over the authority of University and College policies, as stated in the *Faculty Handbook*. In the event of conflict, University and College policy will prevail.

## **II. MISSION STATEMENT**

The Department of Anthropology has four principal missions: teaching, research, service, and the promotion of cross-cultural and international understanding.

The teaching program has three foci:

1. Theoretical, methodological, and cross-cultural survey course offerings for undergraduate students within the liberal arts curriculum.
2. Professional preparation for students seeking a Master's degree in anthropology.
3. Exposure to the human experience from an anthropological perspective for non-majors.

The research program also has three foci:

1. Integrating research with the teaching program.
2. Contributing to the professional development of faculty and the growth of knowledge in the discipline at large.
3. Meeting the practical needs of the university and the world at large.

Research is inextricably linked with the teaching process. New information, ideas, and approaches resulting from active research programs assist in making the classroom a vibrant and dynamic setting. Faculty-sponsored research activities provide students with invaluable pre-professional experience. Professional development of faculty through research is essential in meeting the challenges of being first-rate scholars. Within Iowa State University's motto "Science with Practice," the practical applications of anthropological research can be found in such things as applied archaeology, or cultural resources management (CRM), and the assistance in culturally appropriate application of social change techniques in various parts of the world.

Service and outreach objectives of the Department involve the appreciation of diversity within American society as well as cross-cultural and international education and understanding. These objectives are met by bringing knowledge to individuals or groups, and, second, by taking people into cross-cultural or international settings.

Interdisciplinary and interdepartmental activities constitute a fourth major mission objective. Anthropology faculty are leaders, as well as regular and active participants, in several interdepartmental and interdisciplinary endeavors. These programs include American Indian Studies, Linguistics, Religious Studies, Technology and Social Change, and Sustainable Agriculture, Women's Studies, Ecology and Evolutionary Biology, Forensics, and International Studies.

### **III. DEPARTMENT ORGANIZATION AND ADMINISTRATION**

#### **A. Department Chair**

1. The Department Chair is appointed by the Dean of the College of Liberal Arts and Sciences in consultation with the anthropology faculty. The Department Chair has dual responsibilities to the faculty, students and staff of the Department of Anthropology, on the one hand, and to the administration of the college and the university, on the other hand. The obligations to the administration are recorded in the *Faculty Handbook*.
2. The primary responsibilities of the Department Chair are to:
  - a. represent the department as an advocate to the college and to the university in securing resources, serving on committees, and recommending to the Dean's personnel actions and salary adjustments;
  - b. promote the education, research, and service programs of the department, both within and outside of the university;
  - c. execute departmental policies on a regular basis;
  - d. manage the day-to-day activities of the department;
  - e. assign faculty and staff responsibilities;
  - f. plan and develop a yearly teaching schedule;
  - g. hire and recommend promotion and tenure;
  - h. supervise regular written evaluations of faculty;
  - i. foster faculty development;
  - j. chair faculty meetings and keeping the faculty informed of matters pertinent to the department;
  - k. keep and maintain public and confidential departmental records.

#### **B. Term of Department Chair**

1. The term of the Department Chair shall be three to five years from the date of appointment by the Board of Regents. The Department Chair is eligible for successive terms, provided the regular procedures described below are followed.
2. During periods of absence less than three months, the Department Chair may appoint a Temporary Department Chair Designate (T. Department Chair). For periods of absences in excess of three months, an Acting Department Chair will be appointed by the Dean of the College of Liberal Arts and Sciences in consultation with the anthropology faculty.

#### **C. Departmental Protocol for Review of and Search for Department Chair**

1. In the spring of the year preceding the expiration of the Department Chair's term in office an ad Hoc Search Committee shall review the Department Chair. The committee shall consist of the faculty as a whole. The committee shall elect its own chair for these meetings, which will not be attended by the current Department Chair.
  - a. As part of the review process, the faculty may request the current Department Chair be reappointed.
  - b. If the Department Chair declines reappointment, or if the faculty vote is negative, the committee should consult with the Dean regarding whether the process should consist of an internal or an external search.
  - c. Should the decision be in favor of an external search, the committee is responsible for writing a job description and notice of vacancy, which is advertised through appropriate

channels. The committee is responsible for conducting an initial screening of applicants and reporting to the Dean on the criteria for ranking the top candidates. In conjunction with the Dean, the committee arranges for on-campus visits for top-ranked applicants. The committee is responsible for discussion of candidates, and voting once the campus visits have been completed. The committee reports to the Dean results of the discussions and balloting. The appointment of the Department Chair is made by the Dean of the College of Liberal Arts and Sciences after consultation with the faculty.

- d. Should the decision be made in favor of having an internal search, the committee shall request nominations from voting members of the faculty. Any tenured voting member of the faculty, declaring a willingness to serve, may become a nominee if nominated by at least one other voting member. Once nominations have ended, the committee shall hold individual open presentations for each of the nominees that will allow them to talk about department issues. After these have been completed, voting members of the faculty will be asked to rank the nominees. The candidates, along with their rankings, will be reported to the faculty and to the Dean. The appointment of the Department Chair is made by the Dean of the College of Liberal Arts and Sciences after consultation with the faculty.

#### **D. Committees**

1. All committees are advisory to the Chair and the Faculty.
2. Part of the department's work will be carried out by committees that will make recommendations to the Department Chair and the department. The Department Chair shall solicit nominations for committee membership and make appointments. Given the current size of the department, in some instances committees may consist of a single faculty member or the faculty as a whole, with a specific individual appointed to chair and coordinate its activities. Except under unusual circumstances, temporary, adjunct, and emeritus faculty will not be appointed to either standing or ad hoc committees.
3. Standing Committees
  - a. Curriculum Committee. This committee is responsible for periodically reviewing content and scheduling of existing courses, encouraging, promoting and approving new and experimental courses, and preparing the department's course offerings for inclusion in the university catalog.
  - b. Development, Awards and Honors Committee. This committee encourages and assists faculty, staff and students in career development activities. Another responsibility is to nominate individuals for appropriate recognition.
  - c. Graduate Program Coordinating Committee. This committee normally will be composed of one faculty member designed to handle graduate admissions applications, provide initial orientation, assign faculty advisors to entering students, and coordinate the yearly review of students in the program.
  - d. Library Liaison Committee. This committee will assist the library in the acquisition of new books and serials.
4. Ad Hoc Committees
  - a. Faculty Search Committee. This committee, composed of the entire faculty, will be responsible for determining a job description for a search. A chair is appointed by the Department Chair. The committee is charged with soliciting applications, determining which applicants are the most qualified and preparing a short list for submission to the Department Chair and deans as to which candidates should be interviewed on campus. The committee then recommends to the Department Chair which individual should be

- hired.
- b. Promotion and Tenure Committee. See Section VIII.
  - c. Student Grievance Committee. Composed of two faculty members appointed by the Department Chair, the committee hears the student's grievance and makes a recommendation to the Department Chair. The student may be represented or accompanied by an advocate. The student may also use the grievance procedures described in the Student Handbook.
  - d. Faculty Grievance Committee. Composed of three faculty members appointed by the Department Chair, the committee will select its own chair to hear faculty grievances and make recommendations to the Department Chair. In the case of disputes concerning faculty committee actions (e.g., P & T decisions), the Grievance Committee will only review procedures. In the case of grievances concerning individual actions, the committee will review both substantive and procedural violations. The faculty member may also use the grievance procedures described in the Faculty Handbook.

#### **E. Individual Positions**

1. Director of Graduate Education (DOGE). The primary responsibilities of the DOGE include managing applications of prospective students, coordinating the graduate program (e.g., assistantships), and serving as the signatory on various required documents.
2. Peer Teaching Coordinator (PTC). The primary responsibilities of the PTC include coordinating peer teaching evaluations and preparing summary teaching evaluation documents for the Chair for Assistant Professors, as part of the annual review.

#### **F. Departmental Meetings**

1. During the regular academic year the department faculty shall ordinarily meet once a month, at the request of the Department Chair, or at the request of two voting members. Two-thirds of the faculty in residence will constitute a quorum for departmental meetings. Proxy votes in writing are allowed, but may not be counted toward a quorum. The duty of the Department Chair is to chair departmental meetings, but that does not preclude participating in discussion and voting. Members on leave may attend meetings and retain their voting privilege. Such members will, if they so request, be kept informed of upcoming departmental matters they deem important. All questions shall be decided by a simple majority of a quorum. In the case of a tie, the side supported by the Department Chair shall prevail. Meetings may be held during the Summer Session to deal with pressing matters. In general, no permanent policy decisions will be enacted during the Summer Session. Due notice of meetings shall be given to all voting members.

### **IV. VOTING ELIGIBILITY AND PROCEDURES**

1. Faculty is defined as all tenured or tenure-eligible faculty (assistant, associate, and full professors) with a budget base of 50% or greater in the department.
2. Only faculty shall have voting privileges on department matters.
3. Membership and voting rights are maintained until the effective date of resignation or termination of appointment.
4. Adjunct faculty (visiting professors, lecturers, affiliates, and collaborators) may participate in discussions during meetings, but they do not have voting rights. Similarly, should the faculty so desire, they may invite emeritus faculty to attend meetings and to participate in discussions involving departmental affairs. Emeritus faculty, however, are not voting members. Persons hired as tenure-track faculty but nominally on temporary appointment because of their

immigration status, i.e. not yet a permanent resident or citizen, have voting rights. Anthropologists at Iowa State University who have no formal appointment with the Department of Anthropology may be granted courtesy status. They will not have votes at departmental meetings nor shall they be considered formal members of the department faculty.

## **V. HIRING PROCEDURES**

1. All hiring of new faculty members must adhere to University and College regulations and procedures.
2. Departmental Search Committee
  - a. The Chair will appoint a Search Committee for all faculty openings.
  - b. The Chair and Search Committee will advertise for candidates.
  - c. The Search Committee will review and recommend candidates for interview to the Faculty.
  - d. If the Chair appoints someone to the Search Committee who is not a member of the Faculty, that person will not be able to participate in the Department vote.
  - e. Tenured and tenure-eligible Faculty will vote by secret ballot on the candidates to recommend to the Dean for campus visits.
  - f. Tenured and tenure-eligible Faculty will vote by secret ballot on the candidate to select for an open position, subject to approval of the Dean.

## **VI. FACULTY APPOINTMENTS**

### **A. Tenure-Eligible and Tenured Faculty**

1. Tenured and Tenure-Eligible appointments are regularly budgeted positions at any rank and account for most faculty appointments.
2. Tenure-eligible Faculty are appointed for a specific period of time (term appointments), and notice of intent to not renew shall be given according to the deadlines specified in Faculty Handbook.
3. Recruitment of tenured and tenure-eligible Faculty must follow University procedures.

### **B. Joint Appointments**

1. A faculty member may hold an appointment in more than one academic department/program.
2. One department is designated as the individual's primary department, which is considered to be the faculty member's home department for purposes of evaluation, review, and initiation of personnel actions.
3. Recommendations for promotion and tenure are initiated and submitted by the faculty member's primary department, with the advice of the secondary department/program.
4. Ordinarily, the faculty member's tenure is assumed to reside in the primary department only. Joint appointments may involve joint budgeting, but the primary department may also fund the faculty member's entire salary.
5. The PRS should clarify the expectations in each department/program.

### **C. Lecturer**

1. A lecturer is a non-tenure eligible faculty member hired to fulfill various teaching needs of the Department.
2. The Chair appoints a Search Committee from the Faculty to define and advertise the position and interview and evaluate candidates.
3. The term of a Lecturer's appointment is up to three years.

#### **D. Adjunct Faculty**

1. Adjunct Faculty are non-tenure eligible appointments.
2. Adjunct appointments are made to support primarily the research needs of the Department mission, subject to guidelines and restriction's in the Faculty Handbook.
3. Adjunction appointments are renewable-term appointments not to exceed five years for each appointment, and require a notice of one year of intent not to renew, except when the appointment is for one year or less.
4. Individuals holding an adjunct appoint should hold a Ph.D. or equivalent.

### **VII. FACULTY POSITION RESPONSIBILITES**

#### **A. Policy**

1. Evaluation of tenured, tenure-eligible, and non-tenure –eligible faculty is based on their Position Responsibility Statement (PRS).
2. The PRS allows for a flexible and individualized faculty member's review.
3. The PRS should be general and only include significant responsibilities in research, teaching, and service, as relevant to a particular individual.
4. The PRS is drafted account to a standardized template provided in the document titled Position Responsibility Statements available at the LAS web site.
5. The PRS is subject to regular review by the faculty member and the Chair, allowing for the changing nature of the faculty appointments and Department needs.
6. The PRS cannot be changed unilaterally by either party.

### **VIII. FACULTY PERFORMANCE EVALUATION**

#### **A. Annual Review**

1. All faculty are evaluated each year and will receive a written evaluation from the Department Chair.
2. At the beginning of each academic year, the Department Chair will ask each faculty member to submit his/her yearly work plan, stating specific goals and expectations of this coming year. At the end of the academic year, each faculty member will submit a year-end report, listing the extent to which those goals and expectations on the original work plan has been accomplished. Based on these two sets of data, plus his/her teaching evaluations during this year, the Department Chair writes an annual performance evaluation for this faculty member. The Department Chair will review this performance evaluation with the faculty member so that the latter may identify his/her strengths and weaknesses. This annual performance evaluation is the basis for this faculty member's annual salary increase, as well as promotion and tenure considerations.
3. In addition, all tenured Associate and full Professors will be reviewed in a thorough fashion at least every seven years by appropriate members of the department's P&T Committee and by the Department Chair. Ideally, the review should result in recommendations that enhance performance and provide a plan for future development.

#### **B. Preliminary Review of Probationary Tenure-Eligible Faculty**

1. Individuals new to the University normally are hired on a three-year probationary appointment.
2. Probationary faculty members are review by the Department during the third year of hire.

- a. The purpose of this review is to provide constructive, developmental feedback to primary faculty members regarding progress towards meeting Department criteria for promotion and tenure.
  - b. The review should be based upon Department criteria and standards used for promotion and/or tenure.
  - c. This pre-tenure view provides the basis for either renewing or denying the individual's appointment for a second three-year term.
  - d. The review process must include evaluation by tenured Faculty and an evaluation by the Chair.
  - e. External letters are not normally expected as part of the process.
  - f. Additional review may be conducted at the discretion of the Department.
3. The review will follow these steps:
- a. By the first of September immediately preceding the third year, the Chair shall inform the candidate that an evaluation is forthcoming.
  - b. The candidate shall prepare a review dossier following the LAS Preliminary Review Dossier Template, with assistance from the candidate's mentor.
  - c. The candidate's review dossier shall be available for review by the tenured Faculty by the start of the Spring semester.
  - d. Failure to submit documentation on time shall be evidence that reappointment is not desired.
  - e. The tenured Faculty shall make a recommendation to the chair on whether to rehire for a second appointment.
  - f. The recommendation of the tenured Faculty and the recommendation of the Chair will be forwarded to the Dean(s) of the appropriate College(s).

### **C. Extension of the Probationary Period**

1. Occasionally, a faculty member may request an extension of the probationary period, if special circumstances have occurred that interfere with the faculty member's opportunity to develop the qualifications necessary for tenure in the time allowed.
2. Extension of the Probationary Period shall be governed by the rules in the *Faculty Handbook*.

### **D. Promotion and Tenure Review**

1. The evaluation of promotion and/or award of tenure initially takes place within the Department, with review at each administrative level above the Department.
2. The evaluation procedures shall adhere to policies of the University and College, as stated in the Faculty Handbook.
3. Granting of tenure to a faculty member in the Department is based on:
  - a. demonstrated high standards of scholarship and teaching;
  - b. participation in Department, College, and University activities and governance;
  - c. adequate professional service in local, national, and international societies and organizations.
4. The Faculty Handbook provides examples of activities that document high standards in each area of faculty responsibility, examples of methods by which scholarship within these areas is communicated and evaluated and further details on the expected qualifications for assistant professors, associate professors, and full professors.
  - a. Promotion from assistant professor to associate professor generally will be judged on actual accomplishments and potential for growth.
  - b. Promotion from associate professor to fully professor will be judged primarily on accomplishments and attainments while in the current rank.

## **E. Promotion and Tenure Procedures**

Performance Criteria: Criteria of Scholarship in the Areas of Teaching/Advising, Research/Scholarship, Service, and Extension/Professional Practice.

### **A. Scholarship in Teaching/Advising**

1. Teaching
  - a. Proficiency in the classroom (classroom and peer evaluations, course syllabi, examples of tests, class handouts, and any other relevant documents should be provided as evidence of proficiency)
  - b. Innovative and creative teaching methods (contributions to improving methods of teaching; developing course materials or new courses, programs, and/or curricula)
  - c. Publications, papers, and presentations related to teaching (books, articles, and reports related to teaching; invited presentations on teaching)
  - d. Involvement in committees and organizations on teaching (session organizer, panel member, committee membership)
  - e. Other recognition related to teaching (university, state, regional, national, and/or international recognition as a teacher; journal or agency referee; awards)
2. Student Advising
  - a. Innovative and creative methods (contributions to improving methods of advising)
  - b. Directing undergraduate studies, mentoring honors students, career development, and job placement (examples of materials developed in these areas should be provided)
  - c. Directing graduate study (advising graduate students; directing and serving on advisory committees for graduate students; directing teaching assistants; departmental graduate program coordinator)
  - d. Involvement in committees and organizations on advising (session organizer, panel member, committee membership)
  - e. Other recognition related to advising (university, state, regional, national, and/or international recognition as an advisor; awards)

### **B. Scholarship in Research**

1. Proficiency in technique of investigation (use of techniques appropriate to the field of specialization; ability to organize research/scholarly activities; research/scholarship conducted with appropriate vigor using primary, secondary, and/or library sources)
2. Innovative and creative research/scholarly methods, grant and contract activity (contributions to improving research/scholarly methods)
3. Directing graduate study (advising/mentoring graduate students; directing and serving on advisory committees for graduate students; directing research assistants; departmental research coordinator)
4. Publications, papers, and presentations related to research/scholarship (books, articles, and reports related to research/scholarship; invited presentations on research/scholarship, juried and other)
5. Involvement in committees and organizations on research/scholarship (session organizer, panel member, committee membership)
6. Other recognition related to research/scholarship (university, state, regional, national, and/or international recognition as a researcher/scholar; journal or agency referee; awards)
7. Service to the professional field (attendance at professional meetings, service on committees, holding an office in professional associations, or editorial responsibilities)

### C. Service

#### 1. Institutional Service

- (1) Service to the university:
- (2) Department: productive committee involvement and satisfactory performance of departmental assignments, administrative roles
- (3) College:
  - (a) committee assignments, working with student groups, representing the department in cross-disciplinary activities
- (4) University:
  - (a) committee assignments, working with student groups, representing the department in cross-disciplinary activities

#### 2. Community Service:

- a) Service to the general community (involvement in community, state, regional, national, and/or international organizations. private and governmental groups; testifying at public hearings)

#### 3. Professional Service:

- a) Innovative and creative service (contributions to groups and organizations through service)
- b) Publications, papers, and presentations related to service (books, articles, and reports related to service; invited presentations on service activities)
- c) Other recognition related to service (university, state, regional, national, and/or international recognition for service activities; awards)

### F. Post-Tenure Review

1. All full and associate professors on a full or part-time appointment shall be reviewed at least once every seven years.
2. An evaluation committee of all the full professors in residence at the time of the evaluation will be appointed by the Department Chair to evaluate full and associate professors and be convened by an elected chair. The definition of a quorum would be two-thirds of the eligible faculty in residence. Any member of the committee who has a conflict of interest with a faculty member being evaluated (e.g., relative, history of personal altercations) will excuse him/herself from any committee discussions or votes regarding the individual.
3. The Department Chair is responsible for making sure that the process is free of possible conflict of interest. This committee will be responsible for:
  - a. examining the materials presented by the candidate;
  - b. meeting with the candidate (or the candidate's spokesperson if the candidate so chooses) concerning the materials presented and any other items raised by the candidate or committee members; and
  - c. presenting a written summary of their evaluation of the candidate to the Department Chair and the candidate in a timely fashion.
4. The candidate may request a discussion of the written summary with the committee. The committee may revise the written summary after this discussion. The committee's written summary (or the revised version if that occurs after a discussion with the candidate) will be placed in the candidate's file and a copy will be sent to the College office.
5. For associate professors requesting review for promotion, in addition to the three items listed in the previous paragraph, the committee will present its summaries and recommendations on each candidate. Each committee member will submit his/her completed and signed recommendation form (one per candidate) to the Department Chair. These forms will ask for a "yes" or "no" vote on promotion plus reasons supporting this vote. The candidate for promotion or tenure may review the factual information to be submitted to the college,

- ascertain that it is a reasonable presentation of the data, and have an opportunity to inform the Department Chair of any desired changes. The Department Chair will tabulate the recommendations, make a separate recommendation and report the results in writing to the committee and the candidate. If more than one candidate is recommended for promotion in a college, the committee will place the candidates in rank order only if this is demanded by the college.
6. The candidate may request a discussion of the written summary with the Department Chair and the committee. The committee may revise the written summary after this discussion. The department's written summary (or the revised version if that occurs after a discussion with the candidate) will be placed in the candidate's file.
  7. Persons who are not being recommended by either the department committee or the Department Chair or both shall be provided in writing the reasons for the recommendation and, when appropriate, guidance for improving performance. The Department Chair may forward a nomination to the appropriate dean for any person irrespective of the action of a committee.

## **G. Non-Tenure Eligible Faculty Review**

1. **Evaluation:** Lecturers, Senior Lecturers, and Adjuncts who are hired for the academic year will be evaluated annually based on the presentation of updated materials according to standard departmental procedures. The department is responsible for developing a standardized procedure for the annual review of non-tenure track faculty. Senior Lecturers and Adjuncts with multiple year contracts must be reviewed by faculty at least every five years. The review process should conform to the department's governance document for tenure-track faculty.
2. **Reappointment:** Non-tenure-eligible faculty will be considered for reappointment based upon written request and a positive outcome of the faculty evaluation process. Reappointment reviews for Lecturers follow regularly established departmental procedures. Typically, a review committee provides a written recommendation for or against reappointment to the Department Chair. The chair must approve reappointments prior to forwarding them for college and university approval. Positive recommendations for reappointment as a Lecturer, Adjunct Assistant Professor, or Adjunct Associate Professor are based on continuing departmental need and a strong performance by the candidate, with potential for excellence. The criteria for reappointment as a Senior Lecturer or Adjunct Professor are demonstrated excellence and, again, continuing departmental need. Persons with Senior Lecturer appointments or multiple year adjunct appointments must be given one year's notice of the intent to not renew. Because Lecturer appointments are for a finite period, no special notice of intent to not renew is required.
3. **Advancement:** Advancement of Lecturers and Adjuncts does not occur through the promotion and tenure process used for tenure-eligible faculty. Rather, it occurs through separate processes of faculty review at the department, college, and university levels. According to university policy, Lecturers are not eligible for employment beyond six years of accumulated service (full or part-time) unless they have been advanced to the rank of Senior Lecturer. The rank of Senior Lecturer is achieved through advancement from the rank of Lecturer after completion of six years of service (full or part-time) and a formal review. Departments do not officially hire faculty at the Senior Lecturer level. After six years of accumulated service, Lecturers are eligible for advancement to the rank of Senior Lecturer. Normally this review will take place during the fifth year. Recommendations for advancement to Senior Lecturer are based not only upon performance but also upon staffing needs of the department in curricular areas of specialization. Advancement to Senior Lecturer requires demonstrated excellence in teaching and continuing need in the department. Advancement in rank for persons with Adjunct appointments is also based on

demonstrated excellence, but in research/extension/professional practice rather than teaching. For any advancement evaluation, the appropriate committee in each department will review the candidate's materials and make recommendations to the Department Chair. Recommendations from the Department Chair will be forwarded for approval by the college and university.

## **IX. GRIEVANCE PROCEDURES**

1. The Department follows the grievance procedures stipulated in Chapter 9 of the *Faculty Handbook*.
2. Procedures involving students shall be consisted with those described in the *Student Catalog* under "Appeal of Academic Grievances."

## **AMENDMENT**

This document may be amended by a two-thirds majority of the voting members of the Department of Anthropology. Such a proposal must be discussed at a faculty meeting at which a quorum is present. Approval will be by written ballots distributed to the entire voting faculty. The Dean of the College of Liberal Arts and Sciences shall be informed of any amendments adopted by the faculty.

Approved: Unanimously, August 17, 1992

Minor editorial changes June 25, 1993

Amended "Guidelines for Faculty Evaluation, Reappointment, Promotion, and Tenure" approved unanimously, May 11, 1999

Minor editorial changes May 24, 2000

Minor editorial changes, March 22, 2003.

Amended "Appointment, Reappointment, Advancement and Performance Evaluation of Non-Tenure Eligible Faculty," April 8, 2004.

Substantive changes approved unanimously, November 5, 2012.