

Appendix D
Wayne State University
DEPARTMENT OF ANTHROPOLOGY
BYLAWS

Article I
Relationships to the College and the University

Section 1.

These by laws gain their authority under the Bylaws of the College of Liberal Arts and Sciences and under the Statutes of Wayne State University. Nothing in these bylaws is intended to be inconsistent with present or future Board of Governors Statutes, or Executive Orders, or other University policies or regulations that have been duly issued or any applicable collective bargaining agreement. Where there may be an inconsistency between these bylaws and present or future Board of Governors Statutes, other University policies or regulations or policies that have been duly issued, or any applicable collective bargaining agreement, the latter shall prevail.

Article II
The Departmental Assembly

Section 1: Membership.

All members of the Department faculty who carry full-time or one-half or more fractional time teaching, research, and/or administrative responsibilities, and who hold appointments as lecturer, assistant professor, associate professor, or professor shall be voting members of the Departmental Assembly.

Section 2: Meetings.

- a. The Departmental Assembly shall meet at the call of the Chair at least once per month or at the request of no fewer than one-third of the members, to consider issues relevant to the Department and its members. No meeting of the Departmental Assembly need be held in the Spring or Summer terms.
- b. Quorum for meetings of the Departmental Assembly shall be a majority of its members.
- c. Records shall be kept concerning matters discussed and votes taken at these meetings and these records shall be circulated to members of the Departmental Assembly and student representative(s) before the start of the next meeting.
- d. Records of the portion of meeting dealing with sensitive personnel matters (e.g., hiring, promotion and tenure, salary) shall be kept separately and shall be circulated only to appropriate members of the Departmental Assembly and concerned administrators.

Section 3: Function.

The Departmental Assembly shall be responsible for determining departmental educational policy at the undergraduate level.

Section 4: Votes.

Departmental policies and procedures shall be decided by a majority vote of the members of the Departmental Assembly.

Article III The Graduate Faculty

Section 1: Membership.

All members of the Departmental Assembly who have been approved by the Graduate Division of Wayne State University as regular or associate graduate faculty members shall be members of the Graduate Faculty.

Section 2: Functions.

The Graduate Faculty shall have the responsibility for structuring the departmental graduate curriculum subject to the regulations of the College and the Graduate Division.

Article IV Departmental Chair

Section 1: Eligibility.

Any full-time member of the Departmental Assembly above the rank of Assistant Professor of anthropology who is a member of the Graduate Faculty shall be eligible for the office of Chair. All other persons who might be considered for appointment to this office must also be above the rank of Assistant Professor and eligible for membership on the Graduate Faculty.

Section 2: Length of Term.

The Chair shall be recommended for a term not to exceed five years.

Section 3: Selection Procedure.

In accordance with the provisions of the WSU-AAUP contract:

- a. When a new Chair is to be appointed, a committee shall be formed to seek and recommend candidates to the Dean. Such a committee shall include **(N)** faculty members from the Anthropology Department, elected by secret ballot by the members of that department and **(N)** members appointed by the President or his/her designee. One student member shall be selected by the College of Liberal Arts and Sciences student council from among the graduate students and majors in the Department of Anthropology.

- b. The President or his/her designee shall appoint a chairperson of the committee from among the committee members. The President or his/her designee shall establish the procedures for the search. A slate of at least three candidates for chairperson shall be presented to the President or his/her designee. Fewer than three candidates may be presented to the President or his/her designee, if mutually agreeable to the President or his/her designee and the committee.
- c. If the position is not filled by one of the candidates, the committee shall readdress the question. If the position is still not filled after a second slate of candidates is presented, the matter shall be forwarded to the President or his/her designee for whatever action or decision he or she deems appropriate.
- d. Prior to the appointment or reappointment of an Acting Chair, the President or his/her designee shall consult with the selection committee, and/or the departmental Personnel Committee, and/or the Departmental Assembly.
- e. The Selection Committee may petition the President or his/her designee for approval to search for an external Chair.
- f. The Departmental Assembly may make recommendations to the selection committee regarding candidates for chair. In making such recommendations, each eligible member of the Departmental Assembly shall have one vote. An absolute majority vote shall be required for a candidate to receive recommendation by the Assembly to the selection committee. Where it is known that an individual member of the Departmental Assembly will not, for whatever reason, be a member of the Departmental Assembly beyond the academic year in which the vote is taken, the vote of this member shall be counted and forwarded separately.

Section 4: Chair Review.

In accordance with the provisions of WSU-AAUP contract:

- a. Every four years, or one year prior to the end of the term of a Chair whose appointment is five years or greater, a review committee shall be formed.
- b. At least three-fourths of the committee members shall be tenured or hold employment security status. **(N)** members of the committee shall be faculty members from the Department of Anthropology.
- c. One student representative shall be selected by the college/school student council from among the departmental majors in Anthropology.
- d. **(N)** members shall be appointed by the President or his/her designee. The President or his/her designee shall appoint the chairperson of the committee from among the committee members. The President or his/her designee shall establish the procedures for the review.

- e. This committee shall review the progress of the Department and the effectiveness of the Chair and shall forward a report to the President or his/her designee.
- f. The committee shall insure that faculty members have an opportunity to express their views to the committee during its review process.

Section 5: Duties.

- a. The Chair shall preside at all departmental Assembly meetings, and shall have one vote, as specified in Robert's Rule of Order.
- b. The Chair shall be an ex-officio non-voting member of all departmental standing committees, except where otherwise stipulated in these bylaws.
- c. The Chair shall be the official representative of the Department to the administration of the college and university, and shall have such other duties as the Dean specifies.
- d. The Chair or designee shall be the official representative of the Department in all outside contacts with schools, colleges, research foundations, and governments, with respect to any matter that concerns the entire Department.
- e. When it is inconvenient or impossible to convene a meeting of the Departmental Assembly, the Chair, in consultation with and with the approval of as many members of the Personnel Committee as can be assembled, may select and appoint new members to departmental committees.
- f. The Chair shall have the power to appoint any committee not included in these bylaws.
- g. The Chair shall make the final teaching assignment to each faculty member.
- g. The Chair shall have the authority to allocate space to members of the faculty and staff.
- h. When formal disciplinary action with respect to a member of the Departmental Assembly is contemplated, the Chair shall consult with the Personnel Committee for their recommendation.

Section 6: Removal of Departmental Chair.

- a. Action leading toward a recommendation to the President or his/her designee for the removal of the Departmental Chair prior to the completion of his/her term of office shall be deemed to have occurred when a petition for such removal has been signed by a minimum of one-third of the members of the Departmental Assembly and has been submitted to that member of the Personnel Committee, other than the Departmental Chair, with the longest service at Wayne State University. The

reasons for the petition are part of the written petition.

- b. A special meeting of the Departmental Assembly shall be then called. The member of the Personnel Committee, other than the Departmental Chair, with the longest service at Wayne State University shall chair this special meeting. The Departmental Chair may at the meeting reply to and discuss the petition and shall, upon concluding, leave the meeting.
- c. Should the Assembly desire to continue proceedings, the next scheduled meeting will be chaired by a chair of a College of Liberal Arts Department selected by the Departmental Assembly. Not less than one week after the first meeting, the senior member of the Personnel Committee other than the Departmental Chair shall call a second special meeting at a time convenient for both the Departmental Assembly and the outside chair as previously selected. Reasons for the petition will again be reviewed with the Departmental Chair present. The Departmental Chair may again reply to and discuss the petition and shall, upon concluding, leave the meeting. Voting on a recommendation to remove petition shall then take place.
- d. A two-thirds vote, by secret ballot, of the membership of the Departmental Assembly shall be necessary to present the recommendation for removal to the Dean of the College of Liberal Arts. This presentation shall be made by the Personnel Committee, the Departmental Chair excluded, accompanied by the chair of the meeting at which the voting took place.

Section 7: Interim Chair:

The Interim Chair shall be designated by the Chair in consultation with the Personnel Committee and Departmental Assembly, and with the approval of the Dean to fulfill the necessary functions in the absence of the Chair.

Article V The Standing Committees

Section 1: General:

- a. All committees, unless otherwise specified, shall consist of the Departmental Chair, non-voting, and three members of the Departmental Assembly. From among the members elected, a chair shall be elected by the Departmental Assembly. With the exception of the Tenure and Promotion Committee (see Section 2. a.), all members of the Departmental Assembly shall be eligible for nominations to all committees. Voting shall be by secret ballot. A simple majority vote of those present at the
- b. Departmental Assembly shall be sufficient for election to a given committee. A student representative may participate as a member of designated committees as stated in Article VI.
- c. All matters within the province of the particular committee shall be referred to that committee for initial consideration. The committee shall administer policies

established by the Departmental Assembly. Actions of the Personnel Committee, Salary Committee, Scholarship Committee, Graduate Committee, Museum of Anthropology Committee, and the Undergraduate Committee in carrying out the policies of the Departmental Assembly, are final and binding. Actions of all committees, with the exception of the Salary Committee, shall be reported to the Departmental Assembly.

- d. Committee meetings shall be set at times when the members have no other assigned duties. Whenever possible all members shall be consulted about time of meeting.
- e. Quorum for meetings of any committee shall be a majority of its members.
- f. Committees shall be elected at the first meeting of the Departmental Assembly at the beginning of the academic year. Voting shall be by secret ballot.

Section 2: The Promotion and Tenure Committee

In accordance with the provisions of the WSU-AAUP contract:

- a. Membership. The Departmental Promotion and Tenure Committee Shall consist of tenured faculty members elected by the faculty of the Department.
- b. Faculty holding administrative positions in offices above the unit and in the reporting line shall not be eligible for election.
- c. Recommendation for Tenure or Promotion. A two-thirds affirmative vote of the eligible membership of the committee shall be required for a recommendation for the granting of tenure or promotion. No member of the committee shall participate in or vote on a promotion recommendation to a rank higher than his/her current rank.

The Departmental Chair (regardless of rank) shall chair the committee without vote. A committee representative shall be elected from among the bargaining unit members of the committee who shall serve as spokesperson for the committee. When the elected spokesperson does not agree with the recommendation of the departmental committee with respect to a specific candidate, the voting members of the committee may elect an alternate representative to serve as spokesperson for the committee with respect to that candidate. The recommendation of the committee for the granting of tenure or promotion, together with a written assessment and supporting documents, shall be forwarded to The Departmental Chair or equivalent.

Section 3: The Salary Committee.

In accordance with the provisions of the WSU-AAUP Contract:

- a: Membership. The faculty salary committee shall consist of not fewer than three tenured members of the departmental Tenure and Promotion Committee elected by its faculty, and such other faculty from the Department (including non-tenured members) as the faculty may elect. A majority of the committee membership shall

consist of tenured members. The Department Chair shall chair the salary committee with vote.

- b: Salary Recommendations. In determining selective salary increases the Committee shall be guided by departmental factors and general University criteria and factors for tenure and promotion of faculty. It shall also consider equity when appropriate. For persons not holding tenure-track classifications consideration shall be given to those portions of the departmental factors and general University criteria that apply to their assignments.

Section 4: Personnel Committee

- a. Membership. The Personnel Committee shall consist of the elected members of the Salary Committee. The Departmental Chair shall chair the Personnel Committee without vote.
- c. Functions. The Personnel Committee shall consider all other personnel matters (i.e., other than promotion and tenure, and salary deliberations), including but not limited to faculty searches and hiring, part-time faculty qualifications and review, departmental tenure and promotion factors, and criteria for teaching portfolios.
- d. Alternates. An alternate shall be elected from the tenured staff to serve at such time as an elected member is unable to serve. An alternate shall also be elected from the non-tenured staff (if the committee includes a non-tenured member) to serve at such time as the elected non-tenured member is unable to serve.
- d. Recommendations. Whenever time permits, the Personnel Committee, on all matters within its jurisdiction, shall prepare recommendations for presentation to the Departmental Assembly for their action.

Section 5: The Graduate Committee.

- a. Eligibility. All regular or associate full -time members of the Graduate Faculty shall be eligible for election to this committee.
- b. Membership. This committee shall be composed of three members of the Graduate Faculty of the Department of Anthropology. The committee shall be chaired by the Graduate Director (see Article 6, Section 1). A student representative(s) duly selected, from the graduate students and majors of the Department, shall be available to the committee for discussion on recommendations regarding general graduate policy. When called upon for advice, the student representative(s) singly or collectively shall have one and only one vote. The student representative(s) may vote only on matters of general graduate policy.
- c. Functions. The Graduate Committee shall administer all policy matters relating to graduate admission and training. The committee shall be responsible for arranging and administering qualifying examinations for graduate students. They shall advise students in regard to selection of their adviser and committees. They shall make recommendations with respect to the qualifications of graduate students at each

stage of the student's progression through the graduate program. The Graduate Committee shall pass on admission to, or dismissal from, the graduate program.

Section 6: Graduate Assistant, Scholarship and Curriculum Committee.

- a. Eligibility. All full-time members of the Graduate Faculty shall be eligible for election to this committee.
- b. Membership. This committee shall be composed of three members of the Graduate Faculty, elected annually by the Departmental Assembly.
- c. Functions. The committee shall hold regular meetings of all graduate assistants teaching in the Department to discuss problems faced in teaching. This committee shall recommend appointments and terminations of appointments of graduate students as graduate assistants. The committee shall be responsible for maintaining a file of assistantships and fellowships for which graduate and undergraduate majors in the Department may be eligible. The committee shall make recommendations to the Graduate Faculty concerning students to be awarded graduate assistantships, scholarships, and fellowships. The committee shall attempt to initiate additional scholarships for Anthropology majors and shall serve as advisers to students in matters pertaining to the application for scholarships and fellowships. The committee shall make recommendations concerning the organization of the curriculum, proposals for new courses and the sequence of courses. The committee shall also make recommendations concerning the content and subject material to be covered in courses, particularly those courses which have multiple sections each term. The committee shall make recommendations to the Departmental Chair on schedule and scheduling patterns.

Section 7: Library Committee.

- a. Eligibility. Any full-time member of the Departmental Assembly shall be eligible for election to this committee.
- b. Membership. This shall be a committee of one, elected for a one year term.
- c. Functions. The committee member shall supervise the search for acquisitions and solicit from members of the Departmental Assembly recommendations for additions to the library holdings in anthropology. A faculty member recommending major acquisitions shall submit them to the Departmental Assembly through the Library Committee. The committee member shall keep the Departmental Assembly informed as to the status of the departmental allocation for library expenditures. The committee member shall also be responsible for keeping the Departmental Assembly informed in regard to audio-visual utilization and production, and for making recommendations in this area.

Section 8: House and Amenities Committee.

- a. Eligibility. Any full-time member of the Department shall be eligible for election to this committee.

- b. Membership. This shall be a committee of one, elected for a one year term.
- c. Functions. This committee member shall be responsible for the maintenance of the Amenities Fund and requisite departmental social amenities.

Section 9: Museum of Anthropology Committee

- a. Eligibility. All full-time members of the Graduate Faculty shall be eligible for election to this committee.
- b. Membership. This committee shall be composed of three members of the Graduate Faculty, elected annually by the Departmental Assembly.
- c. Functions. This committee, Chaired by the Museum Director, shall be responsible for the maintenance and policy oversight of the Anthropology Museum and Research facilities in Old Main.

Section 10: Undergraduate Committee

- a. Eligibility. All full-time members of the Graduate Faculty shall be eligible for election to this committee.
- b. Membership. This committee shall be composed of three members of the Graduate Faculty, elected annually by the Departmental Assembly.
- c. Functions. This committee, Chaired by the Undergraduate Director, shall be responsible for undergraduate policy and oversight.

**Article VI
Graduate and Undergraduate Directors**

Section 1: Graduate Director.

The Graduate Director supervises the administration of all graduate degree programs in consultation with the Graduate Committee and the Department within the overall framework of University and College policy. The Graduate Director authorizes

admission to all graduate programs, in consultation with the Graduate Committee. He or she calls and chairs meetings of the Graduate Committee and reports its recommendations to the Department. He or she also supervises the general operations of the Departmental Graduate Office in terms of files, records, correspondence, and reports. The Graduate Director may develop and coordinate plans to enhance the recruitment of graduate students.

Section 2: Undergraduate Director.

The Undergraduate Director Supervises the administration of all undergraduate degree programs in consultation with the Departmental Assembly and within the overall framework of University and College policy. The Undergraduate Director advises undergraduate majors and minors, recommends actions to enhance recruitment of undergraduates, and supervises the general operations of the Departmental Undergraduate Office in terms of files, records, correspondence, and reports.

Article VII Student Participation

Section 1: General.

- a. Participation. A student representative or alternate shall be invited to attend all meetings of the Departmental Assembly. In addition to this, the student representative shall be available to participate, where appropriate, in all committees except where specifically excluded by these bylaws.
- b. Eligibility. The student representative shall be a full-time graduate student or major in good academic standing, and shall have completed at least 15 hours of credit in the Department of Anthropology.
- c. Selection. The student representative shall be selected by the Chair in consultation with the Departmental Assembly. The Chair will seek self-nominations from all eligible graduate students and majors in the Department as part of the selection process.
- e. Function. The student representative to the Departmental Assembly may attend all meetings of the Departmental Assembly, participate in the discussion, and shall advise with respect to student views and opinions. When the student representative is asked to meet with a designated standing committee, he or she shall participate in the discussions of the committee and shall have a vote in the committee in regard to recommendations on matters of procedure and policy. On the request of the Chair of the Departmental Assembly or the standing committee, the student representative shall be excused from such meetings when specific students and personnel matters are under discussion. The student representative is responsible for communicating with other graduate students and majors on matters of concern.

Article VIII Amendments to these Bylaws

1. Proposed amendments to these Bylaws shall be presented at a meeting of the Departmental Assembly.
2. Copies of any proposed amendment shall then be distributed to all members of the Departmental Assembly for consideration at its next special or scheduled meeting, to be held not less than 15 days after the distribution of the proposed amendment.
3. A two-thirds majority of the members of the Departmental Assembly shall be required for adoption of an amendment.

**Article IX
Duration**

Unless amended in accordance with Article VIII, these bylaws will remain in effect for five years, at which time they shall be reviewed and updated as appropriate by the Departmental Assembly.

Bylaws revised and approved by faculty during Academic Review March, 2004

Bylaws revision prepared by Marietta L. Baba Dated: March 5, 1997.

Bylaw revisions adopted by Departmental Assembly Dated: May 2, 1997.

Bylaws reviewed and revised by Faculty Assembly Fall 2004.

Bylaws amended by Faculty Assembly October 7, 2005

Bylaws revised and approved by faculty January 2011

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AMENDMENTS

Proposed Amendment to Department of Anthropology Bylaws

Submitted by Sherylyn Briller, Assistant Professor, Anthropology for Faculty Review
September 22, 2003

Article V, Standing Committees

Proposed Change:

Section 9: Student Funding Committee

a. Eligibility

Any full-time member of the Departmental Assembly shall be eligible for election to this committee.

b. Membership

This committee shall be composed of at least three members who will be elected annually by the Departmental Assembly.

c. Functions

The Student Funding Committee will run the Scholarship Competition each year. This process will include selecting student recipients for departmentally administered scholarships (e.g., GTA, Rumble) and selecting candidates to nominate for other university wide competitive scholarship mechanisms. This committee will also sponsor relevant educational and professional activities such as holding a CV writing workshop for students each year. The committee will be responsible for tracking what scholarships are received by anthropology students each year and keeping records of these awards. This committee will deal with other matters relating to student funding issues on an as needed basis.

Rationale for Proposal

Creating the Student Funding Committee formalizes the way in which matters relating to student funding are already being handled in the Department. Formally, there was one committee that dealt with GTA, Curriculum and Scholarship issues. However, there has been consensus over the last few years among the faculty that it would be functionally better to subdivide this committee and its workload. Consequently, for the past two years the Student Funding Committee has already been running in the manner proposed above and administering the departmental scholarship competition. This committee has a pivotal role to play in ensuring that we maximize funding opportunities for our students. It also provides a mechanism for students to ask questions about funding opportunities, learn how to create professional documents (e.g., CV) and structures the way in which student funding issues are handled in the department.

MOTION PASSED

October 3, 2003