

Departmental Procedural By-laws

Department of Anthropology

University of Delaware

PREAMBLE

The purposes of this document are to provide for effective, democratic management of the department particularly with respect to matters affecting the faculty as a collective body; to make clear the guidelines used in the operations of the department; and to assure an equitable distribution of service tasks within the department.

CHAIR

In addition to rights and duties outlined in the administration policy statements, the chair shall be responsible for seeking the counsel and recommendations of the faculty at regular department meetings, through the Departmental Affairs Committee and ad hoc committees in formulating and executing policy made for and by the department. In most cases, the recommendations shall be expressed by a simple majority vote. The chair may reject faculty recommendations stating the reasons for so doing.

DEPARTMENT AFFAIRS COMMITTEE

Composition and structure: Two faculty selected by a majority of the department including the chair, shall constitute the Departmental Affairs Committee. The members of the committee serve for a term of one year and may be re-elected. The Committee must meet at least twice a semester.

Functions: The committee serves as a clearing house to expedite the administration of the department. It receives input from both the chair and the rest of the faculty on all matters pertaining to the administration of the department, in particular curricular matters and allocation of service duties. The recommendations of the committee shall be submitted to the chair and the faculty. Whenever the committee believes it necessary, it may spell out in greater detail its composition, structure and functions, bringing the details to the chair and faculty for their approval.

DEPARTMENT MEETINGS

The department meeting is composed of all full-time voting members of the faculty in residence, a simple majority of whom constitute a quorum. Faculty members with joint appointments are voting members of the department if they are evaluated annually within the department and/or if their promotion and tenure is within the department.

The faculty are expected to attend. The chair must convene at least two meetings of the department each semester, a notice and an agenda being given at least a week in advance, and as a general rule the chair shall try to avoid emergency meetings. A faculty member can submit to the chair in writing ten days in advance of a meeting issues that should be put on the agenda. Any two voting faculty members may request in writing that the chair convene a faculty meeting to be held within ten days of receipt of the request. When appropriate, a member of the Departmental Affairs Committee shall summarize the proceedings of the committee since the last departmental meeting. Matters of policy shall be put to a vote, a simple majority of those present carrying an issue. At the request of two of the faculty, members of the faculty absent from campus shall be polled on a particular issue and given 30 days to respond, unless it is quite clear that the vote of

the absent faculty cannot change the outcome of the vote.

AD HOC COMMITTEES

In a small department, it seems best to permit the chair to appoint ad hoc committees to deal with various discontinuous issues such as tenure and promotion, renewal of contracts, status of personnel, collections and artifacts, etc. In setting up such committees, the chair shall seek the counsel of the Departmental Affairs Committee and the faculty at a departmental meeting.

MENTORING

The department is committed to the success of faculty members, and to a mentoring policy that promotes success, promotion, and tenure as appropriate. Faculty members benefit from a team of mentors and coaches within and outside the department and university. All senior faculty members serve as informal mentors to junior faculty.

Mentoring is a valued service senior faculty perform for the department. The chair appoints at least one senior faculty member, preferably two, as formal mentor(s) for each junior faculty member when s/he joins the department, with the assent of both members. Mentor and mentee shall collaborate to develop mentoring plans, approaches, meeting schedules, and benchmarks. The chair shares resources for professional and personal development and support, regularly consults with mentors and mentees to ensure productive relationships, and appoints new mentors as needed.

Mentors ensure mentees are familiar with university, college, and department policies, procedures, practices, and culture. They may also advise on scholarly development and expectations, research planning, funding and scheduling, building collaborations and networks; course loads, teaching methods, assessment, and student engagement; and appropriate scope and areas of service.

The department faculty shall develop appropriate guidelines and ensure access to resource materials to implement this mentoring policy.

ADDITIONS AND REVISIONS

This document will be supplemented by additional policies which will be discussed and approved by majority vote. Amendments to and replacement of this document can be made only by a two-thirds vote of the faculty.

Adopted at a Faculty Meeting
October 9, 1978

Reapproved unanimously at Department Meeting
November 7, 2003

Approved Unanimously with Revision regarding joint
appointments at Department Meeting
September 6, 2016

Approved Unanimously with Revision regarding Mentoring
at Department Meeting
September 13, 2019