

1 Department of Anthropology
2 University of Missouri - Columbia
3 BY-LAWS

4 Adopted: April 18, 2018

5 Section 1

6 **Date of effectiveness:** These By-Laws shall govern from the close of the regular faculty
7 meeting at which they are adopted by the faculty.

8
9 **Amendments:** Amendments to the By-Laws may be made only after one week's notice. The
10 notice shall include the text of the proposed amendment together with a statement of the By-
11 Laws section it is intended to amend. Consideration of the amendment after proper notice may
12 be at either a regular or a special faculty meeting. Passage of the amendment requires a two-
13 thirds majority of those voting members present. An amendment, once approved, shall become
14 effective at the close of the faculty meeting at which it is approved.

15
16 Section 2

17 **The Faculty:** The departmental faculty shall consist of all persons holding a regular (tenure
18 track, tenured, non-tenure track) academic appointment in the Department. Additionally, the
19 faculty shall include all persons holding an appointment as Research Professor.

20
21 **Voting members:** Full voting rights shall be held by all faculty members holding the rank of
22 Assistant Professor or higher. Research Professors and any Anthropology Professor holding an
23 administrative rank above Department Chair (e.g., Dean) are not voting members of this
24 Department. The faculty may approve, by a two-thirds majority vote of those voting members
25 present, the right of visiting or adjunct appointees, retired and emeritus faculty or Research
26 Professors, or any Anthropology Professor holding an administrative rank above Department
27 Chair (e.g., Dean) to vote on particular issues or for stated periods of time in accordance with A
28 & S regulations.

29
30 **Voting:** Voting shall be conducted by oral vote ("aye" or "nay"), except that, on the request of
31 any voting member, a secret (paper ballot) vote shall be taken. Such ballots, if used, shall be
32 tallied by the Recording Secretary and at least one other faculty members appointed by the
33 chair of the faculty meeting at which the vote is taken (the chair may self-appoint). No absentee

34 votes and no proxy votes shall be valid at voting conducted at faculty meetings. Voting may be
35 conducted other than at faculty meetings by use of a mail or email ballot. Ballots sent to voting
36 members outside the continental United States (the contiguous forty-eight states) shall be
37 dispatched by registered airmail or via email. Due date for mail ballots shall be within one week
38 of receipt or date of email. Returned mail ballots shall be so identified on the outer envelope,
39 shall be directed to the Recording Secretary's attention, and shall be tallied by the Recording
40 Secretary and at least one other faculty members appointed by the Department Chair (the chair
41 may self-appoint). The result of the vote shall be promptly reported to all voting members of the
42 faculty. The use of the mail or email ballot shall be confined to those times, normally outside of
43 the Fall and Spring semesters, when substantial numbers of the voting faculty are absent from
44 Columbia.

45
46 A simple majority of the votes cast shall be sufficient for passage of any matter under
47 consideration unless a contrary provision is stated in these By-Laws; an email ballot may be
48 used at any time when faculty must be polled quickly to meet a deadline.

49
50 **Responsibility:** The faculty shall have sole responsibility for changes in the curriculum, plans
51 for faculty development, and faculty appointments. It may receive and consider committee
52 reports and recommendations to aid its deliberations in these matters.

53
54 **Final authority:** The faculty shall have final authority in all matters regarding policy,
55 procedures, curriculum, faculty development, and faculty appointments.

56
57 Section 3

58 **Faculty meetings:** Regular faculty meetings shall be held twice each calendar month for the
59 period from the start of the Fall semester to the end of Spring classes. Faculty meetings will be
60 held at regular times and dates as be agreed upon by the faculty at the beginning of the
61 academic year or semester as necessary. Special faculty meetings may be held at other times
62 on call by the Chair provided that at least one week's notice is given of such a meeting. This
63 advanced notice may be reduced to no less than twenty-four hours under special
64 circumstances. Special meetings of the faculty may also be called on request of any three
65 voting faculty members. Provisions for notice shall be the same as above. All notices of faculty
66 meetings shall include the date, the time, and the place of said meeting. The meeting place

67 must be sufficiently large that all persons attending may be accommodated in the meeting room
68 or area.

69
70 **Quorum:** A quorum of the faculty shall consist of two-thirds of the voting members in residence
71 (not on leave or sabbatical) in the term during which the meeting is held. Faculty members on
72 leave may be present, may vote if otherwise qualified, but may not be counted in determining
73 the presence of a quorum.

74
75 **Other persons present:** Presence at faculty meetings shall be limited to members of the
76 faculty, representatives of the Anthropology Student Association elected or appointed by them
77 and recognized by the voting members of the faculty as student representatives, and such other
78 persons as the faculty has, by vote, invited to be present.

79
80 **Conduct of meetings:** All notices of faculty meetings, regular or special, shall include a
81 statement of the business of that meeting. The order of the meeting shall be: consideration of
82 the previous minutes; communications from the Chair; reports of Department committees; old
83 business; new business; adjournment. Matters for consideration by the faculty may be
84 introduced and discussed by any person legitimately present at a faculty meeting. However, no
85 matter on which a vote is to be taken shall be moved, seconded, or voted by a person who is
86 not a regular voting member of the faculty or who has not been granted special voting rights as
87 specified above. The Department Chair shall chair all faculty meetings at which he/she is
88 present except as provided below. In the absence of the Department Chair, faculty meetings
89 will be chaired by the Vice-Chair. In the absence of both Chair and Vice-Chair, a Chair pro tem
90 for the meeting shall be elected by the voting members present. The person in the chair at a
91 faculty meeting may temporarily relinquish the chair to another, designated person subject to
92 the approval of the voting members present. The person in the chair must relinquish the chair
93 to another, designated person on the request of two-thirds of the voting members present. The
94 current edition of Robert's *Rules of Order* shall govern the conduct of meetings unless otherwise
95 specified in the By-Laws.

96
97 Section 4

98 **The Chair:** The faculty is fully aware that the Chair is an appointee of the Dean of the College
99 of Arts and Science and consequently not subject to the authority of the faculty. The following

100 comments are offered for the guidance of the Chair and operations surrounding that office with
101 the understanding that, however affirmatively phrased, they cannot be binding on the Chair.
102 The Chair shall serve a three-year term of office with an annual affirmation, in the Spring
103 semester, of his/her continuation. Recommendation to the Dean for the appointment of a Chair
104 shall be by election. If one person is to be recommended, then he/she shall have polled a
105 majority of the votes cast. If two persons are to be recommended, then those who poll the
106 highest and the second highest numbers of votes cast shall be recommended.

107
108 The Chair shall appoint the membership of all standing committees of the Department and shall
109 designate one member as chair of each committee unless a contrary provision is specifically set
110 forth in the By-Laws.

111
112 The Chair shall also establish *ad hoc* committees as needed and shall name their membership
113 and designate a committee chair unless otherwise provided by an act of faculty.

114
115 The Chair shall keep the faculty informed of the fiscal standing of the Department.

116
117 The faculty of the Department shall inform the Dean of its willingness to continue the Chair of
118 the Department in that post through a vote taken annually in the Spring and reported by the
119 Vice-Chair to both the Dean and the Chair.

120
121 **The Vice-Chair:** The Vice-Chair shall serve a two-year term of office. The Vice-Chair just
122 retired shall continue to be a member of the Graduate Studies Committee for an additional year.
123 The Vice-Chair shall be elected and a simple majority of votes cast shall be sufficient for
124 election.

125
126 The Vice-Chair shall serve in the absence or incapacity of the Chair. He/she shall, while so
127 serving, have the same powers and responsibilities as does the Chair, subject to the approval of
128 the Dean of the College.

129
130 The Vice-Chair shall also be Director of Graduate Studies and shall serve as Chair of the
131 Graduate Studies Committee.

132 The Vice-Chair shall be given consideration for a reduced teaching load (usually one course per
133 academic year), for clerical assistance, and free time and funds sufficient to maintain contact
134 with other graduate programs and with job placement for graduate students.

135

136 The faculty will review and assess the teaching, research, and service of the Chair annually.

137 The Vice-Chair will prepare a letter evaluating the Chair's performance and may provide the
138 faculty or select members thereof with the draft report for comment. Once finalized, the Vice-
139 Chair will give a copy of the report to the Chair. If requested, the Vice-Chair will also provide a
140 copy of the report or an oral summary of it to the Dean of the College of Arts and Science.

141

142 **The Recording Secretary:** The Recording Secretary shall be elected by the voting members
143 of the faculty. A plurality of votes cast shall suffice for election. The term of office shall be one
144 year.

145

146 The Recording Secretary will keep the Minutes of all faculty meetings and maintain a file of
147 these Minutes.

148

149 The Recording Secretary will assist, as specified in the By-Laws, with all voting which uses
150 written ballots.

151

152 **Standing Committees:** The standing committees of the Department shall be the Committee on
153 Graduate Studies, the Committee on Undergraduate Studies, the Committee on Lectures, and
154 the Curriculum Committee. The Chair shall appoint the members of each standing committee
155 and shall designate a member of each committee as its chair except as specifically provided to
156 the contrary in the By-Laws.

157

158 The chair of each standing committee shall be responsible for calling and conducting the
159 meetings of that committee and for reporting to the faculty any actions taken by that committee.

160

161 **Committee on Graduate Studies:** The Committee on Graduate Studies shall review and
162 make recommendations on all applications for admission to the graduate program. The
163 committee shall also review applications and make recommendations on all appointments of
164 graduate students to fellowships, assistantships, and other departmentally controlled sources of

165 support. Selection of teaching assistants who receive financial support from the Writing
166 Intensive (WI) program will be made by the faculty member teaching the WI course in
167 consultation with the Committee on Graduate Studies.

168
169 The Committee on Graduate Studies shall be responsible for the development and revision of
170 graduate programs in this Department, for supervision of the advisement of graduate students,
171 and for coordinating the activities of special support and training programs with the overall
172 graduate program. Final approval of action taken by this committee shall rest with the faculty.
173 The Vice-Chair shall be chair of this committee and shall continue to serve on the committee for
174 one year following his/her term of office as Vice-Chair.

175
176 **Committee on Undergraduate Studies:** The Committee on Undergraduate Studies shall be
177 responsible for establishing and supervising procedures for undergraduate recruitment and
178 undergraduate advising. It shall have overall responsibility for the development, revision, and
179 operation of the undergraduate program in this Department. The chair of this committee shall
180 be titled the Director of Undergraduate Studies. Final approval of action taken by this
181 committee shall rest with the faculty.

182
183 The Chair of the Committee on Undergraduate Studies shall be given consideration for a
184 reduced teaching load (usually one course per academic year), for clerical assistance, and free
185 time and funds sufficient to maintain contact with undergraduate Anthropology majors.

186
187 **Committee on Lectures:** The Committee on Lectures shall make recommendations for
188 departmental colloquia, public lectures, and intramural lectures. It shall be responsible for
189 correspondence with potential lecturers, for making arrangements for scheduling and
190 announcing the lectures, and for other arrangements related to lecturers' visit (luncheons, hotel
191 reservations, payment of fees, etc.). Final approval of action taken by this committee shall rest
192 with the faculty.

193
194 **Curriculum Committee:** Membership of this committee shall at a minimum include the Vice-
195 Chair and the Director of Undergraduate Studies.
196 The charge to the committee is: (a) organize scheduling of semester classes for appropriate
197 coverage; (b) to act as screening/coordinating committee for new courses, course changes, and

198 program changes; (c) consider course capacity, room size, and related issues as they occur; (d)
199 act as a referral committee dealing with course load, course size issues, etc., if not resolved
200 between the Chair and faculty members concerned, but final decision rests with the Chair; and
201 (e) other ad hoc duties as determined by the Chair from time to time.

202

203 **Casts and Human Skeleton Committee:** The charge of this committee is to develop
204 standards for who should have access to these collections, especially considering the sensitivity
205 of the American Indian remains. Proposals to study human skeletal remains or casts of same
206 under the control of the Department must be made to the Department Chair, who will consult
207 with the committee before reaching a decision to accept or deny a proposal.

208

209 The Committee will, (a) in the case of a student request to study these human remains, review
210 proposals to ensure that an MU faculty sponsor is included in the proposal, (b) ensure a brief
211 report is submitted within one year of completion of the study, and (c) maintain a uselog.

212

213 **Chair's Advisory Committee:** The purpose of this committee is (1) to serve as an advisory
214 committee, not an executive committee (it has no political power), to the Chair, specifically
215 concerning issues of (a) departmental space and money resources (exclusive of salaries), (b)
216 faculty and staff, and (c) other issues on an as-needed bases, and (2) to serve an ombudsman
217 function between the faculty and staff, and the Chair.

218

219 The Committee shall consist of three or four faculty members. Committee personnel shall
220 reflect the diversity within the Department in such factors as subdisciplines of anthropology,
221 professorial rank, research interests, and other interests of the faculty. Individuals with interests
222 not well represented within the Committee shall be called to meetings of the Committee on an
223 as-needed basis.

224

225 Committee members shall be appointed by the Chair, and subject to approval by a two-thirds
226 majority of the voting faculty. Appointment is for one year, but members may serve more than
227 one year.

228

229 **Ombudsman:** The Department of Anthropology's Ombudsman will be elected for a two-year
230 term at the last faculty meeting in the Spring in alternate years. The Ombudsman will receive all

231 grievances and complaints from students, faculty, or staff, about students, faculty, or staff. The
232 Ombudsman is charged with appointing an appropriate committee to consider each grievance;
233 such committees may have representation from any sector of the Department (students, faculty,
234 staff). Their composition will be the responsibility of the Ombudsman, who may serve on a
235 committee or not as seems appropriate to him or her once it has been convened. Each
236 grievance committee will advise the Chair of the Department on resolution of a grievance.
237 In the event the elected Ombudsman is involved in the grievance, the Chair's Advisory
238 Committee of the Department will appoint a substitute. In the event the Chair is involved in the
239 grievance, the Ombudsman will report to the Vice-Chair.

240
241 **Special (ad hoc) Committees:** The following special (ad hoc) committees have recurrently
242 been appointed and thus have acquired recognized roles in the Department. Some of these
243 committees have but one member. As follows: The Liaison for Archaeometry Laboratory of
244 MURR, The Committee on Faculty Leaves and Recruitment, The Museum Committee (see next
245 section), The Liaison with the University Library, The Department Honors Director, The Space
246 Committee.

247
248 The Department Chair is empowered to revise this list by addition and deletion as necessary.

249
250 Section 5
251 **Museum of Anthropology/American Archaeology Division:** The Museum of
252 Anthropology/American Archaeology Division is an administratively separate unit allied with but
253 distinct from the Department of Anthropology. It reports directly to the Dean of the College of
254 Arts and Science. The Department of Anthropology is committed to assisting the Museum of
255 Anthropology achieve its mission of broadening understanding of human behavior, past and
256 present, through research, interpretation, and preservation of ethnographic and archaeological
257 material. The Department of Anthropology will work closely with the Museum of Anthropology
258 and other campus programs, leveraging resources for beneficial effect for all units. This may be
259 in the form of (but not limited to) service, teaching activities, research, academic presentations,
260 or public events.

261

262 The Department of Anthropology will provide the Museum Director with an academic home and
263 courtesy appointment commensurate with rank and experience. The Museum Director may
264 participate in department governance in a non-voting role.

265
266 To aid the Museum Director and the Dean of Arts and Science, the Department Chair will
267 appoint three faculty members to serve on the Museum Advisory Committee. It is expected that
268 these individuals will help prepare the written annual report that will be submitted to the Dean of
269 Arts and Science regarding the Museum's governance, compliance with applicable laws and
270 regulations, and effectiveness.

271
272 **Coordination with Department:** Recognizing the close relationship between the Department of
273 Anthropology and the Museum, the Department will maintain an Anthropology Department
274 Museum Committee acting as a liaison between the Department and the Museum. The
275 Committee shall consist of two or more regular faculty members appointed by the Chair that can
276 include those already serving on the Museum Advisory Committee. The term of office shall be
277 from the date of the faculty meeting when committee assignments are certified to the date of the
278 equivalent meeting the next academic year.

279
280 The Anthropology Department Museum Committee is tasked with ensuring ongoing
281 coordination and collaboration with the Museum of Anthropology, and developing appropriate
282 research opportunities and instructional synergies. The committee shall meet at least twice each
283 academic year and report the proceedings of each meeting to the Department at the next
284 regular faculty meeting. If the Committee feels the need to bring a specific issue related to
285 compliance and proper governance of the collections and the Museum as a whole to the
286 attention of the Museum Director and/or the Dean, it may prepare a written report outlining its
287 opinion to be presented to the appropriate authority. It is expected that the Museum Annual
288 Report and any other Museum publications or reports will be provided annually to the
289 Department Chair and all members of the Anthropology Department Museum Committee.

290