

BYLAWS OF THE ANTHROPOLOGY GRADUATE PROGRAM

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of

GRADUATE PROGRAM IN ANTHROPOLOGY

Rutgers University

I. Preamble

These bylaws govern the affairs of the Graduate Program in Anthropology (hereafter the "Graduate Program"), and will not be suspended except by way of amendment. These bylaws will be consistent with all applicable sections of University Regulations and with the Bylaws of the Graduate School. University and Graduate School regulations will supercede these bylaws in the event of any conflict.

II. Membership

All Rutgers faculty members with doctoral degrees in anthropology or related fields are eligible to apply for Full or Associate Membership in the Graduate Faculty of Anthropology. Full members, who must be tenured or on tenure-track appointments, may chair student Ph.D. committees, attend and vote in graduate faculty meetings, serve as Graduate Director, and teach courses in the graduate curriculum. Associate memberships are usually for non-tenure track in anthropology or related fields, or for faculty with affiliations in other departments who anticipate limited involvement in the ongoing activities of the program. Associate members may serve on student Ph.D. committees but not chair them, attend and vote in graduate faculty meetings, and teach courses on the graduate curriculum.

- A. Applications for Associate or Full membership must be made in writing and circulated to all of members of the Graduate Program at least two weeks in advance of a meeting.
- B. The application will consist of the Graduate School application form, a one-page statement prepared by the candidate outlining his/her potential contributions to the Graduate Program, and a complete curriculum vitae. These materials will be circulated before discussion and available upon request from the Graduate Office.
- C. Discussion of the application and voting will be carried out at a regularly scheduled graduate faculty meeting. The applicant will be invited to make a short presentation and answer questions when her/his application is introduced. Approval requires a two-thirds majority vote.

III. **Organization**

A. Graduate Director

1. The Graduate Director must be a tenured faculty member and a full member of the Graduate Program in Anthropology. He or she will be responsible for the administration of the Graduate Program. In consultation with the graduate faculty, s/he will coordinate processes governing graduate admissions, schedule graduate classes, oversee curriculum design, monitor graduate student supervision (including student-advisor relations), oversee student financial support, supervise the graduate curriculum and scheduling of classes, manage routine program administration, and maintain relations with the Graduate School.
2. The Graduate Director will work closely with the Chair of the Department of Anthropology, serving ex officio on the Department Executive Committee, just as the Department Chair shall serve ex officio on the Graduate Executive Committee. The Graduate Director will cooperate with the Department Chair in matters of graduate curriculum development and the assignment of graduate teaching, based on faculty requests and program needs. The Graduate Executive Committee will identify eligible students for Teaching Assistantships; the assignment of selected students to particular classes and professors is the responsibility of the Department of Anthropology.
3. The Graduate Director will serve a three year term, with a limit of two consecutive terms. Nominations for Graduate Director will be requested by the Chair of the Department of Anthropology at least two months prior to the end of the current Graduate Director's term from members of the graduate faculty. Even if only one candidate is nominated, there will be an election by mail ballot supervised by the Chair or her/his designee. Ballots must be returned no later than two weeks after they are circulated. The Graduate Director must be elected by a two-thirds majority of the votes cast. If no candidate receives such a majority, there will be a run-off election by mail ballot between the top two candidates (or three in the case of a tie for second), following the above procedures. The winner of this election or elections will be recommended to the Dean of the Faculty of Arts and Sciences.

B. Committees

1. The Graduate Executive Committee will consist of the Graduate Director, Department Chair, and four graduate faculty members. These members will be elected for a one year term by the graduate faculty at its first meeting of the year. The Executive Committee advises the Graduate Director about student problems, student-faculty problems, and other graduate program matters.

2. The Graduate Admissions Committee will consist of the Graduate Director, Department Chair and three graduate faculty members. These members will be elected for a one year term by the graduate faculty at its first meeting of the year. The Admissions Committee will be headed by a Chair, who has been chosen from the three elected members. The Admissions Committee will coordinate the admissions process and make recommendations for selection, funding and advisors to the graduate faculty. The Graduate Director will communicate the recommendations to the Graduate School.
3. Other Committees will be formed as necessary, on the advice of the Graduate Director or graduate faculty. The charge and members of such committees must be approved by a simple majority vote in a graduate faculty meeting.
4. In committee assignments, efforts will be made to fairly reflect the diversity of the discipline as represented by its current program faculty.

C. Meetings

1. The Graduate Director will call meetings of the graduate faculty at least once a semester, with two weeks advance notice.
2. Items for inclusion on the agenda must be submitted to the Graduate Director at least one week in advance of the meeting. The Graduate Director will distribute the meeting agenda at least three days in advance. Ordinarily, items that are not included on the agenda may be introduced as new business, but will not be voted on until a subsequent meeting where they are formally on the agenda or by emergency ballot.
3. Special meetings of the Graduate Faculty may be convened on the written request of three or more faculty members. They must observe the same deadlines as above – at least two weeks in advance with an agenda to be distributed at least three days in advance. In extreme circumstances, the Graduate Director may authorize special meetings with less than a week's notice; the Graduate Executive Committee minus the Graduate Director will resolve any appeals to this decision.
4. A quorum is one third of the graduate faculty membership, excluding faculty members on leave that year.
5. All votes will be taken by a show of hands, or by ballot if one member so requests. Proxy opinions may be reported, but proxy votes will not be permitted. Meetings will be conducted following general parliamentary procedure. Except where otherwise stated, a majority vote will be considered at least 51% of those present at a graduate faculty meeting.

6. Minutes will be recorded by the Graduate Director or an attending faculty member, distributed to all graduate faculty within two weeks after the meeting, and introduced at the following meeting for approval. Minutes will record the duration of the meetings, attendance, announcements, discussion items, motions and votes.

IV. Student Requirements and Procedures

A. Academic Requirements and Procedures

1. All student requirements and procedures for the M.A. and Ph.D. program are described in the Graduate Student Handbook.
2. Any revisions or additions to the Graduate Student Handbook on matters of program policies, requirements or procedures, must be voted on by a two-thirds majority in a graduate faculty meeting.
3. Any inconsistencies or ambiguities in the Graduate Student Handbook will be addressed by the Graduate Director. If any parties are still dissatisfied, they may appeal to the Graduate Executive Committee.

B. Advisors and Committees

1. The Graduate Admissions Committee, in consultation with entering students and appropriate faculty, will assign all graduate students a main advisor from the Graduate Faculty.
2. A student's committee for the dissertation proposal defense must consist of the student's main advisor and at least three additional members of the Graduate Faculty of Anthropology. Where justified, one of these committee members may be an outside member, that is, from another graduate program at Rutgers, or from another university. Independent scholars deemed qualified by the Graduate School may also serve as outsiders. Once these requirements are met, additional members of the graduate faculty and/or outside members may also serve.
3. A student's committee for the dissertation defense must consist of the student's main advisor, at least two other members of the Graduate Faculty of Anthropology, and at least one outside member, as defined above.
4. Assignments of main advisors or other committee members may be changed, with the permission of all parties concerned, including existing and proposed advisors and committee members, as approved by the Graduate Director. The Graduate Director will try to resolve any conflicts, although any of the parties may appeal the Graduate Director's decision through the process described in Article V.

V. Grievances and Appeals

A. Student Appeals

1. A student has the right to appeal any action by an instructor. S/he should first discuss the matter with the faculty member(s) involved. If the matter cannot be resolved to the student's satisfaction, the student should appeal to the Graduate Director. If the student or other parties to the issue are still dissatisfied, they may appeal in writing to the Graduate Executive Committee. The Graduate Executive Committee will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the complaint is directed against the Graduate Director or another member of the Graduate Executive Committee, those members will participate in the Committee deliberations, but will be excused before the committee votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of the Graduate School for final determination.
2. Students who wish to appeal other matters such as advisor assignments and committee arrangements should first approach the Graduate Director, who will attempt to resolve the matter. If the student or other parties to the issue are still dissatisfied, they may appeal in writing to the Graduate Executive Committee. The Graduate Executive Committee will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the complaint is directed against the Graduate Director or another member of the Graduate Executive Committee, those members will participate in the Committee deliberations, but will be excused before the committee votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of the Graduate School for final determination.

B. Faculty Appeals

1. A member of the faculty who believes that s/he has been adversely affected by a voted decision of the Graduate Faculty or Graduate Admissions Committee may submit a complaint to the Graduate Director. If the Graduate Director cannot resolve the matter to the faculty member's satisfaction, then s/he may appeal to the Graduate Executive Committee. If no resolution is forthcoming, the matter will be referred to the Dean of the Graduate School for final determination.
2. A member of the faculty who believes that s/he has been adversely affected by a voted decision of the Graduate Executive Committee may submit a complaint to the Graduate Director. If the Graduate Director cannot resolve the matter to the faculty member's satisfaction, then s/he may appeal to the Dean of the Graduate School for final determination.

VI. Amendments

A. Amendments to the adopted Bylaws shall be considered at a regular or special meeting of the Graduate Program, provided that the amendments shall have been circulated at least two weeks prior to the meeting and providing the amendments have been moved by three or more members of the graduate faculty. Those present at the scheduled meeting will vote on amendments. Approval requires a two-thirds majority vote.

B. Amendments must be forwarded to the Graduate School within thirty days of adoption.

Accepted by the Graduate Faculty in Anthropology
February 5th, 2003