

March 20, 2009

PROFESSOR BRUCE WINTERHALDER, Chair
Graduate Program in Anthropology

RE: Graduate Program in Anthropology Bylaws

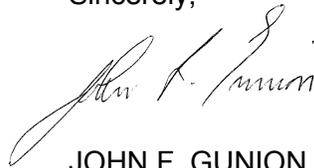
Dear Professor Winterhalder:

At its meeting of March 18, 2009, Graduate Council considered and approved the Graduate Program in Anthropology bylaws.

Attached is a copy of the bylaws reflecting Council's approval date. A copy should be kept in the program files, made available to the members, and be used for future revisions of the bylaws. The Office of Graduate Studies will also keep a copy.

Graduate Council wishes to thank you for your patience in this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "John F. Gunion".

JOHN F. GUNION, Chair
Graduate Council

/aw

ENCLOSURE

cc: Lucy Day, Graduate Program Staff Coordinator

Graduate Program in Anthropology Bylaws

Administrative Home: Department of Anthropology

Revised: 1994, 2001, 2008

Approved by Graduate Council: March 18, 2009

ARTICLE I. OBJECTIVE

The Department of Anthropology (hereafter, Department) administers graduate education emphasizing the PhD degree (with an MA offered to students who have met certain requirements en route to the PhD), according to the rules of the Graduate Council and the Office of Graduate Studies, University of California, Davis.

A. Discipline. The Anthropology Graduate Program (hereafter, Graduate Program) consists of two wings. The Sociocultural Processes Wing is composed of faculty who emphasize contemporary cultural theory and issues related to globalization, political economy, conflict, ethnicity, environmentalism and media. Faculty in the Evolutionary Processes Wing explore human evolution and behavior from the perspective of primate socio-ecology, molecular- and paleo-anthropology, archaeology and human behavioral ecology.

B. Mission. The Graduate Program mission is to train creative and productive scholars and educators who are able, through contributions in fundamental research, to advance understanding of our ancestors and primate relatives, human history and the present human condition.

C. Voting rights. All members (defined below) are eligible to vote on graduate matters. Emeritus faculty and members from other departments do not have voting rights regarding department personnel actions, department budget decisions or undergraduate program matters.

ARTICLE II. MEMBERSHIP CRITERIA AND PROCEDURES

A. Criteria. Membership is limited to UCD faculty who are qualified to guide candidates at the MA and Ph.D. level, and thus contribute to the program mission (I.B.). This includes all regular members of the Department with UCD teaching appointments. Non-departmental faculty (Academic Senate or Federation) whose appointment authorizes the direction of graduate work may be appointed to membership (II.B.): members must hold an appropriate academic title as (a) a member of the Academic Senate of the University of California (includes Professors, Lecturers with Security of Employment, Professors in Residence, Professors of Clinical “___”, Professors Emeritus/a, and Research Professors), (b) Adjunct Professor, (c) Lecturer (without Security of Employment) or (d) Lecturer Without Salary. Academic staff with primary appointments as Cooperative Extension Specialists or in the Professional Research series are not eligible to be members of graduate programs unless they also hold an appropriate instructional title (normally Lecturer Without Salary).

Departmental or non-departmental members of the Graduate Program must be actively engaged in advancing anthropological knowledge. Faculty from other departments who wish to participate as members must have an appropriate affiliation and research or expertise in the area of Sociocultural or Evolutionary Processes. Members may belong to only one Wing.

B. Application Process. Non-departmental faculty interested in membership should submit to the Chair of the Graduate Program a letter describing: their interests in the Program and reasons for seeking membership in the Graduate Program; the area(s) of anthropology in which the applicant will offer graduate courses; the Wing that they would like to join, and an up-to-date *curriculum vitae*. The Chair will forward complete applications to the Administrative Committee which, after consultation with the relevant Wing members, will determine an applicant's

admissibility based upon the criteria in section II.A. The Department Chair will convey the decision to the applicant in writing. Appeals may be directed to the Dean of Graduate Studies.

C. Emeritus Members. A member of the Graduate Program who retires from UCD may elect to continue active participation in the Graduate Program by submitting an application for membership (II.B.). He or she will have voting rights as defined in I.C.

D. Periodic Review: The Administrative Committee, consulting with Wing faculty, will review membership of non-departmental Graduate Program faculty every third year of their appointment. Criteria for continuation include active participation in Graduate Program administration, graduate level teaching and research instruction, service on Graduate Program committees, participation in program evaluation, and mentoring of individual students. Termination may result from inactivity in more than one of these tasks. Termination or denial of membership is by written notice which provides the individual an opportunity to respond and receive a second review. Rejected applicants may make a final appeal to the Dean of Graduate Studies.

ARTICLE III. ADMINISTRATION

The administration of the Graduate Program is vested in the Department Chair, and the various graduate committees (Article III, Department By-Laws). The Chair may delegate to Associate Chairs of the respective Wings the day-to-day responsibilities of running the Graduate Program in their Wing.

ARTICLE IV. GRADUATE PROGRAM CHAIR & ASSOCIATE CHAIRS

The Department Chair administers the Graduate Program as the official Graduate Program Chair. The Chair may delegate to Associate Chairs of the respective Wings the day-to-day responsibilities of running the Graduate Program in their Wing.

Duties of the Chair. The duties of the Chair include providing overall academic leadership for the Graduate Program, representing the interests of the Graduate Program to campus and university administrators, calling and presiding over meetings of the membership, reviewing membership requests and, coordinating administrative matters with the Office of Graduate Studies. While the Wings have planning autonomy over their graduate programs, requests for policy changes, funding, and like matters to units outside of the Department pass through the Chair.

Associate Chairs. The Associate Chair for each wing shall be appointed by the Department/Program Chair after consultation with the members of each Wing. The duties of the Associate Chairs are to consult with the Chair and other Associate Chair on Graduate Program matters, appoint and charge the graduate committees in their Wing (including, serve as Chair of the Graduate Program Committee of their Wing), and hold regular meetings of their Wing to consider issues of concern to them. The normal term is two years.

ARTICLE V. COMMITTEES

The ***Departmental Graduate Program Administrative Committee*** is comprised of the Department Chair, the two Vice (Associate) Chairs, and one at-large member from the Graduate Committee of the Wing not represented by the Department Chair. The at-large member will be elected by his or her Wing faculty and will hold the position for the term of the Wing Associate Chair.

The duties of the Administrative Committee are oversight of the Graduate curriculum, review of non-departmental applicants and renewals for faculty membership in the Graduate Program,

coordination of matters pertaining generally to admitting and supporting graduate students, and other duties as assigned from time-to-time by the Chair or an Associate Chair.

It shall be the responsibility of the Associate Chairs, in consultation with their Wing faculty, to review applicants and make admissions decisions, for making awards recommendations, for evaluating student petitions, and for administering and grading the program examinations. These tasks will be done by a Graduate Program Committee (Chaired by the Associate Chair/Graduate Adviser) and such subcommittees as it deems appropriate.

ARTICLE VI. STUDENT REPRESENTATIVES

The Chair, in consultation with the graduate students (GSA) and Associate Chairs, appoints student representatives to committees. Student representatives must excuse themselves from discussion of other students, confidential personnel actions or disciplinary issues relating to faculty or staff, ranking of students for funding or awards, and any disciplinary issues related to students. A student representative term is one year, with possibility of reappointment for one additional term. Students are encouraged to join discussions and express their views, but they are non-voting, *ex officio* committee members.

ARTICLE VII. GRADUATE ADVISERS

Graduate Advisers are nominated by the Chair of the Graduate Program and appointed in compliance with the policies and procedures of the Graduate Council and the Office of Graduate Studies. They are responsible for evaluating the adequacy of preparative course work, interpreting requirements and recommending guidance and exam committees. Graduate Advisers serve for a term of two years, and may be reappointed.

ARTICLE VIII. MEETINGS

There will be an annual meeting of the program faculty during spring quarter, and the faculty of each Wing also meets during spring quarter to review the progress of all Wing students. The Department Chair attends in the role of Graduate Program Chair. The Graduate Program Coordinator also attends. The Chair or Associate Chair may call additional meetings as necessary. A minimum of three program members can petition for additional meetings of committees or the entire program faculty. Notification will be emailed at least one week before the meeting; members not on campus may participate by conference call.

ARTICLE IX. QUORUM

All issues that require a vote must be passed by a majority vote, from a quorum of at least 50+% of the members not absent on formal leave. The vote will be public (yea, nay) unless one or more member requests that it be secret. In that case, it may be by paper or e-mail ballot, or a secure on-line balloting procedure.

ARTICLE X. ORDER OF BUSINESS

The Department Chair, or a Wing Associate Chair, will circulate an agenda prior to meetings, announcing the topics to be covered. Any member has the right to request that an item be continued to a second meeting before final resolution.

ARTICLE XI. AMENDMENTS

Program members may propose amendments to this document by written petition to the Department/Program Chair. The Chair will send the proposal to the membership for review and voting no later than two weeks after the proposal is announced. Revisions and amendments require a two-thirds majority and a quorum. They must be submitted to Graduate Council for final review and approval. They become effective upon Graduate Council approval.

ARTICLE XII. OTHER ADMINISTRATIVE PROCEDURES

Various Department procedures and policies of scope beyond the Graduate Program and not covered in this document can be found in the Departmental By-Laws (revised 02/28/05).