

Anthropology, Criminology, and Interdisciplinary Social Science Department Bylaws

Article I. Anthropology (ANT), Interdisciplinary Social Science (ISS), and Criminology (CCJ) Department.

I.1. ANT, ISS & CCJ consists of the regular full-time faculty, visiting and adjunct faculty appointed to the Department and non-teaching professionals working within the Department.

I.2. The Department faculty carries out programs of instruction leading to undergraduate degrees in Anthropology, Interdisciplinary Social Science, and Criminology. The Department supports the research, teaching and scholarly life of the faculty and seeks to promote a scholarly community within our programs.

I.3. The Department is comprised of equal academic majors, referred to below as programs: Anthropology, Interdisciplinary Social Science, and Criminology. These programs constitute autonomous entities for such issues as curriculum planning/development, scheduling, personnel matters. Individual programs contained within this Department remain fully autonomous for all program related matters except for annual review and tenure and promotion.

Article II. The Faculty

II.1. The voting faculty consists of (a) faculty appointed full-time to the Department at the rank of assistant professor, associate professor, and professor; (b) full-time faculty appointed jointly to this Department within the University at South Florida Saint Petersburg (henceforth USFSP), when such voting status is approved by a majority of all eligible voting faculty of the Department; and (c) full-time instructors, lecturers, and visiting professors at all ranks after one year of service (except in the case of personnel decisions and other sensitive matters as per the desire of the voting faculty).

II.2. The voting faculty defines the academic, personnel, and administrative policies of the Department.

II.3. Eligibility for adjunct status is primarily determined by having a minimum of a Masters Degree in a relevant discipline to the course they are teaching and includes 18 graduate credits in a relevant discipline within the teaching discipline. Adjuncts are appointed by the Program Coordinator or a committee in the specific program within which they are teaching. Adjunct faculty are typically appointed for a one-semester term. Access to Department resources does not automatically accompany the awarding of the adjunct title. The coordinator of each program determines actual adjunct teaching assignments based on the needs of the program and availability of resources and makes recommendations to the dean concerning these appointments. Applicants for adjunct teaching within the program must submit an official graduate transcript from a regionally accredited institution as verification of their credentials.

Article III. Department Meetings

III.1. The Department chair calls and presides at meetings of the voting faculty and prepares the agenda. Any voting faculty member may place items on the agenda. Meetings can be called by a documented interest of 51% of the voting faculty. In the event the Chair is unable to preside or there is a conflict of interest, one of the Program Coordinators or an appointed member of the faculty will preside.

III.2. The chair will appoint a faculty member to serve as recording secretary at faculty meetings for a given semester. The appointment of recording secretary shall rotate each semester. Minutes are recorded for each meeting. Minutes will be officially approved at the next meeting and then distributed to the members of the Department. An official copy of the minutes is filed as a print copy in the College of Arts & Science (CAS) office and posted on the Department website and/or Q drive by the recording secretary.

III.3. Meetings of the voting faculty shall take place no less than one time in each of the fall and spring semesters. Every attempt will be made to have meetings called at times when voting faculty members have no classroom teaching responsibilities.

III.4. Voting

III.4.1. At Faculty meetings, a voting quorum is fifty-one percent of the total number of voting faculty. A majority will consist of fifty-one percent of the quorum. Written proxy votes will be accepted. In some circumstances, a vote may be called for by email. An e-mail voting quorum is 100 percent of the voting faculty. Faculty votes not received within the posted time period will be counted as “abstained.” The minimum time limit for email votes is five working days.

III.4.2. At committee meetings, a majority will consist of fifty-one percent of the total number of committee members.

III.4.3. In some circumstances, it may be required to get the input of the entire Department faculty (outside of regularly scheduled Department meetings). In these circumstances, a vote may be called for by email. Faculty votes not received within the posted time period will be counted as “abstained”. The minimum time limit for email votes is five working days.

Article IV. Department Chair

IV.1. The Chair's responsibilities include academic leadership within the Department, administering the policies of the Department, representation of the Department to the CAS and the University, communicating to the Department such administrative decisions, opinions, and actions as relates to the Department, and presiding at meetings of the Department faculty. The Chair shall be a tenured member of the USFSP Department faculty, chosen from the eligible voting faculty of the Department, unless there are no such eligible faculty.

IV.2. The Chair shall be nominated by existing eligible Program Coordinators. The candidate for Chair recommended to the CAS Dean will be the person receiving the largest number of votes from the eligible Department voting faculty. In the case of only one person being eligible for the Chair position, that person must declare in writing their willingness to serve as Chair and this decision validated by a majority vote of the faculty. If this person does not get majority support of faculty, the matter will be referred to the CAS Dean for resolution. Members of the Department will be notified about the results of the election.

IV.3. The Chair shall serve a three-year term, which may be renewed for one additional term by the vote of the faculty. Following a second term, the position of Chair must rotate to the next program as explained below.

The position of Chair shall be rotated among the three programs as follows. When the current Chair's term has ended, the position will rotate to the next program (alphabetically). This program will be invited to nominate a person or persons for Chair. If such a nomination or nominations are made, a vote shall take place. If the nominee does not receive the majority vote among voting faculty, then nominee will be sought first within that program and next within the next program of rotation. If no eligible persons from this program are willing to serve, an invitation to nominate will be extended to the next program (alphabetically). If no person from this program is willing to be nominated, then the invitation will return to the original program for nominations.

IV.4. The Chair serves as an ad-hoc member of all committees, except in removal proceedings.

IV.5. A Chair's term may be terminated early if just cause can be shown for his or her removal. Removal proceedings may be initiated by a petition signed by not less than 40% of the eligible voting faculty within the Department. This petition will be presented to the Dean of CAS, who will appoint an ad-hoc committee to review the Chair's record. This committee must consist of at least three members from the ANT/ISS/CCJ Department, drawn from each of the programs and at least two outside members. The findings of this committee are presented to the faculty of the Department, a vote will then take place. If 60% vote for removal of the Chair, a recommendation will be presented to the Dean for removal of the Chair.

IV.6. In the eventuality that the Chair is unable to complete his or her term, an election requiring majority vote will take place amongst eligible voting faculty to appoint one of the remaining Program Coordinators as Acting Chair.

Article V. The Program Coordinators

V.1. The Program Coordinators will collaborate with the Chair in carrying out departmental duties and will stand-in as Acting Chair in the Chair's absence.

V.2. Each Program Coordinator responsibilities include academic leadership within the program, administering the policies of the program, representation of the program to the Department, communicating to the program such administrative decisions, opinions, and actions as relates to the Department, developing program class schedules in consultation with that program's faculty, presiding at meetings of the program faculty, maintaining the program website, and coordinating all assessment activities (GENED, ALC, and SLO). The Program Coordinator shall be a tenured member of the USFSP program faculty, chosen from the eligible voting faculty of the program, unless there are no such eligible or willing faculty.

V.3. Each Program Coordinator shall be selected by the eligible faculty of each.

V.4. Each coordinator shall serve a three-year term, which may be renewed.

V.5. In the eventuality that a Program Coordinator is unable to complete his or her term, a formal election of a new Program Coordinator must take place, requiring a majority vote amongst eligible voting faculty from that program.

V.6. Each of the 3 program coordinators and the chair will each receive 25 percent of the stipend offered by the Dean of CAS. If the chair is also a program coordinator, that individual will receive fifty percent of the stipend offered by the Dean of CAS and each of the other coordinators 25 percent each.

V.7. A Program Coordinator's term may be terminated early if just cause can be shown for his or her removal. Removal proceedings may be initiated by a petition signed by not less than 40% of the eligible voting faculty within the program. This petition will be presented to the Dean of CAS, who will appoint an ad-hoc committee to review the Program Coordinator's record. The findings of this committee are presented to the faculty of the program; a vote will then take place. If 60% vote for removal of the Program Coordinator, a recommendation will be presented to the Dean for removal of the Program Coordinator.

V.8. The Program Coordinator serves as an ad-hoc member of all program-related committees, except in removal proceedings.

Article VI. Organization

The Department is organized as a single unit whose primary function is to conduct research and offer the appropriate courses leading to the BA, and eventually MA degrees within the

Department's respective programs. Its organization consists of the above-mentioned three programs, a set of committees (see Article VII), the Chair, and the Program Coordinators.

VI.1. The course of study leading to the Bachelor's degree is organized into three areas of specialization, Anthropology BA, Interdisciplinary Social Sciences BA, and Criminology BA. The organization of the undergraduate program consists of the Undergraduate Curriculum Committee and the Assessment Committee functioning for each program.

Article VII. Standing Committees

VII.1. Meetings should be announced at least one week in advance electronically.

VII.2. All committee actions constitute recommendations to the departmental faculty.

VII.3. The following constitute departmental officers and committees. The Chair, in consultation with the Program Coordinators, may make appointments to meet the minimum requirements of the committees.

VII.3.1. Annual Review Committee – This committee is responsible for the annual review of faculty progress. The Annual Review Committee will be comprised of the Chair and Program Coordinators. If there is a disagreement about a faculty review an additional voting Department member will be added to the committee to facilitate a fair evaluation. The reviewing coordinator will choose the most suitable faculty member from within the reviewee's discipline.

VII.3.2. Budget Committee – This committee is responsible for oversight of departmental funds, including travel to meetings, recommending purchases for classroom equipment, and departmental acquisitions. The Budget Committee will be comprised of two members with at least one member from each of the programs, as chosen by each program.

VII.3.3. Laboratory Safety Officer – This person oversees the safety and health standards of the teaching and research laboratories.

VII.4. The following constitute program committees:

VII.4.1. Program Assessment Committees – Each Program Assessment Committee shall be comprised of the Program Coordinator and at least one eligible voting faculty from the individual programs. This committee will be charged with designing and implementing an ongoing assessment of the "outcomes" of the programs; namely, evaluating our undergraduate and graduate programs (ALC, SLO, GENED). This assessment of our undergraduate programs should be undertaken to determine student outcomes (e.g., percentage going to graduate school, related careers, etc.) and student assessment of the programs.

VII.4.2. Undergraduate Curriculum Committee - Each program is responsible for reviews of all curricular matters within their program and for making recommendations to the appropriate committees above the Department level.

VII.4.3. Library Liaisons – One person each from the respective programs will coordinate the needs of the programs with the resources of the University Library and maintain contact with the Library in an effort to update the respective Anthropology, ISS, and Criminology collections.

Article VIII. Academic Matters

VIII.1. Before a new course is recommended for inclusion in the undergraduate or graduate curriculum, it must first be submitted to the Undergraduate Curriculum Committees within each program to undergo formal oversight procedures before being presented to the appropriate committees above the Department level.

Article IX. Administrative Matters

IX.1. The voting faculty within each program are responsible for making recommendations concerning all program personnel actions, including but not limited to appointments of new voting faculty and non-voting faculty, reappointments, continuing appointments.

IX.2. Recommendations to the college relating to program approval of sabbatical and other leaves, program approval of released time requests, and other program actions not specifically mentioned elsewhere in these bylaws, are the responsibility of the Program Coordinators except when the Program Coordinator(s) is making such a request for his or herself. If the department chair is making such a request, then that request goes to the Dean of the college.

IX.3. The Chair on a case-to-case basis has the authority to appoint ad hoc committees of three faculty members to investigate and arbitrate inter-faculty and/or inter-staff conflicts.

Article X. Implementation and Amendment

X.1. These Bylaws were approved by the voting faculty on April 2011.

X.2. These Bylaws may be revised or amended by a simple majority of all voting faculty only during the academic year, defined as the fall or spring semesters. Not less than five working days notice shall be given to the voting faculty in the Department before any proposal for the amendment of the Bylaws shall be voted.

X.3. These Bylaws shall apply to Department policies and procedures not previously allocated to the purview of other University offices or agencies (Graduate Department, Board of Trustees Policies, etc.).

X.4. On any issue of procedure or process not expressly covered by these Bylaws, faculty will defer to Robert's Rule of Order.