

Hunter College of the City University of New York

DEPARTMENT OF ANTHROPOLOGY

By-Laws as of March 1972

ARTICLE I. DEPARTMENTAL ORGANIZATION

Section 1. Membership

- a. Subject to the provisions of the Board of Higher Education By-Laws, the following persons shall be voting members in Department Meetings:
  - 1) all full-time members ( $n=X_1$ ) of the department faculty; and one or more part-time members ( $n-X_2$ ) of the department faculty elected by the part-time members in the early fall and numbering as many full programs as the part-time programs make up (the total number of faculty voting members in the Department Meeting is  $X-X_1+X_2$ ).
  - 2) the same number ( $X$ ) of student voting members, apportioned equally among Day Session, SGS, and M.A. divisions. These students shall be elected by their respective constituencies in separate general meetings called at the beginning of each academic year. Undergraduate voters shall be all anthropology majors and minors. Undergraduate representatives in the Department Meeting must be majors who have completed at least 12 credits in anthropology. All M.A. students may vote for their representatives and are eligible for election. Each student constituency shall elect, if possible, at least one person to represent each of the four sub-disciplines.

Section 2. Officers and College Governance Representatives

- a. The officers of the Department shall consist of:
  - 1) A Chairman who shall be elected by the Department in accordance with the procedures defined by the Board of Higher Education By-Laws.
  - 2) A Secretary who shall be appointed by the Chairman and who shall have the responsibility of recording the minutes of Department Meetings.

- b. The Representatives of the Department for purposes of the College Governance are:
  - 1) Faculty and student members of the Hunter College Senate, nominated and elected by their respective constituencies in the manner and at times specified by the College Governance Charter (Article IV.) and resolutions of that Senate.
  - 2) Faculty and student representatives to the Evening Session Council, nominated and elected in accordance with the terms of Article IX. of the College Governance Charter.
  - 3) One faculty member and one student, to serve on the Divisional Committee on Curriculum (Governance Article VIII. Section 1.D.).

### Section 3. Committees

The Department shall establish the following committees:

- a. Such committees as are mandated by the Board of Higher Education By-Laws.
- b. A Joint Department Policy Committee composed of four students who have been elected to the Department Meeting, four faculty, and the Chairman, ex officio. The four students include the chairperson of the Teacher Evaluation Committee and one person from each of the student constituencies. The four faculty include the chairman of the Library Committee, the Day Session and SGS Advisors (with one vote between them), the Graduate Advisor, and one faculty member elected at large.
  - 1) Meetings shall be scheduled for the semester in such a fashion that no member shall be constrained by his regular duties to miss more than half of those meetings.
  - 2) A majority of each of the two delegations (students and faculty) shall constitute a quorum.
- c. A Teacher Evaluation Committee

Composed of one member of the faculty elected by the Department Meeting and one student member from each of the student constituencies represented in the Department Meeting and elected by the latter. The chairperson of this committee shall be one of the student members. The committee shall be responsible for preparing the evaluation questionnaire, determining the procedures for administering it,

reporting the results to the Chairman of the Department, and to carry out all other functions envisaged by Article XII, Section 3, of the Hunter College Governance Charter.

d. An Undergraduate Curriculum Committee

Composed of four faculty and four students, elected by the Department Meeting. This committee shall include at least one SGS student. All student members will be members of the Department Meeting. Both student and faculty members of this committee shall if possible represent each of the four sub-disciplines of anthropology. The co-chairpersons of this committee (without vote) shall be the Day Session and SGS Advisors. The committee shall be responsible for recommending courses, programs, and curricular changes to the Department Meeting, which must approve all such suggested changes.

e. A Graduate Curriculum Committee

Composed of four faculty and four students (graduate), elected by the Department Meeting from among the latter's members. Both student and faculty members of this committee shall if possible represent each of the four sub-disciplines of anthropology. The chairperson of this committee (without vote) shall be the Graduate Advisor. The committee shall be responsible for recommending courses, programs, and curricular changes to the Department Meeting, which must approve all such suggested changes. The committee may vote to expand its number of voting members from among faculty or students or both for limited periods of time for specific tasks.

f. A Library Committee

Composed of four members of the Department Meeting and elected by the latter. One of these four shall be the chairman of the committee and shall be a member of the faculty.

The Chairman of the Department and/or the Joint Policy Committee shall be empowered to suggest other committees as may be necessary but the establishment of all such other committees must be approved by the Department Meeting.

ARTICLE II. DEPARTMENT MEETINGS:

Section 1. Meeting

- a. There shall be at least one Department Meeting per semester.