**BYLAWS**

**DEPARTMENT OF ANTHROPOLOGY**   
University of Pittsburgh   
Approved by the faculty on December 9, 2005   
Amended on April 7, 2006   
Amended on October 7, 2021

**I. Mission Statement**  
The mission of the Department of Anthropology is to achieve excellence in undergraduate and graduate instruction, research and scholarship, and institutional and public service. Anthropology has traditionally provided the broadest possible integrated view of humankind, exploring its evolutionary and biological context, the prehistoric development and diversification of human cultures, and the historic and contemporary manifestations of human behavior and organization, using methods that span humanistic, social scientific and natural scientific approaches to understanding the human condition. Accordingly, the Department’s mission is realized by developing, maintaining, and promoting cross-cutting conversations and collaborations across its subdisciplines and approaches. The Department is therefore committed to successfully designing and implementing undergraduate and graduate curricula that reflect the many different facets of anthropology and foreground core concepts and concerns uniting anthropological inquiry. The Department’s commitment to academia, its students, and the public is firmly grounded in high-quality and ethically responsible research and scholarship that integrates the activities of the faculty in pursuit of shared goals. The Department further recognizes its responsibility to promote greater understanding and appreciation of human diversity in the university and beyond. In keeping with these goals, the Department is dedicated to ensuring intellectual freedom and equity of opportunity for its faculty, staff, and students.   
  
**II. Departmental Administration**

**A. Chair**   
The Chair is the Department’s chief administrative officer, responsible for overseeing the operation, management, and academic status of the Department in accordance with A&S Bylaws, University Bylaws, and University Policies and Procedures. Chairs serve as representatives of their respective departmental faculties to the administration and therefore their authority should be perceived as primarily derived from the faculty. Consequently, the Chair should act in concert with the faculty, seeking the opinions and advice of departmental colleagues.

The Chair is responsible for the administration of departmental business and represents the department to the administration, the University at large, and the profession; in hiring and other negotiations; and in dealing with student complaints and problems. In keeping with University policies and procedures, the Chair makes recommendations concerning personnel matters including family and medical leaves, sabbatical leaves, leaves of absence, course buyouts, etc.; oversees the staffing of undergraduate and graduate curricula and requirements; prepares the Department’s budget; exercises jurisdiction over the expenditure of departmental funds; oversees secondary, adjunct and other courtesy appointments, and supervises the office staff.

The Chair shall preside over meetings of the faculty, the Executive Committee, the Planning and Budgeting Committee, and the Salary Committee. In general, the Chair shall be responsible for the execution of the department’s bylaws, regulations, policies, and procedural guidelines; for the day-to-day functioning of the department; and for keeping the department informed of matters that concern it.   
  
**B. Executive Committee**   
The Executive Committee advises the Chair on matters of departmental business that may arise from time to time. The Executive Committee shall include among its members at least one elected representative from each of the Department’s main subfields: Cultural Anthropology, Archaeology and Biological Anthropology.  
  
**C. Planning and Budgeting Committee**   
The Planning and Budgeting Committee advises the Chair on matters of budgeting and fiscal policy. Consistent with the Planning and Budgeting System of the University, the Chair has the final responsibility and authority to prepare proposed plans and budgets and to forward them to the appropriate University officials. The Planning and Budgeting Committee consists of the Executive Committee together with the Department Administrator, who also serves as a representative of the staff.   
  
**D. Salary Committee**The Chair must evaluate the performance of each faculty member in the department every year in connection with the determination of salary raises. The Salary Committee advises the Chair on these matters. The Salary Committee consists of three individuals: the Chair and the two previous Chairs.   
  
**E. Standing Committees**   
In consultation with the faculty, the Chair may appoint standing committees and/or their Chairs from time to time to help conduct Department business as deemed appropriate. The Chair may choose to appoint a Curriculum Committee to plan and coordinate an integrated curriculum and to advise the Chair on teaching assignments; a Graduate Studies Committee to advise the full faculty on graduate student matters; an Undergraduate Studies Committee to advise the full faculty on undergraduate student matters; a Diversity, Equity, and Inclusion committee to promote a diverse, equitable, and inclusive department, and an Admissions Committee to facilitate the admission process. The Graduate Studies Committee and the Undergraduate Studies Committee should, if possible, have a representative from all three subfields. Each of the other committees shall have at least one representative from two subfields. They shall also have members representing at least two academic ranks. The Chair may also appoint other committees as deemed appropriate, ensuring appropriate diversity of subdisciplinary expertise, rank, and gender.   
  
**F. Ad Hoc Committees**In consultation with the faculty, the Chair may appoint ad hoc committees from time to   
time to help conduct Department business as deemed appropriate, ensuring appropriate diversity of subdisciplinary expertise and rank. For example, the Chair may appoint search committees to review applications for faculty positions and advise the full faculty. All such search committees shall have faculty members representing at least two subfields, two academic ranks, and two genders. They shall also have at least one graduate student member.   
  
**III. Conduct of Business**  
**A. Authority**Except for those powers and responsibilities specifically allocated to the Chair of the Department, all powers and responsibilities delegated by the University of Pittsburgh to the Department reside in the body of its voting members. Standing and ad hoc committees may be established from time to time as outlined above, but the powers and responsibilities of the officers and committees vis-à-vis the department are delegated to them by the department, on whose behalf they act, and their decisions and actions are therefore subject to review by the full department.   
  
**B. Voting Membership**   
The voting membership of the Department consists of all full-time permanent faculty members of the Department for whom this is the department of primary responsibility. Each voting member shall have one vote, except where prohibited by University rules and policies. For example, in a decision about a promotion to Associate Professor, only those holding the rank of Associate professor and above are eligible to vote.   
  
**C. Faculty Meetings**   
In each Fall and Spring Term the Chair shall call at least one meeting for which any member of the faculty may place an item on the agenda. These meetings are normally scheduled for Friday afternoons when no regular classes are held. Additional meetings may be called by the Chair as needed, with advance notice of at least one week, except during the summer. The Chair shall assure that minutes recording the proceedings of all faculty meetings are taken, maintained, and made accessible to all faculty members. A quorum for a faculty meeting shall exist when one-half of the voting membership is present. Normally, only members of the department present at a meeting shall vote on issues decided in that meeting, except for hiring and personnel decisions, when absentee ballots shall be honored. Under extraordinary circumstances, other absentee ballots may be granted, upon petition, by the full department. Questions that come before the full department shall be determined by a majority of the votes cast, except in cases where a larger percentage of the vote has been explicitly required by the department’s bylaws or regulations. Voting shall be by voice or by show of hands, except when University policies require a secret ballot or when a secret ballot is requested by a voting member, in which case the request shall be honored. Where procedural matters are not covered by any departmental bylaw or regulation, upon request by any voting member the transactions of the department shall be governed by Robert’s Rules of Order Newly Revised.

**D. New Undergraduate Course Proposals**In accordance with the motion approved by the Undergraduate Council on March 17, 2010 the Department adopts the following procedure for approving new undergraduate courses.

Any member of the faculty may submit a new course proposal to the curriculum committee. The   
proposal should include a course description and a syllabus. The curriculum committee will review the proposal and make a recommendation to the full faculty. New courses will be approved by a majority vote at scheduled faculty meetings. New courses may be submitted to the Undergraduate Council for approval to fulfill Arts and Sciences General Education Requirements.   
  
**E. Election of the Chair**The Chair of the Department shall be appointed on the recommendation of the Dean for a period of three years. The Chair is eligible for reappointment following an appropriate review. The following procedures determine how recommendations to the Dean regarding Chair appointments shall be determined. These procedures are based on the goal that the chair should have the approval of at least 2/3 of the full-time permanent faculty. For example, if there are 20 full-time permanent faculty members, election of a chair would require 14 votes. In this circumstance, a 2/3 vote means 14 votes, regardless of how many abstentions there may be. Thus, an abstention does not have the effect of reducing the number of votes needed, as it would if the criterion were 2/3 of the votes cast.   
  
1. The Initial Approval Poll. The current chair will prepare a list of the full-time permanent faculty members with primary appointments in Anthropology and send a copy, along with a copy of the written description of the election procedure, to each full-time permanent faculty member. Each recipient should check the names of all those whom (s)he finds acceptable as chair (ranging from none to all). The anonymous approval ballots should be returned to the Department Administrator in sealed envelopes. They will be opened and tallied by the Executive Committee. The actual approval tallies remain confidential.

2. The Results of the Initial Poll. The Executive Committee will delineate a group of one or more people who have substantial approval from the full-time permanent faculty. The number of approval votes determining this group as well as the number of names in it will be based on the distribution of approval tallies. The aim is to identify a group that stands out for its approval among the faculty. The Executive Committee will designate someone not in this group to determine whether each of those in the substantial approval group is willing to serve.

3. The Election. Candidates in the election will be those from the substantial approval group who are willing to serve. Each of the full-time permanent faculty members may vote for one of the candidates. (If there is only one candidate, each faculty member may indicate approval or disapproval of the single candidate.) The anonymous ballots will be distributed by the current chair and returned to the Department Administrator in sealed envelopes. They will be opened and tallied by the Executive Committee (excluding any of its members who may be candidates and replacing them with substitutes if their exclusion results in an Executive Committee of fewer than three members including the current chair). If one candidate receives a 2/3 vote or more (s)he is elected. If there are more than two candidates, and none receives as many as a 2/3 vote, then there will be a run-off between the two candidates with the highest vote totals in the first election. If, in an election or run-off between two candidates, neither receives as many as a 2/3 vote, there will be an approval/disapproval vote on the single candidate who receives the largest number of votes.

4. The Deadlock. In the event of a tie vote or a failure to achieve at least a 2/3 approval vote for a   
single candidate after the above election and run-off procedure, the Executive Committee will   
recommend a means of resolving the deadlock to the full faculty. The Executive Committee will   
exclude from its deliberations any of its members who are candidates involved in the deadlock,   
and will replace them with substitutes nominated by the respective subfield groups if necessary   
to ensure that physical anthropology, cultural anthropology, and archaeology have at least one   
representative in the discussions.

**IV. Amendments**

Amendments to these bylaws may be proposed by the chair, the executive committee, or upon petition to the Chair by at least 1/3 of the voting members of the department. Copies of the proposed amendment(s) shall be distributed to all members of the department at least one week in advance of the faculty meeting in which it is to be acted upon. The date of this meeting shall be announced at least two weeks in advance. A majority of 2/3 of the votes cast shall be required for passage of an amendment.