DEPARTMENT OF ANTHROPOLOGY
BYLAWS

APPROVED BY FACULTY ON JUNE 11, 2019

The bylaws employed by the Department of Anthropology shall reflect the egalitarian and democratic philosophy of the Department. All subsequent changes to these policies must be approved by the faculty, the College of Sciences Dean's Office, and Faculty Excellence following the procedures outlined in Article VIX of the Department of Anthropology Bylaws.

I. Governance.

    A. Within the Department, faculty shared governance shall be carried out by its voting members, which shall consist of all regular faculty members as defined by the Faculty Senate Consitution and the College of Sciences Bylaws. We recognize that there are instances where the College or University has vested its authority in the Chair. However, governance shall be conducted in a collegial manner. All meetings shall be conducted according to Robert's Rules of Order.

    B. The Department supports the philosophy that the Chair is first a member of the faculty and, as such, will govern the Department in a collegial manner. The Chair has the responsibility to represent the Department and its faculty accurately to the College and University. The Chair should respect and represent the wishes of the faculty in decisions that require a faculty vote. The Chair and faculty will attempt to reach consensus in all decisions. In the event that the Chair no longer has the support and confidence of the faculty, it is hoped that he or she will voluntarily resign as Chair.

    C. The position of Chair of the Department of Anthropology shall be filled according to University and College procedures.

    D. Evaluations of the Chair will be conducted annually through the College of Sciences Dean's Office. In conjunction with the Dean's 5-year review of the Chair, all regular faculty members shall participate in accordance with the College of Science's 5-year review policy.

    E. The Chair should promote collegial relations in the Department, exert leadership and creative vision, and encourage excellence in professional performance. Day-to-day operation of the Department is conducted by the Chair, who makes decisions pertaining to such operation, but who acts in consultation with relevant faculty committees. The Chair has sole discretion over, but not limited to, the following decisions: department budgets; recruitment and personnel matters pertaining to faculty positions; undergraduate and graduate course scheduling; and faculty evaluation. Interim Chairs are held to the

same expectations as the Department Chair as defined throughout this Department's Bylaws.

F. Faculty Departmental meetings will follow a regular schedule of approximately once per month in the fall and spring semesters, which shall be determined by the Chair and disseminated to the faculty before the first week of classes each semester. All efforts will be made to schedule meetings at a time most faculty are available during normal business hours (8:00am – 5:00pm, Monday – Friday). The Chair normally shall provide the faculty with a detailed agenda at least two working days prior to each faculty meeting. Faculty must submit agenda items to the Chair at least 3 working days prior to the meeting. All agendas shall include an open call for discussion items from the floor, if time permits. The Chair may cancel a regularly scheduled meeting if there are insufficient topics for the agenda. The agenda shall be prepared by the Chair and shall include reports from committees, old and new Departmental business, items proposed by faculty members, and may include items presented from outside the Department. The agenda should specify whenever possible any items on which a vote is to be taken. Minutes shall be taken by the Coordinator of Administrative Services or their designee. Additional meetings may be requested by the Chair or at the request of a faculty member per the Faculty Senate's Bylaws on "Governance in Academic Units". The bylaws state "The faculty in a Department/School shall be entitled to call a special meeting with a specific agenda upon presentation to the appropriate leader of such a request of one-third of the Department/School faculty. The special faculty meeting shall occur within five business days of the presented request if reasonably possible." The Chair presides at the Department meetings.   In the Chair's absence, the Associate or Acting Chair shall preside.

G. The Chair will notify the faculty of planned absences with anticipation of being unavailable for communication at least 2 weeks in advance of the absence. This includes vacations, field work/research travel, and other extended planned absences. The Chair will meet with the Associate Chair prior to the planned absence to discuss expected responsibilities and be informed of known issues. Emergency absences shall be communicated to the faculty as quickly as possible by the Chair or Associate Chair.

H. With the exception of issues pertaining to faculty salaries, tenure, promotion, disciplinary actions, and budget, the Associate Chair shall assist the Chair in the administration of Department business and shall assume the responsibilities of the Chair when the Chair is away from the University. In the absence of the Department Chair and the Associate Chair, the Graduate Program Coordinator shall assume the role of acting Department Chair. The Associate Chair will be appointed by the Chair, and the duties will be assigned by the Chair. The Associate Chair will receive an increased FTE for service and performance of the duties will be included in the faculty member's Annual Chair's Evaluation. If faculty are interested in serving as Associate Chair, they should speak with the Chair. The Associate Chair will serve in the position until they decide to step-down, or the Chair decides a replacement is necessary. The Associate Chair must hold the rank of associate or professor at the time of appointment, and preference will be given to those who have held other administrative leadership positions. When possible, the Associate

Chair should represent a subdiscipline different than that of the Department Chair. The Associate Chair typically receives a one-course reduction during the academic years that he or she serves, and a stipend provided by the College of Sciences during the summer semester, based on college policy.

I. The Department Chair will appoint the Undergraduate Program Coordinator, the Online Program Coordinator, and the Graduate Program Coordinator. If faculty are interested in serving as a Program Coordinator they should speak with the Department Chair.

    a. The Undergraduate Program Coordinator will serve as the chair of the Undergraduate Program Committee for three years. The Undergraduate Program Coordinator must hold the rank of tenured Associate Professor, tenured Professor or any rank of Lecturer, and be active in the undergraduate program including primarily teaching undergraduate courses and mentoring undergraduate students. The Undergraduate Program Coordinator will serve at the discretion of the Department Chair. The Department Chair will appoint a new Coordinator if the current faculty member decides to voluntarily relinquish the position. The Undergraduate Program Coordinator shall receive a one course reduction or a two-course reduction for a Lecturer during the academic years that he or she serves and a stipend provided by the College of Sciences during the summer semester, based on college policy.

       The responsibility of the Undergraduate Program Coordinator is to facilitate communication between the program and the Department Chair, to advise students for all undergraduate programs, to conduct new student orientations, to complete annual undergraduate program assessment, to serve on the College of Sciences Undergraduate Curriculum Committee, to facilitate program changes including approval of new course proposals, deletions, revisions, internships, and to advance the undergraduate programs. The Undergraduate Program Coordinator may advise the Department Chair in resolving matters of student grievances. The Undergraduate Program Coordinator must have dedicated office hours for advising and orientations on campus during the academic year. The Undergraduate Program Coordinator must have dedicated office hours on campus during the majority of the summer for required advising and new student orientations.

    b. The Online Program Coordinator must hold the rank of tenured Associate Professor, tenured Professor or any rank of Lecturer, and be active in the undergraduate program including primarily teaching undergraduate courses, mentoring undergraduate students, and be active in teaching online. The Online Program Coordinator will serve at the discretion of the Department Chair. The Department Chair will appoint a new Coordinator if the current faculty member decides to voluntarily relinquish the position. The Online Program Coordinator shall receive a one course reduction during the academic years that he or she serves.

The responsibility of the Online Program Coordinator is to facilitate communication between the online program and the Department Chair and the Undergraduate Program Coordinator, to create and maintain online orientation and advising modules, to advise online only program students, to coordinate with CDL and UCF Online, to complete the annual undergraduate GEP assessment, to facilitate program changes, and to advance the undergraduate online program. The Online Program Coordinator may advise the Department Chair in resolving matters of student grievances.

c. The Graduate Program Coordinator will serve as the chair of the Master's Program Committee and the Doctoral Program Committee for a minimum of three years. The Coordinator shall receive a two course reduction (one for the Master's program and one for the Doctoral program) during the academic year in which he or she serves in this role and a stipend provided by the College of Sciences during the summer semester, based on college policy. The Graduate Program Coordinator must hold the rank of tenured Associate Professor or tenured Professor, and preference will be given to those active in the graduate program who have significant experience (i.e. one or more of the following, mentoring a graduate student, be appointed as Graduate Faculty, teach graduate courses, and serve as chair of a thesis/dissertation committee).

The responsibility of the Graduate Program Coordinator is to facilitate communication between the graduate programs and the Department Chair, to conduct new student orientation, to complete annual graduate program assessment, to assign graduate teaching assistantships, to manage student affairs and mediate student issues, to coordinate with the College of Graduate Studies, to serve as an advocate to all graduate students, to serve on the College of Sciences Graduate Curriculum Committee, to facilitate recruitment, to facilitate program changes including approval of new course proposals, deletions, revisions, internships, and to advance graduate programs. The Graduate Program Coordinator may advise the Department Chair in resolving matters of student grievances. The Graduate Program Coordinator must have a regular presence on campus during the academic year, and they must be available on-campus for the majority of the summer for non-teaching assignment duties, including those assigned by the Department Chair.

II. Voting Procedures.

Voting shall be conducted in a professional and collegial manner.

A quorum will exist when 50% plus 1 of the eligible voting faculty are physically or virtually present. Absentee voting is acceptable, but may not be used to establish a quorum, and the number of absentee votes must be announced by the committee chair prior to the vote. Our intent is to encourage discussion; therefore, where possible, faculty should seek consensus on an issue.

Prior to each vote, a closed ballot will be held to determine the voting procedures, i.e. closed ballot, acclamation, etc., if necessary. Normally, voting shall occur during faculty meetings with the results tallied by an impartial, non-voting staff member and presented at that time. However, not all issues requiring a vote will necessitate a formal faculty meeting. Decisions to use alternate voting procedures (e.g., e-mail) must allow voting faculty at least 2 working days to cast their vote and must receive approval by 50% plus 1 of the eligible voting faculty. A minimum of 50% plus 1 of the eligible faculty must vote in order for the vote to count. Results will be communicated as soon as possible to the faculty.

Except where noted, motions shall pass by a vote greater than 50% of the votes cast, excluding blanks or abstentions. Any motion passed by one or two votes may be reopened at the next meeting by any faculty member who makes this request. Following discussion, a second vote will then be taken. If the motion again passes, the vote is considered final.

Voting shall follow the procedures outlined below:

A. Voting faculty shall be defined as faculty members in the Department of Anthropology (unless otherwise noted in this document), who:
   a. Hold regular full-time, tenured or tenure-earning positions at the rank of assistant, associate, and professor; or
   b. Hold regular full-time appointments as instructor or lecturer, associate instructor or lecturer, or senior instructor or lecturer.

B. Whenever possible, faculty shall be informed at least one week in advance of a vote to be taken. Reasonable effort shall be made to notify absent faculty to allow opportunity for an absentee vote. On votes involving a written document that affects Departmental policies and/or procedures, no vote shall be taken until 1) at least one week has elapsed following the distribution of the document; 2) the document has been discussed at (a) faculty meeting(s) following the one-week review period and revisions are agreed on; 3) all faculty have had at least one week to review the revisions before a vote is called. Therefore, a vote shall be taken on a Departmental policy and/or procedural document not sooner than 2 weeks following the presentation of the document. No more than 4 weeks shall elapse before a vote is taken unless a majority of the faculty vote that an extension is necessary. If a vote is to occur outside of a faculty meeting, faculty will be notified of voting procedures via email and prepared ballots (available both as hard copy and by email) and a ballot box will be accessible in the main office.

C. If two or more persons are nominated for a position and a vote is taken, the individual receiving greater than 50% of the votes cast will be declared the winner. If no one receives more than 50% of the votes, the 2 candidates receiving the most votes will be voted on again in a run-off election to achieve a simple majority.

D. The Department Chair never votes, except in the case of a tie, in votes of the full faculty.

III. Committees.

   A. Departmental standing committee assignments are determined by faculty election whenever possible, though it may be necessary for the Department Chair to make assignments according to expertise and need. Standing committee chairs shall be elected by the voting members of the committee or faculty, as appropriate. Membership lists of all standing committees shall be kept on the Department shared drive. Committee chairs, or their designee, shall distribute minutes of committee meetings in a timely manner in order to keep all faculty informed of the committee's business. All members of the committee, including the committee chair, may vote. In the case of a tie, the motion fails. Departmental representatives on College and University committees shall be elected by faculty whenever possible. It is expected that all faculty will serve and participate on at least one departmental standing committee per academic year, with the exception of those on research leave or sabbatical. Those faculty on sabbatical leave may choose to participate in committee service, but this is not a requirement. All efforts will be made to schedule meetings at a time most faculty are available during normal business hours (8:00am – 5:00pm, Monday – Friday).

   B. The following are standing committees of the Department, and, where necessary, shall be determined at the first full faculty meeting of the new academic year:

   Promotion and Tenure Committee
   Instructor/Lecturer Promotion Committee
   Undergraduate Program Committee
   Master's Program Committee
   Doctoral Program Committee
   Assessment Committee
   Colloquium Committee
   Trevor Colbourn Anthropology Endowment Fund Committee

   C. Standing committees are required to meet at least once per semester. Except when specifically noted, the Department Chair is a non-voting member of all Departmental standing committees. Regular updates will be provided by all standing committees at faculty meetings. It is the responsibility of the committee chair to call any committee meetings. When needed, the Department Chair may charge the Committee Chair to convene a committee meeting.

   D. The Promotion and Tenure Committee shall consist of all tenured faculty and shall be charged with decisions concerning tenure and promotion in the Department as determined by University Regulation 3.015 , and Promotion and Tenure guidelines of the College, and those adopted by the Department. The Department Chair is not a member of the Department Promotion and Tenure Committee. The Promotion and Tenure Committee chair shall serve a two-year term. The chair shall be elected by the committee and shall not be a newly promoted associate professor in the previous year.

E. The Instructor/Lecturer Promotion Committee will be convened in years when individuals are applying for promotion. The committee shall be composed of all eligible instructors/lecturers and elected members as specified by the University Regulation 3.0176 and College guidelines, and shall be charged with decisions concerning promotion of Instructors/Lecturers in the Department as determined by the Guidelines for Promotion of the University, College, and those adopted by the Department. The Department Chair is not a member of the Instructor/Lecturer Promotion Committee.

F. The Undergraduate Program Committee shall consist of a minimum of seven regular faculty, when possible, including the committee chair (Undergraduate Program Coordinator) and the Online Program Coordinator. The Committee shall be given the charge of addressing all matters concerning the Undergraduate Program including, but not limited to, review and approval of curriculum changes, assist with undergraduate assessment, and to advance the undergraduate programs. The Undergraduate Program Coordinator and Undergraduate Online Coordinator will present an annual end-of-year report at the final Spring faculty meeting.

G. The Master's Program Committee shall consist of a minimum of seven graduate faculty, when possible, including the committee chair (Graduate Program Coordinator). Graduate faculty status is approved through the College of Graduate Studies. The Committee shall be given the charge of addressing all matters concerning the Master's Program including, but not limited to, review and approval of curriculum changes, assist with developing outcomes and measures for graduate assessment, and to advance the Master's Program. The Graduate Program Coordinator will present an annual end-of-year report for the Master's Program at the final Spring faculty meeting.

H. The Doctoral Program Committee Policies and Procedures are defined in Appendix A. The Graduate Program Coordinator serves as the chair of this committee. The Committee shall consist of five members, as defined in the Policies and Procedures, including the Graduate Program Coordinator. The Committee shall be given the charge of addressing all matters concerning the Doctoral Program including, but not limited to, review and approval of curriculm changes, assist with developing outcomes and measures for graduate assessment, admissions, department funding awards, and to advance the Doctoral Program. The Graduate Program Coordinator will present an annual end-of-year report for the Doctoral Program at the final Spring faculty meeting.

I. The Department Assessment Committee shall minimally consist of the Undergraduate Program Coordinator, the Graduate Program Coordinator, and the Online Program Coordinator. In addition, faculty members who provide course assessment data may also choose to serve on this committee up to a maximum of four additional faculty. A faculty vote will be held if more than four additional faculty choose to serve on the committee. The full committee will elect a committee Chair that must be either the Undergraduate or Graduate Program Coordinator. This committee only meets during the fall and spring semesters. The coordinators are each responsible for conducting and reporting the assessment for the Undergraduate Program, the Graduate Programs, and the GEP courses.

J. The Colloquium Committee shall minimally consist of three faculty members and the Event and Media Coordinator from the Graduate Anthropology Association. Other members can be elected up to a maximum of five faculty and three graduate students. Three faculty and three graduate students shall represent all subdisciplines. The committee will elect a chair. Committee members will serve a minimum of two years. The committee will organize the Kent Family Anthropology Speaker Series and departmental Brown Bag lectures for the academic year.

K. The Trevor Colbourn Anthropology Endowment Fund Committee manages the distribution of graduate research funding based on the stipulations of the fund MOU and committee policies and procedures document (Appendix B). Committee membership and term limits are defined in the committee's policies and procedures document.

L. Ad Hoc Committees. The Chair shall notify the department as soon as possible of the purpose of such committees. The Chair, in consultation with the faculty, shall establish such committees of specified duration as are needed to deal with specific matters of importance to the Department. Usually, these committees shall consist of five faculty members that represent each of the subdisciplines. When appropriate, every effort shall be made to insure that membership on these committees shall be by Departmental vote. All efforts will be made to schedule meetings at a time most faculty are available during normal business hours (8:00am – 5:00pm, Monday – Friday).

IV. Resource Allocation.

A. Departmental resources that are not allocated to specific line items for normal operations of the department should be equitably allocated to support faculty research and teaching. The Department Chair should prioritize allocating professional development (PD) funds to all regular faculty members based on available funds. An equal amount of PD funds should be allocated to tenured/tenure earning faculty, and, when possible, an equal amount of PD funds should be allocated to instructors/lecturers and visiting faculty. The use of PD funds is determined by the Department Chair in accordance with university and college policies, and State of Florida statutes. Faculty may approach the Chair with special funding requests for teaching and research related activities A report on the previous year's budget including distribution of unallocated end-of-year funds (based on categories of travel, research, non-research, and operating expenditures) and budget plan for the current fiscal year will be presented by the Chair during the fall semester, and if possible, at the second faculty meeting of the fall semester.

B. Allocation of **vacant** space available for an office shall, when possible, be made first by rank and then by seniority (date of hire). In the event that there is a shortage of offices, faculty will be required to share space based first by rank and then by seniority. Large offices will be used for shared space, potentially requiring faculty to relocate offices. The relocation from large to small office space will, when possible, be determined first by rank and then by seniority. In the event that a Department Chair or administrative faculty returns to the Department, they will be assigned to available office space and added to the

rank/seniority list. The Department Chair's office will only be occupied by the Department Chair.

Due to FERPA regulations, a private space is required for confidential student advising. In the event a coordinator is assigned a regular shared office space, a private office space will be available. Advising will be given priority use of this room, however, other faculty may use this office for confidential discussions. Scheduling of this office space will be coordinated by the Coordinator of Administrative Services.

C. Distribution of research space is governed by the University Space Allocation and Use policy.

D. Overhead funds earned by faculty members that subsequently resign or retire will be absorbed into the department overhead account.

E. All equipment, materials, books, and supplies purchased for faculty members through departmental accounts (including, but not limited to, professional development funds, start-up funds, overhead funds) will remain as property of the department. All equipment purchased for faculty members through grant accounts will remain as property of the department or the granting agency or based on the negotiated contract with granting agency. Equipment assigned to faculty members whose contracts are terminated will be absorbed into the department's general equipment to be distributed as deemed appropriate by the Department Chair, or will be surplused. Equipment purchased on a grant account will be distributed based on grant contract terms.

F. Computers are purchased based on the UCF Information Technology's policies. A faculty member's primary computer will be replaced every 5 years if not before. Replacement is subject to the department budget. Secondary computers and other devices may be replaced with internal computer stock as available on an as needed basis. Research laboratory computers may be replaced if funds are available. Faculty are encouraged to include research equipment (e.g. computers) in grant proposals when possible.

G. Course releases, research buyouts from teaching, and sabbaticals shall be administered according to college policies. The Chair must be consulted **as early as possible** in the grant writing process by a faculty member applying for a grant/award or agreeing to service involving a release from teaching. The Chair is expected to make a reasonable effort to facilitate faculty requests when faculty submit grants with release time, regardless of whether funds are included in the grant to cover the release. All written agreements regarding a course release, research buyout, or sabbatical made between the Chair and faculty shall survive any change in the Chair appointment.

V. Faculty Mentoring.

A. The Department Chair shall assign a senior faculty mentor for all new or interested Tenure-Track, Instructor, and Lecturer faculty. Preference should be given to mentors within the mentees' subdiscipline. Meetings should generally occur at least twice a semester to discuss the academic progress and goals of the mentee.

B. The Department Chair shall review the mentoring needs of the junior faculty at least once per year and may modify or change the mentoring relationship based on the mentee's evolving needs and requests.

C. New faculty are also strongly encouraged to participate in the College of Sciences mentoring program, and programs available through other UCF units.

VI. Faculty Evaluation and Review.

A. Faculty annual evaluation includes the Faculty Annual Report, the Annual Evaluation and Standard Procedure (AESP), and the Chair's Annual Evaluation. AESP evaluation will occur according to the Collective Bargaining Agreement. The Chair will examine the materials and complete the annual evaluations by the deadlines established by the CBA.

B. Every spring semester, the Department Promotion and Tenure Committee will evaluate all tenure-earning faculty through the Cumulative Progress Evaluation (CPE). For faculty entering without credit toward tenure, the initial evaluation will occur in their second year. For faculty entering with credit toward tenure, the initial evaluation will occur in their first year and will examine the current year and additional prior years credited toward tenure. Tenure-earning faculty must submit a CPE dossier – an abbreviated version of a Promotion & Tenure file – to the Chair. The dossier must follow the format as published by the College of Sciences each year. The Department Promotion and Tenure Committee shall evaluate each tenure-earning faculty member and complete the CPE form as provided by Faculty Excellence and the College of Sciences. The Department Promotion and Tenure Committee shall submit their evaluation to the Chair who will also complete a CPE form for each tenure-earning faculty member. All evaluations are submitted to the College of Sciences for review by the Dean. Faculty members will be contacted by the College when the evaluations are ready for review and signatures. The College of Sciences' deadlines as published on their website must be adhered to for each step of the CPE process. Associate Professors considering promotion are highly encouraged, but are not required, to request a CPE review.

VII. Instruction.

A. The Department supports the philosophy that no faculty member "owns" particular courses. Courses that are part of the general curriculum and that have not been designed by a particular faculty member to meet some area of special interest and expertise may

be rotated among those faculty who have the necessary expertise. However, at times it may be necessary to schedule a faculty member to teach a class that is not necessarily their area.

B. The Chair, or Associate Chair, in consultation with the Undergraduate, Online, and Graduate Coordinators, will develop the list of courses to be taught each year. This requires consideration of all program required courses (including major, minors, certificates, and graduate programs), the number of times each course should be taught annually (driven by student need and demand), and the instructional mode. Elective courses are then added to the course roster. When possible, the Chair will consider faculty preferences for courses, mode, and schedule (day and time). Each September, faculty will submit to the Chair teaching schedule preferences for the following academic year. The Chair will make final decisions regarding course teaching assignments, course schedule (time/date), mode, and enrollment limits. Faculty will be notified of their teaching schedule in accordance with the CBA and university policy. The Chair reserves the right to make changes to the schedule to accommodate unforeseen situations (e.g., sabbatical, faculty illness, course release/buyouts). New faculty's course assignments will be determined prior to their arrival for their first year based on departmental needs and not necessarily faculty preferences.

C. Summer courses shall be assigned according to the teaching rotation plans and budget (Appendix C). Courses that are part of the general curriculum (General Education Program and required programmatic courses) may be rotated among those faculty who have the necessary expertise. However, at times it may be necessary to schedule a faculty member in a class that is not necessarily their area. After courses have been assigned, the Chair will report such assignments to the faculty along with the revised order of eligibility, with notation of which courses were offered or declined by the faculty. College policy does not typically allow a faculty member to teach two courses during the Summer B term. Faculty's total assignment cannot be more than 1.0 FTE at any given time in the Summer semester.

D. Faculty who are interested in initiating a new course proposal must do so in consultation with the Department Chair and the appropriate program coordinator. The Department Chair, in consultation with program coordinators, may identify new courses to develop to meet department program needs. In these instances, appropriate faculty will be assigned to develop a new course. The Chair will consider requests for support (resources and materials) necessary to create new courses. All new course proposals shall be submitted to the appropriate program committee according to University policy. It is the job of the appropriate program coordinator to distribute new course proposals to the appropriate academic units outside of Anthropology for their approval. Any new programmatic proposals shall follow the same procedure.

E. Per the College of Sciences policy, each unit will have a variable faculty teaching assignment plan approved by the Dean to serve as a guide for the Department Chair when making assignments. The plan is intended to provide equitable assignments across faculty and to recognize that each faculty member makes unique and valuable

contributions to the mission of the unit. The Variable Work Load Plan will be reviewed upon any changes in the status quo of the department. Any changes to the Variable Work Load Plan shall be voted on by faculty members according to Section II of this document (Appendix D). It's important to note the workload policy included in Appendix D was approved in 2012, and it may be revised and updated separately from the Bylaws. If this is the case, the new and revised Work Load policy would replace the current one.

F. Faculty who will miss a class must make every reasonable effort to contact and notify the Department and their class of this absence, and should have an alternative activity available. For face-to-face courses, this can include a video, guest lecture, or an alternative online assignment. In the case of extended absences, the Department Chair must be notified and proper HR policies followed. When traveling for university business, classes must be covered, and this plan must be approved by the Department Chair. In all cases, the cancellation of a class may only occur under unavoidable circumstances and may require the use of sick leave based on the College of Sciences policy, COS005-5.1

G. The Department recognizes the importance of a faculty leave of absence in regards to personal circumstances and shall be supportive of a leave of absence for eligible faculty in accordance with state statutes, federal laws, the UCF BOT-UFF Collective Bargaining Agreement, and university policies and procedures. The Chair shall be responsible for determining appropriate equitable faculty assignments if a leave of absence will encompass only a portion of a semester.

VIII. Recruitment.

A. Recruitment of new faculty members shall be a participatory process in which all faculty members will participate if possible. The hiring process will adhere to all university policies and procedures, including those outlined by the Collective Bargaining Agreement, the Office of Institutional Equity, Human Resources, and the College of Sciences. No individual with a potential conflict of interest should be appointed to or continue as a member of the Search Committee. Per the definition of the University Compliance, Ethics, and Risk Office (https://compliance.ucf.edu/), the department defines a conflict of interest as "when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions in the workplace." Hiring committee members with potential conflicts of interest should disclose them to the Department Chair or Hiring Official. Potential applicants for the position cannot serve on the Search Committee. It is a conflict of interest for a Search Committee member to advocate for a particular applicant such as serving as a reference or provide information that is not available to the entire applicant pool.

B. Recruitment of an adjunct faculty member is normally managed by the Department Chair. If possible, the Chair will seek input from faculty members currently teaching the course(s) and faculty members within the sub-discipline of the course. Adjuncts will be paid according to the Adjunct Compensation Model (Appendix E).

VIX. Amendments to Departmental Bylaws.

A proposed amendment to the Departmental Bylaws may be submitted to the Department Chair by any voting member of the faculty. The proposed amendment(s) shall be presented to the Department Bylaws Committee and then to the full faculty for discussion and voting. Voting on the proposed amendment shall follow the procedures outlined in Article II. The Departmental Bylaws should be reviewed every five years by the Department Bylaws Committee and by department faculty. To propose changes to the Department Bylaws prior to the five year review, a motion must be made at a faculty meeting. All eligible faculty must be notified and over 50% vote to review the Bylaws for the preliminary review to commence. Normally, all revisions to this document and all appendices shall become effective on the first day of the nine-month academic year following the approval of the revision by the department faculty, College of Sciences, and Faculty Excellence. Any departure from these bylaws shall not be interpreted as acceptance by the faculty.

APPENDIX

Appendix A: Doctoral Program Committee Policies and Procedures

Appendix B: Trevor Colbourn Anthropology Endowment Fund Policies and Procedures

Appendix C: Summer Rotation Schedule

Appendix D: Variable Work Load Policy

Appendix E: Adjunct Compensation Model

APPENDIX A

Doctoral Program Committee Policies and Procedures

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University of Central Florida PhD in Integrative Anthropological Sciences

Doctoral Program Committee Policies and Procedures

I. **Meetings**

The DPC will meet at least once per semester (Fall and Spring). Regular DPC meetings are open to the faculty. DPC meetings will be run by the DPC Chair (the Graduate Program Director) following Robert's Rules of Order. All DPC members are expected to attend or call-in. Meetings may have to be rescheduled if not all members can attend or call-in. The Graduate Program Director will provide a report to the general faculty.

II. **Frequency of Changes to Policies and Procedures**

The Doctoral Program Committee (DPC) will only consider major changes to policies and procedures during scheduled committee meetings in the fall semester. The DPC meeting schedule will be announced at the beginning of the fall semester. Current procedures for changes will be maintained in an internal Standard Operating Procedures document.

III. **Program Culture Statement**

The PhD program in Integrative Anthropological Sciences will operate according to the egalitarian and democratic philosophy of the department of Anthropology. PhD students are treated with respect and not subjected to bullying or other forms of coercion. We also expect that PhD students and faculty will treat each other with mutual respect and establish and maintain clear and transparent communication of goals and responsibilities. The purpose of all courses and program milestones is to ensure PhDs who graduate from our department acquire a command of anthropological method and theory, accomplish the greatest scholarly and intellectual growth possible, and are prepared for the job market. No part of our program will subject students to unfair or unreasonable expectations. Once a decision is made to admit a student, the culture of our department is to commit to helping the student without compromising the rigor of our program, ethical responsibilities, or professional standards. PhD students are expected to demonstrate excellence and complete all PhD program requirements.

IV. **Membership of the Doctoral Program Committee**

The DPC will have four cycling members, each elected for two-year terms in staggered election cycles, plus the Graduate Program Director who will serve as chair. Thus, two members are elected to the committee every year at one of the last faculty meetings in the spring semester. The department's Graduate Faculty will elect two members in each election for a two-year term. Committee members must be Graduate Faculty active in graduate programs as defined by the College of Graduate Studies. The membership will include representatives of all three subdisciplines. The fourth, "floating," elected member of the committee cannot be from the same subdiscipline as the Graduate Program Director. No member should serve consecutive terms, but can run again after one year off the committee. Under

extenuating circumstances, when there is no candidate within a sub discipline the committee may vote (by majority) to forgo this rule in each case.

If a member of the committee is unable to serve a minimum of one semester during any part of their two-year term, they will be replaced by the first alternate identified during the most recent preceding election (which will be archived in meeting minutes). The first alternate is the person receiving the third-highest rank in the most recent election. If the alternate's addition to the committee results in three members being from the same subdiscipline, then the second alternate must fill the empty seat. The second alternate is the person receiving the fourth-highest rank in the most recent election. This process continues until an appropriate alternate is identified. If necessary, an interim election may be held. If the original committee member can resume their position before the end of their term, they must do so and the alternate steps down. The alternate may only self-nominate for the next election if they have served no more than 1 semester. Otherwise, the re-election policy above applies. Term years run from the beginning of the fall contract period to the end of the spring contract period. Committee members have no summer responsibility.

V. Policy for Curriculum Revisions

No curricular changes can be made without approval of the DPC. The Graduate Program Director must bring proposed changes to the committee for discussion, modification, and approval before those changes go to the Graduate Faculty for an approval vote. Once both DPC and Graduate Faculty approval has been obtained, the Graduate Program Director can move forward with university approval. The DPC will consider curriculum changes during first fall meeting, prior to college and UCF deadlines.

VI. Admissions

A. DPC Meeting Schedule

The DPC will meet to consider applicants and make funding and fellowship nomination decisions.

B. Who can admit Ph.D. students?

Eligible faculty will assess those applications that are relevant to their area of expertise and forward to the Doctoral Program Committee the names of those potential students who they would be willing to accept and serve as chair. Each applicant's record will then be reviewed on an individual basis and evaluated by the Doctoral Program Committee to assess the applicant's potential for success in the program. Students will be selected by the DPC for the program on a competitive basis. Supplemental course work may be recommended for students who do not have a degree in anthropology or are missing key course work.

The department defines eligible faculty as graduate faculty who are tenured and advanced tenure-earning faculty in year 3 or above and/or have chaired an MA thesis committee to completion. Exceptions are possible, and the DPC will consider requests by tenure-earning faculty on a case-by-case basis.

Non-tenure earning graduate faculty can teach doctoral level courses and serve on Ph.D. committees as a member. They may serve as co-chair with DPC approval. DPC approval will be in consultation with the

student's Doctoral Committee chair, who is the admitting faculty member. Co-chairs are responsible for less than half of the mentoring responsibilities.

Tenure-earning faculty can act as a co-chair in a secondary advisor role if they do not meet the advanced assistant professor level provided an eligible faculty member serves as chair. Students can switch over and the co-chair will move into the chair position once they meet the advanced criteria.

C.   Admission Criteria

Admissions decisions are based on the criteria posted in the Graduate Catalog for our PhD program. Admission procedures will be maintained in an internal Standard Operating Procedures document.

VII. Funding

With the start of the new Ph.D. program, funding should be allocated based on a principle of equity between subdisciplines keeping in mind the subdisciplinary distribution over the entire Ph.D. student body. In the event that all 3 subdisciplines have accepted students, the available departmental funded assistantships should be divided evenly. In years when departmental funding cannot be evenly distributed among the subdisciplines, a subdisciplinary count of the total departmental funded students will be made. The outstanding funding assistantship(s) should be distributed to underrepresented subdisciplines beginning with the least represented subdiscipline. The student's subdiscipline is determined by the advisor's subdiscipline. In the event a student has co-advisors from different subdisciplines, the co-advisors must come to agreement what subdiscipline the student will be categorized into.

A. Ranking Criteria

Criteria will be maintained in an internal Standard Operating Procedures document.

B. Allocation of Recycled, Partial or Unused Funding

The DPC recognizes that waivers/stipends for fewer than four years may become available. Students who come in to the program with existing funding and are selected for Departmental funding support will be guaranteed a total of four years of funding combining their external funding and Departmental GTAs. The unused funding should be distributed to the highest ranked applicant listed on the ranked master list created on step two of the funding process described above or to currently self-funded students

Students who are coming in funded with C&G funds, will be treated the same those who are entering with other forms of external funding. In the case that a student who is being supported with Department GTA funding is then awarded additional funding through faculty C&G GRA funds, the student may receive a maximum 5th year of combined C&G and E&G funding support. This policy will be revisited if needed. In the case that a student is awarded external dissertation research support funding during the program, the four-year departmental GTA funding will not be reduced.

VIII. Doctoral Advisory, Candidacy and Qualifying Examination Committees

      A.   Committee Composition and Exams

The DPC establishes Candidacy Examinations and Qualifying Examination Committees. These ad hoc committees will be considered part of faculty members' service loads. Please refer to the Graduate Catalog for details on the Qualifying Exam. Current procedures will be maintained in an internal Standard Operating Procedures document.

APPENDIX B

Trevor Colbourn Anthropology Endowment Fund Policies and Procedures
(in development)

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TREVOR COLBOURN ANTHROPOLOGY ENDOWMENT FUND COMMITTEE
POLICY AND PROCEDURES

Approved by Committee (November 17, 2018)

Approved by Department (November 30, 2018)

What is the Trevor Colbourn Anthropology Endowment Fund (TCAEF)?

The Trevor Colbourn Anthropology Endowment Fund (TCAEF) is the welcome result of a generous charitable gift granted to the Department of Anthropology by a private donor and administered through the University of Central Florida Foundation, Inc. The TCAEF is open to additional contributions. The Fund is designed to exist in perpetuity with annual investment earnings being used to provide an award to graduate students conducting research projects in the Department of Anthropology. A faculty committee, the Trevor Colbourn Anthropology Endowment Fund Committee (TCAEF Committee), is tasked annually to recommend to the Department of Anthropology Chair the graduate student(s) to receive the annual award.

This document provides the policy and procedures by which the TCAEF Committee conducts its work.

I.   Guiding principles
Six principles, based on the intent of the donor, will guide TCAEF Committee decisions moving forward.

1. Preference in funding allocation is given to students whose research in Latin America (Central and South America and the Caribbean) promotes the engagement of UCF with Latin America. However, the donor allows the TCAEF Committee to receive and award funding requests from all Anthropology Department graduate-level students working in all areas of the world and in any sub-discipline. The TCAEF Committee will base final award decisions on the merits of the individual proposals with preference given to Latin America regardless of degree level.

2. The TCAEF Committee will only fund justified costs associated with research related activities. Such costs may include but are not limited to (1) field research, (2) skill training, (3) sample processing, (4) analysis of results, (5) presentation of results, and/or (6) publication of results. The TCAEF Committee will not consider funding requests that include salaries, stipends, UCF tuition, and UCF tuition associated fees for students or their family members. Funding requests will be considered for travel and living expenses related to formal programs for language or skill acquisition (including language training, field schools, or specialized training programs) for the individual applicant.

3. The TCAEF Committee will accept and consider funding requests from both PhD and MA level students.

4. The TCAEF Committee will strive to achieve a balance of providing support to as many worthy graduate student proposals as possible, while also maintaining a maximum level of support in the $1000-$2000 range. Funding in this range will provide graduate students sufficient funding to travel and/or undertake their research.

5. The TCAEF Committee will give preference to graduate students who have not yet received TCAEF support. However, proposals from all graduate students, regardless of the number of years of previous TCAEF support received, will be accepted and considered.

6. Finally, the TCAEF Committee will base final award decisions solely on the merits of the individual proposals and their ability to promote the engagement of UCF with the world, with a preference for Latin America and not on criteria external to the proposals, such as a quota to maintain equity in the number of awards or the final level of support between the different sub-disciplines in the Department of Anthropology.

II. **Governance – The TCAEF Committee**

A. Four committee members will serve one-year appointments. The elected chair (II.E and F) will serve a two-year appointment.

B. TCAEF Committee members must all be graduate faculty.

C. TCAEF Committee members must represent each of the three sub-disciplines.

D. TCAEF Committee members will be elected by the faculty in the first faculty meeting of the year.

E. The TCAEF Committee members will elect a chair in the first committee meeting from amongst the TCAEF Committee members. In the event of a tie, the TCAEF Committee Chair from the previous year (II.F) will recuse themselves and the remaining three members will revote.

F. The TCAEF Committee Chair will serve as a TCAEF Committee member the year following their term as chair so that they can assemble the annual report and so that the TCAEF Committee can establish and perpetuate institutional knowledge.

G. If a TCAEF Committee member steps down, a new TCAEF Committee member will be selected based on the bylaws of the Department of Anthropology. If the TCAEF Committee Chair steps down, a new TCAEF Committee Chair will be elected from amongst the TCAEF Committee members by the members of the TCAEF Committee after a replacement TCAEF Committee member has been selected.

H. The TCAEF Committee will meet twice a year:
   1. In or around the first week of October to elect a committee chair, decide on the anticipated maximum funding levels for PhD and MA students in that funding cycle (IV.C), and decide on any changes to this Policy and Procedures document that they wish to advance to a subsequent faculty meeting for approval.
   2. In or around the second week of February to award funding. (V)

I. The chair of the TCAEF Committee will:

- o Call and chair all meetings of the TCAEF Committee,
- o Make sure the call for proposals goes out by December 1st,
- o Coordinate with the Department of Anthropology Admissions Specialist to have the digital proposals forwarded to the committee members in the first week of February,
- o Deliver recommended students to be awarded to the Department of Anthropology Chair,
- o Relay the funding decisions of the TCAEF Committee to the Department of Anthropology Admissions Specialist,
- o Report on the activities of the TCAEF Committee to the faculty at faculty meetings as necessary,
- o Assemble the annual report by October 1st for submission to the Anthropology Department Chair in advance of the Scholarship Luncheon in the fall,
- o Provide bios for student recipients to the UCF Foundation Donor Relations Team for inclusion in the annual endowment report mailed in October,
- o Bring a record of the amount of the entire return of investment of the Fund for that year (III.A.1), the average return of investment for the Fund for the previous three-year period (III.A.2), a list of all current graduate students, and the list of all graduate students that are ineligible for future TCAEF funding (VI.I) to the first meeting of the new TCAEF Committee in October.

III.   **TCAEF Fund Allocation Rules**

A. The TCAEF Committee can recommend to the chair to allocate total funding in an amount each year from the available account balance equal to:
1. Either the entire return of investment from that year, or
2. The average return of investment for the Fund for the previous three-year period.

B. The Department Chair is not allowed to distribute funds from the principal of the donation per UCF Foundation Inc. endowment rules.

A department goal is to maintain the endowment. In order to facilitate this goal, the TCAEF Committee can recommend to the Department Chair to transfer any portion of the spendable funds back into the principle endowment that is in excess of three times the average return on investment of the fund for the previous three years.

IV.   TCAEF Application Process

The TCAEF Committee will follow the process below to solicit proposals for funding from the graduate students of the Department of Anthropology.

A. The TCAEF Committee Chair will produce and have the Department of Anthropology Admissions Specialist forward a call for proposals to all graduate students and faculty within the Department of Anthropology by December 1st.

B. The call for proposals shall specify the following elements for each student's proposal:
1. A proposal of 500-600 words describing the research project for which the funding is requested and including
    a. a project title
    b. the location(s) and dates of the project (all project dates must fall between February 1st of the award year and January 31st of the following year),
    c. a statement of the number of prior years of TCAEF funding the student has received,
    d. a specific discussion of how the project intersects with the student's long-term research and career plans,
    e. and a specific discussion of how the project promotes engagement of UCF with the region of the world within which the project is taking place,
    f. additional pages of figures and illustrations can be included beyond the 500-600 word proposal if they are essential to the proposal,
    g. a bibliography of references cited in the proposal can be included beyond the 500-600 words in the proposal;
2. In addition to the proposal, a detailed budget with estimated costs in dollars must be submitted;
3. In addition to the proposal, a detailed line-by-line budget justification elaborating on how the requested funds will be spent and how the individual budget items relate to the project goals must be submitted;
4. Finally, a two sentence long email from the student's primary advisor to the Department of Anthropology Admissions Specialist stating that
    a. the student is in good standing within the program and;
    b. the project and budget expenses in the proposal are reasonable and justifiable. (It is the hope of the TCAEF Committee that advisors will use this process to teach our graduate students about grant funding and proposal preparation as well as help to oversee their sponsored research program from proposal development to completion).

C. The call for proposals shall also specify anticipated maximum funding levels for both PhD and MA level student awards, to guide students in the preparation of their proposals. These maximum funding levels will be based on the estimated allocated total funding in that year (III.A) divided by both an estimated number of PhD applications and additional application slots for MA applications. MA level awards will be set at a maximum rate of 1/3 the maximum rate of

PhD awards. This will allow for three times the MA level awards per slot assigned in a given year. Final levels of funding will be determined at the February meeting based on final allocated total funding (III.A) and the number and level of proposals awarded funding (V.E). By way of an example in a given year the estimated maximum funding levels for the awards may be set at $1,800 for the PhD level and $600 for the MA level.

D. The call for proposals shall further specify that the proposals must be submitted digitally to the Department of Anthropology Admissions Specialist as a single document in a PDF format.

E. The deadline for receipt of proposals shall be set at 12 noon on January 31st of the following year, unless the 31st falls on a Saturday or Sunday. If January 31st falls on a Saturday or Sunday, the deadline shall be at 12pm (noon) of the preceding Friday. Late proposals will not be accepted or reviewed. Proposals incomplete as of the deadline will also be neither accepted nor reviewed.

V. TCAEF Committee Decision Process

The TCAEF Committee will follow the process below to decide on funding and final award levels for received proposals from the graduate students of the Department of Anthropology.

A. Upon receipt of all applications, the Department of Anthropology Admissions Specialist will make the completed, on-time applications available to the TCAEF Committee within 3 business days of the deadline (IV.E).

B. The TCAEF Committee Chair will schedule a meeting of the TCAEF Committee during the second or third week of February.

C. Prior to that meeting all TCAEF Committee members will individually review all of the completed applications and place each application within one of the following three categories based solely on the merits of the individual proposal:
   1. The proposal being evaluated should definitely be funded,
   2. The proposal is fundable, but should not definitely be funded,
   3. The proposal should definitely not be funded.
In addition, TCAEF Committee members should identify applications in any of these categories that have issues with line items in the proposal budgets or budget justifications.

D. During the February meeting, the TCAEF Committee will discuss and vote on the merits of each individual proposal. Primary advisors must recuse themselves from voting on their students' proposals. A minimum of two votes in favor of funding are needed for a proposal to be eligible for funding.

E. Once all proposals have been voted on, the TCAEF Committee shall determine the level of funding for the awarded proposals using the following method:
   1. The TCAEF Committee will determine the final maximum rate for PhD and MA awards for that year based on three factors,
      i. The allocated total funding in that year (III.A),

      ii. The number and amounts of the requests for all awarded PhD and MA level proposals – up to the anticipated maximum funding levels contained in the call for proposals (IV.C),

      iii. This final maximum rate must also cap MA awards at 1/3rd the rate of a PhD Award;

2. The TCAEF Committee will then allocate funding of each individual award up to the lower of the following two values,

      i. The amount of funding requested in the proposal or

      ii. The maximum rate for the associated level of the award (V.E.1);

3. If the sum total of allocated funding (V.E.2) exceeds the allocated total funding in that year (III.A), the TCAEF Committee must lower the allocated funding for individual awards to meet the hard cap of allocated total funding in that year. The TCAEF Committee may do this by any of the following measures,

      i. Assessing the budget justifications within specific proposals to allocate a lower rate of award for that specific award than the maximum rate (V.E.1),

      ii. Removing the entire award of funding for select proposals that only received two votes (V.D),

      iii. Lowering the maximum rates for all PhD and MA awards (V.E.1) and reallocating funding awards as outlined above (V.E.2);

4. Once all awards have been allocated, funding and the sum total of allocated funding (V.E.2) is less than or equal to the allocated total funding in that year (III.A), a final vote on the final slate of funded proposals and levels of award for each will be conducted. At least three votes from the four TCAEF Committee members are required to accept this list as the final list of awards for that year.

F. The final list of awards will be sent by the TCAEF Committee Chair to the the department chair. The chair will make final decisions on awards and send them to the Department of Anthropology Admissions Specialist. Within five business days, the Admissions Specialist will send out notification award letters to the individual graduate students who receive TCAEF awards, as well as to their advisors. At the same time those not receiving a TCAEF award will be notified and given minimal feedback. The notification email will also include information on post-award schedules and deliverables, as outlined below (VI).

VI.   TCAEF Post-Award Management

The following post-award procedures will be used to disburse awards, to reconcile awards, and to receive a final report from all awardees.

A. Awardees will coordinate with the Department of Anthropology Admissions Specialist on the methods and means by which the award will be disbursed. Students must adhere to the procedural and legal requirements of UCF and the UCF Foundation, Inc. as well as this policy and procedure document in receiving and reconciling their awards.

B. Awardees are unable to carry an award or any portion of an award forward from year to year. A new proposal, however, can be submitted for follow-on funding the next year.

C. All unspent amounts of an award must be returned to the UCF Foundation, Inc. during reconciliation.

D. Awards where the entire amount of the award is returned to the UCF Foundation, Inc. will not count towards the graduate student's total number of years of TCAEF funding.

E. The TCAEF Committee understands that unforeseen circumstances can occur during field research, and so changes to the budget are allowable, within the procedural and legal requirements outlined in VI.A. However, all such changes to the budget must be approved by the awardee's primary advisor. An email from the primary advisor, giving their approval for the change, must be submitted to the Department of Anthropology Admissions Specialist within 21 days of the unforeseen event.

F. Students must submit a final report on their research activities within 21 days of their return from the field. This final report must be submitted digitally to the Department of Anthropology Admissions Specialist. It will include
   1. A 250-word summary abstract;
   2. A 1500-2000 word text summary of what was accomplished during the term of the award, including how their research promoted the engagement of UCF with their respective region of the world;
   3. In addition to the 1500-2000 word summary, a line-by-line budget spreadsheet must be provided breaking down the expenses incurred and relating them to their original budget line items;
   4. In addition to the 1500-2000 word summary, a detailed justification must be provided for any changes in expenses from the original budget;
   5. A copy of the accompanying email of support from the primary advisor for any changes (VI.E);
   6. Several high-resolution pictures or other illustrations in .png or .tif file format. Awardees must possess transferable permission to publish all pictures or illustrations in their final report, since these pictures or illustrations may be used in the TCAEF Annual Report (VII), and they must provide attribution information for all pictures or illustrations to which they do not directly possess intellectual property rights.

These final reports will be used by the TCAEF Committee to assemble the TCAEF Annual Report (VII), and so awardees, as a condition of the award, will allow any text and images in their final reports to be used by the Department of Anthropology for the TCAEF Annual Report.

G. If an awardee does not submit a final report by the deadline they will be ineligible for future TCAEF funding.

H. If an awardee's justification for deviation from their proposed budget in the final report is deemed insufficient by the TCAEF Committee, then the awardee will also be ineligible for future TCAEF funding.

I. The Departmental of Anthropology Admissions Specialist will maintain the list of all graduate students that are ineligible for future TCAEF funding and provide that to the committee in advance of the first meeting of the new TCAEF Committee in October.

VII. TCAEF Committee Annual Reporting Requirement

The chair of the TCAEF Committee will assemble an annual report by October 1st of the following year. This annual report, if deemed appropriate, will be used to provide updates to the original donor and other potential donors at the Fall Scholarship Dinner and, at the discretion of the Chair of the Anthropology Department, for other Department of Anthropology promotional or reporting purposes.

Appendix One: Example of TCAEF Call for Proposals

Trevor Colbourn Anthropology Endowment Fund Committee: Call For Proposals

Example from December 2018

The Trevor Colbourn Anthropology Endowment Fund (TCAEF) Committee is pleased to announce a call for proposals from graduate students within the Department of Anthropology at the University of Central Florida (UCF). Funding for research related activities, up to $1,800 for doctoral students and $600 for masters students, is available for use by awardees between February 1st of 2019 and January 31st of 2020.

Completed proposals must be received by the Graduate Admissions Specialist via email by **noon on January 31st, 2019** in order to be considered for funding. A detailed list of what constitutes a completed proposal can be found below.

The TCAEF is an endowed fund generously created by an anonymous donor in order to fund research related activities by graduate students in the Department of Anthropology at UCF that promote the global engagement of UCF. The founding donor is particularly interested in student research related activities in Latin America (Central and Southern America and the Caribbean), but proposals will be accepted from, and awards will be given to, graduate students engaged in research related activities in all areas of the world and in any anthropology sub-discipline. Research related activities include, but are not limited to: 1) field research, 2) skill training, 3) sample processing, 4) analysis of results, 5) presentation of results, and/or 6) publication of results. The TCAEF Committee will not fund salaries, stipends, UCF tuition, and UCF tuition associated fees for students or family members. They will consider travel and living expenses related to formal programs for language or skill acquisition (including language training, field schools, or specialized training programs) for the individual applicant. The committee reserves the right to reduce funding awards below the amounts requested by each awardee. Funding decisions are final and are anticipated to be announced by the end of February 2019. Graduate students are allowed to apply for awards from the TCAEF in multiple years, but previous years of TCAEF funding will be considered by the committee in making their funding decisions each year. The TCAEF committee will base final award decisions on the merits of each proposal (including the justification of the budgetary expenses), the level of the graduate student, the presence or absence of previous TCAEF awards to the graduate student, and how the graduate student's proposed project promotes UCF's engagement with the world.

A completed proposal will consist of a single document in PDF format that includes the following elements:

4. A narrative of 500-600 words describing the research project for which the funding is requested including;
   a) a project title
   b) the location(s) and dates of the project (all project dates must fall between February 1st of 2019 and January 31st of 2020),

c) a statement of the number of prior years of TCAEF funding the student has received,

d) a specific discussion of how the project intersects with the student's long-term research and career plans,

e) a specific discussion of how the project promotes engagement of UCF with the region of the world within which the project is taking place,

f) additional pages of figures and illustrations can be included beyond the 500-600 word count narrative if they are essential to the proposal,

g) a bibliography of references cited in the proposal can be included beyond the 500-600 words in the narrative;

5. A detailed budget with estimated costs in dollars;

6. A detailed line-by-line budget justification elaborating on how the requested funds will be spent and how the individual budget items relate to the project goals;

7. Finally, a two sentence long email from the student's primary advisor to the Graduate Admissions Specialist must be sent by the deadline, stating that the student is in good standing within the program and that the project and budget expenses in the proposal are reasonable and justifiable.

Any questions on this call for proposals may be directed to the Graduate Admissions Specialist.

All graduate students receiving TCAEF awards must comply with all post-award management policies of the TCAEF Committee, the Department of Anthropology, and the University of Central Florida. This includes returning any unspent amounts of an award and submitting detailed final reports on the project and budgetary expenditures. A full list of post-award requirements will be provided to awardees during the notification of the award.

Future Appendices

Example Notification of Award Letter and Attendant Documents (To be added in February 2019)

Example TCAEF Annual Report (To be added in October 2019)

APPENDIX C

Summer Rotation Schedule

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Summer Teaching Rotation Guidelines

To create the original rotation list, faculty were listed first by rank, and then by seniority (please note that by CBA definition, the title of "Lecturer and Instructor" are the same rank, what differentiates rank at this level is promotion). New faculty are added at the bottom of the list regardless of rank. Faculty will move up to the top of the list if their request is not met the previous year. Those requesting 0 courses will remain towards the top of the list (they are not penalized on the list for choosing not to teach), below those who did not have their courses number request met the previous year.

Those faculty with stipends related to Program Coordinator or Associate Chair positions will have their stipend count as their first course. If courses are assigned, but are cancelled by the College due to low enrollment, this does not constitute a request as "unmet".

While all attempts will be made to adhere to the rotation list, budget availability and programmatic needs will be considered first. Department curricular needs are met first above faculty course requests. Summer course offerings are dependent on the College of Science budget allocation to the Department. Departmental funds may be used to supplement the summer teaching budget if available to support summer teaching needs.

The summer rotation list will be made available on the Shared Drive.

APPENDIX D

Variable Work Load Policy

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Department of Anthropology
Variable Work Load Policy
January 2012

This document serves as a guide to the chair for making assignments for faculty in the Department of Anthropology. New incoming faculty at the Assistant Professor level will be assigned a 2:2 teaching load for their first 3 years (as well as any new faculty at a senior rank, unless precluded by a hiring agreement). As of Fall 2011 the Department of Anthropology has established a 4:4 teaching load for Instructors, and a 2:2 teaching load for tenured and tenure-earning faculty. Instructors will be given the opportunity to go to a 3:3 teaching load with significant service; tenure-earning and tenured faculty must demonstrate that they have sufficient productivity to warrant a 2:2 teaching load. Teaching loads will be based on a three-year rolling average after the date of adoption. Any changes in the status quo of the department will mandate changes to this document as determined by the faculty. Buy-out of additional courses is an option, but generally faculty will teach a minimum of 2 courses per year.

4:4 Teaching Load

- Affected Ranks: Instructor, Associate Professor, Professor
- This teaching load is teaching- centered with individuals having no significant service or research responsibilities.
- Faculty expectations at this level are:
    o Teaching
    o Attendance at faculty meetings
    o Advising/mentoring (however, no expectation of serving as graduate thesis advisor/chair; faculty can elect to serve on an HIM committee)
    o Office hours (2 hours/class, 1 hour of this must be in office even if class is online)

4:3 Teaching Load

- Must meet all requirements listed under 4:4 Teaching Load
- Expectations of significant service activity (e.g., undergraduate or graduate coordinator)
    o 1 semester of service = 1 course reduction

3:3 Teaching Load

- Must meet all requirements listed under 4:4 and 4:3 Teaching Loads
- Must have additional significant service
    o Examples: 2 large service assignments such as 2 semesters of undergraduate or graduate coordinator, or faculty senate with service as chair on a standing committee)
- There are no research requirements

3:2 Teaching Load

- Must meet all requirements listed under 4:4 Teaching Load
- Must include significant research component such as:
    o 1 peer reviewed publication/year or 1 grant submission + 1 peer review publication/2 year

- .50 presentations per year at a national/international meeting (3 per 4 years)
  - Should also include graduate mentoring (as chair of a thesis committee), such as:
    - .75 graduate students admitted (2 HIM students = 1 grad student) per year
  - Must include significant service at the Department and College level on a variety of committees, such as:
    - Department or College P&T Committee
    - College TIP, RIA, and SOTL Selection Committees
    - Department and College Assessment Committees
    - Officer of Local Chapters of National Organizations (AIA, Phi Kappa Phi, Sigma Xi)

2:2 Teaching Load

- Must meet all requirements listed under 4:4 teaching load
- Must include significant research component such as:
  - 2 peer reviewed publication/year or 1 external grant/contract + 1 peer reviewed publication/year
  - At least 1 presentation at national/international professional meetings per year
- Must also include graduate mentoring (as chair of a thesis committee), such as:
  - 1.5 graduate students admitted (2 HIM students = 1 grad student) per year (must have at least 1 graduate student every 3 years if working with HIM students)
- Must have additional significant service
  - Service at this level should be significant and should include other major department (such as 2 semesters of undergraduate or graduate coordinator) and/or university (faculty senate with service on university committee; university P&T committee or university committee with similar service requirements) roles, as well as:
    - External journal manuscript peer review
    - Professional Community Service (e.g., regular medical examiner consultation)
    - External grant peer review
    - External program review
    - External P&T evaluations
    - Elected service on National or International Professional Organizations

APPENDIX E

Adjunct Compensation Model

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DEPARTMENT OF ANTHROPOLOGY
ADJUNCT COMPENSATION MODEL

I.   Adjunct Job Codes
   a.   Individuals listed as Instructor of Record and compensated as an Adjunct must be hired using the appropriate job code and title as follows:
      i.   Adjuncts with the highest degree as a Master of Arts shall be hired as an Adjunct Instructor in job code 9004a.
      ii. Adjuncts with the highest degree as Doctor of Philosophy shall be hired as an Adjunct Lecturer in job code 9005a.

II. Adjunct Full Time Equivalency (FTE) Rates
   a.   The FTE assigned to an Adjunct is based on a standardized formula as set by the university: one credit hour is equivalent to 3 standard (working) hours.

Credit Hours	FTE	Standard Hours*
1	.08	3
2	.15	6
3	.23	9
4	.30	12
5	.38	15
6	.45	18
7	.53	21
8	.60	24
9	.68	27
10	.75	30

*Standard hours are reported to the government as per the compliance requirements of the Affordable Care Act.

III. Compensation Rates
   a.   Adjuncts with the highest degree as a Master of Arts shall be compensated $3,000 per class.
   b.   Adjuncts with the highest degree as a Doctor of Philosophy shall be compensated $4,000 per class.