

Department of Anthropology
Statement of Workload Policy for Tenure-Track Faculty (Final Ver. 2)
Approved December 6, 2010

Purpose

The Department of Anthropology aspires to promote active and productive research programs among its faculty and graduate students and to teach students at the undergraduate and graduate levels in the holistic subdisciplines within Anthropology. Appointment to the faculty of the Department requires excellence in scholarly research, teaching, and service, and frequently incorporates the following components: individual or collaborative research and scholarship; the pursuit of research grants; graduate student supervision; classroom teaching, including course preparation, presentation, and evaluation of student performance; teaching in the laboratory and field; service to departmental, college and university committees; service to the profession/discipline; service to the community; and other duties related to the mission of the Department of Anthropology.

This Workload Policy defines the expectations for tenure-track faculty in each aforementioned area. The research, teaching, and service expectations for other faculty, including field service and adjunct faculty, are defined in their individual contracts.

Research

Research refers to the discovery, production, and interpretation of knowledge. All faculty are expected to establish a program of successful research, a fundamental aspect of which is the publication of research findings. Faculty publish their research results in recognized outlets that are appropriate for their specialization or subfield of Anthropology, such as peer-reviewed journals, chapters in edited volumes, books, or monographs, for example. While the rate of publication and numbers of publications will vary depending on the type of research conducted and the format of its publication, faculty are expected to maintain a consistent record of publication year-to-year that is indicative of ongoing data collection, interpretation, and dissemination of results.

In association with successful research, all faculty are expected to pursue internal and, especially, external grants. External funding for research is essential to demonstrate an active and recognized research program.

Participation in professional conferences is further evidence of scholarly engagement with the wider professional community. Efforts include the presentation of posters and papers, session chairmanship and session discussant participation. Although published abstracts do not count as publications, they serve as evidence of active participation in professional conferences.

Ideally, all faculty are expected annually to produce one publication, submit one external grant proposal (as circumstances warrant if the faculty member's research is currently not supported by external sources), and participate in one professional conference (or the equivalent thereof).

All faculty are furthermore expected to involve graduate and undergraduate students in their research. In addition, the supervision of graduate students to successful completion of their programs of study is considered a fundamental element of a faculty member's active research program.

Teaching

Courses within the Department serve our two undergraduate majors, the minor, two certificates, and the graduate program. All active research faculty are expected to participate in both undergraduate and graduate teaching. In the absence of modifications that are mutually beneficial to faculty and the mission of the department, the expected teaching load will be no more than four courses per year under the semester system.

The department offers a series of introductory, large-enrollment, foundational courses in archaeology, biological anthropology, cultural anthropology, and linguistic anthropology. These courses train our majors in four-field anthropology and also function as opportunities to recruit and retain majors. All faculty share responsibility for teaching the foundation 1000- and 2000-level courses, generally aided by graduate assistants.

Two faculty members may team-teach a single course that requires both of their expertise simultaneously. Such courses count as one course for each faculty member provided both are involved in course design and preparation, classroom attendance, presentation and grading. To ensure that a sufficient number of courses are offered to meet our undergraduate and graduate program needs, approval of team-taught courses is at the discretion of the Department Head.

Service

All faculty are expected to provide service to the department, college, university and their broader discipline(s). Service refers to activities useful or instrumental in assisting or enhancing the Department, the College, the University, the Profession, and the general public. Service to the Department includes those activities that enhance the undergraduate and graduate enrollment in the Department, committee work, and administrative work. It also includes active participation in departmental activities that help create a sense of community, which is essential to the recruitment and retention of students and faculty. Faculty who serve as the Director of Graduate Studies and the Director of Undergraduate Studies each receive a one course reduction.

Service to the College or University includes active membership on appointed or elected committees, participation in governance groups, and volunteer service for College and University-wide events.

Service to the Profession includes serving as editors or associate editors of peer-reviewed journals, referees for journals and funding agencies, and participating in similar efforts devoted to the dissemination of anthropological knowledge. It may also include activity in professional organizations at the local, state, national or international level. Public service may include interactions with local schools and teachers' organizations, lectures to non-professional groups, interaction with local, state, national and international

news media regarding anthropological issues of public interest, and interaction with governmental bodies.

Balance of workload

The requirements outlined in this document constitute the minimum set of expectations for faculty within the Department of Anthropology. Faculty who overextend in one or more areas of the Workload Policy may have their responsibilities modified at the discretion of the Department Head. Failure of faculty to meet the stipulated expectations in one or more areas may result in a workload increase in another area, or in a less than optimal annual evaluation.

Maintenance

The Workload Policy document will be reviewed, and if necessary revised, within 5 years of its most recent approval.