THE DEPARTMENTAL CONSTITUTION

This constitution is the governing document for the Department of Archaeology ("Department"). The constitution shall comply with the SFU Policies and Procedures and will be amended as necessary. Where there is a discrepancy between this document and University policy, SFU policy shall prevail.

The Department of Archaeology has a history of collegial decision-making and governance. The department encourages debate about research, pedagogy and governance, and encourages all members of the department to express their opinions. In a collegial atmosphere it is expected that all members of the department will:

- Express opinions openly and in a scholarly manner
- Respect the rights of others to hold different opinions
- Accept governance decisions supported by a majority
- Contribute to the department’s reputation for excellent research and teaching
- Participate regularly in the governance of the department.

1.0 Department Governance

1.1 The Faculty Meeting shall be the primary decision-making body of the Department, and its chief officer shall be the Departmental Chair elected in accordance with University policy in force at the time of election (see SFU Policy A13.02).

2.0 Departmental Meetings

2.1 Departmental meetings shall provide a forum for sharing information among members of the department, for discussing and developing departmental policies, for raising questions, and for addressing other matters facing the department. Given the central role that departmental meetings play in developing policy and governing of the department, all faculty (defined in section 2.3.2) are expected to attend. Departmental meetings are to be scheduled when all faculty are able to attend. Faculty who are on leave are not expected to attend departmental meetings.

2.2 Departmental meetings have two formats: Faculty Meetings and Departmental Meetings. Departmental Meetings may be attended by all members of the department’s faculty and staff, and elected student representatives. Faculty Meetings are attended by the faculty and, on occasion, by others by invitation of the Chair only.

2.3 Faculty Meetings

Faculty Meetings shall be convened at least once during the fall and spring semesters at the call of the Departmental Chair, or upon the petition of at least five faculty members.
2.3.1 Robert's Rules of Order will prevail in matters of procedure; and Minutes will be kept of topics discussed in the meetings and of motions voted on.

2.3.2 Membership of *Faculty Meeting*

Voting Members:
- Departmental Chair, *ex officio* chair with the tie-breaking vote if needed.
- All continuing (tenured or tenure-track) faculty members of the department.
- Lecturers and Senior Lecturers. (Lecturers and Senior Lecturers may not serve on the Departmental Tenure Committee nor vote in the election of members to that committee.)
- Professors Emeriti (non-voting)

2.3.3 Terms of Reference for the *Faculty Meeting*

- To consider and make decisions regarding all matters requiring departmental approval.
- To consider and vote on motions, policy statements and other issues forwarded to it by the Undergraduate and Graduate Executive Committees.
- A simple majority of voting members present is required to pass motions.
- The Faculty Meeting may exercise an option to hold a secret ballot on any issue of substantive policy or procedural change and shall allow ten working days for the return of ballots to permit sufficient time for off-campus members of the department to respond.

2.4 Membership of the *Departmental Meeting*:

- All faculty listed in 2.3.2 and
- Limited-term faculty members (A12.05)
- Visiting faculty (A12.04)
- Museum Curator
- Adjunct Professors
- Associate Members
- Teaching staff (sessional instructors/lecturers and laboratory instructors)
- Non-teaching staff (Departmental Assistant; Manager of the Laboratories and other Technical staff; Office staff)
- TSSU representative
- Undergraduate and graduate representatives.

2.4.1 Terms of Reference for the *Departmental Meeting*

- To consider issues of importance to all members of the department
• To be the forum for the Departmental Chair to report on announcements and policy.
• To provide a forum for all members of the department to participate in the sharing of information and discussion of issues affecting the department in general.
• The Departmental Meeting is a consultative body.

2.5 A *quorum* for both Faculty and Departmental Meetings shall be a number equal to 50% of the number of faculty members (defined in 2.3.2) in the department.

### 3.0 Appointment of Standing Departmental Committees

3.1 During the spring semester of each year the Departmental Chair will appoint faculty members to the departmental committees for the academic year beginning in the fall semester. These appointments will be made on a rotational basis to ensure that all faculty serve equitably on each of the following committees:

(a) Undergraduate Executive Committee  
(b) Graduate Executive Committee  
(c) Equipment Committee  
(d) Library Committee  
(e) Appointments Committee  
(f) Budget Committee  
(g) First Nations Studies Committee.

3.2 At the beginning of each semester, the Archaeology Graduate Caucus and the Archaeology Student Society shall provide the names of student members to serve on applicable committees.

3.3 The election of, and terms of reference for, a Tenure and Promotion Committee shall be in accordance with SFU Policy A11.01.

### 4.0 Membership and Terms of Reference: Departmental Committees

4.1 Departmental committees shall be responsible for the implementation of delegated departmental policy in their areas of responsibility. Matters of routine administrative procedures that fall within the jurisdiction of a departmental committee need not be ratified at Departmental Meetings. However, any member of the department may request appeal of any decision made by a departmental committee. Requests for appeal will be made by a motion at a Faculty Meeting. Any matters pertaining to changes to departmental or committee policy must be ratified at Faculty Meetings.

4.2 Except for the Undergraduate and Graduate Executive Committees, each of the departmental standing committees shall be responsible for electing its Chair from among its faculty membership. In the case of the Undergraduate and Graduate Executive Committees, committee chairs shall be appointed, in the first instance, by the Departmental Chair for a period of at least one year.
The chair will shift to another member of the committee who is in their second year of membership.

4.3 Committee chairs shall be regular voting members of their committees and shall not be confined to the role of tie breaking.

4.4 A quorum for each departmental committee shall be 50% of its members.

4.5 Departmental committees may hold open or closed sessions. Open sessions can be attended by all committee members. Closed sessions are restricted to faculty committee members. Normally all matters pertaining to academic programs and policies will be conducted in open sessions with the exception that decisions concerning student progress, scholarships, applications for admission or any other matters affecting individual students will be made in closed sessions. Any other exceptions to the norm may be made at the discretion of the committee, as expressed in a recorded majority vote of its members.

4.6 Undergraduate Executive Committee

4.6.1 Membership
- The committee chair plus two additional faculty members, and the Departmental Chair who shall be an ex officio member. Faculty members will serve a two-year term.
- All Lecturers and Senior Lecturers
- An undergraduate student member
- The Departmental Assistant shall be a voting secretary to the committee.

4.6.2 Terms of Reference
- To be responsible to the department for the undergraduate teaching program of the department, which includes continuing assessment of the effectiveness of the undergraduate program and recommending appropriate changes in that program for consideration by the Departmental Meeting.
- The committee chair shall represent the department at the Faculty of Arts Undergraduate Curriculum Committee. The committee chair will be responsible for assigning transfer credit to courses from other institutions, and will assist the Departmental Assistant in student advising, particularly with regard to academic content of courses and programs.

4.7 Graduate Executive Committee

4.7.1 Membership:
- The committee chair appointed by the Departmental Chair, plus two additional appointed faculty members, and the Departmental Chair who shall be an ex officio member. Faculty members will serve a two-year term.
4.7.2 Terms of Reference

• To be responsible to the department for its graduate teaching program, which includes continuing assessment of the effectiveness of the graduate program and recommending appropriate changes in that program for consideration by the Departmental Meeting.
• To administer the admission of graduate students.
• To be responsible for the appointment of supervisory committees.
• To consult with the graduate students during major revisions of the graduate program.
• To be responsible for the evaluation of graduate student progress.
• The committee chair shall represent the department on the Faculty of Arts Graduate Studies Committee.

4.8 Equipment Committee

4.8.1 Membership:
• Two faculty members
• Departmental Chair (ex officio)
• One graduate student
• Manager of the Archaeology Laboratories.

4.8.2 Terms of Reference

• To recommend equipment purchasing priorities to the Departmental Chair.
• To circulate all decisions made by the committee to the whole department.
• To balance teaching and research equipment priorities.

4.9 Library Committee

4.9.1 Membership:
• One faculty member who will be the chair.

4.9.2 Terms of Reference

• The chair of the committee shall liaise with Library personnel, and shall serve on the Faculty of Arts Library Users' Committee.
• To determine the department's current and future library needs.
• To be responsible for library orders and for receiving and acting upon suggestions for acquisitions, and computerized or network issues concerning access to information controlled for the University through or by the Library.
4.10 Appointments Committee

4.10.1 Membership:
- All faculty (as defined in section 2.3.2 above)
- A member of staff, elected by staff
- A graduate student elected by the Archaeology Graduate Caucus
- An undergraduate student, who is an Archaeology major, and is elected by the Archaeology Student Society
- The Departmental Chair will chair the committee.

4.10.2 Terms of reference
- To establish and prioritize the academic criteria upon which the faculty position will be filled.
- To nominate and vote upon a subcommittee (hereafter called the Search Committee) of three faculty members (both genders must be represented) and the Departmental Chair who will serve on this committee for a particular appointment. The Chair is a voting member of the committee. Prior to establishing the Search Committee, the Departmental Chair shall submit the structure of the proposed Search Committee to the Dean for approval. The Search Committee will produce a short list of names, which will be forwarded to the Appointments Committee.
- To rank order and produce a short list of the three top candidates (or however many candidates the Dean will fund for interviewing) who will be brought to campus to be interviewed.
- To recommend, by secret ballot, a candidate for appointment.
- (The search and appointment procedures must conform to University Policy A10.01.)

4.10.3 Procedures
- All activities and procedures of the committee must be in conformance with the provision of University Policy A10.01.
- All hiring procedures must be consistent with the University's Employment Equity Plan.
- All written and other material submitted to the committee shall be held in confidence. All deliberations of the committee and all decisions taken shall be confidential until such time as an official announcement regarding these decisions is released by the chair of the committee.
- All members of the committee shall be entitled to one vote. Voting shall be conducted by means of secret ballot.
- Once the appointment and selection criteria have been determined, the Appointment Committee will elect members of a Search Committee with the following composition:
1. The Departmental Chair who will chair the committee and will be a voting member.

2. Three faculty members with at least one assistant professor or lecturer represented; both genders must be represented.

- At least three letters of reference will be acquired for candidates placed upon the short list. After discussion of the short-listed candidates and Search Committee ranking recommendations, the Appointment Committee shall select three candidates for interviews.

- The method to be employed in identifying the three top-ranked applicants shall be determined by discussion among the Appointment Committee Members.

4.10.4 Interviews

- There will be a formal interview with each candidate by the Search Committee.

- An interview schedule will be established for all members of the Appointments Committee to meet with a candidate.

- A candidate will give a public seminar on a research topic of their own selection.

- A candidate will present a ‘teaching lecture’ to an appropriate course, or open meeting, on a topic selected by the selection committee.

- The candidates will attend an informal social gathering to which all members of the Appointments Committee shall be invited.

4.10.5 The Staff Appointments Committee

This committee is responsible for staff appointments in the Department of Archaeology. The committee for clerical positions will consist of the Departmental Chair, the Departmental Assistant, and some subset of the faculty as approved by the Faculty Meeting as the need arises. The committee for technical positions will consist of the Departmental Chair, the Manager of the Laboratories, and some subset of the faculty as approved by the Faculty Meeting as the need arises.

4.10.6 Sessional Instructors - hiring procedures

See Department of Archaeology Policy Admin - 3 (Ratified by the Department, 17th November, 1994, and amended 27th March 2003)

4.10.7 Teaching Assistants - hiring procedures

See Department of Archaeology Policy Admin - 2 (Ratified by the Department, 17th November, 1994)

4.11 Budget Committee
4.11.1 Membership:
- The Departmental Chair who will chair the committee
- Two faculty members
- The Departmental Assistant.

4.11.2 Terms of Reference
- To review the department operating budget and make suggestions to the Chair regarding line item allocation; review and make proposals regarding mandatory fees.
- To advise the Departmental Chair on budget management issues.

4.12 First Nations Studies Committee
4.12.1 Membership:
- Department Chair
- Director of First Nations Studies provided he/she is a member of the Archaeology faculty
- First Nations Studies faculty provided they are members of the Archaeology faculty.

4.12.2 Terms of Reference
- To report to and liaise with the department on issues concerning the First Nations Studies program.
- To maintain links with the appropriate First Nations organizations on campus.

5.0 Establishment of Subcommittees and Ad Hoc Committees.
5.1 All such committees are intended to be temporary and shall perform functions or conduct enquiries not normally in the purview of standing committees.
5.2 The Departmental Chair may from time to time establish ad hoc departmental committees as necessary.
5.3 Standing Departmental Committees may from time to time establish such subcommittees or ad hoc subcommittees, as they deem necessary.
5.4 Membership in such committees may be of whatever composition and number needed to fulfil the charge given them.

6.0 Amendment of Departmental Constitution
6.1 Amendments to this constitution may be proposed by any member of the Faculty Meeting.
6.2 Amendments to the constitution need a two-third's majority of the Faculty Meeting to pass.
7.0 Periodic Review

7.1 The department shall review this Departmental Constitution in the Spring Semester of 2005, and thereafter, it will be reviewed every five years. A petition by eight (8) members of the department will be sufficient for a review of the constitution to be carried out at other times.

Approval: This version of the Departmental Constitution was accepted as of April 22\textsuperscript{nd}, 2003