

**SIMON FRASER UNIVERSITY**  
**Department of Archaeology**

**THE DEPARTMENT CONSTITUTION**

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

The Department of Archaeology has a history of collegial decision-making and governance. The Department encourages debate about research, pedagogy, external relations 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 confidentiality protocols in circumstances where applicable;
- Respect the rights of others to hold different opinions;
- Accept governance decisions supported by a majority;
- Contribute to the Department's reputation for excellence in research, teaching, and outreach;
- Accept service responsibilities on a regular basis and discharge these dutifully; and
- Participate in the governance of the Department.

**Department Governance and Faculty Committee**

The Faculty Committee shall be the primary decision-making body of the department, and its Chief Officer shall be the Department Chair.

Membership of the Faculty Committee includes the Department Chair, who votes only in the event of a tied motion, and all faculty members holding continuing academic appointments in the Department. Professors emeriti are consultative members (non-voting) and may attend Faculty Committee meetings. Other faculty members (e.g., professor of professional practice, limited term faculty, etc.) are not members of the Faculty Committee. The Chair's secretary is the normal recording secretary to the Faculty Committee.

*Terms of Reference for the Faculty Committee*

- Faculty Committee Meetings shall be convened at least once during the fall and spring terms at the call of the Department Chair, or upon the petition of at least three faculty members.
- The Faculty Committee will consider and make decisions regarding all major matters requiring Department approval including policy, procedures and strategic planning.

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- The Faculty Committee will consider and vote on motions, policy statements, and other issues forwarded to it by Department standing committees with exception that Teaching Faculty do not vote on Graduate program issues.
- The Faculty Committee 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.
- A quorum for Faculty Committee Meetings where voting is to be done must be equal to 50% of the number of continuing faculty members in the Department. For Graduate program issues the quorum must be equal to 50% of the number of tenure-track faculty members in the Department. A simple majority of the voting members present is required to pass motions.

### **Department Meetings**

Department Meetings shall provide a forum for sharing information among members of the Department, for discussing Department policies, for raising questions, and for addressing other matters facing the Department. Department Meetings are to be scheduled to maximize the number of faculty and other members in attendance. Faculty who are on leave are not expected to attend Department Meetings.

Attendees for the Department Meeting include all continuing faculty, Professor emeriti, Limited-term Faculty members, Visiting Faculty members, Museum Director, Adjunct Professors, Associate Members, Post-Doctoral Fellows, teaching staff other than TAs and TMs (e.g., sessional instructors, non-teaching staff), undergraduate and graduate student representatives, and guests of the Chair.

#### *Terms of Reference for the Department Meeting*

- To consider issues of importance to all members of the Department.
- To take feedback from undergraduate and graduate student representatives regarding Department programs and policies.
- To be the forum for the Department 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 Department Meeting is a consultative body.
- Department Meetings are normally held on a monthly basis in fall and spring terms.

### **Appointment of Standing Department Committees**

The Department Chair will appoint faculty, staff, and student members to Standing Department committees for the academic year beginning in the fall term, or when required. With exception of the Tenure and Promotion Committee, these appointments will be made on a rotational basis to ensure participation is equitable. Standing Committees include: 1) Tenure and Promotion Committee; 2) Undergraduate Program Executive Committee; 3) Graduate Program Executive

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Committee; 4) Professional MA in Heritage Resource Management Executive Committee; 5) Academic Appointments Committee; 6) Staff Appointments Committee; 7) Department Communications Committee; 8) Library Committee; 9) Advisory Committee to the Museum of Archaeology and Ethnology; and 10) Repatriation Committee.

Graduate or undergraduate student members are appointed to Standing Committees upon consideration by the Department Chair or recommendations from the Archaeology Graduate Student Caucus or the Archaeology Undergraduate Student Society.

### **Membership and General Terms of Reference for Standing Department Committees**

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

Committee chairs shall be regular voting members of their committees. A quorum for each Department committee shall be 50% of its members. Normally all matters pertaining to academic programs and policies will be conducted in open session and attended by all committee members. However, decisions concerning student progress, scholarships, applications for admission or any other matters affecting individual students will be made in closed sessions without student representation. Other exceptions to the open session norm may be made at the discretion of the committee, as approved by a majority vote of its members.

#### ***1) Tenure and Promotion Committee***

The Tenure and Promotion Committee is established and is regulated by the collective agreement between the University and SFUFA.

#### ***2) Undergraduate Executive Committee***

Membership shall include a Chair appointed by the Department Chair, two continuing faculty members, an undergraduate student representative appointed by the Undergraduate Student Caucus, and the Department Manager. The Undergraduate secretary serves as a non-voting recording secretary for the committee. The undergraduate student representative will not be involved in discussions or votes about any individual applicants or current undergraduate students.

#### ***Terms of Reference for the Undergraduate Executive Committee***

- To be responsible for the undergraduate teaching program, including the continuing assessment of its effectiveness, and for recommending appropriate resolutions for consideration by the Faculty Committee.

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- To propose, when necessary, new curricula or curricula direction to reflect expertise and interests of Department faculty and students.
- To review and recommend undergraduate students within the Department for various and sundry awards at the Department, Faculty or University level.
- The committee chair shall represent the Department at the Faculty of Environment Undergraduate Curriculum Committee.
- The committee chair normally will be responsible for assigning transfer credit to courses from other institutions.

### ***3) Graduate Executive Committee***

Membership shall include a chair or co-chairs appointed by the Department Chair, plus two additional Chair-appointed tenure track faculty members and a graduate student representative appointed by Graduate Caucus. The Professional MA in Heritage Resource Management Director will be a consultative member of the committee without vote. The Graduate Program Assistant serves as the non-voting secretary to the committee. The graduate student representative will not be involved in discussions or votes about any individual applicants or current graduate students.

#### *Terms of Reference for the Graduate Executive Committee*

- To be responsible to the Department for its on-campus graduate teaching program, including continued assessment of its effectiveness and for recommendations of appropriate changes for consideration by the Faculty Committee.
- To administer the admission of graduate students into on-campus MA and PhD programs.
- To be responsible for the appointment of supervisory committees.
- To consult with graduate students during major revisions of the graduate program.
- To be responsible for the evaluation of graduate student progress.
- To review and recommend graduate students within the Department for various and sundry awards at the Department, Faculty or University level.
- The committee chair shall represent the Department on the Faculty of Environment Graduate Studies Committee.

### ***4) Professional Heritage Resource Management Program Executive Committee***

Membership of the Committee shall include the Program Director appointed by the Department Chair and ratified by Faculty and a minimum two tenure-track faculty members appointed by the Program Director, and continuing teaching faculty members as deemed appropriate by the Program Director. The Program Director may appoint external heritage professionals to the committee in a consultative role but without voting privileges. The on-campus Graduate Executive Committee Chair will serve as a consultative member without vote. The Graduate Secretary serves as the non-voting secretary to the committee.

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### *Terms of Reference for the Professional HRM Program Executive Committee*

- To be responsible to the Department for ongoing development and delivery of online graduate courses for the Professional MA in Heritage Resource Management and the Graduate Certificate in Heritage Resource Management.
- To engage with private and public sector HRM professionals and professional organizations with respect to program content, planning and recruitment.
- To be responsible for the appointment of Senior Supervisors and for the review and approval, as appropriate, of supervisory committee membership.
- To facilitate the assessment of graduate student progress in the HRM Program.
- The Director shall liaise with the Faculty of Environment Graduate Studies Committee and the SFU Dean of Graduate Studies in matters relating to Professional Programs

### **5) Academic Appointments Committee**

The Academic Appointments Committee is convened when the Department has approval to search for external continuing faculty appointments or for term appointments longer than two years. Department academic hiring priorities are established by the Faculty Committee as previously defined. The Academic Appointments Committee is chaired by the Department Chair and has a membership including all continuing faculty, a member of staff elected by staff, a graduate student representative recommended by the Graduate Student Caucus, and an Undergraduate Student Representative recommended by the Undergraduate Student Caucus.

### *Terms of Reference for the Academic Appointments Committee*

- The Committee will conduct searches in conformity with the collective agreement between the University and SFUFA and any other relevant university policies.
- The Committee's dominant responsibility is to recommend the best possible applicant for appointment, a scholar who will meet the Faculty Committee's criteria for hiring priority and who will enhance the Department's profile in teaching and research.
- The committee will follow the Department of Archaeology "Academic Appointment Search Guidelines" in its selection of candidates to interview, and in its recommended choice for a successful applicant.

### **6) Staff Appointment Committees**

A staff appointments committee is convened when Archaeology Department administrative, clerical, museum or technical positions need to be filled. The composition of these committees will vary dependent upon the position being hired to.

### *Staff Appointments Committee Compositions*

- Archaeology Program Manager, Laboratory Manager, Director of the Museum of Archaeology and Ethnology. The Search Committee Chair will be the Department Chair with committee composition including three faculty members as elected by the Faculty Committee.

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- The Chairs Secretary and Graduate Program Assistant. The Search Committee Chair will be the Department Program Manager with committee members including the Department Chair and Graduate Program Executive Committee Chair.
- Clerical staff including undergraduate advisor. The committee will be chaired by the Department Manager with committee members including the Department Chair or a member of faculty as need arises.
- Technical Staff. The committee will consist of the Manager of the Archaeology Laboratory and the Department Chair or a member of faculty as need arises.

### **7) Communications Committee**

The committee is chaired by a member of faculty appointed by the Department Chair with committee membership including the Director, Museum of Archaeology and Ethnology and the Manager of the Archaeology Laboratories. Additional faculty or staff appointments may be made by the Committee Chair.

#### *Terms of Reference for the Communications Committee*

- To be responsible for the maintenance, updating and formatting of the Department web site.
- To enhance alumni and public relations through development, updating, and maintenance of social media posts and other means of Communications.
- To be responsible for the selection and regular development of news stories for the Department home page.
- The Communications Committee will liaise and represent Department interests with University or Faculty of Environment communications staff.

### **8) Library Committee**

Committee Chair and membership is a single individual who will be appointed by the Department Chair from Archaeology faculty.

#### *Terms of Reference for the Library Committee*

- To liaise with Library personnel, and shall serve on relevant committees.
- To determine the Department's current and future library needs and convey these needs to the library.
- To be responsible for library orders and for receiving and acting upon suggestions for acquisitions from Department faculty.
- The chair will be familiar with library programs for student and research support and convey information on these programs to faculty and students in the Department.

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### ***9) Museum of Archaeology and Ethnology Advisory Committee***

The Museum Advisory Committee is Chaired by the Director of the Museum with the committee consisting of Archaeology faculty appointed in consultation between the Museum Director and the Department Chair.

#### *Terms of Reference for the Museum of Archaeology and Ethnology Advisory Committee*

- To review Museum programs, displays, collections policies and other activities and provide advice to the Chair and recommendations for procedural or policy amendments.
- To be the official liaison between the Museum and the Archaeology Department.
- To serve as the collections acquisition committee and decides whether or not to accept donations.
- The Advisory Committee shall meet at least once per year.

### ***10) Repatriation Committee***

The Repatriation Committee develops and enacts departmental policies and protocols concerning the acceptance, curation, study and/or repatriation of ancestral remains and items of cultural patrimony. The Committee will include a chair appointed by the Department Chair, the Archaeology Laboratory Manager, the Department Technologist and at least two additional faculty members, including at least one bioarchaeologist. Non-voting membership may be extended to one or more graduate students with experience in repatriation and/or bioarchaeology.

#### *Terms of Reference for the Repatriation Committee*

- To review and regularly update departmental policies and protocols relating to the acceptance, curation, study and/or return of ancestral human remains and items of cultural patrimony to First Nations.
- To advise the Department Chair and Department on options and ethical issues regarding the permanent transfer of responsibility for ancestral human remains and objects of cultural patrimony in our care.
- To review repatriation requests and recommend a course of action to the department chair.

### ***Ad Hoc and Subcommittees***

From time to time the Department Chair may establish ad hoc Department committees as necessary. Standing Department Committees may also establish ad hoc subcommittees, as they deem necessary. Membership in such committees may be of whatever composition and number needed to fulfil the charge given them. All ad hoc committees or subcommittees are intended to be temporary and shall perform functions or conduct enquiries not normally undertaken in the purview of standing committees.

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### **Adjunct and Associate Faculty Appointments**

The Department recognizes a role for Adjunct and Associate Members within the Department to develop joint collaborations in research, enhance Department profile or for other individually defined reasons. Adjunct and Associate Faculty Appointments are recommended by a faculty member to the Faculty Committee for vote. Recommendations subsequently are made to the Dean. Renewal of Adjunct and Associate Appointments must similarly be sponsored by a Faculty member and voted upon.

### **Limited Term and Lab Instructor Appointments**

Appointments are guided by and conform to the Collective Agreement between the University and SFUFA.

### **Sessional Appointments**

Appointments are guided by and conform to the Collective Agreement between the University and TSSU.

### **Teaching Assistant and Tutor Marker Appointments**

Appointments are guided by and conform to the Collective Agreement between the University and TSSU. Faculty members who are assigned a teaching assistant(s) will be consulted prior to a teaching assistantship being awarded.

### **Amendment of Department Constitution**

Amendments to this constitution may be moved by members of the Faculty Committee. Amendments to the constitution must be circulated in writing to the faculty committee. A vote on the amendment(s) must take place no sooner than two weeks after circulation. Changes require two-third's majority of those voting to pass.

**Periodic Review.** The Department Chair will review the Department Constitution and propose changes in line with Department planning initiatives, Department programs and Department needs once every fall semester or as required.

**Approval:** This version of the Department Constitution was voted upon and accepted by the Faculty Committee as of January 17, 2019, with final additional revisions completed April 5, 2019.