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
- 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 elected in accordance with SFU Policy A13.02. Day to day operational decisions by the Department Chair, including budgetary expenditures, will be made in the best interests of the Department as a whole.

Membership of the Faculty Committee includes the Department Chair who votes only in the event of a tied motion, all continuing tenured or tenure-track faculty members of the Department, and all continuing term Lecturers and Senior Lecturers. 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.
• The Faculty Committee will consider and vote on motions, policy statements and other issues forwarded to it by Department standing committees with exception that Lecturers/Senior Lecturers 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 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 attendance. Faculty who are on leave are not expected to attend Department Meetings.

Attendees for the Department Meeting include all tenure track/tenured faculty, University Lecturers, 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/lecturers and laboratory instructors), Non-teaching staff, a TSSU representative, 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 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 and 9) Advisory Committee to the Museum of Archaeology and Ethnology.

Graduate or undergraduate student members are appointed to Standing Committees upon consideration by the Department Chair of 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 Department Chair is the *ex officio* Chair of the Department Tenure and Promotion Committee. The election of, and terms of reference for the Tenure and Promotion Committee shall be in accordance with Article 29 of the SFU Faculty Association Collective Agreement.

**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.
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.

• When necessary to propose 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/tenured 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.

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 of two tenure track/tenured faculty members appointed 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 shall be the non-voting secretary to the committee.

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 term faculty appointments for a term 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-term 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 is responsible for ensuring that the faculty appointment process conforms to SFU Academic search and appointment procedures as defined in Articles 23 and 24 of the SFU Faculty Association Collective Agreement.

• 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 frame the search criteria for the appointment through the drafting of an advertisement for external search
• The committee will conduct the Academic appointment search in a closed meeting forum with all matters relating to the appointment process held in confidence unless otherwise released by the Chair.
• 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. Individual committees will seek to find the most qualified and collegial individual for the position with the interests of the Department as a whole foremost in consideration. Staff appointments must follow procedures and protocols as defined by SFU Human Resources, by CUPE and by APSA contractual agreements, and by SFU policy and procedures related to employment equity.

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

• 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 will be Chaired by the Manager of the Archaeology Laboratory with committee members including the Department Chair or a member of faculty as need arises.

7) Communications Committee

The Department of Archaeology Communications committee facilitates Department of Archaeology engagement and communications with alumni, the general public and other groups interested in Department programs. 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 Communications Committee

• The Communications committee is responsible for the maintenance, updating and formatting of the Department Web Page
• The Communications committee is responsible for the enhancement of alumni and public relations through development, updating and maintenance of social media posts such as a Facebook Blog, Twitter Account or other means of Communications.
• The Communications Committee will be responsible for the selection and regular development of News stories for the Department Home page
• The Communications Committee will liase and represent Department interests with the Communications officer in the Faculty of Environment, with staff of SFU News, and with Alumni Relations.

8) Library Committee

The Library committee is responsible for Department liason with the SFU library and for conveying library policies and programs to Department faculty. Committee Chair and membership is a single individual who will be appointed by the Department Chair from Archaeology faculty.

Terms of Reference

• The chair of the committee shall liaise with Library personnel, and shall serve on the Faculty of Arts Library Users’ Committee.
• The Chair will determine the Department's current and future library needs and convey these needs to the library
• The Chair will 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.

9) Museum of Archaeology and Ethnology Advisory Committee

The Museum of Archaeology and Ethnology is an integral component of the Department for Teaching, Research and public profile. The Museum Director reports to the Chair of the Department and the Museum budget is administered through the Archaeology Department. 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

• The Advisory Committee shall review Museum programs, displays, collections policies and other activities and provide advice and recommendations for procedural or policy amendments
• The Advisory Committee is the official liaison between the Museum and the Archaeology Department and represents the Department in all decisions respecting its interests.
• The Advisory Committee serves in the role of a collections acquisition committee for the role of accepting or not accepting potential Museum donations.
• The Advisory Committee shall meet at least once per annum for the purposes being described.

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.

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

From time to time the Department requires the appointment of a Limited Term instructor/lecturer to meet the teaching requirements of the curricula. The Department also requires the appointment of Laboratory Instructors in courses with concentrated laboratory curricula. The Chair of the Department representing the best interests of the Department to acquire experienced teachers makes these appointments in consultation with the Chair of the Undergraduate Executive Program Committee and the Department Manager. Appointments are guided by and conform to Article 38 of the SFU Faculty Association Collective Agreement.

Sessional Appointments

To fully deliver curricula requirements or to provide a degree of diversity in course offerings beyond the expertise of Department Faculty, Sessional Instructors are hired on a semester-to-semester basis. The Chair of the Department representing the best interests of the Department to acquire experienced teachers makes these appointments in consultation with the Chair of the Undergraduate Executive Program Committee and the Department Manager. Appointments are guided by and conform to the TSSU Collective Agreement.
Teaching Assistant and Tutor Marker Appointments

Teaching Assistant and Tutor Marker appointments are made on a semester basis in accordance with the posted Departmental Hiring Priority Policy, and the TSSU Collective Agreement. The selection of teaching assistants is made by the Department Chair in consultation with the Department Program Manager. 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 need a two-thirds’ majority vote by Faculty to pass.

Periodic Review. The Department Chair shall review the Department Constitution and propose changes in line with Department planning initiatives, Department programs and Department needs as required.

Approval: This version of the Department Constitution was voted upon and accepted by the Faculty Committee as of Sept 9, 2016