

# UNM DEPARTMENT OF ANTHROPOLOGY

## ORGANIZATIONAL MANUAL

2017-2018

**Chair:** Les Field

**Associate Chair:** Keith Hunley

**Regular (Full Voting) Faculty:**

**Professors:** Boone, Crown, Field, Graves, Long, Prufer, Wills

**Associate Professors:** Dinwoodie, Edgar, Emery Thompson, Hayashida, Huckell, Hunley, Jones, Muller, Nelson, Oakdale, Pearson

**Assistant Professors:** Mattison, Traxler

**Part-time Faculty (With or Without Voting Rights):**

**Full Professor (Part-Time):** Stuart

**Faculty Associate: Research Associate Professors:** Phillips [Maxwell], Dello Russo [OCA]

**Faculty Associate: Research Assistant Professor:** Bass, McChesney [Maxwell], Steiglitz

**Subfields and Voting Faculty:**

The Department is divided into three subfields: archaeology, ethnology, and evolutionary anthropology. Probationary faculty are hired with respect to one of the subfields but may affiliate with more than one. The subfields review matters pertaining to their curricula and teaching schedule, faculty members and associates, degree programs, and other initiatives. Tenured and tenure track faculty are eligible to vote on subfield matters.

**Archaeology:** Boone (Undergraduate Advisor), Crown, Graves (Convener-SP18), Hayashida (Convener-FA17), Huckell (Graduate Advisor/Archaeology), Jones (Graduate Advisor/Public Archaeology), Phillips [Maxwell], Prufer, Traxler, Wills

**Ethnology:** DeHaas (Term Teacher and Undergraduate Advisor), Dinwoodie (Graduate Advisor), Field, Oakdale (Convener), Rhodes (Visiting Lecturer III)

**Evolutionary Anthropology:** Edgar, Emery Thompson, Hunley (Undergraduate Director), Long, Mattison, Muller (Graduate Director), Nelson (Convener), Pearson

**Staff:**

Jennifer George, Department Administrator/Building Coordinator

Matthew Tuttle, Coordinator, Program Advisement/Graduate Advisor/Policy Database Manager

Cathy Osborn, Coordinator of Education Support

JoNella Vasquez, Accountant

Kyle Land, Student Administrative Assistant

**Post Doctoral Fellows**

Andreas Berghanel-Evolutionary Anthropology  
Chun-Yi Sum-Evolutionary Anthropology

**Emeritus Faculty in Residence:**

Louise Lamphere-Ethnology  
Jane Lancaster-Evolutionary Anthropology; Human Nature Editor  
Karl Schwerin-Ethnology  
Lawrence Straus-Archaeology; JAR Editor

**Alfonso Ortiz Center for Intercultural Studies:**

Lea McChesney [Maxwell], Director

**Advisory Group:** Field (Chair), Graves (Archaeology Convener-SP18), Hayashida (Archaeology Convener-FA17), Oakdale (Ethnology Convener), Nelson (Evolutionary Anthropology Convener), Muller (Graduate Director), Hunley (Undergraduate Director)

- The Chair and Conveners meet periodically with the Chair to discuss and advise about specific matters of departmental concern and/or to vote on special faculty awards. Advisory Group matters are kept confidential or reported electronically or during faculty meeting at the Chair's discretion.
- The Advisory Group will also coordinate matters pertaining to our Academic Program Review (APR)

**Colloquium Committee:** Jones, Mattison, Brause meets as necessary and works with Osborn on scheduling colloquia.

**Exhibits Committee:** Traxler, Emery Thompson, Huckell, George, meets as necessary and works on exhibits for the Department

**Graduate Committee:** Muller (Director), Dinwoodie, Huckell, Jones, Tuttle, George

- Committee (3 subfield representation + Public Archaeology representation) meets throughout the semester about the graduate program and/or to vote on special Graduate Student awards. Members report to their subfield on these meetings. Graduate Director reports the substance of the committee deliberations to the Department Chair. Tuttle enters committee policy decisions in the Department Policy Database. Graduate Committee is responsible for organizing the assessment of graduate programs in Anthropology.

**Subfield Conveners:** Graves (Archaeology-SP18), Hayashida (Archaeology-FA17), Oakdale (Ethnology), Nelson (Evolutionary Anthropology)

- Subfield Conveners organize meetings of their respective subfields to determine teaching schedule for regular and part time instructors (Fall, Spring, Summer, Intersession, On-line, UNM West), to review graduate student annually, to rank their graduate students for TA and GA positions, awards, and other funding as they become available. Subfields must also meet to review and revise courses and curricula for concentrations at both undergraduate and graduate levels. Subfields also determine their faculty recruitment priorities, and participate in subfield

planning, resource and space allocations, teaching collections, and other matters pertinent to the subfield.

**Undergraduate Committee:** Hunley (Director), DeHaas, Boone, George

- Committee (3 Subfield Representation) meets throughout the semester about the undergraduate program. Members report to their subfields on these meetings and present major curriculum changes to the committee. Undergraduate Director reports the substance of the committee deliberations to the Department Chair. Undergraduate Director reports policy decisions to Tuttle for Department Policy Database. Undergraduate Committee is responsible for organizing the assessment of undergraduate GE courses in Anthropology and the undergraduate majors in Anthropology

**Joint Standing Committees:**

**Board of Archaeologists:** Boone, Crown, Edgar, Graves, Hayashida, Huckell, Jones, Phillips [Maxwell], Prufer, Traxler, Wills

**Clark Field Archive and Library Policy Committee:** Philips (Chair) [Maxwell], George, Lujan [Maxwell]

**Review Committees:**

- The Department establishes review committees for each new probationary tenure track faculty hires. These committees conduct annual reviews, the mid-probationary review, and serve as the promotion and tenure committee. The Department also has a salary review committee that meets each year to evaluate faculty contributions in research, instruction, and service, provides a numerical rank in each area, and these scores along with their written assessments are forwarded to the Chair who makes recommendations on salary increments for probationary faculty, provides an annual summary of progress. Annual reviews are conducted for all non-tenure track faculty in Anthropology who wish to remain associated with the Department. These include research associates, post-doctoral associates, adjunct faculty and other courtesy appointments.

**Mid Pro Review, Mattison:** Muller (Chair), Dinwoodie, Hunley, Brewer [student member] **Mentor:** Edgar

**Promotion/Tenure Review, Traxler:** Crown (Chair), Prufer, Oakdale, Sabbi [student member]; **Mentor:** Graves

**Tenure Review, Huckell:** Wills (Chair), Hayashida, Oakdale, Rusk [student member]; **Mentor:** Straus

**Continuing Non Tenure Track Faculty Review Committee:** Boone (Chair), Oakdale, Nelson

**Hiring Committees:**

**Archaeology Assistant or Associate Professor:** Crown (Chair), Emery Thompson, Pearson, Trujillo [American Studies]

**Ethnology Assistant Professor:** Dinwoodie (Chair), Nelson, McChesney [Maxwell], Campos [History]

**Museum Director/Open Rank:** Crossey (Chair) [Dean's Office], Field, Phillips [Maxwell], Wills, Traxler, Long, Lee [Native American Studies], Cook [Museum of Southwestern Biology]

**Faculty Senate Representative:** Traxler

**Student Organizations:**

**Anthropology Graduate Student Association (AGSU):**

President- Asia Alsgaard

Vice-President- Victoria Bowler

Secretary- Katherine Brewer

Treasurer- Shelby Magee

Conference Coordinator- Cassie Smith

Ethnology Representative- Sarah Leiter

Archaeology Representative- Genevieve Woodhead

Evolutionary Anthropology Representative- Drew Enigk

Undergraduate Anthropology Society Representative- Daniel Shattuck

Maxwell Board Representative- Mark Williams

**Undergraduate Anthropology Society (UAS):**

Executive Officers:

President - Monysha Rose

Senior Vice President - Samantha Ascoli

Junior Vice President - Stephen West

Secretary - Devan Eaton

Treasurer - Miranda LaZar

Subfield Representatives:

Evolutionary Anthropology - Shayne Halter

Ethnology - Sara Valesquez