

UNIVERSITY OF NEW MEXICO DEPARTMENT OF ANTHROPOLOGY

Associate Chair Duties, Responsibilities, and Expectations

The Associate Chair is responsible for oversight of department committees including Salary/Merit review, promotion/tenure, mid probationary reviews, and annual reviews of junior faculty. This entails monitoring the committees to make sure they are doing the work in a timely and appropriate manner, and reporting any potential or actual issues to the department chair.

The Associate Chair is responsible for reviewing and updating departmental handbooks, including those for Probationary Reviews, Post Tenure reviews, review of Non Tenure Track faculty and affiliates, etc.

The Associate Chair plays a major role in coordinating our department for APR review, including compiling and composing documents, reports, and letters.

The Associate Chair serves on the Advisory Council, along with the chair of the undergrad committee, the chair of the grad committee, and conveners from 3 subfields. This group meets once per month with the Department chair to discuss ongoing projects/efforts such as student recruitment and retention, departmental issues including funding and hiring, and upcoming events.

The Associate Chair serves as Acting Chair when the Department Chair is out of the office. The Associate Chair holds signatory authority on all departmental indexes, and can provide approvals in the absence of the chair.

The Associate Chair receives an annual stipend of \$3000 for service, and a one course reduction per year.