Department of Sociology and Anthropology Faculty Handbook and Policy Manual

12-1-2017

The goal of this handbook is to provide you with the knowledge you need to successfully work in the department. These guidelines may change over time as department members decide that some of them have become outdated while other edits reflect changes in university or college policies. Please contact the department head or program coordinators if something is not clear in this handbook or you would like additional information.

Organizational Structure

The Department of Sociology and Anthropology has two undergraduate programs, and a graduate certificate program in cultural resource management archaeology. We currently have a department head, an administrative assistant, a sociology program coordinator, an anthropology program coordinator, and a graduate program director.

Department Head

According to the Academic Department Heads and School Directors Manual:

"The primary roles of Department Heads and School Directors are described in Section 1.5.1.5.6 of the Faculty Handbook. Primarily, Heads and Directors have administrative responsibility for their department/school…Heads have authority on department operations and work with faculty to prepare strategic plans, as well as annual reports describing faculty, program, and department activities/initiatives. The Head makes final decisions at the department level on such matters as operating budget allocations, individual faculty teaching assignments, course offerings, assignment of non-teaching responsibilities within the department, and candidate recommendations for faculty and staff positions, among other decisions" (1-2).

In the department, the goal of the head is to work with the program coordinators and graduate programs director, and the rest of the faculty, to ensure completion of department responsibilities. This includes effective administration of the programs, creating a positive learning experience for students, and creating a positive work environment for faculty. The department head is responsible to the dean for all course scheduling, annual reports, annual faculty evaluations, and general management of the department.

Program Coordinators

Each program has a coordinator who works with the department head to administer programs under a single organizational structure while creating a vision and direction for each program. Program coordinators are typically program committee chairs; the Sociology Program Coordinator chairs the Sociology Program Committee and the Anthropology Program Coordinator chairs the Anthropology Program Committee. Program coordinators administer the following tasks each semester:

1. Schedule and prepare agendas for program meetings.
2. Prepare draft course schedules that meet program demands by working with faculty within respective programs.
    a. Develop initial teaching schedules by working with faculty within respective programs.
    b. Monitor existing courses and advise department head with regard to number of students enrolled in each course to ensure that they are adequately filled but within the limits of available space (e.g., fire code).
3. Provide feedback to the department head about program and department issues that need to be addressed.
4. Meet with the department head and other coordinator and graduate director to discuss and address department issues as they arise.
5. Meet with current and prospective students to discuss the program.
6. Represent the department when the department head is not available to do so.

Faculty should work with coordinators on all issues related to courses within respective programs. While faculty members can always meet with the department head to discuss issues in the department, they should also view the program coordinators as their advocates and an additional person with whom to discuss issues in the department or program.

Faculty should make sure that they are communicating with program coordinators on any matters pertaining to class development, implementation, and changes in the program of any sort.

Anthropology Graduate Director

The anthropology Graduate Program Director oversees the certificate in Cultural Resource Management Archaeology. The graduate director collaborates with the anthropology program coordinator and is responsible to the department head.

The graduate director works with the anthropology program coordinator to ensure that the department is represented in the graduate college. This representation includes attending meetings and dealing with issues that arise in the program. Director duties include:

1. Representing the department graduate program to the Graduate College and university.
2. Attending meetings related to graduate education at the university (e.g., Graduate College Council).

3. Ensuring that graduate program paperwork and policies are maintained.
4. Preparing and implementing graduate student recruitment plans.
5. Monitoring course and program enrollments.
6. Working with other anthropology faculty to assign and manage graduate assistants, as follows: decide which applicants are awarded graduate assistantships; decide which faculty receive graduate assistants; determine which graduate assistants are assigned to each faculty member slated to have a graduate assistant; faculty and graduate assistants of the fundamental requirements, conditions, and expectations for all graduate assistants and all faculty supervisors of GAs; make sure that graduate assistants and faculty supervisors complete and submit appropriate employment paperwork (e.g., timesheets) to the university; collaborate with faculty to monitor graduate assistant job performance; communicate with graduate assistants about any known problems concerning the performance of their graduate assistantship duties; and communicate with the department head about any known problems with the supervisory performance of faculty supervisors.
7. Updating the department about changes in the graduate program.

The graduate program director is appointed by the department head in collaboration with program coordinators.

Graduate Assistants

The department is currently allocated five graduate assistant (GA) positions. Depending on enrollment, these can be divided into as many as ten half-GA positions such that each semester the department will have between five and ten graduate student employees. They are traditionally assigned to faculty members in the anthropology program. Graduate assistants may also be asked to help in other capacities within the department, for example they may be asked to assist the administrative assistant (e.g., answering phones or helping around the office) and help sociology faculty proctor exams or administer course evaluations. You should contact the anthropology program coordinator and/or graduate director to address issues related to graduate students and their assignments. Graduate assistants are required by law to keep a timesheet, and this log is overseen by the graduate director.

Administrative Assistant

The department has one administrative assistant. The assistant works with all members of the department to help with office related issues. Typical duties include:

1. Locking and unlocking classrooms and offices.
2. Helping to administer course evaluations (distribution to faculty, not students).
3. Overseeing the implementation of course schedules (e.g., online system, print outs).
4. Assisting with the department budget.
5. Maintaining supplies.
6. Assisting with copying materials for classes.

The administrative assistant should not be expected to administer course evaluations, tests, or grading in any way. In addition, the administrative assistant is not to assist in faculty in their personal or professional work outside of the department. The assistant is responsible to the department head.

Student Budget Employees and Work-Study Employees

The department office will occasionally hire students to help with main office work including answering phones, making copies, and other duties as assigned. These student workers are responsible to the administrative assistant. Faculty also may hire up to three work study students to assist with research or other professional projects. Student workers hired by a faculty member must be supervised at all times by that faculty member to ensure appropriate conduct in departmental offices and lab spaces. The faculty member will also approve their student workers' time records.

Work-study students are paid through a federal program, and awarding of those funds to students is administered outside of the department. However, work study students are tied to the department, and can affect the department budget (if the student works more hours than approved by the student employment office). Therefore, faculty requests to hire work study students must be approved by the department head; the student employment office will not process a request to hire a work study student unless the department head first approves the request.

Per Course Faculty

Per course faculty are part-time faculty members who help fulfill the instructional needs of the department. The college provides funding to pay part-time instructors with an MA $850 per credit hour and pay those with a Ph.D. $1000 per credit hour. We supply per course faculty members a shared office in the department, computer and printing privileges, and access to a phone. The university provides an email address and library privileges. The department administrative assistant can help with printing for classes (e.g., tests) and other course-related needs. Per course faculty do not have access to travel funding or support for research unless special arrangements have been made in the department or college. They do not attend faculty meetings. New per course faculty are expected to attend a half day orientation arranged by the Provost's office each year. Per course faculty may teach no more than 12 credit hours over the course of a single fall, spring, and summer cycle; typically this means teaching a maximum of two courses in the fall, one in the spring, and one in the summer (or one in the fall, two in the spring, and one in the summer).

Department Policies

The following policies are designed to help you determine how to manage different aspects of university life as related to the department. They are subject to change over time as the need arises and should not conflict with college or university policies.

Department Service

Faculty members are expected to support the department through service on different committees within the department. At a minimum, faculty are expected to participate in department meetings, participate in program meetings, and serve on or lead at least one additional department committee. At times, additional service may be required depending on the availability of faculty and other demands (e.g., a period of hiring which requires new committees). The department head and coordinators try to ensure a fair distribution of these responsibilities, and aim to assign less service work to non-tenured faculty than to tenured faculty.

Here is a list of committees and service positions.

Department Committees

- Alpha Kappa Delta/Lambda Alpha Advisors – Recruits students to program-appropriate honors societies, prepares for annual induction ceremony, and advises students in the societies.
- Display Case Coordinator – Creates and updates department display at least twice a year, with their own materials and/or materials from other faculty.
- Recruitment and Retention Committee – Develops and administers programs to recruit and retain students; schedules faculty participation in yearly Majors Fair.
- Sociology/Anthropology Club Advisors – Solicit student participation and advise club leaders.
- Personnel Committee – Every tenured faculty member is on this committee, which carries out yearly reviews of untenured faculty.
- Honors College Advisor – Liaison between department and honor's college

College Committees: The department must provide one individual to serve on each of the following committees, which are within the College of Humanities and Public Affairs:
- College Council
- Assessment Committee
- Budget Committee
- Diversity Committee
- Personnel Committee
- Scholastic Appeals Committee

University Committees: The department must provide one individual to serve on each of the following university committees.

- Faculty Senate (Representative)
- Graduate College Council
- Library Committee

In addition, each year the department is asked to provide names of potential committee members for the following faculty senate committees: Budget & Priorities Committee (3 yrs; *1 per college*), Council on General Education and Intercollegiate Programs (CGEIP) (3 yrs; *2 per college*), Faculty Concerns Committee (*2 per college*), Faculty-Student Judicial Commission (FSJC) (*2 yrs; 1 per college*), University Hearing Committee (FSJC) (3 *yrs; 2 per college*). The department provides names of potential faculty members for each committee role, though department faculty are not often selected for these positions.

Department and Program Meetings

Department meetings are typically held once a month, usually on the last Thursday of the month at 8:30 a.m. The meetings are designed to end before 9:30 a.m., so that instructors teaching 9:30 a.m. classes can arrive at their classrooms on time. The day and time of this meeting is subject to change.

Program meetings occur at the discretion of program coordinators. Meetings typically occur at least once a month (in addition to department meetings) and information from program meetings is shared by program coordinators at the department meetings.

Tenure and Promotion, Annual Reviews, and Goals and Weights

Each department has tenure and promotion guidelines. Our department guidelines are located on the department website: http://soc-ant.missouristate.edu/assets/soc-ant/TenurePromotionPolicy_Nov_2014.pdf. You will also need to access a document that is called, "Pay for Performance" because tenure and promotion guidelines rely on this document to define certain standards for promotion: http://soc-ant.missouristate.edu/Faculty-resources.htm.

All faculty are reviewed each year as required by the university. Tenured faculty are reviewed to ensure that they are remaining "research active" by department standards in the Workload Policy (see Workload Policy below).

Tenured faculty members are required to submit a self-evaluation of their teaching, research, and service accomplishments for the calendar (not academic) year to the department head. The self-evaluation should show how their work reflects their goals for the year and meets department criteria for teaching, research, and service. The department head will produce a formal assessment of the accomplishments of each faculty member, and will review this with the faculty member in a 30 minute meeting. The department head or administrative assistant will schedule 30 minute meetings to review this assessment and sign a document indicating that the meeting has been conducted. The formal assessment will be forwarded to the dean.

Pre-tenured faculty members should work closely with faculty mentors, coordinators, and the department head to make sure that they are making adequate progress toward tenure. Reviewing that progress is the main point of the annual review for this group. In addition, pre-tenured faculty should keep a binder of documents that indicate progress in teaching, research, and service. The university typically provides each new faculty member with an example binder during the university faculty orientation, but there is no formal model for the binder at the university.

Once each year, all faculty must submit teaching, research, and service "goals" and "weights" for the upcoming calendar year. Using a form provided by the department, each faculty member states their teaching, research, and service goals for that year. The faculty member also indicates how they want their accomplishments in each area to be weighted, using criteria from the Pay for Performance document found at the department website: http://soc-ant.missouristate.edu/Faculty-resources.htm.

Travel Policy

All full-time faculty members with appointments in the department of sociology and anthropology, including ranked tenured, ranked tenure-track, and three-quarter time/full-time instructors, shall be provided travel funds allocated according to the following guidelines. Per-course, part-time, adjunct, and emeritus faculty members are not eligible for these funds.

When funds are made available from the CHPA Dean, the qualifying department faculty are allocated funds for travel to professional conferences each academic year. If the faculty member is presenting at a conference, the allocation will be $1200. Travel to conferences at which they are not presenting is permitted, but total reimbursement will not exceed $650 in those cases.

All CHPA and department travel monies must be used according to university travel guidelines (i.e. meal allowances and reimbursement for mileage, lodging, airline tickets, conference registration). Travel should be completed by May 15 each year and applications for reimbursement must be submitted by June 1. If a faculty member is planning to complete travel after May 15 and seek reimbursement, they must inform the department head in order to claim their standard allocation.

Faculty members cannot claim additional reimbursement at the end of the fiscal year and unused monies will go back to the college at the end of the fiscal year. No faculty travel funds are carried-over from the previous fiscal year. This policy does not cover travel or professional development funds obtained either through another office on campus (e.g., internal grants) or external grant monies.

Faculty Mentoring Program

Each new faculty member should be assigned a faculty mentor to help transition to the university. The faculty mentor may come from either program and can be of any rank assuming

the mentor has sufficient experience at the university to help a new colleague. The goal of mentorship is to help new faculty adjust to the day-to-day routine in the department and to help and encourage them throughout the tenure process.

Workload Policy

All departments must have a workload policy describing expectations related to teaching, research, and service. Our policy says, "The standard teaching load for "research active" faculty is nine credit hours per semester. In this model, faculty will have approximately 60% of their workload in teaching and teaching-related activities, 20% in service and keeping current with the discipline, and 20% in original, publishable contributions to knowledge in their field. Normally, a "research active" faculty member is defined by the department of sociology and anthropology as a tenure-track or tenured faculty member who gives a scholarly presentation annually at a professional meeting AND publishes (or has acceptance for publication of) either a refereed article or book chapter every two years, or a book every four to five years." For more details on this policy, go to: http://soc-ant.missouristate.edu/assets/soc-ant/WORKLOADPOLICY_UPDATE_2_18_15.pdf. [Note: Our department also includes applied work leading to other types of publications including community and government reports.]

Graduate Faculty Status

Graduate faculty status allows faculty members to serve on graduate thesis and practicum committees. To obtain this status, faculty members must apply to the Graduate College utilizing department criteria which include the following: faculty status in the department, a terminal degree, three peer-reviewed publications, evidence of a research agenda, and the affirmative vote by the majority of the graduate faculty within the department. While university faculty members will apply using these criteria, both faculty from other universities and professionals in the field may also apply using criteria for professional faculty. More information can be found at: http://soc-ant.missouristate.edu/assets/soc-ant/Criteria_for_Graduate_Faculty_Status.pdf.

Departmental Library Policy

Orders for books and dvds for the university library are now submitted directly to the library through the following website: https://libraries.missouristate.edu/Request-New-Materials.htm. Contact the library for any further information via the department to the library. While there is no longer any formal set amount of funds allocated per department (and per faculty), the library will notify us if our orders become too large. This has not been an issue in the past. If you have any questions, please contact the department library representative.

Textbook Adoptions

Faculty in the department are free to choose the readings for their respective courses. Each semester, the administrative assistant will distribute course material adoption forms to each faculty member slated to teach during the upcoming term. Each faculty member must complete the forms for their upcoming classes, and then return the forms to the administrative assistant, who will forward the information to the MSU bookstore. Summer course reading adoption requests come in February, fall course adoptions come in March, and spring adoptions come in September.

Time Approval

Student workers, GAs, part-time non-student employees, and other staff must document hours worked in one of several ways, as determined during the hiring process by the supervisor. These time sheets must be approved. The administrative assistant approves time sheets of student employees hired by the department. Faculty approve the time sheets of the student and non-student employees that they supervise. Directions for how to enter and approve time sheets are available through the MSU Student Employment Office and the Payroll division with the MSU Financial Services.

Exam Administration Policy

Faculty members are expected to be present in the examination room throughout all exams for their courses during the semester. If an instructor cannot be present during one of their exams, then the department head should be notified. The faculty member must arrange for a graduate assistant or another faculty member to administer the examination in their absence. If a faculty member gives a make-up exam, then the make-up exam must be administered by a faculty member or graduate assistant as well. Per University policy, administrative assistants are never to administer examinations, including make-up exams.

Student Evaluation Administration Policy

Student evaluations of faculty teaching performance for seated and blended courses will be given at the beginning or end of a class meeting near the end of the semester by a student assigned by the instructor or by a graduate assistant. That student will return the completed forms to the administrative assistant in the departmental office. Students should be given as much time as necessary to complete the evaluation at a comfortable pace. Faculty members are not permitted in the classroom during the evaluation process and should not discuss the evaluations or attempt to influence students' evaluations in any way. Evaluations should be administered in the regularly assigned classroom during the regularly assigned time period.

Student evaluations of faculty teaching performance for online classes are administered through Missouri State Online. Time frames for online evaluations are thereby determined by Missouri State Online. Faculty members teaching online classes are not permitted to communicate with their students about the evaluation process or attempt to influence students to describe or rate them in any particular way.

Assigning Advisees

Faculty are expected to advise majors within their respective programs. While students may request certain professors or instructors, every effort will be made to make sure that the distribution of advisees is equitable. The department head will work with the program coordinators and administrative assistant to assign new advisees to advisors, and will contact both faculty and students about assignments.

Remunerated Outside Activities Report

Each spring, faculty must submit a Remunerated Activities Report to the department head. This report indicates any paid work faculty have done outside of the university. The department head uses this information to summarize these activities and to determine if there is a conflict of interest that takes away from university work in any way. This information is then sent to the dean's office for review.

Administrative Procedures

Daily Operations

The department traditionally opens before 8:00 a.m. and closes around 5:00 p.m. Rooms 404, 407, and 450 are opened first thing in the morning for classes. The computer classroom, 408, is only opened for scheduled classes and remains locked at other times. It is not to be used as a lab for students outside of class. Keys for these classrooms are labeled and kept in the metal bucket in a drawer at the "student employee" desk. See the administrative assistant to sign out keys.

Department Labs and Library Usage

The department library includes access to books as well as videos which faculty and instructors may utilize in their classes. All faculty and instructors have access to this room with the same key as the one to the office suite. You must sign out these videos when you take them and return them when you are done using them. The library may also be used for additional meetings of up to about six people and for testing.

There are two anthropology labs - STR 405 and 402 - outside of the office suite. These labs should be used by the anthropology faculty mainly for research, teaching, and curation activity involving physical specimens. To date, the labs have been used mainly by the archaeology and biological anthropology faculty. However, other anthropology faculty are also welcome to use these labs.

STR 405 is known as the Anthropology Teaching Lab, and should be used mainly for teaching-related activities. To maintain accessibility of the space to all anthropology faculty, materials (e.g., artifacts, replicas, bones, lab equipment) should not be left unattended for long periods of time in STR 405. If a faculty member plans to use STR405 for a major activity (e.g., flintknapping), they should notify the other anthropology faculty ahead of time via email, to coordinate use and thereby avoid scheduling conflicts. STR 402 has been designated the Anthropology Research and Curation Lab, and is intended for use mainly by the ranked archaeology and biological anthropology faculty.

A student who wants to use a lab without faculty supervision should ask the administrative assistant to unlock the lab door or loan a lab key. The administrative assistant will provide access if the student demonstrates that they have permission from a faculty member; the faculty member can give permission by sending an email, writing a note, or speaking directly to the administrative assistant. The student must provide the administrative assistant with a student ID card or driver's license in exchange for the lab key. When the student returns the lab key, the office staff person will return the ID/license.

Three labs also exist inside the office suite: STR 472 (Social Research Lab), 474 (Audio-Visual Lab), and 476 (3D Imaging Lab). These labs remain locked when not in use. Faculty members may use these labs for their own work. Students may use these labs if they have permission do to so from a faculty member, and are using the lab to carry out work under the supervision of that faculty member. In such cases, the supervising faculty member or the student needs to sign up in the main department office.

Administrative Assistance

The department currently has one administrative assistant who's goal is to support faculty with department-related teaching and service. It is the responsibility of the faculty member to administer make-up quizzes and tests. If a faculty member is not able to proctor an exam, arrangements need to be made with a colleague or graduate assistant. The main department office is not available for students to take make-up exams; however, you may use the large table in the work (mail) room, department library, or conference room if it is available.

Mail is distributed between 11:30 a.m. and 1:30 p.m. (Monday through Friday) and will be in your mailboxes in the department work room shortly thereafter. All outgoing mail should be left in the basket in the main office.

Supplies are kept in the cabinet in the department work room and we will attempt to keep a supply of the most common items in the copy room should you be working on the weekend. If you need something that isn't available, contact the administrative assistant to order those items.

The workroom has a regular paper-recycling bin and a "secure" bin for tests, student papers, and other "confidential material." The secure bin is emptied under contract by Shred-It every two months, and the unsecure recycle bin is emptied weekly.

Copying and Copy Machine

The department has a Toshiba e-Studio 6508A copier/printer/scanner. This machine can scan multiple pages both single and double-sided, print single and double-sided, collate, and staple amongst other things. There is even a feature to scan a document to a digital format and have the file emailed to your university email account.

Each faculty member is assigned a personal code. This code acts as an account for each user and allows the department to track machine usage. If you do not have a code, contact the administrative assistant.

Faculty are allowed 2500 copies per semester using this machine. Copies made by department staff for faculty do not count against an individual's account. Special, large copy projects can be negotiated with the department head.

Faculty may do their own course-related copying using this machine. However, it is strongly recommended that faculty upload their materials to BlackBoard or some other internet repository and have students download them. This is a simple method for reducing waste and saving money.

Department staff are available to make copies. However, please try to limit "emergency" situations as much as possible by placing a request at least 24 hours before the copies are needed.

"Work request" forms are in the department office and copy room, and should be used when submitting documents for copying or scanning. These forms must be used with all requests submitted as hard-copy. Hard-copy requests should be left in the basket in the department office. You may also submit requests as an e-mail attachment. Please be specific as to form, quantity, timeframe, and any special instructions.

All exams copied by office staff will be left in the main office storage room (Room 453). It is the requestor's responsibility to collect them. At the end of the work day, Room 453 will be secured. If the copied materials are needed for an evening class, please collect them before 4:30 PM.

Faculty Printers

Replacement cartridges for most faculty printers are ordered from Cartridges Plus by the administrative assistant.

Securing a Classroom

You can secure an additional classroom for a club or other meeting through the administrative assistant. Please keep in mind that rooms are often already scheduled and you may not be able to obtain a particular classroom. Most room reservations require that the reservation be tied to a particular class.

Course Scheduling

Each semester, the department head works with program coordinators, graduate directors, and the administrative assistant to develop course schedules for the subsequent year. The spring and summer schedules are developed at one time and the fall schedule is done separately. Faculty may also choose to teach one credit intersession classes during the fall (after summer classes), winter (after fall classes), and spring (after spring classes) intersessions. Faculty are given extra pay for summer and intercession classes. However, with the exception of field schools and study away classes, summer and intersession classes must be done online as per college policy. In addition, it is at the discretion of the dean as to how many summer and intersession courses someone may teach, since permission is based on available funds and the number of people requesting to teach.

Most faculty members are expected to teach three classes per semester and every effort is made to schedule all of the classes taught by a given faculty member during a given semester on a MWF (Monday, Wednesday, and Friday) or TR (Tuesday & Thursday) schedule. Program coordinators must first determine the classes required to fulfill the demands of the respective programs and then solicit faculty preferences, in order to devise a schedule that accommodates both program needs and faculty preferences. It is important to know that a Tuesday-Thursday schedule cannot be guaranteed because so many faculty prefer to teach on these days. Out of fairness, faculty may be rotated between a MWF and a TR schedule. Once the program and general education course requirements are met, faculty should work with the program coordinators to determine other courses to be taught.

Conference Room Use

The Department Conference Room, STRO 458, is primarily for department meetings. It is not, technically, a classroom and cannot be designated a classroom without allowing other departments to also access to it. However, SOC/ANT faculty may reserve the conference room for their smaller classes (15 or fewer students), by signing up on a calendar maintained in the front office of the department. This reservation system operates on a first-come first-serve basis. See the administrative assistant if you want to reserve the conference room.

Course Syllabi, General Education Courses, and Assessment

All course syllabi must include certain policy information provided by the provost's office. You will receive email reminders with this information but they include things like emergency evacuations and academic dishonesty policies. More details are available at: http://www.missouristate.edu/provost/syllabi.htm.

There are currently four general education courses in the department: ANT100, ANT125, SOC150 and SOC152. All general education courses need to contain information about university policies as well as information about how the course meets criteria for general education. Each class has different general education requirements; contact your program coordinator to ascertain which requirements you need to include if you are teaching a general education class.

Each general education course must be assessed every semester. Currently, ANT100 assessment is managed by a one anthropology faculty member and ANT125 assessment is managed by a different anthropology faculty member. The anthropology coordinator is responsible for reminding the managers to carry out the assessments each semester. The SOC150 assessment is managed by the department administrative assistant and includes and pre-test survey distributed at the beginning of the semester and a post-test at the end of the semester. The pre- and post-course surveys are identical, and take at least 20 minutes to administer. The SOC152 assessment is a "project" administered as part of the class.

Results of these assessments should be given to the program coordinator or administrative assistant in order to keep records of the results. In addition, summaries of findings of these assessments must be provided to the office of student assessment by the department head or program coordinators.   The office of student assessment notifies programs well beforehand of the dates by which the general education course assessment reports must be submitted.

Department of Sociology and Anthropology Annual Event Calendar			
Fall		**Spring**	
July	New fiscal year starts/budget preparation Finish project initiatives from last academic year Clean office areas; prepare offices for new faculty	**Jan**	Department meeting Spring classes start Names for department nominee ballot Submit syllabus and office hours to admin Administer SOC150 gen ed assessment (part 1) Administer ANT 125 gen ed pre-course assessment test
Aug	Department retreat Summer classes end Fall Intersession Fall classes start Administer SOC150 gen ed assessment (part 1) Administer ANT 125 gen ed pre-course assessment test	**Feb**	Department meeting Summer book adoptions due Scholarship applications start Digital measures due
Sep	Department meeting Spring book orders	**Mar**	Department meeting Department election ballots for Fac Senate due Midterm grades Fall book adoptions Start fac evaluation process/meetings
Oct	Department meeting Scholarship banquet (college) Majors fair/fall showcase (college) Midterm grades due	**April**	Department meeting Depart service/committee assignments Start spring schedule (subsequent year) Department reception for honor society inductees
Nov	Department meeting Fall course schedule building	**May**	Remunerated outside activities report Course evals Assessments of all Gen Ed courses Final grades submitted Program assessments for Annual Report
Dec	Department meeting Course evals Assessments of all Gen Ed courses Holiday party Final Grades submitted	**June**	Department Annual Report due Plan for next academic year Summer courses start