

Faculty Appointments Criteria and Procedures

Graduate Program in Social Anthropology

Criteria and Procedures for Faculty Appointments (including Limited Term Appointments) and Reappointments to the Graduate Program in Social Anthropology

Anthropological research has distinct and intense temporal and professional demands. Social and Cultural anthropologists work closely with people in open-ended research relationships best described as engaging in conversations that matter on all sides. Anthropological research involves a process of engagements with multiple historical and contemporary communities including the people with whom we work, students, and peers in Canada and abroad as well as the social, moral, and linguistic worlds they inhabit. Our inherently reflexive scholarship participates in questions and concerns that are often overlooked by others or marginalized and thus contributes to more inclusive and nuanced understandings and accounts of societies and cultures. The training of graduate students consists of teaching them to frame (and carry out) research in this manner. Achieving these results takes time. The following criteria and procedures for appointment and reappointment have been developed with these considerations in mind.

Appointment Categories and Terms:

The Faculty of Graduate Studies Policy on Appointments to the Faculty of Graduate Studies was revised in 2010 to have six categories of membership: i) Full Membership, ii) Associate Membership, iii) Members Emeriti, iv) Independent Membership, v) Adjunct Membership and vi) Instructor Membership. In accordance with Section 2.1 of the FGS Appointments Policy (FGSAP), Full and Associate members may hold appointments that are continuing unless i) a limited term is deemed appropriate (ii) it is determined that the individual no longer satisfies the conditions for Full or Associate Membership or (iii) their tenure track/tenured position at York comes to an end.

According to FGS guidelines, each graduate program is the body responsible for the appointment and reappointment of faculty members to their respective graduate program. The only exception to this process is in the case of authorization to serve as principal supervisor of a doctoral committee (i.e., Full Membership). Authorization to serve as principal supervisor of a doctoral student requires review and approval by the Faculty of Graduate Studies Academic Planning and Policy Committee. FGS authorization is required for each application to serve as a doctoral supervisor.

Criteria for Initial Appointment: Full Member

A candidate seeking an Initial Appointment as a Full Member to the Graduate Program in Social Anthropology is expected to meet all three (or four, as appropriate) of the criteria listed below to be recommended for appointment.

1.

1.1 Hold a Ph.D. (or equivalent) degree

1.2 Be engaged in an ongoing program of anthropological research

1.3 Demonstrate that he or she is contributing to research or scholarship in a form which is available for peer review¹ and critical analysis including but not limited to:

- journal articles (print or on-line), single authored books, co-authored books, book chapters, edited volumes
- research grants
- presentations at conferences and/or symposia
- films or other media, on-line works, curated exhibitions, performances, and any other mode of presenting work in a public forum, which has been subjected to peer-review); ²

1.4 Where previously engaged in graduate teaching or supervision, demonstrate satisfactory performance as an instructor and/or supervisor.

Where a candidate has no previous experience in graduate teaching or supervision, the candidate is expected to demonstrate the potential to undertake graduate teaching or supervision (e.g., research publications record, teaching of upper-level undergraduate courses, sample graduate course outlines, organization, and participation in research colloquia).

Note: Initial appointments to the Faculty of Graduate Studies are usually made for three years and are subject to review by the Faculty of Graduate Studies.

Criteria for Reappointment

A candidate seeking Reappointment to the Graduate Program in Social Anthropology as a Full Member is expected to meet all three of the criteria listed below to be recommended for Reappointment.

2.0

2.1 Be engaged in an ongoing program of anthropological research

2.2. Demonstrate that he or she is contributing to research or scholarship in the form of peer-reviewed publications such as:

- journal articles (printed or on-line), single-authored books, co-authored books, book chapters, edited volumes
- research grants
- presentations at conferences and/or symposia

¹ 'Peer review is the practice by which the worth of research is evaluated by those with demonstrated competence to make a judgement. The essential principle of peer review is that judgements about the worth or value of a piece of research should be made by those with demonstrated competence to make such a judgement. This principle applies to both grants and publications. Peer review by expert assessors is used to judge the quality of research and writing in many disciplines and is of great importance to the humanities and social sciences. It provides expert judgements that can form a basis for decisions whether to publish works of scholarship, or to fund proposed research. Such judgements also provide feedback to researchers and writers as they move towards completion of a work.' [*Peer Review in the Social Sciences and Humanities*, British Academy of Science, September 2007 (www.britac.ac.uk), Social Sciences and Humanities and Research Council of Canada, www.sshrc.ca].

² Candidates wishing to include publications and/or professional activities "in progress" are advised to provide evidence that such publications and/or professional activities have been peer-reviewed (e.g., copy of book contract, acceptance letter from journal editor or granting agency).

- films or other media, on-line works, curated exhibitions, performances, and any other mode of presenting work in a public forum, which has been subjected to peer-review³

An average of one of the above types of peer-reviewed contributions per academic year is expected; a mix of three of these types of peer-reviewed contributions is expected within an eight- year period.

We note that the commitments of time and resources involved in some of these publications are considerably greater than those involved in other types and this may result in a candidate having less than the minimum number of peer-reviewed contributions at the time of applying for reappointment. Similarly, we recognize and appreciate that anthropological research constitutes a significant investment of resources (e.g., time, funding, etc.). In these cases, the candidate should note that (following Faculty of Graduate Studies criteria) ‘each candidate shall be assessed based on reasonable expectations of a person working in his or her discipline or area of specialization’, and that candidates are advised to explain their circumstances in a statement when requesting reappointment.

2.3 Demonstrate that he or she is contributing to professional activities in their discipline(s) or area of scholarship that enhances and supports research (within and outside academia) in the form of:

- anthropological research (e.g., fieldwork)
- editorships of scholarly journals (printed or on-line), or other editorial work, invited reviews of scholarly work (manuscripts, published works)
- book reviews
- service in a scholarly capacity to professional academic and/or community-based associations, academic and non-academic institutions (e.g., community agencies, media)
- receipt of honors or awards
- organization of or discussion in seminars, conferences, colloquia, or symposia
- involvement in the Graduate Program in Social Anthropology through regular participation in program council meetings, graduate student colloquia, seminars, and conferences.

A mix of three of the above-mentioned types of professional activities is expected within the eight-year period.

The above criteria regarding sustained and continuing contribution to scholarly research, creative and artistic productivity, and/or professional activity also apply to Members Emeriti and Adjunct Members. Recommendations for appointments in these two categories, including the specific activities for which they are eligible, will be governed by the Policy on Appointments to the Faculty of Graduate Studies.

Insufficient evidence of continued research, scholarship, professional or artistic activity at an advanced level—as defined above—will normally result in a recommendation for an Associate Member appointment that excludes principal supervision of doctoral dissertations. Further restrictions may also be recommended for Associate Members whose contributions to the graduate

³ Please see note #2.

program should be limited to specific activities that are consistent with the level of their continued research, scholarship, professional or artistic activity.

2.4 Demonstrates that he or she is contributing to graduate teaching and/or supervision by:

- preparing graduate courses, developing, and articulating reasonable expectations of student performance, and meeting administrative deadlines (e.g., course grading).
- (Candidates supervising MAs or MRPs) facilitating students' progress through the processes of undertaking research, completing a major paper or thesis.
- (Candidates supervising PhDs) facilitating students' progress through the processes of undertaking and completing comprehensive exams, undertaking, and completing field-based research and completing research, developing, and completing the dissertation.
- developing and working with a student's supervisory committee and facilitating the student's timely completion of all graduate work and requirements.
- facilitating and encouraging students' professional development (e.g., attendance and participation in conferences, publication of research, job applications).

Procedures for Appointment

1. For cyclical reviews to proceed in a timely fashion, the Program will notify graduate faculty of the periodic review process at least 3 months before the recommendation is to be submitted to FGS. This notification will be accompanied by a request for an updated CV. The candidate and/or the GPD may request clarification of the file via discussion and the summary of that discussion included in the file. The faculty member's application/reappointment file is submitted to the Executive Committee of the Graduate Program. The Graduate Executive Committee will review the completed file in a timely manner to assess the appointment status of the candidate.
2. Candidates seeking appointment are required to submit an up-to-date CV (in OCGS format) and any other pertinent materials to the Graduate Program Director. The Graduate Program Director will forward all requests to the Graduate Executive Committee for review.
3. The candidate's file will be reviewed and assessed by the Graduate Executive Committee, based on the criteria outlined above and in accordance with Faculty of Graduate Studies guidelines that, 'each candidate shall be assessed based on reasonable expectations of a person working in his or her discipline or area of specialization'. In certain cases, the Committee may request additional and/or supporting materials to assist in the appraisal of the request. The Committee shall provide its advice to the Graduate Program Director, for his or her decision.
4. Candidates will be notified in writing by the Graduate Program Director about the outcome of their requests for recommendation.
5. The Graduate Program Director's decision will be submitted as a recommendation to the Faculty of Graduate Studies.

Procedures for Re-Appointment (including Limited Term Appointments)

6. All tenure-stream faculty (and Limited Term Appointments) appointed fully or jointly to the Department of Anthropology shall receive a letter from the Graduate Program Director inviting him or her to renew their appointment to the Graduate Program in Social Anthropology along with a copy of these appointment criteria.⁴
7. Candidates seeking re-appointment (or Limited Term Appointment) to the Graduate Program are advised to discuss the appointment criteria with the Graduate Program Director for any clarification.
8. Candidates seeking re-appointment must submit an up-to-date CV (in OCGS format) and any other pertinent materials to the Graduate Program Director. The Graduate Program Director will, with the Graduate Executive Committee, review all Appointment and Re-Appointment files.

All files will be reviewed by the Graduate Executive Committee based on the criteria outlined above and in accordance with Faculty of Graduate Studies guidelines which state that, 'each candidate shall be assessed based on reasonable expectations of a person working in his or her discipline or area of specialization'. The Committee may request additional and/or supporting materials to assist in the appraisal of the request for re-appointment. The Committee shall provide its advice to the Graduate Program Director, for his or her decision.

9. Candidates will be notified in writing by the Graduate Program Director about the outcome of their recommendation for re-appointment.
10. Approvals and Recommendations for Approval will be submitted to the Faculty of Graduate Studies by the Graduate Program Director along with the Graduate Program Director's letter of recommendation, where appropriate.

Decisions Regarding Initial and Renewing Appointments

The decisions of the Graduate Executive Committee concerning initial appointment and periodic review and the grounds for such decisions must be communicated in writing to the faculty member by the Graduate Program Director on behalf of the Graduate Executive Committee. Within ten days of the receipt of that document, the applicant may choose to appeal the decision to the Graduate Executive Committee. Appeals must be submitted in writing and only on the grounds of procedure or faulty interpretation of the rules of appointments to FGS by the Graduate Executive Committee. If the situation is still not resolved, the applicant may appeal to the Dean's Office of FGS. At all times during the appeal process, the applicant may consult with the Graduate Executive Committee and the Program Director or request a meeting with the full Graduate Faculty.

Note: See FGSAP for review and approval procedures at the Faculty Level

⁴ Joint appointees will be subject to the appointment criteria of each of the programs to which they are appointed and/or affiliated.

Associate/ Adjunct members of FGS in the Graduate Program in Social Anthropology: Members with “continuing” appointments (ie. Associate, Adjunct) must continue to meet program-specific criteria and continue to participate in the Program if they are to maintain their membership status. If the Graduate Executive Committee assesses that a member is unable to meet all requirements of the eight-year periodic review, then it can recommend either a limitation to the term of the member’s appointment, change the appointment, or rescind the appointment.

Cyclical Reviews and Quality Assurance

Periodic review, Re-appointment, and Change of Status of Appointment:

According to Section 4.1 of the FGS Document “Policy on Appointments to the Graduate Program,”

- “All appointments to a graduate program shall be reviewed in conjunction with a program’s cyclical appraisal. ...
- Where an individual does not provide sufficient evidence of meeting the relevant criteria, the program shall approve or recommend for approval changes to the appointment, as appropriate.
- Submission to the Faculty of Graduate Studies Academic Planning and Policy Committee of a recommendation for reappointment is not required for Full Members and Associate Members who, upon review by the program, continue to satisfy the conditions of a previously approved continuing appointment.”

Approved Graduate program in Social Anthropology, March 20, 2011

Approved Faculty of Graduate Studies, May 5, 2011