GRADUATE STUDENT HANDBOOK

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This Handbook is a guide to the procedures and requirements of the Graduate Program in Anthropology at Rutgers. Students should also refer to the general regulations that appear in the Catalog of the Graduate School – New Brunswick.

As of August 2017: **Note: The Graduate Faculty are currently working to update the handbook – thus, there are some issues, mostly with the RCM system, that still need to be addressed**

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INTRODUCTION

The Graduate Program in Anthropology includes two tracks: Human Evolutionary Sciences (EA) and Critical Interventions in Theory and Ethnography (CITE), a cultural and linguistic anthropology program. Distinguished faculty in these areas enable the program to attract outstanding graduate students who excel in national research grant competitions and regularly find employment upon graduating. Students find a supportive environment, accessible faculty, and superb research resources.

The Program admits students seeking to obtain either a Ph.D. degree or a terminal Master of Arts (M.A.) degree. For the Ph.D. program, many students earn their M.A. along the way after completing the necessary courses and paper work. Some students enter the Ph.D. program with a Masters degree in hand and may apply to transfer up to 24 credits from graduate anthropology courses taken elsewhere in the last six years (see *Transfer of Credit*). For the terminal M.A. program, students complete most of the required courses for their track. They may apply to the Ph.D. program after completion of their M.A., but continuation in the program is not assured. Finally, students accepted into the Ph.D. program who do not make satisfactory progress may decide to leave with a terminal Master's degree, or they may be advised to do so.

FACULTY AND ADMINISTRATION

The Graduate Program in Anthropology is administered from the offices of the Department of Anthropology on the Rutgers – New Brunswick Campus. The Graduate Program faculty includes members of the Department of Anthropology, anthropologically trained professors elsewhere on the New Brunswick campus, and anthropologists on the Rutgers-Newark and Rutgers-Camden campuses. **Full Members** of the Graduate Program can teach graduate courses and supervise M.A. and Ph.D. research; **Associate Members** can teach and serve on students' committees and supervise M.A. research (see the Department's website for a current list of professors and their specialties).

The **Graduate Director** is elected for a three-year, renewable term by the Graduate Faculty and is responsible for the administration of the Graduate Program. The Graduate Director is an important resource for students, able to provide assistance and information about the program and the student's progress, as well as advice and counsel. A **Graduate Executive Committee** comprising several other Graduate Program faculty members, elected annually, supports the Graduate Director. The Graduate Director works closely with the Chair of the Department of Anthropology in areas of mutual responsibility. The **Graduate Program Administrator** supports the Graduate Director, and can often answer students' questions and provide them with necessary forms. The **Department Administrator** is also a knowledgeable source of help.

OVERVIEW OF REQUIREMENTS

Ph.D. Requirements:

Students in the Human Evolutionary Sciences track of the Ph.D. program in Anthropology are required to take a minimum of 30 approved course credits. Students entering the *Human Evolutionary Sciences program* after Fall 2015 must take the following core courses, which will be offered in a regular cycle: 16:070:561 Human Behavioral Ecology, 16:070:558 Evolution of the Hominidae, 16:070:568 Primate Ecology and Social Behavior, 16:070:508 Evolutionary Theory & Processes, 16:070:502 Proseminar in Anthropology II, and 16:070:579 Archaeological Sciences. In addition, all HES students must take one course in Statistics such as 01:960:401 Basic Statistics for Research (or an equivalent). If a student took an equivalent course as a MA/MS student prior to coming to Rutgers that fulfills the requirement. Students who entered the program earlier may follow this new curriculum or the previous curriculum (16:070:502 Proseminar in Anthropology, 01:960:401 Basic Statistics for Research (or an equivalent), either

16:070:508 Evolutionary Theory and Processes or 16:070:560 Natural Selection and Social Theory, one graduate-level course in paleoanthropology and archaeology and at least one graduate-level course in the behavioral ecology of humans and nonhuman primates.) Students in EA are not allowed to take more than three independent study courses.

Students in the *CITE* track of the Ph.D. program in Anthropology are required to take a 36 approved course credits. This applies to all students who entered the program after Fall 2015. Students in the *CITE track* must take 16:070:505 History of Anthropological Theory, 16:070:506 Research Design and Methods in Social/Cultural Anthropology, and 16:070:514 Language as Social Action. These courses are offered on a rotating basis every two years.

All Ph.D. students are also required to complete a minimum of 24 research credits. (See *Research Credits*.)

In addition, students in the Ph.D. program are required to do the following:

1) Present their *work in progress* at a Colloquium during their second year (see *Second Year Colloquium*);

2) Take written qualifying exams in the form of two *field statements* (see *Field Statements*);

3) Submit a *dissertation proposal* to his/her committee, for oral examination, after the completion of 30 (EA) or 36 (CITE) credits and approval of two field statements. Students are admitted into candidacy for the Ph.D., thereby achieving "ABD" (All But Dissertation) status, after successfully passing the defense of the dissertation proposal;

4) Write a *dissertation* and defend it in a public forum for evaluation by her/his dissertation committee. If the dissertation is judged acceptable, and all other requirements have been fulfilled, a Ph.D. degree is awarded.

Although there is no formal *fieldwork requirement*, many anthropology students find fieldwork necessary for the Ph.D. There is no specific *language requirement*, but students are advised to learn languages that will be necessary for successful completion of their research. All eligible students are strongly encouraged to become New Jersey residents, as this could affect tuition costs if students are required to pay for their own credits as advanced students. The Graduate School encourages students in all programs to finish their degrees in five years, but recognizes that anthropology students may take a bit longer because of the extra demands of fieldwork and acquisition of research funding, but the six-year (or seven-year in special cases) limit on University-based funding still applies. (See *Limit on Funding*.) The Graduate School requires students to formally request an extension if they will require more than seven years to complete their Ph.D. Students in the anthropology program can do this as part of the existing Annual Review (see below). Extensions beyond the tenth year will be granted only for compelling and extraordinary reasons. Under the new RCM model, the most important thing for students is managing the 75-credits provided from SAS, while not exceeding 75 total credits by the date of degree completion.

M.A. Requirements: Students who enter the graduate program at Rutgers may earn an M.A. in one of two ways, depending upon which degree they intend as their highest at Rutgers:

Ph.D. as terminal degree: Students who enter through the Ph.D. program may earn an M.A. by applying for one after completion of at least 30 credits and two field statements. (See the Graduate Program Administrator for the necessary forms.)

M.A. as terminal degree: Students who enter through the M.A. program or decide to leave the Ph.D. program with the M.A. as their terminal degree can earn their M.A. in the following ways:

1) Completing 30 credits of coursework (including required courses as per the chosen track) and two field statements (this option is available only to students who were admitted into the PhD program and who choose to take a terminal M.A.)

2) Completing 24 credits of course work (including required courses as per the chosen track), writing a six-credit thesis and passing an oral exam on the thesis administered by the members of the student's committee. Students opting for this track may not take more than one independent study in their 24 credits of coursework. They must also write and defend a thesis.

3) Completing 30 credits of course work (including required courses as per the chosen track) and passing a written comprehensive examination given and evaluated by members of the student's committee. Comprehensive exams consist of five or six questions, out of which the student is required to answer three within a three-hour period. Students opting for this track may not take more than two independent studies in their 30 credits of course work.

4) Students selecting option 3, above, who fail the written comprehensive exam will be offered the option to retake the exam on one single occasion, at a date and time to be agreed upon by the student and advisor, in consultation with the rest of the committee. If upon retaking the comprehensive exam the student fails for the second time, s/he will be dismissed from the program without a terminal degree.

Terminal M.A. students in Human Evolutionary Sciences must take *five* of the following *six* core courses, which will be offered in a regular cycle: 16:070:561 Human Behavioral Ecology, 16:070:558 Evolution of the Hominidae, 16:070:568 Primate Ecology and Social Behavior, 16:070:508 Evolutionary Theory & Processes, 16:070:502 Proseminar in Anthropology II, and either 01:070:426 South African Archaeology or 16:070:585 Problems in Archaeology.

Terminal M.A. students in CITE must take *two* of the following *three* core courses: 16:070:505 History of Anthropological Theory, 16:070:506 Research Design and Methods in Social/Cultural Anthropology, and 16:070:514 Language as Social Action.

M.A. committees must consist of at least three faculty members, of which at least two must be from the Graduate Faculty in Anthropology. A student's M.A. committee may include an outside faculty member, but this is not required. Students who earn a terminal M.A. may apply for admission to the Ph.D. program but are not guaranteed admission.

A STUDENT'S PROGRESS

The First Two Years: A student is accepted into the Ph.D. or M.A. program on the basis of an outstanding undergraduate record; the promise of making an outstanding contribution to the field; creativity and focus of the student's proposed dissertation research, and because her/his interests match well the expertise of one or more members of the Graduate Faculty in Anthropology. Based on this affinity, student and faculty preferences, and consultations by the Graduate Executive Committee, all incoming students are assigned a **provisional first-year advisor**. The first-year advisor must be a Full Member of the Graduate Faculty in Anthropology, not an Associate Member. The assignment of a first-year advisor is provisional for the first year and can be changed in consultation with the student's first-year advisor, the proposed new advisor, and the Graduate Director. Often, however, the student's first-year advisor becomes his or her principal advisor and eventually the chair of the student's dissertation committee. Students may change their principal advisor in subsequent years through the same process of consultation, but they should have a compelling reason to do so. On occasion, a student may be assigned two co-advisors for their first year; this arrangement may or may not continue, based on student and advisor preferences.

Students in the Ph.D. program should begin consulting with their first-year advisors from the time they arrive, working together to determine appropriate coursework, identify field statement topics and supervisors, and to begin formulating the topic of their dissertation research.

Students in the M.A. Program should also begin consulting with their first-year advisors to determine appropriate coursework, chart how to complete the M.A. in two years (or less), and make plans for their M.A. exam or M.A. thesis.

The Graduate Director interviews all first-year students at the end of their first semester in the program to discuss any problems and to ensure that they are making good progress.

Students in the Ph.D. program should spend their first two years taking courses, including the required courses (see *Overview of Requirements,* above). Elective courses should be chosen in consultation with a student's principal advisor and the Graduate Director, if necessary. Students are expected to fulfill their course requirements primarily by taking courses and seminars rather than by signing up for independent studies. Independent studies, which are listed as "Problems" courses in the Graduate Catalog, are to be used only when a topic that is essential for a student's progress is not taught in a regular course either in this program, in another Rutgers program, or in a program at one of the other schools in the Inter-University Doctoral Consortium.

The Annual Review: In addition to the end-of-first-semester review of first-year students, all students in the program are reviewed annually by the Graduate Faculty in Anthropology in a meeting held every spring. Students are informed of this review in writing by the Graduate Director in late January and asked to complete an Annual Review Evaluation Form, which they then forward to their advisor for comments. Students are also asked to make any additions or changes to their files or records at least two weeks prior to the date of the review meeting, which usually takes place in March. The faculty reviews the Annual Review Evaluation Form, compares notes on their own knowledge of the students, checks the records, and evaluates all students in the program. The Graduate Director informs all students of these assessments in

writing and makes sure students acknowledge receipt of the letters, especially when the letter includes an important deadline or ultimatum.

Students making clear progress toward their degree and who have a majority of As in their coursework are likely to be positively evaluated. Students may receive negative evaluations if they are making slow or uncertain progress toward their degree, have a majority of Bs or B+s in their coursework (and/or any grade of less than B), or have two or more "temporary" or "permanent" incompletes (see *Incompletes*). Students with more than six credits below B in their first 30 credits will be considered on probationary status in the Program, and will be reviewed with special care (the Graduate School does not allow a student to earn a Masters degree with more than nine credits below B). *In addition, a student with two or more temporary incompletes on his/her overall graduate record will not be allowed to register for additional courses in anthropology.* If a student is not performing adequately, he or she is informed of the problems and given a specified time to resolve them. If the student does so, he or she is returned to good standing. If the student does not resolve the problems, the Graduate Faculty may, after full consultation with the student's advisors and committee members, notify the student by certified letter of their recommendation to the Dean to terminate him or her from the Graduate Program. The student may file an appeal in writing to the Graduate Director within 30 days of receipt of this notification. The appeal will be handled according to the procedures outlined in the Graduate Program By-Laws (see below).

Second Year Colloquium: All second-year Ph.D. students are required to participate in a Colloquium in which they present a summary of their proposed dissertation research to an audience of their peers and professors. This Colloquium is intended to be a friendly event in which students are encouraged to begin engaging in scholarly presentations in ways that will increasingly be important to them later as professionals. A student's talk should be based on his/her anticipated dissertation research. Each talk lasts 15 minutes (learning timing is part of the process), followed by 15 minutes of questions and discussion. (Times will vary according to the number of presentations. The Graduate Director will notify students well in advance as to the maximum length of their presentation.) Students are encouraged to talk about (not read from) a paper and use any relevant audiovisual aids such as overheads, PowerPoint, video clips, or maps. If PowerPoint is used, students are encouraged to avoid slides with text only on them and instead use the program for photos, charts, maps, or other audiovisual aids.

Field Statements: Ph.D. Students are required to complete two field statements, a process that begins in their first year in the program. (Field statements are the equivalent of qualifying exams in other programs.) A field statement is a critical review of a body of scholarly literature related to, but broader than, a student's intended topic of Ph.D. research. It critically assesses the state of the art of the scholarly literature in anthropology on a given topic and identifies future directions for study. Each field statement has two components: 1) A text section that defines a field of study, demonstrates its coherence and its relevance to anthropology, summarizes the history of thinking on the subject within anthropology, and proposes future directions for research on the subject, and 2) a bibliography, the structure of which reflects that student's view of the field. The text portion of the field statement can take several forms: a "state of the art" review of the sort found in *Annual Review of Anthropology* or *Evolutionary Anthropology*, an augmented course syllabus, a critical annotated bibliography, or a format agreed upon by a student and his/her field statement advisor and principal advisor. (For more details see *Appendix B: Field Statement Guidelines.*)

Students who entered into the doctoral program with a MS or MA degree can substitute one field statement with a modified ***publishable article or book chapter*** from their Master's Thesis (the format of which must be approved by their advisor). If the MA or MS is in a field other than anthropology, the acceptance of a MA/MS as a field statement is under the discretion of the student's advisor. Thus, qualifying students would be required to submit their MA or MS Thesis, a standard field statement, and their proposal (as a field statement).

Students in the Ph.D. program should plan the topics of the field statements in consultation with their principal advisors and seek a separate and different faculty supervisor (one of whom may be their principal advisor) for each statement. Each statement must be approved by its supervisor as well as a student's principal advisor. Once the two topical field statements have been completed and approved, the student submits a hard copy of each field statement to the Graduate Director. The Graduate Director notifies the Graduate Faculty that they have two weeks to review the statements. If there are no challenges, the field statements are considered to have been approved by the Graduate Faculty.

Students should use the Field Statement Approval Form to keep track of the topics, advisors and approvals of field statements. Once the field statements are approved by the Graduate Faculty, the student must complete a Field Statement Access Permission Form to indicate whether each Field Statement is "open" or "closed," that is, whether or not other students are allowed to consult a given statement. (The student who writes the field statement has full right of approval or disapproval of other students seeing it.) This completed form is then attached to the field statements, which are deposited in the student's file in the Graduate Office.

Students in the Ph.D. program should begin formulating and working on their field statements concurrent with formal coursework. Both EA and CITE students are expected to complete their first field statement in the spring of their first year (in the form of a paper for EA and course syllabus for CITE) and their second field statement in the spring of their second year. If a student is permitted by their program to register for course credit for their Field Statement (this is not required), they should register for 070:600 (3 credits) or either 070:601 or 070:602 (one-credit Field Statement courses, either of which is acceptable for field statement credits). Students and their advisors must fill out the appropriate Field Statement Course Enrollment Form and turn it in to the Graduate Administrator in order to receive a special permission number to enroll in 070:600, 070:601 or 070:602. Students should consult carefully with their principal advisors on this issue and enroll in these credits while considering any credits remaining of their tuition-grant-in-aid from SAS or from other funding sources. Students should also refrain from registering for a Field Statement course to work on a field statement until they are relatively sure that they can complete the statement within the semester they are registered; otherwise, they risk acquiring an incomplete on their transcript.

Dissertation Proposal: As Ph.D. students work on completing their field statements and finishing up their coursework, they should also be developing a proposal for Ph.D. research. Students are expected to successfully defend their proposal before the end of their third year in the program (or second year if they entered with an M.A. degree). A good dissertation proposal typically includes a review of the literature, an explication of how or why the student's specific subject or approach will constitute a significant contribution to the anthropological literature, a methodological section, a tentative timetable for research, and, if appropriate, a budget.

A *dissertation proposal committee* normally consists of the student's principal advisor and at least **three** additional members of the Graduate Faculty of Anthropology. However, because of the interdisciplinary nature of much anthropological research, the Graduate School will also allow dissertation proposal committees in this program to include only three members of the Graduate Faculty in Anthropology and one person from another graduate program at Rutgers or from another university. Independent scholars deemed qualified by the Graduate School may also serve as outsiders. Once these requirements are met, additional members of the graduate faculty and/or outside members may also serve (for additional information, see *Committees*).

Dissertation Proposal Defense: Dissertation proposals are evaluated in an oral dissertation proposal defense conducted by the student's dissertation proposal defense committee. A dissertation proposal defense may only take place after the student has completed the required credits of coursework and had their two field statements approved by the Graduate Faculty (*which takes two weeks after the field statements have been submitted*). At the defense, students should be prepared to discuss their research proposal, to relate their intended research to wider anthropological scholarship, and to make informed responses to any relevant critiques. The committee may require the student to make further revisions to the proposal, and sometimes even to defend it in another proposal defense. Other faculty may attend the dissertation proposal defense, but the members of the student's dissertation proposal committee make the final decision on a candidate. Students will be permitted to defend their dissertation proposals no more than twice. If a student fails his or her defense twice, his or her enrollment in the graduate program will be terminated. A student's second proposal defense shall occur no later than one calendar year after the first.

On successful completion of the proposal defense, the members of a student's dissertation defense committee sign the Application for Admission to Candidacy Form, after which the student is officially admitted to candidacy for the Ph.D. *A final copy of the dissertation proposal must be submitted to the Graduate Director for placement in the student's files*. Although many students find it useful to do some preliminary data collection before their dissertation proposal defense, students are normally expected to wait to conduct the bulk of their dissertation-related data collection until after they have successfully defended their proposals and thus become Ph.D. candidates.

Doctoral Dissertation Committee: A dissertation must be a research-based, original and scholarly contribution to anthropological knowledge. Following admission to candidacy, the student's *dissertation committee* is formed. Usually the dissertation committee comprises all of the members of the dissertation proposal committee and one outside member. At a minimum, a student's dissertation committee must consist of the student's principal advisor, at least two other members of the Graduate Faculty of Anthropology, and at least one outside member. The outside member must be from another graduate program at Rutgers or another university. If the outside member is from another university, the student's dissertation advisor must inform the Graduate Director in writing, providing the member's name, title, and work address. If the outside member is an independent scholar with no formal institutional affiliation, the advisor must also send a recent copy of the member's *curriculum vitae* to the Graduate Director. The Graduate Director will then forward the materials to the Administrator for Degree Certification at the Graduate School, who will write the member a letter inviting them to serve and thanking them for being willing to do so. After the advisor and three other committee members have been chosen, one or

two other committee members, either inside or outside, can also be added if needed (see *Committees*).

In order to earn the Ph.D. degree, a student is required to complete 24 research credits. While most of these credits are typically taken after a student achieves candidacy (i.e., becomes ABD), students who have not yet defended their dissertation proposal may also take research credits prior to becoming ABD for dissertation-related research only. (See *Research Credits*.) A student's progress is monitored by her/his principal advisor and other dissertation committee members who will alert the student to any reservations about his/her progress and carefully specify any changes needed for dissertation acceptance.

Doctoral Dissertation Defense: When the student, the principal advisor, and a majority of the committee agree that a dissertation is ready for defense, a time and date for the defense are set by the student. The student's principal advisor informs the Graduate Director at least *three weeks* in advance as to the student, title, date, time and place of the defense. The Graduate Director announces the defense and invites all faculty and students in the Graduate Program in Anthropology to attend. Students are responsible for distributing final copies of their dissertation to all committee members and placing an additional copy in the Graduate Office at least *two weeks* before the defense. All Ph.D. defenses are held in the Anthropology Department, except under special circumstances, and then only with the permission of the Graduate Director.

At the end of a defense, everyone but the members of the student's dissertation committee leave the room. The committee members decide the outcome of the defense. They formally announce their decision to the candidate and attendees. This decision is recorded on the Application for Admission to Candidacy Form and submitted to the Graduate Director for review and approval, after which the student delivers it to the Graduate School.

Reasonable expectations regarding students' completion of work and feedback from faculty: The graduate anthropology program seeks to foster a culture of mutual respect and shared responsibility between faculty and students. A key feature of this culture is ongoing communication and dialogue between students and faculty, especially between students and their advisors and committee members. To encourage such feedback in a timely and continuing manner, students are urged to offer drafts of their work-in-progress to all of their committee members, not just a final version in which committee members feel that they have had little or no intellectual input. Students are especially encouraged to begin the process of drafting grant proposals and requesting letters of recommendation well in advance of deadlines.

Students, advisors, and committee members should agree upon a timeline for delivery dates and reasonable periods of time for faculty to read and respond to students' work-in-progress. *Reasonable time periods might include: two weeks for field statements; two weeks for dissertation proposals; and one month for dissertations (or parts of dissertations).* Although all efforts will be made by faculty to provide feedback in these timeframes during the academic year, faculty and students should carefully plan for summer breaks, winter breaks, faculty leaves, and other unusual circumstances. Any major deviations from the recommended periods should be agreed to by the student and faculty members.

Finally, students and faculty should keep in mind the official graduate program deadlines for the submission of final versions (not drafts-in-progress) to committee members and the Graduate Director: Both field statements must be approved by the field statement supervisor and a student's advisor and submitted to the Graduate Director for a two-week approval period before a dissertation proposal defense can be held. After a successful proposal defense, a final copy of the dissertation proposal must be submitted to the Graduate Director for placement in the student's files. Students are responsible for distributing final copies of their dissertation to all committee members and the Graduate Director at least two weeks before the defense. Please see the relevant portions of this handbook for details.

MASTER'S THESIS DEFENSE AND TIMING

[NOTE: this section will be updated Fall 2017 by the Graduate Executive Committee]

FINANCIAL SUPPORT

[The Graduate Executive Committee is currently working on revising this section to include students who began in 2017 with the new tuition-in-aid funding. This should be complete during the first Graduate Faculty Meeting in September].

Deadlines: To facilitate the evaluation of applications for the wide array of opportunities available to graduate students in Anthropology, the graduate program has two deadlines by which all application materials are due. These deadlines are **September 15 and March 1**. The following applications are due by the dates indicated (see below for more details on each opportunity):

September 15
GSNB Conference Travel Awards
Winter Course Teaching applications

March 1
GSNB Conference Travel Awards
Teaching Assistantships
Graduate Bigel Awards
Dissertation Teaching Awards
Pre-Dissertation Special Study Awards
GSNB Teaching and Research Awards
Bevier Fellowship
Office space in RAB or BIO buildings
Summer Course Teaching applications

Rutgers Fellowships (Only for Ph.D. students): Rutgers University offers several types of fellowships to Ph.D. students, which are usually awarded competitively upon a student's acceptance into the program. These fellowship awards are typically combined with other forms of support such as teaching assistantships, to form multi-year support packages, provided the student remains in good standing. Fellowships provide a stipend and tuition remission, but do not

include any additional health benefits beyond those offered through student health services. Fellows must complete an RT100 form (see *Other Academic Requirements and Procedures*) to receive tuition remission and register for the Graduate Fellowship (16:070:811) each semester so that the fellowship appears on their transcript. (Student with external fellowships such as an NSF GRF *do not* have to register for Graduate Fellowship.) Occasionally, the Graduate Program is able to award one-year fellowships. These are awarded to students on a competitive basis, based on a ranking agreed upon by the Graduate Executive Committee after the annual student review.

Teaching Assistantships (TAs) (Only for Ph.D. students): Teaching Assistantships are typically awarded as part of a multi-year financial package granted to students upon admission into the Ph.D. program. TA positions provide a stipend, tuition remission, reimbursement of student fees, and, for those students employed as full-time TAs (that is, for both the fall and spring semesters), higher-level health insurance. Full-time TAs are also entitled to maternity leave; students who might avail themselves of this benefit should contact the Rutgers chapter of the AAUP, the union that represents faculty, TAs, and GAs.

When available, additional teaching assistantships are awarded competitively within the program, based on a ranking agreed upon by the Graduate Executive Committee after the annual student review. To be eligible, students must have a minimum of 12 credits of coursework in the program, have their principal advisor's endorsement, have no incomplete grades ("INs") on their record, and have no other means of full support (e.g. someone with an Excellence Fellowship cannot also hold a TA). Ranking and selection are based on a student's grade point average in the program, performance in past TA assignments, progress toward the degree, and on fit between the needs of a particular assignment and the applicant's own anthropological training. Students must reapply for these assistantships each year; being appointed for one year is no guarantee of reappointment the following year.

Students appointed as teaching assistants for the first time must attend the TA orientation sponsored by the Graduate School in late August. *All TAs, whether new or returning, must also attend the mandatory TA Orientation session sponsored by the Graduate Program in Anthropology in August*. In addition, all TAs and interested students are strongly encouraged to attend workshops on teaching-related matters sponsored by the Teaching Assistant Program (TAP), the Department, and other programs throughout the year.

TAs in anthropology are usually assigned to an individual instructor to help teach a particular undergraduate course. A TA can work no more than *an average* of 15 hours a week (which may be more during high-intensity periods of the semester, but should then be less in between). Due to their work load, students with TAships who are not yet ABD must take at least 3 credits and no more than 10 credits of coursework per term; they sign up for an additional 6E ("empty") credits, under 16:070:877, to maintain their status as fulltime students. (E credits are exempt from degree credit and payment, but indicate the time commitment of a TAship). ABD Students should register for as many research credits as possible while they are funded as a TA.

All TAs are eligible to register for summer tuition credits for the summer following their employment as a TA. Full-time TAs (i.e., teaching both semesters, fall and spring) may register for up to 6 research or academic credits. Part-time TAs (i.e., teaching one semester, fall or spring) may register for up to 3 research or academic credits. Students are strongly encouraged to take advantage of this opportunity to fulfill their required 24 research credits.

Graduate Assistantships (GAs): Some faculty have external grants that provide funding for Graduate Assistantships to support them on their research project. These GAs provide a stipend, tuition remission, and health insurance. GAs are allowed to take a maximum of 10 credits of coursework per term; they register for 6E ("empty") credits, under 16:070:866, to maintain their status as fulltime students. In addition, full-year GAs can receive summer tuition remission for up to 6 credits. (See *Tuition Remission* and *Summer Tuition Remission.*)

Other Internal Sources of Funding: Anthropology students have been successful in obtaining TA and GA positions in other programs, including the Human Ecology Program, the Biology Department, the Freshman Writing Program in the English department, and the Department of Women's and Gender Studies. Some students compete successfully for one-year graduate student fellowships at the Rutgers CCA (Center for the Cultural Analysis), IRW (Institute for Research on Women) and RCHA (Rutgers Center for Historical Analysis). Advanced graduate students are sometimes asked to teach individual undergraduate courses for remuneration on a course-by-course basis. Similar opportunities exist in the Summer School and in the Winter Session of the Summer School.

The Graduate Bigel: The Bigel Grant is a unique source of research support funds residing in the Department of Anthropology, and available to undergraduates and graduate students on a competitive basis. Deadlines occur in the spring of each academic year. Applications are reviewed and ranked by the Graduate Executive Committee. Preference is given to pre-dissertation and M.A. students.

Pre-Dissertation Special Study ("Waterman") Awards: These awards are administered on a competitive basis by the Graduate School for predissertation fieldwork, language study, and other opportunities for study or research away from campus that are relevant to a Ph.D. student's research and training. Anthropology students have been very successful in obtaining these grants, which in turn have assisted them in securing national awards for their dissertation research. Approximately 20 awards of about $1,500 each are made every year. The deadline for requests for support for each summer is in early spring semester, with subsequent awards, including out-of cycle awards (such as for winter travel), evaluated and made as the remaining funds permit.

Reporting: *All recipients of **Bigel and Special Study Pre-Dissertation Awards** are required to submit a report detailing the uses to which they put the funds received under the award. The report, to be sent to the Graduate Program administrator by September 15th of the year in which the grant was awarded, should be no more than 750 words in length, and should include a budget and justification. The report should be approved and signed by the student's advisor prior to submission.*

Travel Money for Academic Purposes: Two times a year, small amounts of money (usually $300 maximum) are available from the Graduate School on a competitive basis to graduate students for presenting papers at academic conferences. Announcements will go out a month before the deadlines and students must apply online through the GSNB Awards Portal (http://gsnb.rutgers.edu/awards/conference-travel). You may apply only once per spring and fall award cycle. You must follow submit by the deadlines above (See "Deadlines").

Evaluation Criteria for Awards, Fellowships, and TAships: The graduate faculty has approved criteria for the ranking of students applying for various internal competitions, such as the GSNB Teaching and Research Awards, the Bevier Fellowship, Pre-Dissertation ("Waterman") Awards, Conference Travel Grants, and the ranking of TA applicants who do not have TAships guaranteed to them as part of their funding package. These criteria are available to faculty members on the Graduate Faculty Sakai site and are included in this Handbook as Appendix C. **When the advisors of students being considered for any of these awards happen to be serving on the committees conducting these evaluations, they must recuse themselves, according to provision III.B.5. of the Bylaws.** (See Appendix A for the Bylaws.)

External Fellowships and Awards: Students are strongly encouraged to apply for external awards to fund their graduate study from the National Science Foundation, Ford Foundation, and other organizations. In addition, students doing **field research** apply for outside support, and have had considerable success in recent years from such organizations as the National Science Foundation, National Institute of Mental Health, Social Science Research Council, Wenner-Gren, Fulbright-Hays, Fulbright-IIE, Wildlife Conservation Society, and Leakey Foundation (among others). Students should consult with the Grad Fund, which is dedicated to assisting graduate students in identifying and applying for external funding (http://gradfund.rutgers.edu/index.php). The Graduate School provides health benefits and, where necessary, tuition remission, for winners of major competitive national fellowships. Some highly competitive fellowships exist within the University for post-field dissertation write-up, including the Bevier.

Limitation on University Funding: In 2009, the Dean's Office of the School of Arts and Sciences released a new policy limiting the total amount of Rutgers funding a graduate student can receive. This document, "Policy on the Conservation of Graduate Student Support," has serious implications for students who do not finish quickly. The policy states:

> *Beginning with the 2010-11 academic year, SAS support in the form of fellowships, TAs and GAs will be limited to six years for graduate students in any given graduate program. University funding for which SAS students are eligible, for example the Presidential Fellowships, the Bevier Fellowships, the Diversity Fellowships, Mellon funds administered by the SAS, or any other appointments provided by another school, for which SAS students are eligible, will be included in determining the years of support to be provided. Externally funded fellowships or assistantships won by graduate students or provided by an external grant secured by a faculty member are not counted in the six-year limit.*
>
> *There are two general exceptions to this limitation: All TAs participating in the writing program may receive up to seven years of support, and up to three Division of Life Science (DLS) -TAs per year may receive up to seven years of support.*
>
> *Time employed as a non-tenure track faculty member or as a part-time lecturer is not included in the funding limits mentioned above.*
>
> *Exceptions to this policy must be approved by the Executive Vice Dean (EVD) of the SAS, in consultation with the Associate Dean for Academic Affairs of the*

Graduate School. The EVD will take into account both disciplinary differences and individual circumstances.

If students are worried that they might be adversely affected by this policy, they should speak with their advisors and with the Graduate Program Director.

OTHER ACADEMIC REQUIREMENTS AND PROCEDURES

Registration: Incoming students can register online with the prior approval of their class schedule by their advisor. Course offerings for a given semester are posted on the web (http://sis.rutgers.edu/soc/ or http://registrar.rutgers.edu). After registering, students must activate their registration by paying their term bill in full at the Cashier's office (306 Administrative Services Building). They should ensure that they submit any of the following forms that apply to their billing situation: RT100 card (confirms tuition remission, see below), payroll deduction form, or payment plan promissory note. **Students with tuition remission are responsible for paying student fees.** Cashiers should have a record of any financial aid, but it is always good to have copies of all the relevant documents. In subsequent terms, students can register by telephone using the Rutgers Touchtone Telephone Registration System (856-225-1999), or online (https://sims.rutgers.edu/webreg). Students who have an assistantship or fellowship can have student fees, including housing, deducted from their paycheck if they complete the form at the beginning of each semester. Other payment plans are also available.

Full-time status: Unless otherwise arranged, all students are expected to maintain full-time status in the program. For students who are not yet admitted into Ph.D. candidacy, full-time status is considered *nine credits* of coursework per semester. Students are encouraged, however, to take additional course credits, in consultation with their principal advisor. If a pre-ABD student is working as a TA or GA (and therefore registered for 6E credits, see above), they need only take *three additional credits* that semester to maintain fulltime status. Students who have been admitted into Ph.D. candidacy are required to register for at least one research credit per semester to maintain full-time status in the program. They may, however, have to complete additional forms to demonstrate full-time status in order to continue to defer repayment of their educational loans (see *Remaining "Fulltime" While Taking Only a Few Credits*).

Special Permission Numbers: If a course is filled, a student must obtain a special permission number to register. The student should first contact the instructor for the course to request permission to register. If s/he grants special permission, the Graduate Program Administrator will give the student a special permission number before classes begin, or the instructor will give it once classes have begun. Special permission numbers will also be necessary for all Field Statement courses (070:601 and 070:602), all independent studies ("Problems" courses), and all pre-ABD research credits. Students wanting to enroll in any of these classes must fill out the appropriate forms and acquire the necessary signatures before the Graduate Program Administrator will provide a special permission number.

Add/Drop Period: There is a set period for adding or withdrawing from a course without financial or academic penalties. After this period, students may still withdraw from courses, but their tuition will be affected and a "W" will appear on their transcript. The add/drop deadlines for each semester are posted in the course catalogue and circulated by the Graduate School.

Prohibition on Rewriting Paper for Higher Grade: The Graduate School has a strict policy prohibiting faculty members from allowing students who receive less than an A as a final grade to rewrite a final paper in order to improve their final grade. Faculty members may award students an Incomplete if they want to give students more time to write better papers, but if they make this option available to one student, they must do so to all students, and they should be aware that Incompletes can be seriously detrimental to a student's chance of obtaining funding.

Forms and Documents for in-program procedures mentioned above (e.g. Advisor and Committee Approval Form, Field Statements Guidelines, etc.) are available from the Department of Anthropology website (http://anthro.rutgers.edu/graduate-program/forms) or the Graduate Program Administrator. Other forms for the following procedures are available from the Graduate School–New Brunswick website (http://gsnb.rutgers.edu/resources/graduate-students-forms) or at the main office of the Graduate School on the College Avenue Campus. Forms for other actions not described here include: Application for Admission to a Graduate Program Upon Completion of Another Graduate Program; Application for Change of Status [between Non-Matriculated, Masters and Ph.D status], Application for Restoration of Active Status; Application for Readmission; Application for Extension of Time for Incomplete Grades; Application for Extension of Time [to finish a particular degree]; and Graduate Diploma Application.

Committees: Students' dissertation proposal and dissertation committees (see above) are intended to give them access to scholars with strengths that complement those of their principal advisor, and that are especially appropriate to their intended research. Advisors and committee members read and critique students' evolving research proposals and results, and are – as representatives of the Graduate Faculty as a whole – the final judges of the quality and acceptability of a student's completed Ph.D. dissertation (or M.A. exam or thesis, for students in the M.A. program).

Committee membership decisions and acceptances should be recorded on the Advisor and Committee Approval Form and sent to the Graduate Director for approval. The entire Graduate Faculty in Anthropology has an opportunity to review committee memberships at the program-wide Annual Review in March (see above). The faculty reserves the right to ensure that a student studies with the best-qualified scholars at Rutgers in the student's area of interest. Students have the right to advisors with whom they feel comfortable and capable of working most productively. Any conflicts between these goals are the responsibility of the Graduate Director to resolve.

Undergraduate Courses: Graduate students may take up to 12 credits in undergraduate coursework (300 and 400 level courses), with the permission of their advisor and the Graduate Director. Students who have been approved to take such courses for graduate credit should request that a "G" be added to the course when they register. If the "G" needs to be added retroactively, the student must see the Graduate Director.

Duplicate Course Registration: Occasionally, different faculty may offer substantially distinct courses under the same course number. If, under these circumstances, students wish to register for a course that they have already taken, they may request approval from their principal advisor and the Graduate Director by demonstrating the distinctiveness of the two versions of the course (usually through submitting copies of syllabi).

Exchange Program Registration: Students who have completed at least one year of doctoral study may register to take courses at Drew University, NJIT, Princeton, UMDNJ, or participating schools in the Inter-University Doctoral Consortium which is open to doctoral students from participating schools who have completed at least one year of full-time study toward the Ph.D. It is not open to Terminal MA students. The Consortium accommodates students only in the arts and sciences and in the field of education. Students may, with the required permissions, attend courses at any other participating school as part of their home school registration. Participating schools are: Columbia University, CUNY, Fordham University, New School University, New York University, Princeton University, Stony Brook University, Teachers College, Columbia University. Students must complete the requisite consortium form (available from the Graduate School–New Brunswick website (http://gsnb.rutgers.edu/academics/inter-university-doctoral-consortium), obtain approval from their principal advisor and the Graduate Director, and register for the exchange program for the appropriate number of credits with a special permission number obtained from the Graduate School. (Registrations for the exchange program are: 16:00:815 for the medical school/public health; 16:001:816 for Princeton; or 16:001:818 for the Inter-University Doctoral Consortium.) The student must then take the form to the professor at the visiting institution for approval, and then follow the remaining instructions.

International Students: All international students are required to comply with the registration and reporting provisions of the SEVIS (Student/Exchange Visitor Information Service) program run by the U.S. Citizenship and Immigration Services. At Rutgers, SEVIS is coordinated and monitored by the Center for Global Services (http://globalservices.rutgers.edu). It is the responsibility of each international student to keep the Center for Global Services and the Graduate Director informed of all current required information, including any changes or corrections; provide notification to the Center and the Graduate Director before making a change to any of the required elements; and abide by all laws and regulations governing her/his nonimmigrant status in the U.S. Any international student planning a trip outside the U.S. is responsible for ensuring that s/he has the necessary documents and permissions to leave and reenter the U.S.

In addition, as a condition of admission, all international graduate students with TOEFL scores below 233 on the new computer test and 575 on the paper test must take an English language examination and enroll in English as a Second Language courses for E credit. All International TAs must schedule an oral language exam, called the SPEAK Test, before teaching for the first time.

Non-Matriculated Students: Students who are not in the Graduate Program in Anthropology may take up to 12 credits of coursework in Graduate Anthropology as "Non-Matriculated Students," a status available through the Graduate School's "Non-Degree Graduate Study Office." Interested students must meet with the Graduate Director, and if approved, must request special permission from each course instructor to take their course. If these students, after taking one or more such courses, then apply and are admitted to the Graduate Program in Anthropology, they may use these non-matriculated credits toward their Ph.D. or M.A. requirements.

Transfer of Credits: Students who have taken graduate anthropology courses elsewhere in the last six years may apply to transfer up to 24 credits after they have completed 12 credits in the

Rutgers Ph.D. program with a grade of B or better. Students seeking to transfer courses required in the Rutgers program, however, must request special program permission to transfer these particular courses from their principal advisor and the Graduate Director.

Incompletes: Students unable to complete a particular course by the end of the semester may arrange with the instructor to receive an "Incomplete" ("IN"), which must be made up within a year under Graduate School guidelines. During this year, these incompletes are referred to as "temporary"; afterwards, they are usually converted (or "abandoned") to "PINs", or "Permanent Incompletes" – and can no longer be made up under ordinary circumstances. More than one Temporary Incomplete signals to the Graduate Program in Anthropology that a student might not be making adequate progress toward his or her degree. Two or more Permanent Incompletes signal the same. In addition, a student with two or more temporary incompletes on his/her overall graduate record will not be allowed to register for additional courses in anthropology.

Tuition Remission (RT100): All students with full Graduate Fellowships and full TAships have a right to tuition remission (i.e. they do not have to pay tuition for the courses they take while Fellows or TAs). Every semester, they must request and complete an "RT100" from the Graduate Administrator. The completed form must be shown when they pay their term bills. Certain fellowships require RT100 forms from the Graduate School.
[need to modify for students who entered with Tuition-in-Aid Grants in/or after 2017]

Summer Tuition Remission: Students employed as regular TAs or GAs for a full academic year are eligible to receive up to 6 credits of tuition remission for the following summer. (Students who serve as a TA or GA for only one term are eligible for up to 3 credits the following summer). Students are strongly encouraged to register for these credits in the form of research credits and/or academic credits – see Appendix E for more information.

[need to modify for students who entered with Tuition-in-Aid Grants in/or after 2017]

Research Credits: Generally, students take most of their research credits after they have been admitted to Ph.D. candidacy. Students involved in field research and out of daily contact with their advisors must sign up for at least one research credit per semester. Students in New Brunswick or elsewhere, working or writing in regular contact with their advisor, should sign up for at least one research credits per semester (or more if they are a TA). Students may enroll in research credits prior to becoming ABD. Students interested in enrolling in research credits pre-ABD must fill out the appropriate form and acquire the necessary signatures before they can obtain a special permission number from the Graduate Program Administrator. These credits must be for dissertation-related research only (not independent studies), and up to a total of 3 of these credits can be given for work undertaken during the regular semester. All other credits must be earned for supervised summer dissertation research to be credited upon completion and reporting in the following fall semester. Students must have 24 research credits by the time they defend their Ph.Ds, so within the above minimum constraints, it is up to them and their advisors to figure out the rate per semester at which they acquire these 24 necessary research credits.

Matriculation Continued: If a student has circumstances that make it impossible for him or her to be actively involved in coursework or research in a given semester, he or she can register for "Matriculation Continued," which carries no credit, costs less than a research credit, and retains the student's active status in the program. Students who have not yet been admitted into Ph.D.

candidacy may use this registration for a maximum of two semesters. Students who are Ph.D. candidates are not allowed to register for Matriculation Continued unless, due to personal circumstances, an exception is approved by first the Graduate Director and then the Office of the Dean. Since this status is like a complete leave of absence, students who are doing any work at all, even away from Rutgers and their advisors, should instead register for one research credit.

Leave of Absence: Students in good academic standing, who must interrupt their studies temporarily, should apply for a leave of absence in writing to the Senior Associate Dean through their graduate program directors. A SGS student may be granted a leave (or leaves) of absence for a period not to exceed a total of 12 months. Written notification of the student's intent to return must be received by the SGS Senior Associate Dean's Office at least one month prior to the expiration of the leave. Registration is not required and funding support may be affected by the leave. Foreign students holding a student visa who wish to temporarily leave the United States under this policy must obtain permission of their advisor, graduate program director, and the SGS Senior Associate Dean's Office 30 days prior to their travel, and should contact the Office of International Services (OIS) to receive last minute advice and most current information. Students granted permission then apply for a new I-20 or DS-2019 in order to return to the U.S. Any foreign student who leaves the United States under this policy without the consent of their Graduate Director is subject to disciplinary action. Students NOT returning from leave of absence within the approved date may be required to reapply to the Graduate School and undergo a new admissions process.

Remaining "Fulltime" While Taking Only a Few Credits: Ph.D. candidates who only need to register for one research credit per semester but must demonstrate "fulltime status" in order to avoid repaying their education loans should submit a completed Enrollment Certification of Doctoral Students Form to the Graduate Director at the beginning of the academic year.

Excess Credits: Any student who wishes to take more than 16 credits in a given semester must get the approval of the Graduate Director and the Office of the Dean. TA and GA credits are included in this count, so a student with a full TA or GA (6 E credits) is entitled to 10 credits of course work for a total of 16 credits. Excess credits will *not normally* be approved when research credits are included.

Human and Animal Subjects Research: All research with humans must be approved by the University's Institutional Review Board (or "IRB"). Research with vertebrate animals must be approved by the Institutional Animal Care and Use Committee ("IACUC"). ***This includes exploratory summer pre-dissertation research as well as formal dissertation research.*** All forms of research with humans or vertebrate animals, including participant-observation, interview, and questionnaire research for cultural and linguistic anthropologists, and behavioral and invasive research for biological anthropologists, must be submitted to the IRB or IACUC for review and approval. Students should meet with their advisors and visit the website of the Office of Research and Sponsored Programs (ORSP) (http://orsp.rutgers.edu) for more details. Students should start this process as early as possible so that their research is not delayed. ***Research conducted without the necessary IRB or IACUC approval cannot be used in dissertations, future publications, or conference presentations.***

Writing a Dissertation: Before preparing and electronically uploading the final draft of a dissertation, students should be sure to obtain the document Thesis and Dissertation Style Guide

(http://gsnb.rutgers.edu/style_guide.php3) -- and should carefully and meticulously follow these guidelines. No dissertation will be accepted that is signed in a color of ink other than black. The Graduate School requires all students to submit electronic versions of their dissertations. Further information, including templates you can use when formatting your dissertation, can be found on the GSNB's website: https://etd.libraries.rutgers.edu/faq.php.

Obtaining a Degree: The Graduate Program Administrator has checklists of other things students must do during the semester they plan to obtain a degree -- Ph.D. or M.A. Among the most challenging of these is managing the four-page form entitled: **Application for Admission to Candidacy for the Degree of Doctor of Philosophy**. This difficult form (known colloquially in the Department as "the buff form") is incompletely labeled; it is actually also about completion of Ph.D. candidacy and the final conferral of a Ph.D. degree.

Students in the Ph.D. program should first obtain this form and complete the first page (contact information) prior to their dissertation proposal defense. If they pass their dissertation proposal defense and "quals" (e.g., if their two field statements and proposal are approved), their advisor and committee members must sign section B (section A is for failure) on the second page. The advisor should sign at the bottom of the section on the line labeled "Chairperson"; the remaining committee members should sign and print their names on the lines above. *All signatures must be in black ink.* Once all of these signatures are obtained, the student must request the signature of the Graduate Director. After making a copy for the Graduate Administrator to put in his/her files, the student must hand-deliver the form to the Graduate School.

Several years later, when the student is ready to defend her/his dissertation, she or he must get the original form back from the Graduate School. After completing the fourth page (a list of courses and credits), the student brings the form to their dissertation defense. If the student passes, the advisor and committee members sign under Section B on the third page (there is a special line for the "Outside Member") and sign the cover sheets for the dissertation. *Again, all signatures must be in black ink.* After obtaining the signature of the Graduate Director, the student hand-delivers the form to the Graduate School for review and acceptance.

Appeals and Grievance Procedure: As detailed in the Bylaws (Appendix A), a student has the right to appeal any action by an instructor. S/he should first discuss the matter with the faculty member(s) involved. If the matter cannot be resolved to the student's satisfaction, the student should appeal to the Graduate Director. If the student or other parties to the issue are still dissatisfied, they may appeal in writing to the Graduate Executive Committee. The Graduate Executive Committee members will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the complaint is directed against the Graduate Director or another member of the Graduate Executive Committee, those members will participate in the Committee deliberations, but will be excused before the committee votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of the Graduate School for final determination.

Academic Integrity: All students are expected to adhere to University standards of academic integrity, as detailed in the Code of Student Conduct (https://slwordpress.rutgers.edu/academicintegrity/wp-content/uploads/sites/41/2014/11/December2014UCSC.pdf). To that end, all students are required to use Turnitin.com prior to submitting final drafts of their doctoral dissertations,

Masters theses, and field statements. Final drafts must be accompanied by a certificate from Turnitin showing that the document has successfully been processed by that software.

HOUSEKEEPING

Program Location: Many of the facilities of the Graduate Program in Anthropology are housed on the third floor of the Ruth Adams Building on the Douglass Campus. The Graduate Director, the Department Chair, the Graduate Program Administrator, the Department Administrator, and most departmental faculty members in the CITE program have offices on this floor. The large common space in the center of the third floor is the Department Lounge (or "atrium"), for receptions and other collective or informal uses. Additional facilities for the Human Evolutionary Sciences program – labs, teaching spaces and the offices of many faculty in Human Evolutionary Sciences – and some CITE faculty and student offices are located in the nearby Biological Sciences Building.

Students' Locations: When students first arrive, they should furnish the Graduate Program Administrator with their local phone numbers, their mail addresses and their email addresses. They should promptly notify the Graduate Administrator of any changes to this information.

Mailboxes: Every graduate student is provided with a mailbox in the Department Lounge on the third floor of RAB, to which regular mail is delivered on a daily basis, and program and university announcements are distributed. (The latter are also now carried on a variety of listservs and email lists – see below.) The official mailing address of the Department is on the cover of the Handbook. Ordinarily, it is not possible for Graduate Program staff to forward mail. The post office is also not supposed to accept mail forwarding requests for individuals receiving mail at a Rutgers address. **Please do not submit such a request to the post office because in the past they have sometimes mistakenly been accepted, resulting in the forwarding or returning to the sender of ALL Departmental mail.**

Labs, Computers, and Study Space: Lab space is available to individual graduate students in Human Evolutionary Sciences, as needed, in the Biological Sciences Building. Computer facilities and study space are made available to all students in CITE and Human Evolutionary Sciences in various places in the two buildings. Every spring, the Graduate Program Director circulates a "Request for Office Space" to all continuing and incoming graduate students. The Graduate Executive Committee, in consultation with faculty members in CITE and Human Evolutionary Sciences, then assigns these study spaces on the basis of seniority, need and fairness.

Photocopying: The photocopy machines on the third floor of the Ruth Adams Building and the second floor of the Biological Sciences Building are available to graduate students. See the Graduate Program Administrator to set up an account.

Student IDs: Student photo IDs ("RU ConnectionIDs") for new graduate students can be obtained at any of the "RU Connection" offices. (See http://rci.rutgers.edu/~ruconxn/nbp/?page=content/firstyear_grad.php for a list of office locations.) Students must have registered and paid their term bills prior to applying for their IDs, and have proof that they have done so. They must also bring with them a valid government-

issued form of photo ID such as a driver's license or passport. RU ConnectionIDs can be used to gain access to Rutgers libraries, recreation centers, and computer labs, among other uses.

University NetID and Email: All new students are required to activate a NetID after they've indicated they plan to attend Rutgers University. In activating a NetID, you are creating your unique identity in the University-wide identification and authentication system. With a NetID, you will be able to access library services, course websites, our online registration system (WebReg), and much more. While creating your NetID, you will also be setting up your (free) Rutgers Email account. This email account will be the University's primary means of communication and you are responsible for all email sent by the University to this address, so we recommend checking it often or by having your emails forwarded to an address that you do check often. To set up this account, visit netid.rutgers.edu and click on "NetID Activation". To have your emails forwarded, visit netid.rutgers.edu and click on "Manage Email Addresses".

If students choose not to use their Rutgers email account regularly, they should make sure they register their other email address in the online student directory at: http://www.acs.rutgers.edu/directory/. In this case, students will arrange to have their Rutgers e-mail forwarded to the account that they actually use. Students should make sure that they advise the Graduate Director and Graduate Program Administrator of any email changes, as they email students regular official and semi-official program messages.

Anthropology Listservs: All graduate students are registered on the Anthropology Graduate Students Listserv and either the CITE Graduate Student Listserv or EA Student Listserv. These listservs are used by the Graduate Director, Graduate Program Administrator, and other faculty to distribute important program announcements.

Keys: Entrance into the RAB and Biosci buildings when they are locked can be obtained by swiping your Rutgers ID in the card reader. Any student who needs keys to get into specific offices should speak with the Department Administrator.

Building Security: Thefts have occurred in Ruth Adams Building and the Biological Sciences Building in past years, and violence has occasionally taken place on the wider Douglass Campus. Students should think twice about coming in alone late at night and on weekends, and if they do so, should make sure that all doors remain locked behind them after they have entered or left the building.

International Emergency Travel Insurance: Graduate students who must travel overseas for research or other university business should take advantage of the free emergency medical assistance available through the university. The ISOS provides emergency medical assistance (including evacuation), personal assistance (including emergency medical cash advance), and travel assistance. For more information and to enroll, see: http://www.rutravel.rutgers.edu/emergencyasst.html ; http://riskmanagement.rutgers.edu/student-information/international-travel-insurance

Parking: Students can obtain parking permits online at: http://parktran.rutgers.edu/. Only TAs will be given permission (and special key cards) to park in Lot 69 during the semesters in which they are working. Students should see the Department Administrator for more information.

THE GRADUATE PROGRAM AS A PROFESSIONAL AND INTELLECTUAL COMMUNITY

Wednesday Workshops: Every semester the Department sponsors a series of professional development workshops designed to enhance graduate student understanding of the department, the university, and the academic profession. These "Wednesday Workshops" usually take place in the atrium of the Ruth Adams Building every Wednesday from 12-1:30pm as a brown bag lunch (with drinks provided) or catered lunch. All students are strongly encouraged to attend.

Some faculty members meet weekly with their advisees as a group to discuss recently published articles. Graduate students themselves have also organized reading groups and writing workshop groups. All of these activities contribute greatly to establishment of a vibrant intellectual community in the Department and are an essential part of the graduate training we offer. Students are therefore strongly urged to attend as many Department events as possible.

Anthropology Graduate Student Association (AGSA): All graduate students in the Anthropology program are invited to participate in the activities of the Anthropology Graduate Student Association (AGSA), which organizes itself and elects officers on a yearly basis, draws funds from the university-wide Graduate Student Association (GSA), and organizes and hosts a range of formal and informal events. These include the Log Cabin Party in the fall and spring for faculty, students, and their families, and occasional get-togethers in the Department Lounge for faculty and students, and workshops from time to time on various professional skills. AGSA also sends a representative to all Departmental and Graduate Program faculty meetings.

Student Mentors: Each incoming first-year student will also be matched up with an older, more experienced student as an informal student mentor.

The Graduate Director and other faculty are determined to make this the best program it can be. Please be an active part of this process, while also keeping your eye on your most important single reason for being in the Graduate Program in Anthropology at Rutgers – to become a well-trained and competent anthropological scholar.

STATEMENT OF EXPECTATIONS AND COMMITMENTS

Upon enrolling in the Graduate Program in Anthropology at Rutgers University, both students and program assume mutual obligations, the observance of which are essential to both parties' ability to realize their fullest potential. Many of these obligations are spelled out in the Graduate Student Handbook. This document serves as addendum to that Handbook. It attempts to delineate those obligations and commitments, and the expectations that the program has of its students. Attention to these expectations and commitments will create a culture and community guided by principles of respect, participation, and constructive critique, for the benefit and enrichment of all its members.

1. **Student/Faculty Obligations**: Students are free to pursue their chosen research interests, under the guidance of faculty mentors. As stated in the Graduate Student Handbook, these mentors – professors and advisors – have the obligation to provide students with frequent and timely feedback on their written work, including proposals, field statements, and dissertation chapters; to be available, even when on leave, to provide guidance and support; to communicate openly and honestly with students regarding their relative progress and the quality of their work in the program; and to write letters of support for their students' various applications. Students in turn should provide faculty with sufficient lead time to respond adequately to requests for feedback, letters of support, and so on; consult with their advisor(s) prior to any and all submissions, applications, and opportunities; and remain in regular contact with their advisor(s) while in the field.

    a. Letters of Recommendation: Writing letters of recommendation for current and former graduate students is a principal obligation of graduate faculty advisors and dissertation committee members. The job can at times be onerous and confusing, however, as the number and frequency of letter requests from students can be heavy. To ensure that they receive the highest quality letters possible, students are encouraged to communicate early and often with their professors and advisors about their need for letters. Whenever possible, students should provide at least two weeks notice to their letter writers, and supply them with detailed explanations of the job or opportunity for which they are applying, including where, when and how to send the letter. Students and faculty should meet early in the academic year to discuss anticipated need for letters and the timeframe available to complete them.

2. **Departmental Life**: Students are encouraged to make every effort to attend departmental and programmatic events and functions, recognizing that much of their education and training occurs outside of the classroom and the library through interaction with peers, professors, and visitors to the program. Unless particularly pressing or emergent matters intervene, students are encouraged to attend departmental lectures and colloquia, including the Second Year Colloquium and the department's Speaker Series events; Wednesday Workshops; job talks and lunches with job candidates; and Open Houses for Prospective Students. In addition, if at all possible, students and faculty are encouraged to attend regular department social events like potlucks, the Log Cabin Party, and other such receptions, recognizing that such social engagements foster the community and nurture the intellectual life of the department and program.

3. **Teaching Assistantships**: TA assignments will be made on the basis of departmental need, instructor request, the needs of undergraduate students, and the preferences of the TA. Once given, TAships may not be exchanged between students. The TA's place of residence is not a factor in determining TA assignments.

4. **Cross-Program Relations**: Students in EA and CITE are encouraged to socialize, take courses, and attend events across subdisciplinary lines. Whatever a student's research emphasis might be, s/he can profit from learning about other subdisciplines within Anthropology, knowledge of which will strengthen their success on the job market and enhance their future ability to serve as good colleagues and departmental citizens.

5. **Communication**: Students and faculty should maintain open lines of communication to resolve conflicts as they arise. Problems should be brought to the attention of the Graduate Program Director and, when appropriate, the Department Chair, so that issues may be resolved in a collaborative and non-confrontational manner.

ADDITIONAL RESOURCES

Graduate School Personnel: The office of the Graduate School, located primarily at 25 Bishop Place, offers additional services and resources to graduate students. Key contacts include: *Dean Barbara Bender* oversees academic support and student services, including such issues as academic integrity, interpersonal conflict, student life, and the Teaching Assistant Project (TAP, see below). *Dean Dorothy Hodgson* oversees matters involving fellowships, scholarships and curriculum. *Gary Buschhorn* is the Business Manager; he coordinates all budgets and financial matters, including those regarding fellowships, tuition, and tuition waivers. *Barbara Sirman* is the Administrator for Degree Certification and coordinates the certification of degrees, dissertation format, student files, grade changes, and status changes.

GRADFUND: GRADFUND is an office in the Graduate School led by *Dean Teresa Delcorso* that assists graduate students with identifying and applying for external grants and fellowships to support their education, research, and dissertation write-up. All students are strongly encouraged to visit their very informative website (http://gradfund.rutgers.edu/index.html), register for their workshops and emails, and take advantage of their proposal preparation and review services.

Graduate Student Association (GSA): The Graduate Student Association, of which all graduate students are automatically members, sponsors a variety of social and cultural activities for graduate students and represents their interests to the University and agents of the State through its legislative body. The GSA represents individual students in difficulties with departments or administrative offices of the University and has increasingly assumed a lobbying role to speak for graduate student needs in such areas as housing, tuition policy, and financial aid.

Teaching Assistant Project: All graduate students are encouraged to become involved with the Teaching Assistant Project (TAP), run by the Graduate School. TAP is designed to promote excellence in undergraduate and graduate education at Rutgers. It offers an orientation for new TAs, workshops and courses throughout the year on teaching-related matters; confidential helpline (932-11TA) available from 8:30am to 4:30pm, Monday through Friday; videotaping and evaluation of TA performance for feedback and improvement; the TA Liaison Committee; and an array of publications. For more information visit their website at http://taproject.rutgers.edu.

Rutgers AAUP/AFT: All TAs and faculty members are represented by the Rutgers chapter of the AAUP/AFT (American Association of University Professors/American Federation of Teachers) in a collective bargaining process to establish salary and benefits during contract negotiations. More information about the union can be found at http://www.rutgersaaup.org/taga.htm.

Center for Global Services: The Center coordinates services for international faculty, staff, students and scholars, including coordinating and monitoring the SEVIS program. It assists with all matters of special concern to them and serves as a referral source to other university offices and academic departments. Center staff members provide direct support with employment, immigration, and personal, family, financial and health care matters. In addition, the Center sponsors a variety of programs throughout the year, sponsors an orientation program and publishes a newsletter. Students may contact the Center at (848) 932-7015 or http://globalservices.rutgers.edu.

Career Services: When students are nearing graduation, they may want to consult with one of the two Career Services offices to help plan their future. Career Services has offices on two campuses, at the Busch Campus Center (848-445-6127), College Avenue Campus (848932-7997, 46 College Ave). They hold regular sessions on resume and CV writing, have the Chronicle of Higher Education available, and hold numerous workshops.

Counseling Services: Rutgers University provides free counseling to graduate students who are enrolled full time or who pay the health care fee. There is a wide range of services available, including psychological counseling, peer counseling, and referral services. These programs are professionally staffed. For Cook/Douglass Campus services, call 848/932-7884 (61 Nichol Avenue); for College Avenue Campus, call 848/932-7884 (17 Senior Street).

APPENDIX A: BYLAWS OF THE ANTHROPOLOGY GRADUATE PROGRAM

BYLAWS

of

GRADUATE PROGRAM IN ANTHROPOLOGY

Rutgers University

I. Preamble

These bylaws govern the affairs of the Graduate Program in Anthropology (hereafter the "Graduate Program"), and will not be suspended except by way of amendment. These bylaws will be consistent with all applicable sections of University Regulations and with the Bylaws of the Graduate School. University and Graduate School regulations will supercede these bylaws in the event of any conflict.

II. Membership

All Rutgers faculty members with doctoral degrees in anthropology or related fields are eligible to apply for "Member", "Associate Member", and "Affiliate Member" of the Graduate Faculty of Anthropology. All faculty of Rutgers University with appointments at or above the rank of Assistant Professor, Assistant Research Professor, or Assistant Practice Professor are eligible to become Graduate Program Members. Rutgers faculty with appointments at or above the rank of Assistant Teaching Professor who are active in research or creative activity are also eligible to become Graduate Program Members. Other Rutgers faculty members and persons outside of Rutgers who have established a record of scholarship or creative activity, or are conducting original research in the context of their professional or clinical practice, are eligible to become Graduate Program Associate or Affiliate Members. Nominations of faculty or outside scholars for Membership, Associate Membership, or Affiliate Membership in the SGS are initiated by the Graduate Director following the steps A-C below. Member, Associate Member, and Affiliate Member nominations to the SGS are reviewed and approved by the SGS Dean or Dean's designate and, where necessary, the appropriate Academic Cluster Committee

The categories for the department of Anthropology are defined as follows:

Member: All faculty of Rutgers University with appointments at or above the rank of Assistant Professor, Assistant Research Professor, or Assistant Practice Professor are eligible to become Anthropology Graduate Program Full Members. Rutgers faculty with appointments at or above the rank of Assistant Teaching Professor who are active in research or creative activity. Full members may chair student masters and doctoral committees, attend and vote in graduate faculty meetings, serve as Graduate Director, and teach courses in the graduate curriculum. In addition, any Member of a graduate program at Rutgers is eligible to vote at SGS meetings, and serve on SGS committees. It is the

responsibility of each graduate program to ensure that the chair and members of student committees have the appropriate expertise and experience to undertake their responsibilities. Any Member of a graduate program at Rutgers is also eligible to serve as representative of the SGS to the University Senate and to the Faculty Council of Rutgers-New Brunswick.

***Associate Member*:** Associate Members are appointed by a graduate program to 5-year terms and are usually for non-tenure track in anthropology or related fields, or for faculty with affiliations in other departments who anticipate limited involvement in the ongoing activities of the program. Associate members may serve on student masters and doctoral committees but not chair them, attend graduate faculty meetings, and teach courses on the graduate curriculum. Associate Members have voice, but not vote, in the affairs of the graduate program in Anthropology and at meetings of the SGS. Associate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. In some instances it may be desirable for an Associate Member to supervise a Ph.D. student's thesis or dissertation research. In such instances, and with approval of the graduate program director, the SGS Dean, or the Dean's designate, will appoint a Member of the SGS and of the student's graduate program to serve as "mentor of record." The "mentor of record" is responsible for the academic progress of the student. Associate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

***Affiliate Members*:** Affiliate Members are appointed by a graduate program to 5-year terms. Affiliate Members of a graduate program at Rutgers may serve on masters committees but not doctoral committees. Affiliate Members may not chair masters committees. Affiliate members may serve on graduate program committees and teach graduate courses. Affiliate Members have voice, but not vote, in the affairs of the graduate programs and at meetings of the SGS. Affiliate Members may not serve on SGS standing committees and are not eligible to serve as representatives of the SGS to the Faculty Council of Rutgers-New Brunswick or the University Senate. Affiliate Memberships may be terminated by the Dean of the School of Graduate Studies upon request of the Graduate Director.

A. Membership Process

1. Applications for Member, Associate Member, and Affiliate Member must be made in writing and circulated to all of members of the Graduate Program at least two weeks in advance of a graduate faculty meeting. The application will consist of the Graduate School application form, a one-page statement prepared by the candidate outlining his/her potential contributions to the Graduate Program, and a complete curriculum vitae. These materials will be circulated before discussion and available upon request from the Graduate Office.

2. Discussion of the application and voting will be carried out at a regularly scheduled graduate faculty meeting and will be announced in the agenda one-week prior to the meeting. The applicant will be invited to make a short

presentation and answer questions when her/his application is introduced. Approval requires a two-thirds majority vote.

B. Leaving Faculty

Faculty who leave the university for another academic position may retain membership in the graduate program for a period of up to 4 years after the official termination of their appointment at the University. Such faculty may be appointed as Associate Members upon request of the Graduate Program Director.

III. Review of Faculty Membership

Faculty membership will be reviewed by the Anthropology Graduate Faculty every 5 years. Members who are inactive in any program may, by vote of the program faculty, be asked to withdraw. As a result of the review, program faculty can vote to continue a faculty member's membership at the same level, "upgrade" or "downgrade" their membership level, or ask a faculty member to withdraw from membership in their graduate program. The review of Faculty Membership will occur every 5 years at a regularly scheduled faculty meeting with a 2/3 majority vote required to modify a faculty's the membership level.

The criteria to remain a graduate faculty member include meeting 2 or more of the following criteria:

A. Active teaching of anthropology graduate students
B. Active advising/mentoring of anthropology graduate students
C. Willingness to work with anthropology master's students
D. Serving on thesis and/or dissertation committees in anthropology
E. Service on anthropology graduate program committees (e.g., admissions)
F. Service on SGS committees
G. Active research projects or scholarly accomplishments
H. Participation in anthropology graduate faculty meetings

IV. Organization

A. Graduate Director

1. The Graduate Director must be a tenured faculty member and a full member of the Graduate Program in Anthropology. He or she will be responsible for the administration of the Graduate Program. In consultation with the graduate faculty, s/he will coordinate processes governing graduate admissions, schedule graduate classes, oversee curriculum design, monitor graduate student supervision (including student-advisor relations), oversee student financial support, supervise the graduate curriculum and scheduling of classes, manage routine program administration, and maintain relations with the Graduate School.

2. The Graduate Director will work closely with the Chair of the Department of Anthropology, serving ex officio on the Department Executive Committee, just as the Department Chair shall serve ex officio on the Graduate Executive Committee. The Graduate Director will cooperate with the Department Chair in matters of graduate curriculum development and the assignment of graduate teaching, based on faculty requests and program needs. The Graduate Executive Committee will identify eligible students for Teaching Assistantships; the assignment of selected students to particular classes and professors is the responsibility of the Department of Anthropology.

3. The Graduate Director will serve a three year term, with a limit of two consecutive terms. Nominations for Graduate Director will be requested by the Chair of the Department of Anthropology at least two months prior to the end of the current Graduate Director's term from members of the graduate faculty. Even if only one candidate is nominated, there will be an election using the SAS on-line election software, supervised by the Chair or her/his designee. Ballots must be returned no later than two weeks after the vote is announced. The Graduate Director must be elected by a two-thirds majority of the votes cast. If no candidate receives such a majority, there will be a run-off election between the top two candidates (or three in the case of a tie for second), following the above procedures. The winner of this election or elections will be recommended to the Dean of the School of Arts and Sciences.

B. Committees

1. The Graduate Executive Committee will consist of the Graduate Director, Department Chair, and two graduate faculty members from each Program (CITE and EA). In the election of faculty members to these positions, each program shall prepare a slate of nominees to serve on the committee, and, with the consent of those nominees, present the slate to the entire Graduate Faculty two weeks in advance of its last meeting of the academic year. Additional faculty members may at that time ask to have their names included on the slate by contacting the Graduate Program Director. The slates of each Program will be discussed and voted on by the entire Graduate Faculty at that meeting. The Graduate Executive Committee, which serves for one year, advises the Graduate Director about student problems, student-faculty problems, and other graduate program matters.

2. The GEC will also be responsible for coordinating the admissions process and making recommendations for selection, funding and assignment of advisors to the graduate faculty. Within the GEC, one representative from each program (CITE and EA) will serve as that program's Graduate Admissions Coordinator, and will work with the GPD and Department Chair to administer the admissions process. These representatives will caucus with their respective programs and report their admissions decisions to the GEC. These will be discussed and approved by the graduate faculty at their next regular meeting. The Graduate Director will communicate the recommendations to the Graduate School.

3. Other Committees will be formed as necessary, on the advice of the Graduate Director or graduate faculty. The charge and members of such committees must be approved by a simple majority vote in a graduate faculty meeting.

4. In committee assignments, efforts will be made to fairly reflect the diversity of the discipline as represented by its current program faculty.

5. In any evaluation of graduate students for University-wide or other external awards or fellowships (such as the Bevier, or GSNB or SAS teaching or research awards), if the advisors of the students being considered are on the committee that is conducting the evaluation and ranking, they will recuse themselves from the vote. The advisors can participate in the discussion, but must leave the room during the vote. Faculty members who are not the student's advisor but who nevertheless feel that they have a conflict of interest may choose to abstain from voting.

C. Meetings

1. The Graduate Director will call meetings of the graduate faculty at least once a semester, with two weeks advance notice.

2. Items for inclusion on the agenda must be submitted to the Graduate Director at least one week in advance of the meeting. The Graduate Director will distribute the meeting agenda at least three days in advance. Ordinarily, items that are not included on the agenda may be introduced as new business, but will not be voted on until a subsequent meeting where they are formally on the agenda or by emergency ballot.

3. Special meetings of the Graduate Faculty may be convened on the written request of three or more faculty members. They must observe the same deadlines as above – at least two weeks in advance with an agenda to be distributed at least three days in advance. In extreme circumstances, the Graduate Director may authorize special meetings with less than a week's notice; the Graduate Executive Committee minus the Graduate Director will resolve any appeals to this decision.

4. A quorum is one third of the graduate faculty membership, excluding faculty members on leave that year.

5. All votes will be taken by a show of hands, or by ballot if one member so requests. Proxy opinions may be reported, but proxy votes will not be permitted. Meetings will be conducted following general parliamentary procedure. Except where otherwise stated, a majority vote will be considered at least 51% of those present at a graduate faculty meeting.

6. Minutes will be recorded by the Graduate Director or an attending faculty member, distributed to all graduate faculty within two weeks after the meeting, and introduced at the following meeting for approval. Minutes will record the

duration of the meetings, attendance, announcements, discussion items, motions and votes.

7. Two graduate student representatives are entitled to attend and have full voice at Graduate faculty Meetings. These representatives are selected by the Anthropology Graduate Student Association. The Student representatives are not able to attend meetings or parts of meetings that involve evaluations of specific students, such as the annual review, or deliberations on tenure, promotion, and evaluation of faculty.

V. Student Requirements and Procedures

A. Academic Requirements and Procedures

1. All student requirements and procedures for the M.A. and Ph.D. program are described in the Graduate Student Handbook.

2. Any revisions or additions to the Graduate Student Handbook on matters of program policies, requirements or procedures, must be voted on by a two-thirds majority in a graduate faculty meeting.

3. Any inconsistencies or ambiguities in the Graduate Student Handbook will be addressed by the Graduate Director. If any parties are still dissatisfied, they may appeal to the Graduate Executive Committee.

B. Advisors and Committees

1. The Graduate Executive Committee, in consultation with entering students and appropriate faculty, will assign all graduate students a provisional first-year advisor from the Graduate Faculty. The assignment of a first-year advisor is provisional for the first year and can be changed in consultation with the student's first-year advisor, the proposed new advisor, and the Graduate Director.

2. A student's committee for the dissertation proposal defense must consist of the student's main advisor and at least three additional members of the Graduate Faculty of Anthropology. Where justified, one of these committee members may be an outside member, that is, from another graduate program at Rutgers, or from another university. Independent scholars deemed qualified by the Graduate School may also serve as outsiders. Once these requirements are met, additional members of the graduate faculty and/or outside members may also serve.

3. A student's committee for the dissertation defense must consist of the student's main advisor, at least two other members of the Graduate Faculty of Anthropology, and at least one outside member, as defined above.

4. Assignments of main advisors or other committee members may be changed, with the permission of all parties concerned, including existing and proposed advisors and committee members, as approved by the Graduate Director. The Graduate

Director will try to resolve any conflicts, although any of the parties may appeal the Graduate Director's decision through the process described in Article V.

VI. Grievances and Appeals

A. Student Appeals

1. A student has the right to appeal any action by an instructor. S/he should first discuss the matter with the faculty member(s) involved. If the matter cannot be resolved to the student's satisfaction, the student should appeal to the Graduate Director. If the student or other parties to the issue are still dissatisfied, they may appeal in writing to the Graduate Executive Committee. The Graduate Executive Committee will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the complaint is directed against the Graduate Director or another member of the Graduate Executive Committee, those members will participate in the Committee deliberations, but will be excused before the committee votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of the Graduate School for final determination.

2. Students who wish to appeal other matters such as advisor assignments and committee arrangements should first approach the Graduate Director, who will attempt to resolve the matter. If the student or other parties to the issue are still dissatisfied, they may appeal in writing to the Graduate Executive Committee. The Graduate Executive Committee will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the complaint is directed against the Graduate Director or another member of the Graduate Executive Committee, those members will participate in the Committee deliberations, but will be excused before the committee votes. If the matter remains unresolved to the satisfaction of all parties involved, it will be referred to the Dean of the Graduate School for final determination.

3. A student who wishes to appeal a Graduate Faculty recommendation of termination from the graduate program will submit a written appeal to the Graduate Director within 30 days of receipt of notification (by certified mail). The appeal will then be discussed by the Graduate Faculty at its next meeting. If the Graduate Faculty reaffirms the original recommendation for termination, the student may request that the matter be referred to the Dean of the Graduate School for final determination.

4. A student who has a conflict or problem with another student or students in the program may bring that problem to the attention of the graduate faculty for mediation and resolution in the following manner. The student should first discuss the problem with the other student(s) involved if possible, and if it is not resolved satisfactorily, should then contact her/his major advisor. If the matter cannot be resolved to either student's satisfaction, they should appeal to the Graduate Director, who will notify the advisor(s) of the other student(s) involved and try to resolve the issue. If the student(s) or other parties to the issue are still dissatisfied,

they may appeal in writing to the Graduate Executive Committee. The Graduate Executive Committee will either consider the matter themselves or constitute an ad hoc Committee of Review to resolve the matter. If the GPD or any other member of the GEC is the advisor of any of the students involved in the conflict, those faculty members will recuse themselves from any decision-making process related to the matter in question. The Committee of Review will be the final level of resolution within the Graduate Program.

B. Faculty Appeals

1. A member of the faculty who believes that s/he has been adversely affected by a voted decision of the Graduate Faculty may submit a complaint to the Graduate Director. If the Graduate Director cannot resolve the matter to the faculty member's satisfaction, then s/he may appeal to the Graduate Executive Committee. If no resolution is forthcoming, the matter will be referred to the Dean of the Graduate School for final determination.

2. A member of the faculty who believes that s/he has been adversely affected by a voted decision of the Graduate Executive Committee may submit a complaint to the Graduate Director. If the Graduate Director cannot resolve the matter to the faculty member's satisfaction, then s/he may appeal to the Dean of the Graduate School for final determination.

VII. Amendments

A. **Procedure:** Amendments to the adopted Bylaws shall be considered at a regular or special meeting of the Graduate Program, provided that the amendments shall have been circulated at least two weeks prior to the meeting and providing the amendments have been moved by three or more members of the graduate faculty. Those present at the scheduled meeting will vote on amendments. Approval requires a two-thirds majority vote.

B. **Final SGS Approval:** Amendments must be forwarded to the Graduate School within thirty days of adoption.

Accepted by the Graduate Faculty in Anthropology
February 5, 2003

Amended by the Graduate Faculty in Anthropology
April 15, 2009

Amended by the Graduate Faculty in Anthropology
May 4, 2011

Amended by the Graduate Faculty in Anthropology
September 21, 2011

Amended by the Graduate Faculty in Anthropology
November 28, 2012

Amended by the Graduate Faculty in Anthropology
April 18, 2013

Amended by the Graduate Faculty in Anthropology
October 30, 2013

Amended by the Graduate Faculty in Anthropology
September 27, 2017

Amended by the Graduate Faculty in Anthropology
February 17, 2019

Edited by the GPD on June 14, 2020

APPENDIX B: THE FIELD STATEMENT & GUIDELINES

Field Statements are reviews of scholarly literature related to but broader than a student's intended topic of Ph.D. research. Taken as a whole, they define the student's areas of expertise, forming a foundation for dissertation research, and later helping the student with professional identification when entering the highly competitive job market. For instance, they provide an indication of the range of courses a newly hired professor is qualified to teach. Every student in the Ph.D. program must have completed two Field Statements by the time she or he is ready to develop and defend a thesis proposal. Together with 48 credits of scheduled coursework, Field Statements constitute the qualifying examination which advances a student to admission into candidacy for a Ph.D in the eyes of the Graduate School. When these have been completed and a research proposal has been successfully written and defended, the Graduate Program in Anthropology considers the student "all but dissertation" ("ABD").

Field Statements may take one of three forms (in consultation with a student's advisor and Field Statement supervisor):

1) The basic form of the Field Statements is a *critical review of the literature*, a "state-of-the-art" essay that identifies an active area of contemporary research, sorts out the important topics and debates within it, demonstrates awareness of the history of these debates, and suggests future directions. Extensive bibliography is essential, though students should be selective in its preparation. Sweep and saliency are the norms: one must know the best work well, and must know of the existence and general contents of related literature. Nor should a critical review be a simple summary. Assessment is the key attitude -- judgment about the relative importance and interrelation of the many items being pulled together. See Annual Review of Anthropology or Evolutionary Anthropology for good examples of this type of scholarly writing in biological, archaeological, cultural, and linguistic anthropology.

2) One alternate form of field statement is a looser critical review, an *augmented analytical bibliography*. To be acceptable, this must be more than a long list of one annotated item after another. It must contain some synthesizing overview, perhaps in the form of fifteen or twenty pages of introductory material, cross-referenced in some way to the subsequent annotated citations. One faculty member asks his advisees to structure such a bibliography in sections that reflect the student's understanding of the critical issues in the field.

3) The other alternative form is an *augmented course design* -- a syllabus and supporting material for an upper-level undergraduate course. This form is intended to help the student prepare for teaching as well as for research. It cannot be a bare-bones syllabus and associated readings. It must be the course plus all the scholarly apparatus that lies behind one's ability to teach it well. One faculty member has the following guidelines for augmented course designs: 1) a 3-5 page overview of course objectives; 2) a 1-2 paragraph writeup of each week's topics; 3) a list of required and recommended readings that constitute the student's bibliography for the course; and 4) a more comprehensive bibliography cross-referenced to the course outline – readings which may be thought of as the basis of the teacher's lectures in the course.

FIELD STATEMENT GUIDELINES

The field statement will be prepared according to the following guidelines:

1) **Length and Format**: Field statements should be between and 10,000 and 11,000 words, which includes footnotes/endnotes but not bibliography. As a general convention, text should be typed, double-spaced, with one-inch margins, in a standard 12 point font like Times New Roman.

2) **Titling**: Students are encouraged to think broadly in their field statements, and this should be reflected in the titles they give these documents.

3) **Bibliography/Works Cited**: The field statement will contain a Works Cited section consisting of 40-60 key citations, all of which will have been mentioned or discussed in the body of the text. In some cases, an additional bibliography may be included containing additional references.

4) **Due Date**: Field statements should be completed within one semester. In order to receive a grade, the student must turn in the complete and final field statement by a date specified by the instructor, prior to the end of the semester. Incompletes are discouraged.

5) **Credits and Enrollment**: If a student is allowed (or chooses) to sign up for one to three course credits for writing a field statement. They may do so by registering for 16:070:600, 601, or 602.

6) **Format**: Field statements can be in the form of a critical review of a body of literature; an annotated bibliography; or a syllabus (see above). Critical reviews should have a theme, usually focused around such questions as: What are the questions that people are asking of the literature? What are the key debates in the literature, and how do the key authors inform each others' work?

7) **Before Enrolling**: Students are advised to consult with the instructor during the preceding semester to discuss the expectations of that instructor and to make plans for writing the field statement. Students should also consult their main advisor prior to beginning work on any field statement.

APPENDIX C: Evaluation Criteria for Awards, Fellowships, and TAships Approved by Full Graduate Faculty, 4 May 2011 (Criteria are listed in order of priority for each competition.)

Graduate School – New Brunswick (SGS) Teaching Awards

(1) Demonstrated excellence in teaching, along with depth and breadth of teaching experience;
(2) Experience as sole instructor of a course in addition to TAing;
(3) Contributions to undergraduate education beyond the classroom (curriculum development, advising initiatives, etc.); and
(4) Timely progress through the program, with students who are close to being on the job market given preference.

Graduate School – New Brunswick (SGS) Dissertation Teaching Awards

(1) Quality and originality of proposed course;
(2) Demonstrated excellence in teaching, along with depth and breadth of teaching experience;
(3) Strength of letter(s) of recommendation; and
(4) Timely progress through the program, with students who are close to being on the job market given preference.

Graduate School – New Brunswick (SGS) Research Awards

(1) Quality and significance of student's research, as indicated (for example) in external funding, publications, paper prizes, conference presentations, etc.
(2) Strength of letter(s) of recommendation; and
(3) Timely progress through the program, with students who are on the job market or close to being on the job market given preference.

Bevier Fellowship

(1) Eligibility for funding (has the student used up 6 years yet?);
(2) Intellectual merit and strength of letter(s) of recommendation;
(3) GPA will ***not*** be considered unless it is below 3.75.

Pre-Dissertation Special Study ("Waterman") Awards

(1) Importance of proposed research to student's competitiveness for external funding;
(2) First-time awardees will receive preference over students who have received these grants in the past. (First-year students are usually given preference by the Grad School, even over second-year students who have not received one of these awards in the past.)

Conference Travel Grants

(1) Timely progress through the program, with students who are close to being on the job market given preference;
(2) Importance of conference (e.g., national, international, discipline-wide);
(3) First-authored papers and posters given preference.
(4) First-time awardees will receive preference over students who have received these grants in the past.

TA Wait List (for students not guaranteed a TAship in a particular year; only applies to students who have not used up their 6 years of Rutgers funding eligibility)

(1) Student's academic performance (results of annual review, GPA, presence of incompletes on transcript);
(2) Previous teaching performance, according to student and faculty evaluations;
(3) Preference given to those who have received less funding so far.

APPENDIX D: FAQs about TAing for the Anthropology Department

In an attempt to demystify the process of TA assignments in our Department and to make to whole process work more smoothly, here are some answers to frequently asked questions.

1. Which courses have TAs assigned to them?

   Answer: Some courses, our introductory ones, are offered every semester, or almost every semester, and are always assigned TAs:

   070:101 Intro to Cultural Anthropology – 4 TAs
   070:102 Intro to Human Evolution – 4 TAs
   070:105 Intro to Archaeology – 1 TA
   070:108 Intro to Linguistic Anthropology – 1 TA
   070:204 Intro to Social Evolution – 1 TA

   In addition, the Department usually offers a Signature course every fall:

   070:111 Extinction – 1 TAs plus several PTLs

   All of these courses, with the exception of 070:204, have discussion or lab sections that TAs are responsible for leading.

   Once these courses are covered, other courses are assigned TAs according to the "Policy on Prioritization of Teaching Assistant Assignments," passed by the faculty in September 2010. 200-level classes with a minimum enrollment of 51 students are assigned TAs according to their enrollments, and certain lab courses are scheduled whenever possible for semesters when they can be assigned TAs. No TAs are assigned to 300-level non-lab courses.

2. Who decides which TAs are assigned to which undergraduate courses?

   Answer: The process works as outlined in the Department's Bylaws:

   > "The Department Executive Committee (DEC) advises the Chair on teaching assistantships and allocations through the following procedure: After receiving a ranked list of nominations for teaching assistantships from the Graduate Executive Committee (GEC), the DEC shall assign teaching assistant positions, taking into account student requests, instructors' requests, advisers' recommendations, and departmental needs. When such assignments must be made during times outside the academic year, the Chair and Undergraduate Program Director shall award teaching assistantships based on rankings defined earlier by the Graduate Executive Committee."

   The ranked list of TAs that the GEC produces is broken into two categories: (1) those students to whom we have guaranteed a TAship for the coming year or semester as part of their overall funding package – these students will automatically receive a TAship, though they must fill out the application so that we know to plan for them; and (2) those students who do not have guaranteed TAships for the coming year – these students will be ranked according to 1) their

academic performance, according to the results of the annual review, their GPA, and whether they have any Incompletes on their transcript; 2) previous teaching performance, according to class and faculty evaluations; and 3) full-time status.

3. Can TAs and/or instructors express preferences for their assignments?

   Answer: Yes, there is room on the TA application form for TAs to do this, and instructors may also express their preferences to the DEC, but while every attempt is made to accommodate as many people's preferences as possible, it is not usually possible to give everyone their first choice.

4. Must/can a CITE student TA for an EA course, and vice versa?

   Answer: We consider every graduate student in our program capable of TAing for any undergraduate course offered by the Department. Whenever possible, we assign CITE students to CITE courses and EA students to EA courses, but CITE and EA students are often required to TA for courses outside of their own program. This can be challenging for both the TA and the instructor, but it is usually extremely beneficial for the student when s/he goes on the job market and often works out very well in the end. If a student would welcome this sort of cross-assignment, this preference should be noted on the application form.

5. Does the workload vary for TAs from course to course?

   Answer: While the tasks TAs perform may vary from course to course – from leading discussion or lab sections to grading to holding review sessions and office hours, etc. – by union contract TAs must not be required to work more than 15 hours per week on average throughout the semester. This means that some weeks (perhaps heavy grading weeks) will require more than 15 hours, but if so, others will need to be lighter to compensate. All TAs should keep track of their hours, and instructors should make their expectations of TAs clear from the beginning of the semester.

   With the permission of their instructors, TAs may choose to give guest lectures in the classes for which they are TAing in order to gain experience lecturing to a large class. If they are asked to give a lecture for an instructor who is absent, however, they must be compensated. The "Policy on Absence from Teaching," passed by the full Departmental faculty on 15 September 2010, states the following:

   "It is the expectation of the Department of Anthropology that all faculty members will be present, throughout the entire semester, at each of their classes, undergraduate and graduate. If a faculty member has a legitimate reason for missing a class (e.g., illness, conference attendance, public speaking that cannot be scheduled at a different time, receiving an award at a particular event), s/he may miss two 1.5-hour sessions of an undergraduate course in a semester as long as an alternative instructional activity is planned, such as giving an exam, showing a film, asking a colleague to give a guest lecture, or hiring a graduate student to teach the material at no less than the hourly rate paid to Departmental graders."

6. When will I receive my TA assignment?

   Answer: It depends. We try to let instructors and TAs know their assignments as soon as possible, but there are almost always changes that need to be made up until the last minute because students' plans change and enrollments fluctuate.

7. What should I do if I don't like my TA assignment (if I am a grad student) or don't like the TA assigned to my course (if I am an instructor)?

   Answer: TAs and instructors often have to accept less-than-ideal assignments, but if the assignment is particularly problematic, TAs and instructors can appeal their assignments by availing themselves of the grievance procedures laid out in the Bylaws of the Department and Graduate Program, the first step of which would involve informing the Chair and the Graduate Program Director of the objections to the assignment.

8. Will I be evaluated in my performance as a TA?

   Answer: The Department has a TA Evaluation Form that instructors are supposed to fill out at the end of the semester. It is up to the instructor as to whether this form is shared with the TA. Some faculty members provide their TAs with a copy and go over the evaluations with them, while others prefer to keep the contents of the evaluation confidential.

9. Is there a limit on the number of years I can be a TA for the Department?

   Answer: The School of Arts and Sciences (SAS) has a "Policy on the Conservation of Graduate Student Support," which states the following:

   "Beginning with the 2010-11 academic year, SAS support in the form of fellowships, TAs and GAs will be limited to six years for graduate students in any given graduate program. University funding for which SAS students are eligible, for example the Presidential Fellowships, the Bevier Fellowships, the Diversity Fellowships, Mellon funds administered by the SAS, or any other appointments provided by another school, for which SAS students are eligible, will be included in determining the years of support to be provided. Externally funded fellowships or assistantships won by graduate students or provided by an external grant secured by a faculty member are not counted in the six-year limit.

   "There are two general exceptions to this limitation: All TAs participating in the writing program may receive up to seven years of support, and up to three Division of Life Science (DLS) -TAs per year may receive up to seven years of support.

   "Time employed as a non-tenure-track faculty member or as a part-time lecturer is not included in the funding limits mentioned above.

   "Exceptions to this policy must be approved by the Executive Vice Dean (EVD) of the SAS, in consultation with the Associate Dean for Academic Affairs of the Graduate School. The EVD will take into account both disciplinary differences and individual

circumstances."

Note that this limitation is not determined on the total number of years a student has been in the program but on the total number of years of funding from Rutgers a student has received. Years during which the student is funded through external grants such as NSFs, Fulbrights, Leakeys, etc., or years during which the student pays her/his own way do not count toward the limit. Individuals in the Dean's Office have had conflicting interpretations of this policy and at times have sought to determine the limit according to the total number of years in the program, but whenever this has happened, they have been successfully convinced that the wording of the policy does not call for this.

We have successfully obtained exceptions of the policy for a couple of students in the past, but the Dean's Office is reluctant to grant them. If, however, you would like to request an exception of this policy in your own case, please speak with the Graduate Program Director.

APPENDIX E: Graduate Curriculum and Funding for all Anthropology Ph.D. Students

Total credits to degree: 72 (48 course credits, 24 research credits)

Funding: 5 years (or 4 if entering with MA) consisting of a mix of TA and fellowship, depending on the needs of department. A typical model consists of fellowship in Year 1, TA in Years 2 and 3, fellowship or TA last 2 years). Students will usually receive one year of fellowship and one year of TA'ship in their final two years of funding – the order is to be decided by the Graduate Director and the Graduate Executive Committee.

As of fall 2015, the expected funding and registration for all doctoral students is as follows. Please note that it will vary slightly depending on funding (if a student has a diversity fellowship or NSF GRF, for example) and whether or not they received 5 years or 4 years (if they entered program with relevant MA) of funding support from the program:

Doctoral students accepted with a funding package (typically 4-5 years) are responsible for registering for enough credits while they are a Teaching Assistant or Excellence Fellow. You should make sure that by the time you have used your funding package, you have acquired your 48 course credits (prior to becoming ABD) and 24 research credits. It is extremely important to work with your advisor and plan out your credits over the next 4-5 years.

[THE GEC WILL MODIFY THIS SECTION IN 2018 TO CONSIDER BOTH STUDENTS WHO ENTERED PRIOR TO FALL 2017 AND STUDENTS WHO ENTERED IN FALL 2017 WITH TUITION-IN-AID GRANTS NEW RCM FUNDING MODEL]

FOR STUDENTS ENTERING BEFORE FALL 2017:

Year 1: *Fellowship*. Register for at least 18 credits but up to 32 credits in consultation with advisor

Year 2: *Teaching Assistantship*. Register for at least 12 academic credits during school year, and 6 academic/research credits in following summer. These 6 summer credits can be used for a field statement (even if completed in the prior spring or to be completed in the following fall or independent study) or some research credits.

Year 3 and 4: *Teaching Assistantship or Fellowship or External Support*. As a TA register for at least 12 academic credits during school year, and 6 research credits in following summer. *External support*. If a student does not receive external grants or fellowships to support their research, they may request to use one of their years of department funding to support themselves. Funding will usually be in the form of a fellowship, though the actual determination will be made by the Graduate Director. Students should register for enough credits to meet their requirements (48/24) while funded.

Year 5: *Fellowship or Teaching Assistantship (if remaining)*. A student receiving a fellowship or TA'ship in Year 4 should register enough research credits to fulfill the 24-research credit minimum.

Year 6: *Fellowship or Teaching Assistantship (if remaining)*. A student receiving a fellowship or TA'ship in Year 4 should register enough research credits to fulfill the 24-research credit minimum.

CITE STUDENTS:

- **Field statements:**
  A sequence of the following: syllabus (Spring of Year 1); analytical essay (Spring of Year 2); dissertation proposal (Fall of Year 3). Individual advisors may require additional work to develop expertise in area studies. Main advisor may supervise both the proposal (Year 3) and one of the other two field statements (Years 1 or 2).

• **Required courses:**
505 (History of Theory),
506 (Research Design and Methods),
514 (Language as Social Action)

HES STUDENTS:

• **First and Second Year Papers & Research Proposal:**
- "First Year Field Statement" due in the Spring semester of the first year
- "Second Year Field Statement" due in the Spring semester of the second year
- Dissertation Research Proposal due no later than the Spring semester of the third year

• **Core courses** are:
Evolution and Human Behavior (561 Human Behavioral Ecology)
Hominin Evolution (558 Evolution of the Hominidae)
Primate Behavioral Ecology (568 Primate Ecology and Social Behavior)
Evolutionary Theory (508 Evolutionary Theory and Processes)
Archeology (579 Archeological Sciences)
Proseminar (502 Proseminar in Anthropology II)
Core courses will be offered in a regular cycle
• Students are allowed to take no more than three independent study courses