

STATEMENT ON VALUES, CONDUCT AND CONFLICT RESOLUTION
IN THE DEPARTMENT OF ANTHROPOLOGY

Preamble:

The Department of Anthropology hopes to resolve potential misunderstandings and avoid escalation of most conflicts by providing a clear set of core values that we hope all members of the department, faculty, students, and staff, will strive to uphold.

Values and Conduct:

TRUST is a two-way street. To obtain and maintain trust from our colleagues (faculty, student, or staff), first we need to trust our colleagues.

RESPECT is earned. Earn respect by treating others in a civil fashion. Stop and think before you act or speak.

UNDERSTAND that not everyone works or thinks the way you do. Give each other the benefit of the doubt because your perspective is just one of many. Ask for clarification before you act. The perceived problem could very well be a simple misunderstanding.

SELF-REFLECT on ways in which you can make the department a better place for yourself and others around you. Smile and be positive and pleasant.

TEAMWORK requires working together to build an equitable and secure and safe work environment for all members of the department (faculty, students, staff).

CONDUCT AND CONFLICT PROCEDURES
IN THE ANTHROPOLOGY DEPARTMENT AND AT TEXAS A&M UNIVERSITY:

As with the university, the Department of Anthropology is committed to providing an educational and work environment that is safe and conducive to the personal and professional development of all of its members. If you need support there are several steps and resources that can help guide you in pursuing grievances within the Department and University community. It is important to keep in mind that the department head is an invaluable resource available and accessible to all members of the department for conflict resolution. Moreover the department head is a logical starting point for discussion of many departmental concerns.

Steps to Take in Resolving Conflict Issues:

Faculty:

According to University Rules, faculty grievances are distinguished by those related to a) tenure or dismissal; b) illegal discrimination, sexual harassment, or related retaliation charges; and c) other faculty grievances. A full description of these can be found at the Dean of Faculties website under the "Grievances" tab (<http://dof.tamu.edu/content/grievances>) and specific procedures for each circumstance can be found in the university's Faculty Rules, <http://dof.tamu.edu/node/558>. Below are a set of suggested steps to take if you find yourself in a conflict resolution situation.

- 1) Following the values outlined above and depending on the type of conflict and level of comfort in the specific situation, attempt to approach the colleague and ask questions for clarification. This may alleviate misunderstandings before things get out-of-hand.

- 2) If you are uncomfortable with the first approach or feel that it may put you in an unsafe position, approach the department head with your grievance. S/he will make every attempt to advise and assist you in the most appropriate course of action and your consultation will be kept in confidence.
- 3) If resolution cannot be found in working with the department head, make an appointment with the dean of the college.
- 4) If you are uncomfortable with this approach, the next step is to make an appointment to speak with the Associate Dean of Faculties for a confidential consultation at (979) 845-4274.
- 5) Additionally, you may elect to seek mediation services through the Office of the Vice President and Associate Provost for Diversity (<http://diversity.tamu.edu/Mediation/Mediation.aspx>) or schedule an appointment with the Faculty Ombuds Officer, Michael Benedik, 979-845-5776, benedik@tamu.edu. Scheduling mediation services or contacting the ombuds officer does not limit or preclude the pursuit of another action related to a grievance, including filing of a formal grievance.

Graduate and Undergraduate Students:

According to University Rules students have two courses of action:

- 1) Seek advice regarding a grievance from a neutral member of the faculty or staff. Graduate students in teaching positions, it is advised that you list your faculty supervisor's name and email address on your class syllabus so your students have a contact person for conflict resolution.
- 2) Seek advice from the Student Assistance Services (Cain C217, 979-845-3113). They have staff available explicitly for this purpose.

The decision as to which procedure to utilize for a grievance filed by a student shall be made solely by the university and shall be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review (Part III: Student Grievance Procedures, Student Rules, <http://student-rules.tamu.edu/studentgrievanceprocedures>).

The following is a list of potential problems, issues or concerns (disputes) outlined by the university for students. Please visit the <http://student-rules.tamu.edu/studentgrievanceprocedures> to review suggested procedures for specific disputes.

- 1) Discrimination and Discrimination Appeals
- 2) Disability Accommodations in Academic Programs
- 3) Sexual Harassment
- 4) Grade Disputes
- 5) Unexcused Absences
- 6) Academic Suspension and Blocks
- 7) Disciplinary Action
- 8) Academic Misconduct
- 9) Graduate Student Examination Evaluation Disputes
- 10) Financial Assessments by the University
- 11) Parking Citations

Staff:

Non-faculty employees have the right to present complaints concerning wages, hours of work, or conditions of work. This process does not apply to temporary and wage employees except when related

to federal discrimination issues. Visit Human Resources <http://employees.tamu.edu/ppr/complaint.aspx> for specifics regarding System Regulation 32.01.02 for the complaints and appeals process.

RESOURCES AVAILABLE ON CAMPUS:

General:

Tell Somebody! Help prevent tragedy before it happens.

“As a member of this University community, if you observe any behavior that is concerning please go to: <http://tellsomebody.tamu.edu/> and provide detailed information on the report form. This report goes to members of the Special Situation Team. This team is comprised of University faculty and staff charged with helping students, faculty, and staff who are exhibiting concerning behavior.” If a student exhibits behaviors that may indicate immediate danger to anyone, call 911 (9-911 from a campus phone). For urgent but non-crisis aid, walk the student to the Student Counseling Service in Cain Hall B-103. Additional information regarding emergency procedures and how to get assistance if you witness concerning behavior is available at: <http://www.tamu.edu/emergency/procedures/>

For Faculty:

Dean of Faculties

Faculty Ombuds Officer

(Michael Benedik: benedik@tamu.edu)

The FOO serves as an independent, confidential, and impartial resource for faculty.

<http://faculty-ombuds.tamu.edu/>

Academic Civil Rights Investigation Committee (ACRIC): investigates complaints against a faculty member regarding discrimination, sexual harassment, or related retaliation, following System regulation 08.01.01. Such complaints should be filed with the Office of the Dean of Faculties.

<http://rules.tamu.edu/TAMURulesAndSAPs.aspx>

Committee on Academic Freedom, Responsibility, and Tenure (CAFRT): considers grievances concerning academic freedom, responsibility, tenure, and promotion, following University rule 12.01.99.M2

<http://committees.tamu.edu/committees/index/index/id/62>

Office of the Vice President and Associate Provost for Diversity

Mediation is a voluntary and confidential process provided by the Office of the Vice President and Associate Provost for Diversity for faculty and administrators who are interested in managing or resolving conflict.

<http://diversity.tamu.edu/Mediation/Mediation.aspx>

For Students:

Student Conflict Resolution Services

<http://studentlife.tamu.edu/scrs>

Includes three offices of service to students:

Student Conduct Services: investigates complaints alleging violation of the Student Code of Conduct

<http://student-rules.tamu.edu/rule24>

Student Legal Services: advises and counsels students concerning their legal problems, maintains strict confidentiality and adheres to attorney-client privilege.

Student Mediation Services: free mediation services to all students to help resolve conflicts and disagreements.

Office of Graduate Studies

The **Ombudsperson** advocates for the processes of graduate education by being equally open and accessible to all parties – students, faculty, staff and administrators.

<http://ogs.tamu.edu/current-students/ombudsperson/>

For Staff:

Human Resources

<http://employees.tamu.edu/employees/WorkLife/>

Policy and Practice Review Department: handles complaint and appeal process for employees who are not Faculty

<http://employees.tamu.edu/ppr/default.aspx>

Employee Assistance Program: provides confidential counseling to Faculty, Staff and dependents who experience personal or workplace concerns.

<http://employees.tamu.edu/employees/WorkLife/assistance/default.aspx>

CODES OF ETHICS/CONDUCT FOR PROFESSIONAL ASSOCIATIONS IN ANTHROPOLOGY

American Anthropological Association <http://www.aaanet.org/committees/ethics/ethcode.htm>

Society for American Archaeology

<http://www.saa.org/AbouttheSociety/PrinciplesofArchaeologicalEthics/tabid/203/Default.aspx>

American Association for Physical Anthropologists

<http://physanth.org/association/position-statements/code-of-ethics>

Society for Applied Anthropology

<http://www.sfaa.net/sfaaethic.html>

World Archaeological Congress

http://www.worldarchaeologicalcongress.org/site/about_ethi.php

Society for Historical Archaeology

<http://www.sha.org/about/ethics.cfm>

Register of Professional Archaeologists

<http://www.rpanet.org/displaycommon.cfm?an=1&subarticlenbr=3>

American Society of Primatologists

<https://www.asp.org/society/resolutions/EthicalTreatmentOfNonHumanPrimates.cfm>

International Primatological Society

<http://www.internationalprimatologicalsociety.org/policy.cfm>