DEPARTMENT OF ANTHROPOLOGY | STANFORD UNIVERSITY
Department of Anthropology Committee Guidelines
Undergraduate Committee 2022-2023

Undergraduate Committee Participants:
Undergraduate Committee Chair: Sharika Thiranagama
Undergraduate Committee Member: Krish Seetah
Undergraduate Committee Staff: Tina Jeon

Undergraduate Committee Charge and Procedures:
The Undergraduate Committee (UC) plays a major role in maintaining the structure and integrity of Undergraduate programs in Anthropology. It does this in consultation with the rest of the faculty in the department. The UC consists of two faculty in the department (including the chair of the committee).

The chair of the committee is responsible for planning, organizing, and directing the undergraduate programs for undergraduate students. The chair should:

• work closely with the Student Services Officer to ensure that the Undergraduate program and the Department process follows University and H&S policies and guidelines;
• review the above policies and guidelines and the department’s undergraduate major, minor, and honors/senior paper procedures with UC members;
• consult with the faculty about any necessary or useful revisions to these policies and procedures;
• plan and organize Undergraduate events;
• lead department efforts to recruit Undergraduate students to the department’s programs;
• report to the faculty on changes to Undergraduate programs outcome

Undergraduate Committee Suggested Meeting Schedule:

**Autumn 2022**
First Meeting - to be scheduled on or by 14 October 2022 (Final Study List Deadline)
Second Meeting - to be scheduled on or by 7 November 2022 (Course WD Deadline)

- Plan Autumn quarter UG events (UG Orientation, Grant Info Session, Study Breaks, Speakers, etc.)
- Confirm the Autumn quarter calendar for Undergraduate events
- UG Advising and Majors Night
- Review UG Major/Minor requests and assign Faculty Advisors who are appointed through the Department of Anthropology
- Review UG Major/Minor non-Stanford course Petitions
- Review and approve the Undergraduate Program Enhancement grant application
- Review and select Peer Advisors
- Review select Context Journal Editors
- Review editors and schedule for CONTEXTS publication. Appoint graduate student and faculty mentor to oversee Contexts publication
- Plan Winter quarter UG events (second meeting)

**Winter 2023**
First Meeting - to be scheduled on or by 27 January 2022 (Final Study List Deadline)
Second Meeting - to be scheduled on or by 22 February 2022 (Course WD Deadline)

- Review UG Major/Minor requests and assign Faculty Advisors who are appointed through the Department of Anthropology
- Review UG Major/Minor non-Stanford course Petitions
- Review Bing Honors Proposal
- Confirm the Winter Quarter calendar for Undergraduate events
Review and Select Undergraduate research proposals and grant awardees
Confirm decisions for Undergraduate research grant requests

Prepare VPUE application
Plan Spring quarter UG events
Plan info session for new Honors students to be conducted by UG committee chair and UG student services officer

Spring 2023
First Meeting - to be scheduled on or by 21 April 2022 (Final Study List Deadline)
Second Meeting - to be scheduled on or by 15 May 2022 (Course WD Deadline)
Special Meeting - for review of Department Diploma and Awards Ceremony nominations and for University awards nominations

Review UG Major/Minor requests and assign Faculty Advisors who are appointed through the Department of Anthropology
Review UG Major/Minor Petitions
Confirm the Spring quarter calendar for Undergraduate events
Review Undergraduate Honors applications
Confirm decisions for Undergraduate Honors applications
Discuss Honors/Masters Presentations and designate faculty facilitator for presentations
Review Undergraduate awards to be given during Department Diploma and Awards Ceremony
Confirm Undergraduate awardees, Department Diploma and Awards Ceremony
Review miscellaneous student issues around progress to graduation