

**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:

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

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

**U**NDERSTAND 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.

**S**ELF-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.

**T**EAMWORK 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 [Faculty Affairs website](#). 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 Vice Provost for Faculty Affairs for a confidential consultation at (979) 845-4274.
- 5) Additionally, you may elect to seek mediation services through the [Faculty Ombuds Officer](#). 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](#) in the Division of Student Affairs Office. 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](#)).*

The following is a list of potential problems, issues or concerns (disputes) outlined by the university for students. Please visit the [Student Grievance Procedures Webpage](#) 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 the [Complaint and Grievance Process for Nonfaculty Employees](#) at the Human Resources and Organizational Effectiveness webpage for specifics regarding [System Regulation 31.01.02](#) 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 the [Tell Somebody](#) webpage 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 the [Emergency Procedures](#) webpage.

### For Faculty:

[Office of Faculty Affairs](#)

[Faculty Affairs](#)

**Faculty Ombuds Officer:** serves as an independent, confidential, and impartial resource for faculty.

[Faculty Ombuds Officer](#)

**Title IX Office:** investigates complaints against a faculty member regarding discrimination, sexual harassment, or related retaliation, following System regulation 08.01.01.

[Title IX Office](#)

**Associate Provost for Faculty Advocacy:** seeks to amplify faculty voices and advocate for meaningful faculty representation on committees, governing bodies, and in departments and colleges.

[Faculty Advocacy](#)

### For Students:

[Division of Student Affairs](#)

[Student Affairs](#)

Includes multiple offices of service to students, including:

**Student Care and Support:** provides support to students experiencing a crisis or obstacle keeping them from achieving success.

[Student Care and Support](#)

**Interpersonal Violence Prevention:** empowers students to build healthy relationships, practice prevention and harm-reduction strategies, and build a proactive culture in Aggieland that values non-violence.

[Prevention and Awareness](#)

**Student Legal Services:** provides free legal advice and assistance to students. They cover various topics, including landlord/tenant disputes, criminal law, expunctions, automobile accidents, traffic tickets, and consumer protection. Additionally, mediation services are available to help students resolve conflicts.

[Common Legal Concerns](#)

**Pregnant & Parenting Student Services:** has various support services designed to help pregnant and parenting students succeed and thrive at Texas A&M.

[Pregnant and Parenting Services](#)

[Graduate and Professional School](#)

[Graduate and Professional School](#)

**Ombuds Services:** serves as an informal, independent, and neutral resource that anyone from the graduate and professional community can use to obtain assistance with a conflict, misunderstanding, concern or issue related to graduate education.

[Ombuds Office](#)

**For Staff:**

Human Resources and Organizational Effectiveness

[HROE](#)

**Complaint and Grievance Process for Nonfaculty Employees:** employees have the right to present complaints concerning their wages, hours of work, or conditions of work. This applies to complaints by nonfaculty employees of the System and its components, including agency employees with faculty titles who are not in tenure-track positions. This process does not apply to temporary and wage employees except when related to federal discrimination issues

[Complaint and Grievance Process for Nonfaculty Employees](#)

**Employee Counseling Services:** GuidanceResources® by ComPsych offers counseling, legal and financial consultation, work-life assistance and crisis intervention services to all our employees and their household family members.

[Counselling Services](#)

**CODES OF ETHICS/CONDUCT FOR  
PROFESSIONAL ASSOCIATIONS IN ANTHROPOLOGY**

[American Anthropological Association](#)

[American Association of Biological Anthropologists](#)

[International Primatological Society](#)

[Register of Professional Archaeologists](#)

[Society for Applied Anthropology](#)

[Society for American Archaeology](#)

[Society for Historical Archaeology](#)

[World Archaeological Congress](#)