

Department of Anthropology | Stanford University

Department of Anthropology Best Practice Reference, Graduate Admissions Committee Guidelines

ANTHRO Graduate Admissions Committee members, 2013-2014 admissions season (for matriculation beginning Autumn Quarter 2014-2015)

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New Question on the Graduate Application prompting disclosure about First-generation College attendance

Parent or Guardian Occupation and Level of Education

This new group of questions was added to the Graduate Application to provide information related to parental education and occupation. Graduate Admissions is working to edit the online review system and PDF to include full information for these questions. Responses can only be found in the application PDF, (which can be viewed online or printed).

Graduate Committee access to CollegeNET ADMIT

Website and Login Information

Web Address: <https://admit.applyweb.com/admit/shibboleth/stanford> or go to the Graduate Admission Office webpage at <http://studentaffairs.stanford.edu/gradadmissions/staff/applyweb-info> and link to CollegeNET directly from this page.

Log in: Your SUNET ID and password

Chrome is the preferred browser. Firefox has proved to function well, also. IE does not function well. Safari does not function. The Stanford link uses a technology called *Shibboleth* to allow Stanford users to use existing SUNET IDs and passwords to log in. This link takes you to the Stanford Authentication page and then on to the CollegeNet Application ADMIT page. To the left of the page, you should be able to see one or more pools. You have all been given permissions the ALL APPLICANT pool as well as to all track specific pools (ie AR EVALUTE, CS EVALUATE, EE EVALUATE). As a faculty reviewer/evaluator on the ANTHRO Graduate Admissions Committee, you have been given access to read the applicant files for all of the graduate applications (ie approximately 285 graduate MA and PHD applications, across all three department tracks)Over the break, staff will continue to load applicants to the appropriate track pool: AR Evaluate, CS Evaluate and EE Evaluate. If an applicant file is identified in the wrong track pool, please send email to anahids@ and selleck@. We will move the file to the appropriate pool(s).

Please keep in mind that the applicant information is prohibited and or restricted and should not be printed as a hard copy or as a .pdf or other file, nor should it be sent via any electronic or other means to another person or entity. Any copies of applicant information (print screen or cut and paste) should be destroyed by placing in the shredding receptacle in 50, 51H.

Graduate Committee access to Graduate Applicant Paper (Hardcopy) files

Paper (hard copy) applicant files

From Friday, 20 December 2013, the graduate applicant files will be located to Building 300, Room 219 (door key pad number code is the faculty access code used for the office door in 50 in order to gain access to the mail room). Before the last day of the Autumn Quarter, a key to the front door of Building 300 will be provided in an envelope placed in the faculty mailbox. The applicant files are generally alphabetical and arranged in tubs on the credenza to the left back of the conference room.

Use of PDF files

Intergraded PDF files appear in their own tab within CollegeNET ADMIT, instead of opening up in a separate browser or PDF viewer window. This viewing functionality has been formatted in this way for security purposes. Faculty reviewers are unable to create .pdf files from the application or associate applicant articles.

Use of DropBox

The use of Stanford Box is prescribed for sending and receiving internal department spreadsheets detailing applicant names and faculty reviewer ratings. To sign up for a Stanford Box account, go to <https://stanford.box.com/login>. To read information about Stanford Box, go to <http://itservices.stanford.edu/service/box>. From Friday, 20 December 2013, the ANTHRO Graduate Admissions Committee will have access to a Master .xls file detailing Graduate Applicant names and columns for rating to establish an overall average for the purpose of confirming an Admissible Pool. The .xls file will have three worksheets - one worksheet per department track (ie Archaeology, Culture and Society (Medical Anthropology will be a subset of), and Ecology and Environment). Each Graduate Admissions Committee member will fill in the worksheet for their track and return to the Student Services Officer via Stanford Box.

Graduate Applicant Information, Prohibited and Restricted

Graduate Applicant information may be prohibited, restricted and/or confidential as per the University data policy http://www.stanford.edu/group/security/securecomputing/dataclass_chart.html. When reviewing the CollegeNET applicant and supplemental information, Faculty reviewers are not able to create a .pdf from the articles. However, the CollegeNET webpages do permit faculty reviewers to print the application and supplemental articles. Due to the classification of the applicant articles, printing is not recommended. If one does print the application or supplemental articles, attention must be given to the appropriate use of these articles as well as to the appropriate destruction of these articles. Please see the following best practices: review any printed articles in a private setting, keep printed articles securely, and dispose of printed articles by confidential a shredding source.

FERPA

The Federal Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. FERPA also provides students with certain rights with respect to their educational record, including: the right to inspect and review educational records, the right to request amendment to the educational records, and the right to have some control over disclosure of information from educational records. FERPA has a very broad definition of what constitutes an education record. The student record extends beyond the working file in the office to all records about the student that are maintained by Stanford University. Once a graduate applicant has been offered admissions and begins matriculation as an enrolled student (i.e. once the first quarter of enrollment in the degree program begins, the graduate application becomes an 'education record'. This does not include letters of recommendation if the right to view them has been waived.

Best practices based on the Dean of Humanities and Sciences and the Vice Provost for Graduate Education include the following:

- place all letters of recommendation to which the applicant has waived his or her access rights in a separate file.
- because every exchanged email referencing a student is an education record that the student has a right to request, faculty and staff should be cautious with email and use other avenues to communicate where possible.
- all emails should be written as if the students will view them at some time in the future
- when writing about student work, be factual and give examples
- do not compare students, do not make personal comments about a student
- personal notes and other records that remain in the sole possession of the maker are not part of the student record until they are shared with another. Once shared, however, students have the right to visit them.
- when evaluating students, the best practice is to conduct a verbal discussion. Do not take verbatim minutes at meetings; these become student records. Instead, place summaries of discussions, decisions, and votes in the student files.
- consult. If you have a question about FERPA, privacy, confidentiality, or release of information:
Susan Weersing H&S 723 1205 and Lauren Schoenthaler General Counsel 725 9560

 FERPA and ADMIT

In ADMIT, the graduate application evaluation system, faculty evaluators comment on and rank applicants. Once an applicant has matriculated and begun classes, FERPA applies and the ADMIT comments become part of the student education record.

Faculty evaluators should follow best practices when commenting on an applicant - be factual in assessing the student's record and be mindful that should the student be admitted, the comments will be part of the education record.

Given the inability of departments to delete evaluator comments, there is currently inquiry on the part of the Dean of Humanities and Sciences about extending the waiver to include admissions evaluation.

 Mobil Device Manager

<https://itservices.stanford.edu/service/mobiledevice/management>

-If your job involves working with [Restricted Data](#) and you use a mobile device for your work, we suggest that you [choose an iOS device](#) and enroll in [MDM](#) to comply with ISO guidelines.'

-Android Security Tips

<https://itservices.stanford.edu/service/mobiledevice/cellular/android>

-Guidelines for Securing Mobil Computer Devices

http://www.stanford.edu/group/security/securecomputing/mobile_devices.html

 TOEFL

Interpreting test scores <http://www.ets.org/toefl/institutions/scores/interpret/>

Comparing test scores <http://www.ets.org/toefl/institutions/scores/compare/>

Scoring guides <http://www.ets.org/toefl/institutions/scores/guides/>

Minimum score requirements (Internet 100 minimum; Paper 600 minimum - overall) <http://studentaffairs.stanford.edu/gradadmissions/applying/exams>

 GRE

About the GRE tests <http://www.ets.org/gre/institutions/about>

GRE test scores <http://www.ets.org/gre/institutions/scores>

GRE Guide to the Use of Scores http://www.ets.org/s/gre/pdf/gre_guide.pdf

How do revised GRE scores compare to prior GRE scores http://testprep.about.com/od/Revised_GRE_Exam/f/GRE_Scores.htm

 Reviewing Applications via ADMIT CollegeNET

GAC Faculty reviewers (all tracks) have been given permission to access the pool labeled "All Applicant" containing all graduate applications (ie PhD and Terminal MA, for all Department tracks). In addition, GAC Faculty reviewers have been given permission to pools labeled specifically for their respective track (ie "AR Evaluate"). In these pools, application are placed specific to the appropriate track. Applications are sorted alphabetically by degree program. When assigning a score for the admissible pool, please use a score scale of 1 to 5, whole numbers, only, with 1 as a high desirable score and 5 as a low undesirable score.

The rate scale ranges from 1 to 5:

1 being "Admissible-definite" - 2 being "Admissible-strong" - 3 being "Admissible-good" - 4 being "Admissible-possibly with further discussion", and - 5 being "Not admissible-with no further consideration". Please rate the individual graduate applicant, overall. Qualitative narrative can be made in an area of notation that is kept personally by the faculty evaluator and separately from the rated list of applicants.

Faculty Signature verifying an acknowledgement of review of the information listed above.

Faculty Signature

Date

GRADUATE ADMISSIONS COMMITTEE (GAC)

CHARGE:

The Graduate Admissions Committee (GAC) plays a major role in selecting the applicants who will be offered admissions to the doctoral degree and masters degree programs in the department. It does this in consultation with the rest of the faculty in the department.

The chair of the committee is responsible for planning, organizing and directing the graduate admissions process for doctoral and M.A. students. The chair should:

- work closely with the Student Affairs Officer to ensure that the admissions evaluation and decision process follows university and H&S policies and guidelines;
- be familiar with the H&S graduate diversity fellowship program and best practices for recruiting a diverse graduate student cohort and with the Federal Educational Rights and Privacy Act (FERPA);
- review the above policies and guidelines and the department's graduate admissions procedures with GAC members;
- consult with the faculty about any necessary or useful revisions to these policies and procedures;
- plan and organize the finalists' campus visits;
- lead department efforts to recruit those admitted to the program;
- report to the faculty on the admissions and recruitment outcome.

The GAC consists of six faculty in the department (including the chair of the committee): two Arch, three C&S, and one EE faculty. The members of the GAC are referred to below as GAC faculty. Faculty in the department who are not on the GAC are referred to as non-GAC faculty.

PROCEDURES:

1. Student Services Officer will sort the applicants into the three tracks; then the GAC faculty representing each of the tracks will evaluate those in their track, rate them, and select the admissible pool (AP).
2. The department admits to the doctoral program those students with the strongest records on the basis of the selection criteria below. We do not select students because they will be useful for a faculty member's research project, nor to work with a specific faculty member. Students are admitted to the department as a whole and may switch advisors after the first year.
3. Selection criteria for Admissible Pool in all tracks: Only those applicants deemed to be well-qualified to successfully complete the doctoral program in anthropology at Stanford should be admitted to the admissible pool (AP). The criteria to be considered in evaluating applications are: statement of purpose, grades, letters of recommendation, GRE scores, research and other relevant experience, readiness for the doctoral program, and good fit for the department. In reviewing GRE scores, keep in mind diversity considerations.
4. Non-GAC faculty may review files in the entire applicant pool and may call to the attention of the appropriate track faculty those they think are strong candidates for the AP. Before doing this, they review the Federal Educational Rights and Privacy Act (FERPA) overview prepared by the School of Humanities and Sciences. They must send their recommendations to the GAC faculty at least one week before the GAC faculty meet to select the admissible pool. Once the AP has been selected, the GAC will not consider excluded applicants.
5. Once the AP for the three tracks have been selected, all faculty will be notified and invited to read files in any of the tracks. There will be a minimum 10 day period in which they can do this.
6. Faculty will be invited to attend any of the GAC track meetings, at which they may convey their comments and evaluations of the applicants in the AP. Before attending the track meeting, faculty must review ALL applicants in the admissible pool and submit ratings to Shelly at least two days before the track meeting. At the track meetings, the selection of the finalists will be made by a vote of all faculty present.
- *5. All faculty will be notified of the skype interviews of the finalists and will be invited to participate in them, although the interviews will be led by the GAC faculty. After the skype interviews, the GAC track faculty and non-GAC track faculty will meet to discuss the interviews and decide on a list of finalists to be invited to campus.
6. All faculty will be notified of finalist visits. They will be invited to meet with finalists in group faculty panels led by GAC faculty. Individual finalists may also request meetings with individual faculty.
7. After the campus visits and skype interviews, non-GAC faculty who have participated in the interviews [in-person and skype] will meet with GAC track faculty to produce a final ranked list of admits and alternates.
8. GAC track faculty will bring ranked lists to the final GAC meeting for discussion and approval before notifying candidates of offers of admission or alternate status. The number of offers made will depend on fellowship funds available and the formula for dividing them among the tracks. Currently the formula is CS (5), AR (2) + (2 from Provost/President), EE (2), plus consideration for Dean's Diversity, CCSRE, SGF, MSTP, NSF or other fellowships.

Draft SCHEDULE:

December 6: Last Day of Classes in the Autumn Quarter

December 10: Department deadline for graduate M.A. and Ph.D. application submission via the CollegeNet Vendor web-based interface

December 20: Hard copies and on-line applications ready for viewing by all faculty

December 20: Track applicant lists available to all faculty

December 20-January 6: University Winter Closure

January 6: First day of Classes in the Winter Quarter

January TBA: last date by which non-GAC faculty can call to the attention of the appropriate GAC track faculty those they think are strong candidates for the admissible pool.

January TBA: last day to submit admissible pool list for track to Student Services Officer

January 20: Martin Luther King Holiday

January TBA: Files in admissible pools for all tracks available to all faculty

January TBA: Track meetings will be held

January 31: GAC meets to finalize finalist list: campus visits and skype interviews

February TBA: skype interviews with finalists

February 17: Presidents Day Holiday

February TBA: campus interviews with finalists*

February TBA: each track produces ranked list of admits and alternates

February 24/25: Final GAC meeting to review and authorize offers of admission and alternate list.

March 14: Last day of Classes in Winter quarter

*Note that finalist visits to campus will be discussed at the upcoming faculty retreat. We might discontinue this practice due to expense and questionable usefulness.

MA ADMISSIONS (including co-terminal M.A.)

After the doctoral admissions review, the GAC will review MA applicants, including those in the Ph.D. pool who indicated they were interested in M.A. admissions as well. The GAC faculty representing each of the tracks will review the M.A. files and select those who are strong candidates. They will then work with Student Services Officer to identify possible faculty advisors for the candidates. Only those strong candidates who have a faculty who consents to work with them will be admitted.