

ASA ASA ASA AFRICAN STUDIES NEWSLETTER ASA ASA ASA

VOLUME XII

OCTOBER/DECEMBER 1979

NUMBERS 5 & 6

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The following cover letter and qualifications were designed by the December 2, 1979 meeting of the Finance and Personnel (cum Search) Committee, a committee of the Board of Directors, which has requested circulation in the Newsletter.

December 7, 1979

The African Studies Association during the coming calendar year will be moving from its present headquarters at Brandeis University and will be seeking a new Executive Secretary.

The ASA was founded in 1957 and now has a worldwide membership of over 1400 individuals and 600 institutional members. The purposes of the Association are to bring together persons with a scholarly and professional interest in Africa, to provide useful services to the Africanist community, and to publish and distribute appropriate scholarly and informational materials.

Inasmuch as members of your faculty have a demonstrated commitment to African Studies, the Search Committee felt it would be appropriate to contact you regarding the possible interest of your university in serving as host institution and providing a qualified candidate for the position of Executive Secretary. The expectations of the Search Committee are set forth in the attached document.

If your institution wishes to pursue this possibility, an early response would be greatly appreciated. The Search Committee will begin consideration of applications on 9 February 1980. Please respond to me at the following address:

Professor Peter C.W. Gutkind
Department of Anthropology
McGill University
855 Sherbrooke St. W
Montreal, Quebec, Canada
H3A2T7

QUALIFICATIONS OF EXECUTIVE SECRETARY AND LOCATION NEEDS

- A. The Executive Secretary acts for the Board and is accountable to it.
1. The appointee should have significant Africanist experience.
 2. A demonstrated administrative ability, recognized scholarly attainments, and substantial experience with publications programmes.
 3. Terms of service: five years, non-renewable and appointment subject to annual review.
 4. The ability to represent the Association effectively and smoothly to its membership and the wider public.
- B. 1. Adequate space is required for the administrative and publications functions and services of the Association.
2. Access to the facilities and support-services normally accorded professional associations by host institutions.
 3. At least one-half released time.
 4. Adequate secretarial support.
 5. Any additional contributions to the effective functioning of the Association.

EMPLOYMENT ADDENDUM

THE UNIVERSITY OF WISCONSIN-MADISON, Department of Afro-American Studies seeks applicants for a vacancy in the field of cultural anthropology with emphasis on Afro-America. Qualifications: Ph.D. or equivalent credentials. Applicants with training or experience in the study of African, Afro-Caribbean, or urban anthropology would be especially desirable. Level of appointment: Assistant Professor preferred. Effective date: Applications invited immediately; appointment will be made for 1980-81 school year. Initial appointment (for untenured faculty) will be for three years. Applicants should send curriculum vita, statement of research interests, and request three letters or reference to be sent directly to: Professor Tom W. Shick, Chairman, Search Committee, Department of Afro-American Studies, 455 N. Park St., University of Wisconsin-Madison, Madison, Wisconsin 53706. Deadline: February 1, 1980.

Minority persons and women are encouraged to apply. The University of Wisconsin is an Equal Opportunity Employer.