

**NEW YORK ARCHAEOLOGICAL COUNCIL  
FULL MEMBERSHIP APPLICATION**

Name \_\_\_\_\_

Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone (W) \_\_\_\_\_

\_\_\_\_\_

(H) \_\_\_\_\_

FAX \_\_\_\_\_

Email \_\_\_\_\_

Institutional Affiliation \_\_\_\_\_

Research Interests \_\_\_\_\_

**NYAC Committee Interest (indicate interest and committee chair will be notified):**

Action

Funk Foundation

Archaeology Season Poster

Legislative

Archives and Collections

Programs

Awards

Publications

Education

Standards

Fundraising

Website

**Please Attach the Following:**

**1. Statement of Interest.** To be read aloud during the review procedure of the NYAC Board and membership before voting on the application.

**2. Current Resume** for the Vice President's summary of the application during the review procedures and to provide answers to questions by the NYAC Board or membership.

**3. A detailed, point by point documentation of fulfillment of NYAC Qualifications for Membership A, B, and C** (see enclosed). **If RPA certified**, please provide a copy of the certification and most recent renewal letter.

**I subscribe to the NYAC Code of Ethics and Standards of Research Performance, and to the NYAC Standards for Cultural Resources Investigations and the Curation of Archaeological Collections.**

Please Sign Here \_\_\_\_\_

Please email completed application package as a pdf file to NYAC Vice President **Tim Lloyd** at [Timothy.Lloyd@parks.ny.gov](mailto:Timothy.Lloyd@parks.ny.gov), or mail it to: **Peebles Island State Park, P.O. Box 189, Waterford, NY 12188**. The application should be mailed at least two weeks before the fall or spring meeting. The application will be reviewed for completeness. You will be contacted should more information or clarification be need. The NYAC board will review your application at the meeting and make a recommendation to the general membership who will vote on it. Upon notification of acceptance, the applicant is required to mail their membership fee of \$25 to the Treasurer who will then notify the Secretary to begin mailings.

## QUALIFICATIONS FOR FULL MEMBERSHIP IN NYAC

### **An applicant must:**

1. Have met or be capable of meeting the minimal qualifications as stated below (based on Register of Professional Archaeologists (RPA) Qualifications for Recognition as a Professional Archaeologist).
  - A. Have been awarded a postgraduate degree in archaeology, anthropology, history, classics, or other germane discipline (or combination of disciplines) with a specialization in archaeology, except where an equivalency to such a degree can be documented.
  - B. Have received supervised training in basic archaeological field research, consisting of 2 weeks of field training (including both survey and excavation) plus 4 weeks of laboratory analysis and/or curating. The field training must be in blocks of at least 2 weeks duration. Deficiencies in this area may be remedied by substituting two years of field and laboratory experience under the supervision of a professional archaeologist (to include 12 months of field and 6 months of laboratory experience with a minimum of 12 months in a supervisory or other responsible role).
  - C. Have completed successful design and execution of an archaeological study, as evidenced by a report on such a study equivalent in scope and quality an M.A. or M.S. thesis, but not necessarily consisting of such a thesis. This report will ordinarily deal with archaeological field research. Acceptable substitutions for the requirements of this will be considered by the NYAC membership committee and must be accepted by a majority of the members voting.
2. Subscribe to the code of ethics and practice as follows: (based on RPA's Code of Conduct and Standards of Research Performance).

**NEW YORK STATE  
PROFESSIONAL QUALIFICATIONS IN SATISFACTION OF 36CFR61 STANDARDS**

**Name:**

**Profession:**

**Current Date:**

**Standard 1:** A graduate degree in archaeology, anthropology or closely related field:

**Standard 2:** At least one year of full—time professional experience or equivalent specialized in training in archaeological research, administration, or management:

**Standard 3:** At least four months of supervised field and analytic experience in general North American archaeology:

**Standard 4:** Demonstrated ability to carry research to completion:

**Standard 5:** A professional in prehistoric archaeology shall have at least one year of full—time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period:

**Standard 6:** A professional in historic archaeology shall have at least one year of full—time professional experience at a supervisory level in the study of archaeological resources of the historic period:

*Note: A year of full-time professional experience need not be continuous but may be discontinuous periods of full-time or part-time work equivalent to a year of full time experience.*

## Code of Ethics

Archaeology is a profession, and the privilege of professional practice requires professional morality and professional responsibility, as well as professional competence, on the part of each practitioner.

### **A. The Archaeologist's Responsibility to the Public:**

1. An archaeologist shall:
  - a. recognize a commitment to represent archaeology and its research results to the public in a responsible manner;
  - b. actively support conservation of the archaeological resource base;
  - c. be sensitive to, and respect the legitimate concerns of, groups whose culture histories are the subjects of archaeological investigations;
  - d. avoid and discourage exaggerated, misleading, or unwarranted statements about archaeological matters that might induce others to engage in unethical or illegal activity;
  - e. support and comply with the terms of the UNESCO Convention on the means of prohibiting and preventing the illicit import, export, and transfer of ownership of cultural property.
  
2. An archaeologist shall not:
  - a. engage in any illegal or unethical conduct involving archaeological matters or knowingly permit the use of her/his name in support of any illegal or unethical activity involving archaeological matters;
  - b. give a professional opinion, make a public report, or give legal testimony involving archaeological matters without being as thoroughly informed as might reasonably be expected;
  - c. engage in conduct involving dishonesty, fraud, deceit, or misrepresentation about archaeological matters;
  - d. undertake any research that affects the archaeological resource base for which she/he is not qualified.

### **B. The Archaeologist's Responsibility to her/his Colleagues:**

1. An archaeologist shall:
  - a. give appropriate credit for work done by others;
  - b. keep informed and knowledgeable about developments in her/his field or fields of specialization;
  - c. accurately, and without undue delay, prepare and properly disseminate a description of research done and its results;
  - d. communicate and cooperate with colleagues having common research interests;
  - e. give due respect to colleagues' interest in, and right to, information about, sites, areas, collections, or data where there is a mutual active or potentially active research concern;
  - f. know and comply with all laws applicable to her/his archaeological research, as well as with any relevant procedures promulgated by duly constituted professional organizations;
  - g. report knowledge of violations of this Code to proper authorities.

2. An archaeologist shall not:

- a. falsely or maliciously attempt to injure the reputation of another archaeologist;
- b. commit plagiarism in oral or written communication;
- c. undertake research that affects the archaeological resource base unless reasonably prompt, appropriate analysis and reporting can be expected;
- d. refuse a reasonable request from a qualified colleague for research data.

**C. The Archaeologist's Responsibility to Employers and Clients:**

1. An archaeologist shall:

- a. respect the interests of her/his employer or client, so far as is consistent with the public welfare and this Code and Standards;
- b. refuse to comply with any request or demand of an employer or client which conflicts with the Code or Standards;
- c. recommend to employers or clients the employment of other archaeological or other expert consultants upon encountered archaeological problems beyond her/his competence;
- d. exercise reasonable care to prevent her/his employees, colleagues, associates and others whose services are utilized by her/him from revealing or using confidential information. Confidential information means information of a non-archaeological nature gained in the course of employment which the employer or client has requested be held inviolate, or the disclosure of which would be embarrassing or would be likely to be detrimental to the employer or client. Information ceases to be confidential when the employer or client so indicates or when such information becomes publicly known.

2. An archaeologist shall not:

- a. reveal confidential information, unless required by law;
- b. use confidential information to the disadvantage of the client or employer;
- c. use confidential information for the advantage of herself/himself or a third person, unless the client consents after full disclosure;
- d. accept compensation or anything of value for recommending the employment of another archaeologist or other person, unless such compensation or thing of value is fully disclosed to the potential employer or client; or
- e. recommend or participate in any research which does not comply with the requirements of the RPA Standards of Research Performance.

## Standards of Research Performance

The research archaeologist has a responsibility to attempt to design and conduct projects that will add to our understanding of past cultures and/or that will develop better theories, methods, or techniques for interpreting the archeological record, while causing minimal attrition of the archaeological resource base. In the conduct of a research project, the following minimum standards should be followed:

- A. The archaeologist has a responsibility to prepare adequately for any research project whether or not in the field. The archaeologist must:
  1. assess the adequacy of her/his qualifications for the demands of the project, and minimize inadequacies by acquiring additional expertise, by bringing in associates with the needed qualifications, or by modifying the scope of the project;
  2. Inform herself/himself of relevant previous research;
  3. Develop a scientific plan of research which specifies the objectives of the project, takes into account previous relevant research, employs a suitable methodology, and provides for economical use of the resource base (whether such base consists of an excavation site or of specimens), consistent with the objectives of the project;
  4. Ensure the availability of adequate staff and support facilities to carry the project to completion, and of adequate curatorial facilities for specimens and records;
  5. Comply with all legal requirements, including, without limitation, obtaining all necessary governmental permits and necessary permission from landowners or other persons;
  6. Determine whether the project is likely to interfere with the program or projects of other scholars and if there is such likelihood, initiate negotiations to minimize such interference.
  
- B. In conducting research, the archaeologist must follow her/his scientific plan of research, except to the extent that unforeseen circumstance warrants its modification.
  
- C. Procedures for field survey or excavation must meet the following minimal standards:
  1. If specimens are collected, a system for identifying and recording their provenience must be maintained.
  2. Uncollected entities such as environmental or cultural features, depositional strata and the like, must be fully and accurately recorded by appropriate means, and their location recorded.
  3. The methods employed in data collection must be fully and accurately described. Significant stratigraphic and/or associational relationships among artifacts, other specimens, and cultural and environmental features must also be fully and accurately recorded.
  4. All records should be intelligible to other archaeologists. If terms lacking commonly held referents are used, they should be clearly defined.
  5. Insofar as possible, the interests of other researchers should be considered. For example, upper levels of a site should be scientifically excavated and recorded whenever feasible, even if the focus of the project is on underlying levels.

- D. During accessioning, analysis and storage of specimens and records in the laboratory, the archaeologist must take precautions to ensure that correlations between the specimens and the field records are maintained, so that provenience, contextual relationships and the like are not confused or obscured.
- E. Specimens and research records resulting from a project must be deposited at an institution with permanent curatorial facilities.
- F. The archaeologist has responsibility for appropriate dissemination of the results of her/his research to the appropriate constituencies with reasonable dispatch.
  - 1. Results viewed as significant contribution to substantive knowledge of the past or to advancements in theory, method or technique should be disseminated to colleagues and other interested persons by appropriate means, such as publications, reports at professional meetings, or letters to colleagues.
  - 2. Requests from qualified colleagues for information on research results ordinarily should be honored, if consistent with the researcher's prior rights to publication and with her/his other professional responsibilities.
  - 3. Failure to complete a full scholarly report within 10 years after completion of a field project shall be construed as a waiver of an archaeologist's right of primacy with respect to analysis and publication of the data. Upon expiration of such 10 year period, or at such earlier time as the archaeologist shall determine not to publish the results, such data should be made fully accessible for analysis and publication to other archaeologists.
  - 4. While contractual obligations in reporting must be respected, archaeologists should not enter into a contract which prohibits the archaeologist from including her or his own interpretations or conclusions in contractual reports, or from a continuing right to use the data after completion of the project.
  - 5. Archaeologists have an obligation to respond to reasonable information requests from news media.
- G. Archaeologists have a responsibility to prevent the publication of precise site locations whenever such publication might lead to vandalism of the sites.
- H. Have demonstrated an interest in the archaeology of New York State, expressed by:
  - 1. attendance at meetings of NYAC, or
  - 2. professional involvement in adjacent areas, or
  - 3. having been active in furthering the goals of NYAC.
- I. Submit a membership application to which is attached a current vita and a statement of the applicant's interest in New York State archaeology. In the absence of an advanced degree, justification of equivalency must be included (titles and abstracts of comparable archaeological reports, see section 1).