

University of Illinois at Urbana-Champaign
Department of the Classics By-laws

PREAMBLE

The name of this organization shall be the Department of the Classics; School of Literatures, Cultures and Linguistics; College of Liberal Arts and Sciences; University of Illinois at Urbana-Champaign (hereafter referred to as the Department). The purpose of these by-laws is to promote the orderly conduct of the business of the Department. These by-laws supplement those of the School of Literatures, Cultures and Linguistics (SLCL); the College of Liberal Arts and Sciences (LAS); and the *University Statutes*. In the event of conflicts, the *Statutes*, LAS, and SLCL by-laws shall prevail. *Robert's Rules of Order* (Scott Foresman, most recent edition) shall apply to the extent that its provisions are not inconsistent with these by-laws, the *University Statutes*, or the LAS by-laws.

ARTICLE I. FACULTY

- A. The Core Faculty shall consist of those who have either a tenured or tenure-track appointment in the Department of 50% or greater.
- B. The Contributing Faculty shall consist of those tenured or tenure-track faculty at the University of Illinois at Urbana-Champaign (UIUC) with an academic appointment in the Department of less than 50%.
- C. The Specialized Faculty shall consist of anyone holding a formal appointment in the Department greater than 0% with any of the Specialized Faculty titles enumerated in Provost Communication No. 25 (e.g., Lecturer, Senior Lecturer, Teaching or Research Professor, etc.).

ARTICLE II. ADMINISTRATION

A. HEAD

- 1. The Department shall be governed by a Head. The Head's duties and responsibilities are specified in the *University Statutes* and refined in these by-laws.
- 2. The Head shall be the Department's chief executive officer, responsible for its internal administration and for representing the Department in an official capacity to University, College, and School administrators, faculty, and staff throughout UIUC; to the local community and the State of Illinois; and to the academic and Classics communities at large.
- 3. The Head is the agent of the entire faculty, the nonacademic staff, and the Department's students for the execution of Departmental policies.

4. The Head shall normally be appointed for a five-year term by the Dean of the College of Liberal Arts and Sciences. The Dean in consultation with the Core Faculty may reappoint the Head.
5. In the first semester of the fifth year of a Head's term of office, the Core Faculty may present the Dean with a written report of their views concerning the reappointment of the Head. That report shall be drafted by two members of the Core Faculty, as elected by the Core Faculty, after consultation with Associated Faculty, Specialized Faculty, and graduate students. At least one of the two members elected to draft the report must have a tenured appointment. A copy of this report shall be distributed to all members of the Core Faculty excepting the Head.
6. The Head in consultation with the Advisory Committee (see below, Article II.B.1) shall appoint the Director of Graduate Studies (DGS), the Director of Undergraduate Studies (DUS), the Latin Program Coordinator (LPC), and all other officers named in Articles IV and V except as specified (see Article V below).
7. Before the beginning of each academic year, the Head in consultation with the DUS and DGS shall produce a draft course schedule for discussion by the Core Faculty. This schedule shall take into account recent offerings, faculty leaves, and the needs of graduate and undergraduate curriculum (e.g. to ensure that required courses are offered on a suitable rotation).
8. The Head shall consult with the DGS, DUS, LPC, and faculty members teaching multiple-sectioned courses concerning the assignment of teaching assistants. The Head is also expected to solicit the preferences of the graduate students themselves. Special efforts should be made to ensure that MAT candidates gain Latin teaching experience prior to graduation.
9. The Head shall ensure that a senior member of the faculty conducts a teaching observation of Specialized Faculty once per semester.

B. ADVISORY COMMITTEE

1. The composition of the Advisory Committee shall be decided by a secret written vote of the Core Faculty at the first meeting of the academic year.
2. The Head shall regularly consult with the Advisory Committee concerning all matters of Departmental policy relating to administration, budget, research, teaching, advising, and allocation of faculty resources.
3. The Advisory Committee may, at any time, in consultation with the Core Faculty, conduct an informal review of the Head to be forwarded to the Dean.

4. The Advisory Committee shall elect a Committee Chair to preside over meetings in the absence of the Head.
5. Any two members of the Advisory Committee may convene a meeting of the Committee and the Head to discuss Departmental business. If petitioned by four members or one-third of the Core Faculty, whichever number is lesser, the Advisory Committee shall meet with all members of the Core Faculty, without the Head present, to discuss Departmental business.

ARTICLE III. PERSONNEL DECISIONS

A. TENURE AND PROMOTION

1. The procedures for Tenure and Promotion within the Department shall follow the Provost's regulations as stated in Provost Communication #9 or any subsequent document that supersedes this. The procedures must also adhere to LAS and SLCL regulations.
2. The Head has the ultimate responsibility for managing cases for Promotion and Tenure: for soliciting letters from outside referees in consultation with the promotion and tenure committee; for advising the candidate about the preparation of the relevant paperwork; and for ensuring that all promotion and tenure papers be prepared in accordance with the Provost's and College's guidelines. The Head may appoint members of the Core Faculty to assist in the preparation of papers for promotion or tenure.
3. The committee for determining whether a candidate shall be recommended to the Head for promotion or tenure shall consist of all of the members of the Core Faculty (excepting the Head) who hold an academic rank equal or superior to that to which the person is being considered for promotion. This committee's vote shall be recorded as the Departmental vote for the purposes of the process of Promotion and Tenure. The committee should exclude anyone with a conflict of interest concerning the candidate, with all questions regarding a conflict of interest being directed to the College and/or the Provost. Normally, all faculty participating and voting in deliberations concerning tenure shall prior to the vote have observed and reported in writing on at least one meeting of a course taught by the candidate.

B. THIRD-YEAR REVIEW

The Head is responsible for preparing a Third-Year Review for each tenure-track faculty member during their probationary period. The procedures must follow Provost Communication #13 or any subsequent document that supersedes this as well as the procedures determined by LAS and any other UIUC administrative body to which the Department may belong.

The Head shall seek the advice of the Advisory Committee concerning the elements comprising the dossier for each Third-Year Review. Once the Third-Year Review has been approved by the LAS Executive Committee, the Head shall discuss the review in person with the faculty member. The Third-Year Review shall become part of the faculty member's permanent Departmental file.

C. ANNUAL REVIEWS

The Head in consultation with the Advisory Committee shall establish procedures for the annual review of the research, teaching, and service of all members of the Core Faculty as well as Specialized Faculty, in conformity with campus requirements for annual faculty review. All members of the Faculty shall be provided with a copy of these procedures and notified of any subsequent modifications to them. Each member of the Faculty shall receive annually a written copy of their review, which shall also become part of the faculty member's permanent Departmental file.

D. HIRING OF DEPARTMENTAL FACULTY

1. At the beginning of the Spring Semester, the Head in consultation with the Advisory Committee and the Core Faculty shall determine the Department's hiring priorities for the following academic year. Hiring requests shall be forwarded to SLCL and the College at the appropriate time. If the Dean grants the Department permission to conduct a search for a new Departmental faculty member, the Head in consultation with the Advisory Committee shall appoint appropriate faculty members to the Search Committee.
2. The Search Committee shall write the position description, which must be approved by the Head in consultation with the Advisory Committee.
3. The Search Committee shall be responsible for selecting from among the applicants for the advertised position suitable candidates to be interviewed by video conference or at the Annual Meeting of the Society for Classical Studies in early January. After first-round interviews for tenure-track positions, the Search Committee in consultation with the Head shall recommend finalists for campus visits to the Core Faculty.
4. The Core Faculty shall engage in a thorough, systematic, open, and confidential discussion of each of the finalists recommended by the Search Committee, following the same procedure for each. The Core Faculty shall rank candidates by vote and send their ranking to the Head and the Advisory Committee. The result of that vote shall

be recorded by the Departmental Secretary.

5. Occasionally special opportunities arise to make appointments to the Core or Contributing Faculty. These include campus programs such as Targets of Opportunity, Excellence Hires, and dual-career hires, as well as joint appointments from within UIUC, and emeriti. In such cases, the Head shall discuss the potential appointment with the Core Faculty, who shall vote on the matter, after the customary policies for the hiring of new faculty have been followed. The result of that vote shall be recorded by the Departmental Secretary. The Advisory Committee shall engage in a discussion of the potential appointment and of the recommendation of the Core Faculty and make its own recommendation to the Head.
6. In all appointments of personnel to the Core or Contributing Faculty, it is expected that the Head will follow the advice of the majority of the Core Faculty and the Advisory Committee.

ARTICLE IV. DEPARTMENTAL OFFICERS

- A. The Director of Graduate Studies shall be responsible for the administration of the graduate program according to the Graduate Handbook. They shall normally serve a three-year term and shall receive one course release per year of service.
 1. The DGS shall coordinate the work of the Committee on Graduate Study in its conducting of annual reviews of all Departmental graduate students as outlined in the Graduate Handbook, in order to monitor the progress of each graduate student toward the timely completion of the degree requirements established by the Graduate College and the Department as well as each graduate student's teaching performance.
 2. The DGS shall coordinate the work of the Committee on Graduate Study in the annual graduate admissions process.
 3. The DGS shall mentor graduate students seeking post-graduate employment.
 4. The DGS shall coordinate the creation and administration of all Departmental examinations required for the appropriate graduate degree in the Department, as outlined in the Graduate Handbook.
 5. The DGS shall regularly provide professional information and encouragement to the graduate students, to enable them to pursue opportunities for applying for fellowships, for presenting papers and participating in conferences, and for publishing their work.
 6. The DGS shall represent the Department at any meetings in the University, College, or any other UIUC administrative body to which the Department may belong where the interests of the graduate program are concerned.
 7. The DGS may propose changes in the Graduate Handbook. Such changes are subject to the approval of the Committee on Graduate Study (see below, Article V).

- B. The Director of Undergraduate Studies shall be responsible for the administration of the undergraduate program. They shall normally serve a three-year term.
1. The DUS shall advise Classics and Classical Civilization majors and minors and refer students pursuing other major or minor options to the appropriate advisor.
 3. The DUS is responsible for coordinating the work of the Committee on Undergraduate Study to maintain and develop the undergraduate curriculum and recommend changes to the Head and Advisory Committee.
 4. The DUS shall evaluate transfer credits for Classical Civilization courses.
 5. The DUS should promote the program at the local, regional and national level, maintaining a presence in organizations such as the Junior Classical League and ties with other college and university programs, as well as facilitating the activities of organizations such as the Classics Club and Eta Sigma Phi, UIUC Chapter.
 6. The DUS shall represent the Department at any meetings in the University, College, or any other UIUC administrative body to which the Department may belong where the interests of the undergraduate program in general are concerned.
- C. The Latin Program Coordinator shall be responsible for the administration of the Latin Program.
1. The LPC shall advise all Latin and Latin Teacher Education majors and minors concerning degree and certification requirements and MAT students concerning certification requirements. The LPC shall also facilitate Latin job searches at the pre-collegiate level.
 2. The LPC is responsible for maintaining and developing the Latin curriculum, updating the Latin Program handbook as needed, and expanding the Teaching Materials Archive on a regular basis. They shall conduct an annual assessment of the Latin program and recommend any changes to the DUS, Advisory Committee, and Head.
 3. The LPC shall evaluate transfer credits for language courses.
 4. The LPC shall advise and supervise graduate teaching assistants in LAT 101–401.

5. The LPC should promote the Latin program at the local, regional and national level, maintaining a presence in organizations such as the Illinois Classical Conference and the American Classical League and ties with other college and university programs.
 6. The LPC shall represent the Department at any meetings in the University, College, or any other UIUC administrative body to which the Department may belong where the interests of the Latin program specifically are concerned, including serving on the Foreign Languages Area and/or Admissions Committee as required.
- D. The Departmental Secretary shall be selected from among the Advisory Committee or EO support, and may serve in rotation. The Secretary's primary tasks are to edit and publish accurate minutes of all meetings of the Advisory Committee, the Core Faculty, and other official meetings that the Department holds. The minutes of each meeting shall be distributed to all members of the Department, including those on leave, within one week of the meeting itself. Confidential personnel matters shall not be published, but a general reference to their having been discussed shall be included in the minutes.
 - E. The *Illinois Classical Studies (ICS)* editor(s) shall be elected by the Core Faculty for a five-year term. They shall collectively receive one course release per year of service.
 - F. The Faculty Library Liaison shall work closely with the staff of the Classics Library in order to help preserve its status as one of the world's preeminent classics libraries.
 - G. The Affirmative Action Officer shall ensure that the university's Affirmative Action policies are implemented in Departmental hiring procedures.
 - H. The Vice President of the UIUC chapter of the Archeological Institute of America shall coordinate speakers and other programming with the AIA.
 - I. The member of the managing committee of the American School of Classical Studies at Athens shall represent UIUC to the ASCSA by voting, attending the ASCSA business meeting at the AIA annual meeting when possible, and circulating ASCSA announcements.
 - J. The delegate to the American Academy in Rome shall, in collaboration with other units, represent UIUC to the AAR.
 - K. The newsletter editor shall solicit text and images from department members representing the achievements of the department, and shall publish an annual newsletter before the end of each Spring semester.
 - L. Mentors of non-tenured Core Faculty members shall meet with them twice per semester for one academic year. At the end of the academic year, mentor and mentee shall informally evaluate the efficacy of the relationship and may renew it.
 - M. The Head may, contingent upon the approval of the Advisory Committee, appoint any other officers he/she deems fit for the efficient operation of the Department, and allot

stipends to the DGS, DUS, LPC, and/or *ICS* editor(s).

ARTICLE V. STANDING COMMITTEES

A. COMMITTEE ON GRADUATE STUDY

1. The Committee on Graduate Study (CGS) shall consist of the Core Faculty of the Department and two graduate students in residence. The graduate student members, one Level I student and one Level II or III student, are to be elected for a one-year term by the graduate students in residence at the beginning of each Fall semester.

The committee shall be responsible, *inter alia*, for establishing admission and degree requirements in conformity with Graduate College policies and procedures; admitting students to Level I and II programs each year; recommending financial aid for new and continuing graduate students; and establishing departmental regulations concerning graduate degree programs of study.

2. Every five years, a subcommittee of three faculty members, to include at least one tenured faculty member, shall be elected from among the CGS to review the Graduate Handbook and to present any proposed changes to the entire CGS for its vote.
3. Student members of the committee shall not be present for deliberation or voting on personnel matters and matters pertaining to the evaluation of students or recommendations for financial aid.

B. COMMITTEE ON UNDERGRADUATE STUDY

The Committee on Undergraduate Study, which shall consist of the DUS, the LPC, one other member of the Core or Specialized Faculty appointed for a two-year term, and one undergraduate student appointed by the DUS for a one-year term, shall be responsible for proposing any changes to the undergraduate major or minor requirements and working with the DUS on other undergraduate student business. Changes are subject to the approval of the Core Faculty.

C. COMMITTEE ON APPEALS

The Committee on Appeals shall consist of two members of the Core or Specialized Faculty appointed for two-year terms, and of the Level II graduate student on the Graduate Study Committee. The committee shall consider course grades disputed by students and any other unresolved differences between academic staff and students. The Committee's decision may be appealed to the College, via the Head.

D. COMMITTEE ON HONORS AND AWARDS

The Committee on Honors and Awards shall consist of two members of the Core or Specialized Faculty appointed for two-year terms. The committee shall consider matters relating to teaching and shall recommend nominations of faculty and teaching assistants for

teaching awards. The committee shall also recommend the conferring of the John Lewis Heller Memorial Prize, the Scanlan Award, the Illinois Scholarship in Classical Studies, and Departmental Distinction for graduating majors who have satisfactorily completed all relevant requirements.

E. COMMITTEE ON PUBLIC EVENTS

The Committee on Public Events shall consist of two members of the Core or Specialized Faculty appointed for two-year terms. The committee shall produce a schedule of public lectures each year. They shall assist faculty in following the hosting guidelines to host and secure funding for public events. The committee may also invite speakers based on suggestions from the Core Faculty, Contributing and Specialized Faculty, and Graduate Students.

F. ICS ADVISORY EDITORIAL COMMITTEE

The ICS Advisory Editorial Committee shall consist of all members of the Core Faculty. The committee shall advise the ICS editor on matters pertaining to the journal and shall provide other assistance as needed.

G. The Committee on Diversity and Inclusion

The Committee on Diversity and Inclusion shall consist of two members of the Core Faculty and a graduate student appointed for two-year terms. Based on an agenda created at the beginning of the academic year, the committee shall coordinate departmental efforts to promote diversity by 1.) creating and maintaining a list of resources on inclusive pedagogy, diversity admissions, and curricular reform; 2.) connecting with larger initiatives at the campus and professional level; 3.) facilitating ad hoc workshops and events initiated by faculty and students.

ARTICLE VI. MEETINGS

- A. The Head shall convene a meeting of the Core Faculty at least once a month from September through May to discuss relevant Departmental business. The last meeting of the academic year shall be held on or before May 15. Specialized Faculty shall be invited to that portion of these meetings in which the Head shall set forth plans and priorities for the coming academic year (fall) and evaluate the Department's success in achieving these goals (spring).
- B. On petition to the Head by four members of the Core Faculty, the Head must convene a meeting of the Core Faculty to discuss the matters raised in the petition.
- C. Items may be placed on the agenda by the Head, the Advisory Committee, or any member of the Core Faculty. The agenda shall be distributed to all eligible participants within a reasonable time-frame in advance of any meeting.
- D. Voting ordinarily shall be by voice vote or show of hands. Voting on any issue shall be by secret ballot when requested by any faculty member entitled to vote.

- E. Resolutions shall be passed and elections determined by the vote of those present (either in person or by telephone or video conferencing) and eligible to vote. There shall be no vote by proxy or absentee ballot. The Head shall solicit and convey the opinions, preferably in writing, of those unable to attend the meeting. 75% of the Core Faculty not on leave shall constitute a quorum.

ARTICLE VII. GRIEVANCE PROCEDURES

- A. Any faculty member has the right to bring formal grievances concerning actions or policies of the Department, its officers, committees, or other faculty. Informal resolution is strongly encouraged before any such formal grievance is initiated. Grievances alleging contraventions of federal or state law, or of University regulations and policy with respect to discrimination or harassment, should be made to the University's Office of Diversity, Equity, and Access. All other grievances shall be handled in accordance with the procedures specified below.
- B. There shall be a Grievance Committee (hereinafter "GC"), advisory to the Head (or, in cases involving the Head, to the Dean). The GC shall be elected ad hoc by the faculty of the department, from among its tenured members (other than the Head and those named in the grievance), or full professors in cases involving promotion to the rank of full professor. The GC shall have three members, consisting of the three faculty who receive the most votes. A run-off election will be held in the event of a tie for the third place
- C. Grievances brought against the Department but naming no respondent will be deemed to have no respondent, and so to have no effect on the membership of the GC or other grievance procedures; but in such cases the Head may request that the Dean hear and address the grievance as well, or the Dean may opt to do so.
- D. Formal grievances must be stated in writing and include the facts relating to the matter and the resolution sought by the grievant. The grievance statement shall be presented to the Head (or, if the Head is a respondent, to the Dean), who shall examine the statement to determine the appropriate membership of the GC for the case (see Section (b) above) and shall transmit the statement to them, specifying reasonable time frames for each step in the process, and so informing the grievant and respondent(s). Respondent(s) shall be given the opportunity to reply in writing to the written grievance. The grievant shall be given the opportunity to reply in writing to the respondent(s). Such replies shall be presented to the Head (or Dean), who shall transmit them to the GC.
- E. The appropriately constituted GC shall convene to consider the grievance, soliciting whatever information and testimony it deems appropriate to gather and receive. It shall proceed as expeditiously as circumstances permit. If circumstances warrant, it may request and may be granted an extension of the time it has been given to complete its work, and the grievant and respondent(s) shall be so informed. All of its deliberations shall be held in strict confidence.

- F. The findings of the committee shall be communicated in written form to the grievant, the respondent(s), and the Head (or, if the Head is a respondent, to the Dean). The Head (or Dean), after giving both parties the opportunity to respond to these findings, in consultation with the executive committee (excluding any members who are respondents), and with its approval of any contemplated measures falling within its purview, will determine upon appropriate disposition of the matter. All parties shall be informed in writing of this decision, and of any available further avenues of appeal established by the campus administration or faculty governance structure. Both the grievant and the respondent(s) shall be given a reasonable but limited and specified time in which to initiate such appeal before action is taken to implement the decision, after which the matter shall be considered closed, and such action shall be taken expeditiously.

ARTICLE VIII. BY-LAWS AND OTHER DOCUMENTS

- A. These by-laws shall go into effect one week after receiving the approval of the College.
- B. A committee on by-laws shall be convened at least every five years, consisting of three members of the Core Faculty appointed for a one-year term. The committee shall review these Departmental by-laws and recommend to the Core Faculty such updating or revision as they see fit.
- C. These by-laws may only be amended by majority vote of the Core Faculty at a meeting convened specially to discuss amendments to these by-laws. The amendments to be voted upon must be presented to the entire Core Faculty in writing at least two weeks before the meeting, and the meeting must be held within three weeks of the presentation of the petition. Voting shall be by secret ballot.
- D. EO support staff shall, in consultation with the Head, facilitate access to these by-laws and other electronic documents of the Department.

(Amended and approved by the Department May 2019)