

Department of Classics
University of Massachusetts Amherst
Bylaws Version October 1, 2010; amended April 24, 2015

I. Definitions—for the purposes of this document:

- A. "The Department" refers to all tenured and tenure-track faculty. This includes the Chair of the Department.
- B. "The Personnel Committee" will consist of all tenured and tenure-track faculty. Tenure-track faculty will be non-voting members of the Personnel Committee.

II. General Principles

- A. This document reflects the belief of the faculty in shared governance. All faculty are expected to participate fully and actively in the varied missions of the Department in teaching, research and service.
- B. The Bylaws of the Department of Classics should not be construed as being contrary to stated University policies.
- C. A quorum shall consist of a simple majority of the faculty for all departmental meetings.
- D. Bylaws must be approved or amended by a majority vote of the Department. Any member of the Department may propose an amendment to the Bylaws. This amendment will be circulated in writing at least two weeks prior to the meeting at which it will be discussed. Voting on amendments will begin at the next faculty meeting following the discussion of an amendment. Amendments will be voted on by written ballot.

III. Major Administrative Officers

A. Chair

1. Selection and Term

- a) The chief administrative officer will be a Chair as determined by University policy. The Chair is appointed by the Dean on receiving a recommendation from a Search Committee appointed by the Personnel Committee. The Search Committee presents its choice(s) to the Department.
- b) The term of office of the Chair will be three years.

c) The Chair's term may be renewed for one additional consecutive term of up to three years by a vote of three-quarters of the Department, pending approval by the Dean.

2. Duties

a) The Chair of the Department is a non-voting, ex-officio member of the Personnel Committee, but a voting member, ex-officio, of the Graduate Studies Committee, Undergraduate Studies Committee and Curriculum Committee.

b) The Chair may deputize a tenured faculty member to serve as departmental administrator for a few days if necessary.

c) In the long-term absence of the Chair (one semester or longer), an Acting Chair will be appointed by the Dean in accordance with University policy and in consultation with the Chair and the Personnel Committee.

d) A Summer/January Administrator will also be appointed by the Chair when the Chair will be away from the University for more than two-three weeks during the mid-year break or the summer.

e) The Chair will see to it that a representative of the Department attends Heads and Chairs meetings, meetings of 5-College Chairs and the like when s/he is unable to attend.

f) Early in September, the Chair will call the first Fall meeting. The Chair will also announce all known personnel actions for the upcoming year and inform all faculty of other matters affecting the Department or its faculty.

g) The Chair will regularly report to the Department in writing or at meetings on his/her meetings with the Dean and other administrative officers of the University. The Chair will report to the faculty on the departmental budget for each year as soon as such information becomes available.

h) The Chair will regularly publicize professional and scholarly activities of Department members to the administration, *In the Loop*, and other appropriate outlets.

i) The Chair will solicit the faculty's opinion before submitting his/her periodic evaluations of the Department's secretary.

j) Before changes are made in office staff, the Chair will consult with all members of the Department.

k) The Chair or his/her appointee will oversee the departmental web page.

l) The Chair and the Chair of the Personnel Committee will be responsible for seeing to it that suitable candidates are regularly nominated from among the faculty for college and university-wide awards.

B. Chair, Personnel Committee

1. Selection and Term: The Chair of the Personnel Committee (PC Chair) will be selected by a majority vote of the members of the Department at a faculty meeting at the end of the Spring semester and will take up her/his duties on September 1 of the

following Fall. S/he will serve a one-year term with possible renewal for a maximum of three consecutive years.

2. Duties:

- a) The PC Chair reports to the Chair of the Department the results of all Personnel Committee decisions along with the reasons for those decisions. Such decisions include, but are not confined to: promotion and tenure, reappointment, and evaluations of Annual Faculty Reports.
- b) The PC Chair and the Chair of the Department will be responsible for seeing to it that suitable candidates are regularly nominated from among the faculty for college and university-wide awards.

C. Graduate Program Director

1. Selection and Term. The Graduate Program Director (GPD) will serve a three-year term with possible renewal for a maximum of three additional consecutive years. Selection will be by majority vote of the Department and elections will occur in the Spring prior to commencement of duties on September 1 of the following Fall.

2. Duties:

- a) The GPD is the chief advisor of graduate students.
- b) The GPD, in consultation with the Chair and the Scheduling Officer, will assign teaching and grading duties for the graduate students. This will occur in the semester prior to the assumption of duties to allow graduate students and faculty proper time to plan.
- c) The GPD advises graduate students concerning pre-practicum and arranges practicum placements in the schools.
- d) The GPD, after consulting the Graduate Studies Committee, will recommend the distribution of available teaching assistantships, with preference given to current graduate students who are making satisfactory progress. Such progress will be measured by an assessment form of all first-year students distributed by the GPD to all faculty at the beginning of the students' second semester.
- e) The GPD, or someone deputized by him/her, will act as liaison with the School of Education, attend meetings there or elsewhere, and supervise departmental preparations for periodic accreditation visits to the M.A.T. program.
- f) The GPD will arrange and oversee the supervision of Teaching Assistants at the University and at high schools and enlist other faculty members to assist him/her.
- g) The GPD, after consulting with the Graduate Studies Committee, will recommend exceptional incoming/current M.A.T candidates for University Fellowships.
- h) The GPD will insure that a departmental orientation will be provided for incoming M.A.T. students.

D. Undergraduate Program Director

1. Selection and Term: The Undergraduate Program Director (UPD) will serve a three-year term with possible renewal for a maximum of three additional consecutive years. Selection will be by majority vote of the Department and elections will occur in the Spring prior to commencement of duties on September 1 of the following Fall.

2. Duties

a) The UPD will oversee the academic progress of all majors. S/he is responsible for the day-to-day advising of undergraduate majors and minors, and for organization of advising sessions conducted in conjunction with the University's Fall and Spring advising/registration weeks.

b) The UPD will review the transcripts of all graduating majors to ensure that they have fulfilled all departmental requirements.

E. Scheduling Officer

1. Selection and Term: The Scheduling Officer (SO) will serve a three-year term with possible renewal for a maximum of three additional consecutive years. Selection will be by majority vote of the Department and elections will occur in the Spring prior to commencement of duties on September 1 of the following Fall.

2. Duties

a) The SO chairs the Curriculum Committee.

b) The SO, with the assistance of the departmental secretary, will handle all communications between the Department and the Scheduling Office in Whitmore.

F. Other departmental service roles will include, but are not limited to: Eta Sigma Phi advisor, Union (MSP) Representative, Honors Coordinator, representatives to various professional organizations such as the American Philological Association (APA), the Archaeological Institute of America (AIA), the American School of Classical Studies at Athens (ASCSA), the Intercollegiate Center for Classical Studies in Rome ("Centro"), and the American Academy in Rome. These positions will normally be filled in the Spring semester prior to service beginning September 1 of the following Fall.

IV. Departmental Standing Committees

A. The Personnel Committee (PC)

1. Membership

a) The PC will consist of all tenured and tenure-track faculty. Tenure-track faculty will be non-voting members of the PC.

b) The PC will be chaired by the PC Chair.

2. Duties

- a) The PC acts upon the hiring, retention, promotion, tenure, and salary of all members of the faculty, full or part-time. To this end it evaluates teaching, service, and research.
 - b) The PC also evaluates the performance of the Chair at the end of his/her three-year term, in consultation with the Dean.
 - c) The PC Chair, after consulting the PC, will annually recommend to the Chair of the Department faculty members who are eligible for anomaly raises when such raises are available. The PC will rank candidates it recommends and provide a rationale for its decision.
 - d) The PC will annually review the AFRs in accordance with the procedure outlined in Appendix I.
3. Merit Subcommittee of the Personnel Committee
- a) Membership: The Merit Subcommittee will be elected by the Department annually. The Subcommittee will consist of three members serving staggered three-year terms and can include both tenured and tenure-track faculty, not to include the PC Chair.
 - b) Duties: The Merit Subcommittee of the PC will meet each year after AFRs have been submitted by the Chair of the Department to the Dean. It will award points based on a document adopted by vote of the faculty and found in Appendix II of the Bylaws.

B. The Graduate Studies Committee (GSC)

- 1. Membership: The GSC will consist of the GPD, who shall serve *ex officio* and shall chair the committee, one at large member who has taught graduate level courses within the previous two academic years, and one member at large. These members will serve staggered two-year terms.
- 2. Duties
 - a) The GSC will review all applications to the M.A.T. program, rank applicants, and present its recommendations for admission for acceptance by a vote of the Department.
 - b) The GSC will formulate any proposed changes in the graduate curriculum and submit such changes to a vote of the Department.
 - c) As need arises, the GSC, in consultation with M.A.T. students, will undertake a review of textbooks available for the Latin 110-240 sequence and they will report their findings to the faculty as a whole for a vote.

C. The Undergraduate Studies Committee (USC)

- 1. Membership: The USC will consist of the UPD, who shall serve *ex officio* and shall chair the committee, and two at-large members who will serve staggered two-year terms.
- 2. Duties

- a) The USC will formulate any proposed changes in the undergraduate majors or minors and submit such changes to a vote by the entire faculty.
 - b) The USC nominates students for college and campus awards, and makes recommendations to the faculty for departmental awards.
 - c) The USC is responsible for reviewing applications from undergraduates for departmental money and fellowships for travel, and is responsible for making the awards.
- D. The Lecture Committee
- 1. Membership: A Lecture Committee consisting of two faculty members will be elected yearly by a majority vote of the tenured and tenure-track faculty.
 - 2. Duties: The Lecture Committee solicits suggestions for guest lectures and presents the options to the faculty for a vote.
- E. The Curriculum Committee (CC)
- 1. Membership: The CC will consist of the SO as Chair, the Chair *ex officio*, and two faculty members serving two-year, staggered terms.
 - 2. Duties
 - a) Each year the CC will solicit preferences for course offerings from the faculty, draft schedules that reflect the academic needs of the Department, and circulate schedules to the faculty for discussion.
 - b) Per university regulations final decisions concerning scheduling are the responsibility of the Chair.
 - c) The CC will be responsible for reviewing and approving new course proposals and proposals for general education designations.
- F. Administrative Committee-Based Concerns
- 1. All committees named in IV.A-E will meet at least once per semester. Meetings may be called by any member of the committee.
 - 2. Voting in any committee will be by secret ballot if one member so requests.
 - 3. All committees will report back to the Department about their deliberations.
 - 4. Graduate Student representation
 - a) One graduate student representative, chosen by his/her peers, will be invited to attend departmental meetings at which general business is discussed.
 - b. The graduate student representative will not attend meetings or sections of meetings at which personnel matters are discussed or voted upon or those at which current or incoming graduate students are evaluated.
 - 5. Memberships of ad hoc personnel subcommittees, such as search committees and tenure or promotion subcommittees, will be established by a majority vote of the Department.

V. Teaching Loads.

A. Each faculty member to offer at least 4.5 teaching and service credits per year, with credits calculated as follows:

Course capacity of 150–220 = 1.5

6 credit intensive language course = 1.5

Any other 3 credit course = 1

GPD or UPD = .5

Chair = 1.5

B. The department's baseline teaching load is 3/2, though a faculty member can teach fewer courses in a year by offering at least one weighted course (1.5 credits) or through service. No faculty member's load (other than the chair) would go below 2 courses per semester.

C. Other considerations

1. Merit. When a faculty member's teaching contribution rises above 5.0 credits, or when a faculty member's total number of students instructed in a year is particularly large, the faculty member should be compensated in the merit process. Likewise 1 credit add-on courses (IPA etc.) would continue to be compensated with merit. There is no weighting assigned to midsize courses enrolling ca. 50--80, but these courses could be eligible for merit on a total-students-instructed basis. There would be no "banking" of teaching credits above the minimum expectation in a year to reduce a faculty member's load in a subsequent year.

2. Leaves. The expectation for anyone teaching for just one semester in an academic year should be 2.5 or 3.0 (i.e., either a weighted course and one other, or three regular courses).

D. Changes in the teaching load of the Classics faculty as a whole will be decided by a majority vote of the Personnel Committee.

E. Reductions in the teaching load of any faculty member below the current departmental norm will be decided by a majority vote of the Department. This does not apply in cases such as parental or sabbatical leave, teaching release tied to grants and awards, and similar situations.

Appendix I

The procedure for reviewing Annual Faculty Reports shall be as follows:

1. Each AFR will be reviewed by two members of the PC as assigned by the PC Chair.
 - a) The AFR of the faculty member who was Chair during the AY under review does not go through the PC or the current Chair, but is instead sent directly to the Dean's Office.
 - b) In a case where the current Chair was not Chair in the AY under review, the PC does review the AFR; after the PC Chair signs, the AFR is then sent directly to the Dean's Office.
 - c) In a case where a faculty member is serving as Associate Dean, the PC does not review the AFR, which is instead sent directly to the Dean's Office.
2. The faculty will meet as a whole to discuss and, if necessary, revise the reviews.
3. Reviews should be consistently worded according to an agreed-upon format.
4. After the faculty have agreed upon the AFR reviews, the reviews are added to the AFRs, which are then signed by the PC Chair and passed on to the Chair of the Department.

Note: The PC Chair does not sign his/her own review section (Section VII). Rather, any other member of the PC may sign the PC Chair's review section. The PC Chair does, however, sign his/her entire AFR as a faculty member (Section IX).