

**UNIVERSITY OF FLORIDA
COLLEGE OF LIBERAL ARTS AND SCIENCES
DEPARTMENT OF CLASSICS**

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I. Mission

Since its establishment in 1975, the Department of Classics continues to provide a uniquely cordial and productive environment for both scholars and students. Its mission is the pursuit of excellence in teaching, research, service, and outreach, best achieved when all members of the department contribute their efforts to these common goals.

These bylaws serve as general guidelines so as to foster open and clear communication about rights and responsibilities and allow for flexibility and creativity on the part of all members in carrying out the department's mission. In all matters, the department conforms to all policies for personnel established by the college and university (University of Florida Regulations Chapter 7, Academic Affairs, available at <http://regulations.ufl.edu/regulations/uf-7-academic-affairs/>).

In case of a conflict of interest, CLAS refers the faculty to the 2013-2016 UFF-UF Collective Bargaining Agreement, Article 26 "Outside Activity and Conflict of Interest," which states the following:

CBA 26.1(b): All employees of the University are bound to observe, in all official acts, the standards of ethics set out in the Code of Ethics for Public Officers and Employees of the State of Florida (Chapter 112, Part III, Florida Statutes).

CBA 26.2(b) notes that this Code of Ethics prohibits actions that create an unlawful conflict between a faculty member's private interests (including those of his or her spouse, domestic partner, child or any other relative) and his or her duties and responsibilities.

II. Membership

Members of the Department of Classics are:

A. Faculty

Faculty consists of budgeted, tenure-accruing assistant professors, budgeted tenured associate and full professors (for Academic Ranks and Titles, see UF Chapter 7.003), budgeted lecturers, and visiting assistant professors in Classics.

B. Staff

The staff, at present, consists of the Senior Secretary.

All members of the faculty have voting rights at department meetings, except in the case of meetings pertaining to personnel matters, which are restricted to tenure-accruing and tenured faculty. In certain circumstances, the Chair may invite staff or student representatives to attend meetings.

III. Officers

A. Chair

The Chair is the chief administrative officer of the department. S/he oversees the professional office staff and all aspects of the academic program, such as teaching assignments, recruitment, space, promotion, tenure, and the annual evaluation of faculty. The Chair appoints and supervises the officers and selects and supervises members of standing and ad hoc committees. The Chair is a voting member of all departmental committees.

On a routine basis, the Chair supervises the day-to-day activities of the department and in conjunction with the officers and committees assures that all policies and procedures are carried out. In addition, the Chair acts as a liaison between the department and the college.

The Chair is also the chief financial officer of the department. S/he is responsible for the final recommendations for salaries and leaves. The Chair supervises expenditures and receipts and prepares the annual academic program review and budget proposal to the Dean. Itemized budget documents shall be shared with all faculty members at three faculty meetings per year, namely in September, January, and April. In addition, the Chair acts as a liaison to the college development officers as well as the Steering Committee, both of whom aid in outside fundraising for the department.

The Chair appoints a department webmaster and oversees the content of the department website and other pages on the departmental server space. The Chair oversees the physical plant for the department: technology, library, office space, and common areas. S/he also acts as a liaison with the university library but may delegate this responsibility.

The Chair calls faculty meetings on a regular basis and when needed. The Chair presides at these meetings and provides an agenda, in consultation with the faculty. A designee will record the minutes and oversee their later distribution. If requested, the meetings follow *Roberts Rules of Order*.

B. Associate Chair

The Chair may appoint an Associate Chair to serve in his or her place during temporary absences. In the event of a short-term absence, the Chair appoints an Acting Chair. The faculty member selected to become either Associate or Acting Chair retains the right to decline the position.

C. Coordinator of Undergraduate Studies

The Undergraduate Coordinator is a faculty member appointed by the Chair and can negotiate the terms of the appointment with the Chair. The faculty member selected to become either Associate or Acting Chair retains the right to decline the position.

S/he is responsible for undergraduate advising and usually serves as the Chair of the Curriculum Committee. The Undergraduate Coordinator also administers all undergraduate awards, in consultation with relevant faculty. The Coordinator of Undergraduate Studies works closely with the faculty advisor for Eta Sigma Phi.

D. Coordinator of Graduate Studies

The Graduate Coordinator is a faculty member appointed by the Chair and can negotiate the terms of the appointment with the Chair. The faculty member selected to become Graduate Coordinator retains the right to decline the position. He/she is responsible for administering the graduate program, including recruitment, admissions, retention, and financial support. The Graduate Coordinator serves as the Chair of the Graduate Admissions Committee. S/he also administers all graduate awards, in consultation with relevant faculty. The Graduate Coordinator oversees the writing, grading, and administration of graduate examinations but calls on other faculty members' assistance to prepare and grade exams.

E. Supervisor of Teaching Assistants

The Supervisor of Teaching Assistants is a faculty member appointed by the Chair to serve and can coordinate, with the Curriculum Committee, a one-course release in the first semester of his/her service. The faculty member selected to become TA Supervisor retains the right to decline the position. He/she is responsible for the assignments and evaluation of all graduate teaching assistants in the department. S/he serves on the Graduate Admissions Committee and the Curriculum Committee.

F. Director of Distance Education

The Director of Distance Education is a faculty member appointed by the Chair. The faculty member selected to become Director of Distance Education retains the right to decline the position. He/she is responsible for all aspects of the distance education program, including recruitment, admissions, general advising, budgeting, and administration of graduate examinations. S/he serves as a member of the Curriculum Committee and chairs any ad hoc committee that addresses issues pertaining to distance education. The Chair regularly shares and discusses the itemized Distance Education budget with the Director of Distance Education.

IV. Committees

A. Steering

The Steering Committee, comprised of tenured faculty, is chaired by the Chair and serves as an advisory council to him or her on all departmental and personnel matters.

B. Trustees

The Trustees are appointed by the Chair to initiate and attend all fundraising efforts. They liaise with the UF Foundation and steward donors.

C. Curriculum

The Curriculum Committee coordinates the scheduling of course offerings. It is usually chaired by the Undergraduate Coordinator, and consists of the Graduate Coordinator, a representative from the Center for Greek Studies, the Director for Distance Education, the Supervisor of Teaching Assistants, and the Chair. All members of the department are welcome to attend the meetings. The Committee vets new course proposals and aids individual faculty members in the development of new courses.

D. Graduate Admissions

The Graduate Admissions Committee is chaired by the Graduate Coordinator, and consists of the Supervisor of the Teaching Assistants, the Director of Distance Education, and the Chair. All members of the department are welcome to review files and attend the meetings.

E. Peer Evaluation

The Chair appoints faculty to serve as peer evaluators of teaching.

V. Personnel

A. Search Committees

The Chair appoints search committees following guidelines established by the college and university.

B. Department Clarifications for Tenure and Promotion Evaluations

In the areas of mentoring, annual review, third-year review, and promotion, the policy of the Department of Classics for tenure and promotion conforms to the policies for tenure and promotion established by the college and university. Each tenure-accruing faculty member is appointed a faculty mentor.

The Department expects all of its members to contribute on a regular and continuing basis to research, teaching, and service. We recognize that the field of Classics allows for a variety of approaches to scholarly excellence. Faculty making decisions about tenure and promotion will consider standards appropriate to the individual candidate's sub-field.

1. For Promotion to Associate Professor

Research: To qualify for tenure and or promotion to Associate Professor, a candidate must make a significant intellectual impact in her or his field of scholarship, as determined by leading scholars in the field.

It is normally expected that a faculty member will have published or have "in press" a monograph, book-length study, commentary, or other major scholarly reference work based on original research to be published by an established scholarly press. ("In press" means that the manuscript has been accepted for publication with a final contract and the book will appear in print in the near future). It is also expected that the candidate will have published original research in leading journals and/or book chapters in one's field. The quality of publications will be based on peer assessment.

Beyond these essential contributions, the Department welcomes additional supporting evidence of scholarly productivity that documents a developing pattern of regular contributions to research. A list of the types of additional research activity recognized by the department includes co-authored books, edited books, encyclopedia articles, textbooks, review essays, book reviews, convention papers, invited addresses, and a documented effort to seek grants and fellowships that further demonstrate an active scholarly agenda. Publications through peer-reviewed, recognized electronic journals will ordinarily be considered equivalent to traditional modes of publishing. The quality of these contributions will be determined by peer assessment within and outside the department.

Teaching: The Department considers four congruent aspects of regular teaching performance for promotion or the awarding of tenure.

a) The content and substance of instruction, which reflect a command of and fluency in one's field of expertise. This is best assessed by peer evaluation by colleagues and observed through departmental colloquia and in curriculum development.

b) Techniques, style, and effectiveness of teaching, for which student evaluations and peer evaluations are especially relevant.

c) The level and range of a faculty member's teaching within the discipline. The department expects that a faculty member will participate as needed at all levels, lower division and upper division, undergraduate and graduate. It is expected that faculty will also teach both the traditional core courses of their discipline and offer important new courses.

d) Supervision of undergraduate honors theses, masters theses, and/or dissertations. Faculty are expected to play an active role in mentoring graduate students, especially through serving on thesis and dissertation committees.

Service: The Department recommends that the Chair not assign extensive or burdensome service to untenured faculty. The department expects normal performance of faculty responsibilities such as attendance at faculty meetings and the presentations of job candidates.

2. For Promotion to Full Professor

Research: For promotion to Full Professor, a faculty member will normally be expected to have produced, beyond that which qualified him or her as an Associate Professor, a monograph, book-length study, commentary, or other major scholarly reference work (single or co-authored) based on original research and published by a scholarly press. It is also expected that the candidate will have continued to publish original research in leading journals and/or book chapters, edited volumes, textbooks, encyclopedia articles, book reviews, and dictionary articles. Publications through peer-reviewed, recognized electronic journals will ordinarily be considered equivalent to traditional modes of publishing. The quality of publications will be based on peer assessment within and outside the department. Normally a faculty member will have delivered conference papers and will have documented an effort to seek grants and fellowships that further demonstrate an active scholarly agenda.

Teaching: In addition to satisfying the four aspects of teaching performance outlined for promotion to Associate Professor, the department expects faculty members seeking to become Full Professors to have played an active role in the graduate program, particularly through chairing and serving on graduate thesis and dissertation committees.

Service: It is expected that all candidates for Full Professor will have demonstrated an active post-tenure contribution to the workings of the department through consistent and significant service to the department, college, university, and profession over at least several years.

3. For Promotion to Distinguished Professor

Full professors (with the exception of eminent scholars and graduate research professors) may be nominated by the Department Chair for promotion to the rank of Distinguished Professor in recognition of well-established national and/or international reputations in their fields of endeavor and exceptional records of achievement (beyond that expected of Full Professors) in the areas of teaching, research, and professional and public service.

C. Release Time

In order to assist faculty in fulfilling the research aspect of the department mission, alteration of the usual 2-2 teaching load is possible.

In evaluating a request for release time, the Chair, in consultation with the Steering Committee, will

consider such factors as: how recently and how often the individual faculty member has received time off, results of past leaves or course reductions, whether or not an effort has been made to secure outside funding, what service is being rewarded or being offered in return, class coverage and responsibility to graduate students, and the overall fairness and practicality of the request in the context of the competing needs and desires of other faculty members.

Requests for release time are submitted to the Chair in writing and specify the proposed research agenda and time table. The Chair, in consultation with the Steering Committee, reaches a decision in time for the Curriculum Committee to design appropriate course offerings. At the end of the research leave, the faculty member submits a brief written report of his/her activities and progress toward the stated goal of the leave.

1. Research Leave: The Chair, in consultation with the Steering Committee, can recommend research leave for the Dean's approval as follows:

a) Tenure-track Assistant Professors may normally be given a semester of research leave within their first three years with the expectation of increased research productivity. Here research leave is understood as release from all teaching and service requirements.

b) Tenured Associate Professors may be given a semester of research leave within their first three years of promotion with the expectation of increased research productivity. Here research leave is understood as release from all teaching and service requirements, with the exception of participation on graduate thesis and dissertation committees.

c) All faculty members are eligible to apply to the Chair for research leave, based on the criteria above. Applicants excuse themselves from that part of the meeting during which his/her request is discussed by the Steering Committee.

2. Sabbatical Leave, granted according to college and university guidelines.

D. Merit Pay

It is the responsibility of the Department Chair in consultation with the Steering Committee to award merit pay increases to the faculty. The Steering Committee will be responsible for recommending to the Chair those individuals who shall be eligible for merit pay. The Steering Committee will determine all eligible faculty members' relative ranking for merit pay eligibility. Each member of the Steering Committee will be excluded from the discussion of her or his own assessment and, where applicable, the assessment of her or his spouse or partner. The assessments of each member of the Steering Committee will be made by the remaining members of the Steering Committee.

Despite the fact that the availability of merit funds is usually not known until early summer, these deliberations will take place every April at a time when all faculty are present. To be eligible for consideration for merit pay, faculty members must submit their annual activity report by March 15 following the AAR guidelines. The recommendations of the Committee will be completed by late April at the latest and given to the Chair to guide his or her determination of individual merit pay allocations.

Determinations of merit pay allocations shall be based on consideration of faculty's annual

research, teaching, and service record. Since the availability of merit funds varies from year to year, up to three years of research, teaching, and service may be taken into consideration.

For purposes of this evaluation, the current year's annual report, and if necessary, the Steering Committee evaluations from years since the last merit pay distribution will be consulted. The rank-order of research productivity from most to least meritorious is guided by the general principles of the departmental, college and university-wide guidelines for tenure and promotion, in all areas of research, teaching, and service.

E. Faculty Member Performance Evaluations

Annual performance evaluations of all faculty shall be based upon assigned duties and shall consider the nature of the assignments and quality of the performance in terms of teaching, research, and service.

1. Teaching effectiveness includes effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, student evaluations, assessment of and engagement with student work, and direct consultation with students. The evaluation shall include consideration of (1) effectiveness in presenting knowledge and skills, stimulating students' critical thinking and creative abilities, development and revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students; (2) other assigned university teaching duties such as advising; (3) any relevant materials submitted by the faculty member such as syllabi, exams and assignments, teaching portfolio, peer evaluations of teaching; (4) graduate committee activity, such as chairing MA or PhD committees, serving on departmental graduate committees, and serving on extra-departmental committees as external member.

2. Research includes the contribution to the discovery of new knowledge as evidenced by scholarly presentations at conferences and by scholarly publications either print or electronic including but not limited to books, chapters in books, articles and papers in professional journals, reviews, research activity that has not yet resulted in (ideally, peer-reviewed) publication. Evaluation considers quality and quantity during the evaluation period, and recognition by the academic or professional community of accomplishments.

3. Service includes public service that includes professional or discipline-related contributions to the academic field, the community, the state, including public schools, the national, and international community; such service includes contributions to scholarly and professional conferences, organizations, journals, and presses and unpaid positions on governmental boards, agencies, and commissions that are beneficial to such groups and individuals. Participation in shared governance through significant service on committees, councils, and senates, service for UFF, and other assigned university duties such as advising, academic administration, fund-raising, or as described in a Position Description, shall also be considered in the annual evaluation.

VI. Adoption

The original document was reviewed by members of the Department of Classics and adopted on May 15, 2006. This revised version was adopted by majority in secret ballot voting conducted on April 10, 2014.

VII. Amendments

1. Article III Section A paragraph 4: “The Chair appoints a department webmaster and oversees the content of the department website and all pages on the departmental server space.”

Unanimously amended on April 22-23, 2009.

2. Article V Section B paragraph 1: “It is normally expected that a faculty member will have published or have 'in press' a monograph, book-length study, commentary, or other major scholarly reference work based on original research to be published by an established or scholarly press.”

Unanimously amended on April 22-23, 2009.

3. Article V Section B paragraph 2: “For promotion to Full Professor, a faculty member will normally be expected to have produced, beyond that which qualified him/her as an Associate Professor, a monograph, book-length study, commentary, or other major scholarly reference work based on original research published by a scholarly press.”

Unanimously amended on April 22-23, 2009.

4. Article IV Section A: “The Steering Committee, comprised of the tenured faculty, is chaired by the Chair and serves as an advisory council to him or her on all departmental and personnel matters.”

Unanimously amended on April 29-30, 2009.

5. Article V Section B paragraph 2: “Research: For promotion to Full Professor, a faculty member will normally be expected to have produced, beyond that which qualified him or her as an Associate Professor, a monograph, book-length study, commentary, or other major scholarly reference work (single or co-authored) based on original research and published by a scholarly press. It is also expected that the candidate will have continued to publish original research in leading journals and/or book chapters, edited volumes, textbooks, encyclopedia articles, book reviews, and dictionary articles. Publications through peer-reviewed, recognized electronic journals will ordinarily be considered equivalent to traditional modes of publishing. The quality of publications will be based on peer assessment within and outside the department. Normally a faculty member will have delivered conference papers and will have documented an effort to seek grants and fellowships that further demonstrate an active scholarly agenda.”

Unanimously amended on May 10, 2011.

Article II. Section A: “Faculty consists of budgeted, tenure-accruing assistant professors, and budgeted tenured associate and full professors (for Academic Ranks and Titles, see UF Chapter 7.003); budgeted lecturers and visiting assistant professors in Classics.”

Article III. Section A: “All budget documents shall regularly be shared with all faculty members at faculty meetings.”

Article III. Section A: “If requested, the meetings follow Roberts Rules of Order.”

Article III. Section C: “The Undergraduate Coordinator is a faculty member appointed by the Chair and can coordinate, with the Curriculum Committee, a one-course release in the first semester of his/her service.”

Article III. Section D: “The Graduate Coordinator is a faculty member appointed by the Chair and is given an annual course reduction. S/he serves at his/ her pleasure and is responsible for

administering the graduate program, including recruitment, admissions, retention, and financial support. The Graduate Coordinator serves as the Chair of the Graduate Admissions Committee. S/he also administers all graduate awards, in consultation with relevant faculty. The Graduate Coordinator oversees the writing, grading, and administration of graduate examinations but calls on other faculty members' assistance to set and read exams."

Article III. Section E: "The Supervisor of Teaching Assistants is a faculty member appointed by the Chair to serve and can coordinate, with the Curriculum Committee, a one course release in the first semester of his/her service. S/he serves at his/her pleasure and is responsible for the assignments and evaluation of all graduate teaching assistants in the department. S/he serves on the Graduate Admissions Committee and the Curriculum Committee."

Article III. Section F: "The Chair regularly shares and discusses the Distance Education budget with the Coordinator of Distance Education."

Article III. Section G: Technology Coordinator. Remove

Article III. Section H: Teacher Education Liaison. Remove

Article V. Section B: "Each tenure-accruing faculty member is appointed a faculty mentor."

Article V. Section C. 2. c): "All faculty members are eligible to apply to the Chair for research leave, based on the criteria above. Applicants excuse themselves from that part of the meeting during which his/her request is discussed by the Curriculum Committee."

Article V. Section D: "The recommendations of the Committee will be completed by late April at the latest and given to the Chair to guide his or her determination of individual merit pay allocations. Determinations of merit pay allocations shall be based on consideration of faculty's annual research, teaching, and service record. Since the availability of merit funds varies from year to year, up to three years of research, teaching, and service may be taken into consideration. For purposes of this evaluation, the current year's annual report, and if necessary, the Steering Committee evaluations from years since the last merit pay distribution will be consulted. The rank-order of research productivity from most to least meritorious is guided by the general principles of the departmental, college and university-wide guidelines for tenure and promotion, in all areas of research, teaching, and service."

Amended by majority in secret ballot voting conducted April 11-21, 2014: nine votes in favor, two ballots not returned.

Article V. Section E: Faculty Member Performance Evaluations

"Annual performance evaluations of all faculty shall be based upon assigned duties and shall consider the nature of the assignments and quality of the performance in terms of teaching, research, and service.

1. Teaching effectiveness includes effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, student evaluations, assessment of and engagement with student work, and direct consultation with students. The evaluation shall include consideration of (1) effectiveness in presenting knowledge and skills, stimulating students' critical thinking and creative abilities, development and revision of curriculum and course structure, and adherence to accepted standards of professional behavior in meeting responsibilities to students; (2) other assigned university teaching duties such as advising; (3) any relevant materials submitted by the faculty member such as syllabi, exams and assignments, teaching portfolio, peer evaluations of teaching; (4) graduate

committee activity, such as chairing MA or PhD committees, serving on departmental graduate committees, and serving on extra-departmental committees as external member.

2. Research includes the contribution to the discovery of new knowledge as evidenced by scholarly publications either print or electronic including but not limited to books, chapters in books, articles and papers in professional journals, reviews, research activity that has not yet resulted in (ideally, peer-reviewed) publication. Evaluation considers quality and quantity during the evaluation period, and recognition by the academic or professional community of accomplishments.

3. Service includes public service that includes professional or discipline-related contributions to the academic field, the community, the state, including public schools, the national, and international community; such service includes contributions to scholarly and professional conferences, organizations, journals, and presses and unpaid positions on governmental boards, agencies, and commissions that are beneficial to such groups and individuals. Participation in shared governance through significant service on committees, councils, and senates, service for UFF, and other assigned university duties such as advising, academic administration, fundraising, or as described in a Position Description, shall also be considered in the annual evaluation.”

Amended by majority in secret ballot voting conducted April 11-21, 2014: eight votes in favor, one ballot not marked, two ballots not returned.