

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

Bylaws
(Approved by dept. vote on 4/28/23)

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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 by laws 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 mission. In all matters, the department conforms to all policies for personnel established by the college and university (University of Florida Regulations Chapter 6C1-7, Academic Affairs, available at <http://www.regulations.ufl.edu/chapter7/>)

II. Membership

Members of the Department of Classics are:

A. Faculty

Faculty consists of budgeted, tenure-accruing assistant professors, and budgeted tenured associate and full professors (for Academic Ranks and Titles, see UF Rule 6C1-7.003) and budgeted lecturers.

B. Staff

The staff, at present, consists of the Office Manager.

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 annual evaluation of all faculty. The Chair appoints and supervises the officers and selects and supervises all members of all 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 all expenditures and receipts and prepares the annual academic program review and budget proposal to the dean. All budget documents shall be available to any member of the department on request. 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 all pages on departmental server space. The Chair oversees the physical plant for the department: technology, library, office space, and common areas. S/he also maintains 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 by at least two tenure line faculty members, 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. The Associate Chair serves at his or her pleasure. In the event of a prolonged absence, the chair appoints an Acting Chair.

C. *Coordinator of Undergraduate Studies*

The Undergraduate Coordinator is a faculty member appointed by the Chair to serve at his or her pleasure and is given an annual course reduction. 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 is assisted by a faculty member who advises the Minors for the department. S/he 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 to serve at his or her pleasure and is given an annual course reduction. S/he is responsible for the administration of the graduate program, including recruitment, 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 is assisted by faculty members who oversee the writing, grading, and administration of graduate examinations.

E. Supervisor of Teaching Assistants

The Supervisor of Teaching Assistants is a faculty member appointed by the chair to serve at his or her pleasure and is given an annual course reduction. S/he 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. Coordinator of Distance Education

The Coordinator of Distance Education is a faculty member appointed by the chair and serves at his or her pleasure. S/he is responsible for all aspects of the distance education program, including recruitment, admissions, general advising, 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.

G. Technology Coordinator

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. Advisory Council

The members of the Advisory Council are appointed by the Chair to advise the department on experiential learning opportunities and professional matters related to job placement.

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 Coordinator 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 Coordinator for 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. Promotion

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 mentor who ministers to the professional development of the candidate.

The Department expects all of its members to contribute on a regular and continuing basis to research, teaching, and service in that order of significance. We recognize that in the field of Classics there are 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 gives promise to 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 committees.

Service The Department recommends that the Chair not assign extensive or burdensome service to untenured faculty. At minimum, however, 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 committees.

Service It is expected that all candidates for Full Professor will have demonstrated an active post-tenure contribution to the life 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.

4. GUIDELINES FOR PROMOTION OF LECTURERS

I. Statement of Purpose.

This describes the procedures and criteria under which Lecturers of the Department of Classics will be evaluated and considered for promotion. For information about College and University procedures and guidelines, see the following documents:

- University and College Tenure and Promotion Guidelines.
- University Constitution.
- Florida Administrative Code.
- University of Florida Faculty Handbook.
- Agreement between Board of Regents and the United Faculty of Florida.

II. Department Promotion Process.

The department chair shall initiate the promotion process upon the written request of a

1. faculty member made no later than March 1 of the calendar year they wish to be considered. The department chair shall provide the applicant with the URLs of the University's Guidelines and Information Regarding the Tenure, Permanent Status and Promotion Process, the College Tenure and Promotion Guidelines, the Department's written clarifications of the University criteria, and other materials, information, and forms that are used in the preparation of the dossier. The department chair shall inform the candidate of the deadlines in the review process.
2. The department chair will compile a list of references, who may later be requested to write letters of evaluation, no later than the first week of April.
3. University guidelines state that Lecturers do not need external letters. College guidelines call for five or six letters of evaluation. In accordance with University guidelines, the candidate suggests seven writers of evaluation letters, but the final selection is determined by the Chair so that at least half of the evaluators who agree to write letters come from the candidate's list.
4. The candidate must fill out the college waiver form before the letters are requested.
5. The department chair will write to each reference to request letters of recommendation by August 1. This should be done at least two months before completed packets are due in the College office. The request will indicate whether the candidate has waived the right to review the letters of recommendation.
6. The candidate will prepare the file as required by the CBA, which will contain (1) the letters of recommendation, (2) the annual letters of evaluation by the chair (3) the curriculum vitae, (4) all college and university forms and required attachments (5) any supplementary information which the candidate may wish to include. University guidelines state that Lecturers should include in their packets samples

of materials that document their instructional accomplishments, such as sample exams, excerpts from syllabi and any evidence of teaching effectiveness.

7. The faculty members at or above the rank sought by a nominee for promotion will meet for a discussion and assessment. Faculty voting on promotion of Lecturer to Senior Lecturer will be by Senior and Master Lecturers, and Associate and Full Professors. Faculty voting on promotion of Senior Lecturer to Master Lecturer will be by Master Lecturers and Full Professors. The file should be available to the appropriate faculty members for at least one week prior to this meeting. The secret ballot of the unit faculty eligible to vote shall be taken no earlier than one day following the meeting.
8. The ballot will allow the voter to vote for or against the promotion or tenure or to abstain from voting.
9. The department chair will transmit the file to the college for consideration, including the vote and the chair's letter of recommendation. The chair's letter should include a summary of the discussion and vote of the faculty.
10. The chair's letter will communicate the vote and the recommendation to the candidate. The candidate always has the right to withdraw from consideration at any time.

Guidelines for Promotion to Senior Lecturer/Associate Instructional Professor

There must be evidence of consistent distinction in teaching, advising, and in other assigned administrative or service activities, as well as evidence of further promise of future distinction. Evidence of teaching may include student evaluations and peer reviews of teaching, as well as course/curriculum development, professional development, program recruitment, program development, and implementation of innovative technologies.

For promotion to Master Lecturer/Full Instructional Professor

Some or all of the following additional criteria may be applied: continued evidence of consistent distinction in teaching as well as evidence of further promise of future distinction.; development of innovative teaching techniques and technologies; contribution to Classics program building, including but not limited to new course and curriculum development, professional development, program recruitment; a strong service record to the College and UF, the profession, and the community; and evidence of research productivity

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. All release time is accompanied by an expectation of increased productivity or reward for service, or some combination of the two.

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 and the Steering Committee reach 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.

Department policy allows three types of release time: course reduction, research leave, and sabbatical.

1. Course Reduction

The Graduate Coordinator, Supervisor of Teaching Assistants, and Undergraduate Coordinator may be granted a one course annual reduction in exchange for their service. Here course reduction means teaching one less course in a year while continuing to participate in the normal life of the Department including assigned committee work.

2. Research Leave

Tenure-track Assistant Professors may 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.

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 MA and PhD committees.

All faculty members are eligible to apply to the Chair for research leave.

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

Merit Pay (see addendum below)

~~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 such awards. The Steering committee will determine for all eligible faculty members their relative ranking in eligibility for merit pay. Each member of the Steering Committee will be excluded from 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 the second Monday of April and be willing to assist the committee in differentiating their scholarship according to the four tiers listed below. The recommendations of the committee will be completed by mid May at the latest and given to the chair to guide his or her determination of individual awards.~~

Determinations of merit 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.

Research For purposes of evaluation, the current year's annual report, a current C.V., the Chair's evaluation, and if necessary, the Steering Committee evaluations from the previous two years will be consulted. The following shall be considered the rank-order of research productivity from most to least meritorious.

Though an effort has been made to rank scholarly contributions according to four tiers and to make ranked distinctions within tiers, it is understood that there is some overlap between the tiers and certainly within them. Moreover, the committee seeks to be attentive to the "impact" of a scholarly contribution to a field of study.

- *Tier One* Sole-authored, refereed scholarly books and monographs, including commentaries, edited texts, and significant translations; co-authored, refereed scholarly books; refereed journal articles; co-authored refereed journal articles; refereed book chapters; co-authored refereed book chapters; external grants and fellowships.
- *Tier Two* Authorship of textbooks; editorship of reference works; editorship of refereed scholarly books including commentaries, edited texts, and significant translations; co- editorship of refereed scholarly books; keynote addresses; non-refereed articles; non- refereed chapters in books; external grants and fellowships; review essays.
- *Tier Three* Invited external lectures and keynote addresses; conference papers; internal fellowships and grants; encyclopedia and dictionary entries; book reviews; books written and under review; and articles and chapters written and under review.
- *Tier Four* Invited lectures at UF; books being written (demonstrable progress made); articles and chapters being written (demonstrable progress made).

Teaching This includes undergraduate and graduate instruction; undergraduate honors, masters and dissertation thesis supervision; and other related activities. For purposes of evaluation, student teaching evaluations and peer evaluations shall be considered. In addition, range of course offerings and degree of involvement in thesis supervision at all levels will be assessed. It is understood that faculty members will not be penalized because the demands of the curriculum have resulted in some teaching more at the graduate or undergraduate level-

The department considers the following guidelines to assess teaching performance:

- The content or substance of instruction, which reflect an individual's command of and fluency in one's field of expertise. This can best be assessed by peer evaluation by colleagues and work in curriculum development.
 - Techniques, style and effectiveness of teaching, which is assessed primarily through student evaluations and peer evaluations.
 - The level and range of a faculty member's teaching within the discipline.
- The Department expects that a faculty member will participate at all levels (according to Department needs), lower division and upper division, undergraduate and graduate, and that s/he will contribute to the program through supervision of undergraduate honors theses, masters theses, and/or dissertations.

Service The category of service shall include normal performance of departmental responsibilities, such as attendance at faculty meetings and recruitment colloquia, as well as work on standing and ad hoc departmental committees. It is assumed that the service of untenured faculty will be lighter than that of tenured faculty.

Other service activities that may be considered appropriate for merit evaluation include: exceptional performance of normal departmental responsibilities, service on a department committee or as an officer, service on college or university committees, service in professional associations, editorial boards, or as a reviewer for professional journals or academic presses, and other activities that enhance the reputation and visibility of the Department, college or university.

Affiliate Faculty

UF faculty and staff who wish to be affiliated with the Classics Department will be appointed following a vote by Classics faculty approving their affiliation according to the procedures established by CLAS for obtaining an affiliate faculty status. The affiliate faculty will have no voting rights in the department. Following the initial affiliate appointment, a faculty member's affiliate status will be up for review and possible renewal, based on the faculty's vote, every five years.

Expectations and Responsibilities

Affiliate faculty will receive invitations to major Classics and CGS Events. They may be asked to serve as members of MA and PhD committees and are expected to assist the department in the promotion of Classics department events and courses. Classics-related courses can be cross-listed with the department (per department guidelines, as listed on our website). *Added by majority faculty vote on 10/4/24*

VI. Adoption

This document was reviewed by Members of the Department of Classics and adopted on May 15, 2006.

VIII. 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 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

6. Article V, Section C paragraph 1: "Course Reduction: The Graduate Coordinator, Supervisor of Teaching Assistants, and Undergraduate Coordinator may be granted a one course annual reduction in exchange for their service. Here course reduction means teaching one less course in a year while continuing to participate in the normal life of the Department including assigned committee work. Research Leave: Tenure-track Assistant Professors may 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. 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 MA and PhD committees. All faculty members are eligible to apply to the Chair for research leave."

Amended by majority vote on January 26, 2024

Article V, Section D, paragraph 1, Merit Pay Committee (Revised)

The Merit Pay Committee determines for all eligible faculty members their ranking for merit pay. The Merit Pay Committee consists of four members, one from each rank, who are nominated or self-nominated and then elected by the faculty in August. Members of the committee serve for one year. Members of the committee with a conflict of interest are excluded from relevant discussion, and the scoring of the merit pay worksheets is made by remaining members of the merit pay committee.

The Merit Pay Committee bases its scoring of the merit pay worksheets on the annual activity reports (AARs) submitted by faculty to the chair by the required CLAS deadline in April.

The committee completes their assessment no later than mid-May and reports to the Chair to guide the determination of individual awards. It is the responsibility of the Chair in consultation with the Merit Pay Committee to recommend merit pay increases to the faculty.

Additionally, the Merit Pay Committee is responsible for reviewing the existing merit pay criteria annually to ensure that they remain fair, transparent, and aligned with departmental and institutional goals. If necessary, the committee will propose revisions to the criteria, which will be reviewed and approved by all eligible faculty members. The committee may also provide recommendations to enhance the evaluation process, address concerns raised by faculty and improve consistency in merit assessments.

The department will engage in merit pay exercises as outlined above every academic year.

Amended by a unanimous vote on April 4, 2025