

University of Illinois at Chicago  
Department of Classics & Mediterranean Studies By-Laws

(Adopted: December 7, 2007; Amended October 10, 2018)

Article I. Faculty

The voting faculty of the Department of Classics and Mediterranean Studies shall comprise all tenured and tenure-track appointments in Classics and Mediterranean Studies, as well as all faculty having the rank of assistant professor or above modified by the term “clinical,” with a 40% or greater appointment. On matters other than budget, personnel and departmental governance, the voting faculty shall also include full-time lecturers.

Article II. Governance

Section 1. Structure:

The Department of Classics and Mediterranean Studies shall be governed by a Head in consultation with the Faculty and an Advisory Committee elected by the voting faculty of the department.

Section 2. Executive Officer

- a. The Head shall be appointed in accordance with the *University Statutes* (Article IV, Sec. 3a).
  
- b. The powers of the Head will be those granted and specified by the *University Statutes* (Article IV, Sec. 3b-e).

Section 3. Advisory Committee

- a. The Advisory Committee shall comprise four members elected by the voting faculty from among its members who hold the rank of assistant professor or above, with or without the term “clinical.” At least one member of the Advisory Committee shall be a tenured member of the voting faculty, and at least one shall be (if possible) a non-tenured member.
  
- b. As soon as practicable after 20 August, but no later than 15 October, two members shall be elected annually for a two-year term. Election shall be by secret, written ballot on which each voting member of the department shall select two of the eligible candidates. In the event of a tie, those persons who tie shall draw lots to resolve the tie. During the first year in which these by-laws are in force, four members shall be elected, the two members who receive the highest number of votes serving two-year terms, and the next two highest being elected for one-year terms.

- c. In the event any member of the Advisory Committee dies, retires, resigns, leaves the University, or goes on leave, the voting members of the department shall elect a member to serve out the unexpired term.
- d. Minutes of each meeting of the Advisory Committee shall be prepared under the direction of the Head.
- e. 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.
- f. The Head shall convene a meeting of the Advisory Committee at least once a month during the academic year to discuss relevant Departmental business. It is recommended that the Head invite the DUS (if not a member of the Advisory Committee) to these meetings as appropriate.
- g. The Advisory Committee shall elect a Committee Chair to preside over meetings in the absence of the Head. In the event of the incapacity or absence of the Head, the Committee Chair shall act in his/her stead with regard to the day-to-day business of the Department until such time as the Head returns or until the Dean appoints a successor.
- h. If two members of the committee submit to the Head a written request for a meeting, the Head shall convene the committee within five working days after receipt of the request.

### Article III. Promotion and Tenure Committee

- a. This Committee consists of all tenured members of the Department. The Committee advises the Head on matters of promotion, tenure, and non-retention.
- b. The Head chairs the Committee but does not vote.
- c. Members on leave notify the Head at the beginning of their leave as to whether or not they wish to vote on a case. However, they must participate actively in the proceedings of the Committee and be present at the meeting at which a vote is taken.
- d. Proceedings of the Promotion and Tenure Committee are in accordance with the current guidelines of UIC. Committee members do not vote in promotion, tenure, or non-retention cases of persons of their own rank or above, nor do they participate in any evaluative discussion of academic performance or progress toward promotion of such persons.

## Article IV. Other Committees

- a. Department Committees, other than Advisory and P&T, and the persons chairing them, are appointed by the Head on an annual basis, or as special needs arise. They are charged with specific tasks or areas of jurisdiction and make recommendations to the Head.
- b. The following standing Committees are appointed annually: (1) Modern Greek Studies; (2) Arabic and Islamic Studies. Other ad hoc or standing Committees may be appointed by the Head, e.g. program review and development or scheduling. Committees submit an annual report to the Head.

## Article V. Departmental Officers

A. The Director of Undergraduate Studies (DUS) shall be appointed by the Head and be responsible for the administration of the undergraduate program.

1. The DUS shall supervise undergraduate advising and serve as the liaison between the department and advisors in the College.
2. The DUS shall advise Classical Languages and Classical Civilization majors and minors.
3. The DUS is responsible for the semi-annual review of majors conducted at the beginning of each semester and will submit to the Head a report summarizing the findings of each assessment meeting.
4. The DUS shall supervise the evaluation of transfer credit requests.
5. The DUS shall represent the Department at any meetings in the University, College, or any other UIC administrative body to which the Department may belong where the interests of the undergraduate program in general are concerned.

B. A separate advisor will be appointed by the Head to oversee and promote the activities of the Classics Club and Eta Sigma Phi, UIC Chapter.

## Article VI. Meetings

- a. The Head shall call a Department meeting at the beginning of each Fall and each Spring semester, and when necessary. At the first meeting of each semester, the Department will review the progress of its majors in keeping with its current set of Student Learning Assessment

Methods.

b. Department meetings are open to all members of the Department. The Head may call for special sessions limited to the tenured and tenure-track faculty and other persons. As stipulated by the *University Statutes*, on certain issues only tenured and tenure-track faculty may vote.

c. The agenda for Department meetings are distributed in a timely fashion. Minutes of each meeting shall be prepared under the direction of the Head and distributed to the Department faculty.

## Article VII. 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 faculty members 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 his/her review, which shall also become part of the faculty member's permanent Departmental file.

## Article VIII. Grievances

The Head, in conformity with official campus policy, will seek to resolve grievances or appeals brought by individual students. A statement of the procedure to be followed will be found at <http://education.uic.edu/cte/files/studentgrievpo.pdf>.

## Article IX. Conferral of Emeritus Status

Any retiring tenure, clinical, or research track faculty member in good standing at the rank of Associate Professor or above may apply for conferral of Emeritus status. In the case of joint appointments, the retiree shall notify the Executive Officer of the department in which he or she has his or her primary appointment. The retiree should provide to the Executive Officer a current copy of the curriculum vitae with his or her request.

Requests for conferral of Emeritus Status will be forwarded by the Executive Officer to a committee comprised of all tenured, tenure-track, and clinical faculty with an appointment of 50% or higher in the Department. The Director of the School shall appoint a minimum of one external member to the committee. In cases where the voting membership of the committee is fewer than three, the Director of the School shall appoint members to meet this minimum voting

body.

After departmental deliberations, the Executive Officer shall provide to the Director of the School a report of the vote tally, a brief explanation of the vote and a copy of all supporting documents, along with his or her own letter of recommendation about the conferral of Emeritus status. In case of a negative vote or EO recommendation the candidate is invited to provide a response.

### Article X. Amendment of By-Laws

These by-laws may be amended at any meeting of the department. Accordingly, amendments may be proposed by any member of the department and shall be submitted in writing to the Head. The Head shall circulate such proposals to the voting faculty at least two weeks before consideration at a department meeting. By-laws shall not be adopted unless approved by a majority of the voting faculty.

Amendments:

10/10/18- Article IX. Conferral of Emeritus Status added.