

University of Illinois at Chicago  
Department of Classics & Mediterranean Studies By-Laws  
(Adopted, December 7, 2007; Amended, October 10, 2018; Amended, November 13, 2020)

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; all faculty having the rank of Assistant Professor or above modified by the term “Clinical,” with a 40% or greater appointment; and full-time Lecturers and Senior 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 three members elected for a two-year term by the voting faculty from among its members, other than the department Head. Ideally, at least one member of the Advisory Committee shall be a Tenure-line member of the voting faculty, and at least one shall be a non-Tenure-line member. If not possible, all three members of the Committee can be Tenure line or non-Tenure line. No eligible faculty member can serve a second term in the Advisory Committee unless every other eligible faculty member has served at least once. The only exceptions to the latter are legitimate leaves granted by the University or force majeure circumstances.
- b. During the final department meeting of the academic year, three members of the Advisory Committee shall be elected biannually for a two-year term. Election shall be by secret, physical or electronic ballot on which each voting member of the Department shall select three of the eligible candidates. In the event of a tie, those persons who tie shall draw lots to resolve the tie.

- 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, who shall normally attend meetings of the Advisory Committee as a non-voting member.
- e. The Head shall regularly consult with the Advisory Committee concerning all matters of departmental policy relating to administration, budget, research, teaching, advising, hiring, faculty annual evaluations, salary raises, allocation of faculty resources, and potentially other matters.
- f. The Head shall convene a meeting of the Advisory Committee at least once a semester during the academic year to discuss relevant departmental business. If it is deemed appropriate, the Head can invite the DUS (if not a member of the Advisory Committee) or other Faculty members to attend specific meetings as non-voting participants.
- g. The Advisory Committee shall elect a Committee Chair to preside over Committee meetings in the absence of the Head.
- 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. Depending on the rank of the promotion case under assessment, Assistant Professors, Clinical Faculty, and Senior Lecturers can also participate in the Committee. 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. If they decide to vote, they must participate actively in the proceedings of the Committee.
- d. Proceedings of the Promotion and Tenure Committee are in accordance with current UIC guidelines. Committee members do not vote in promotion, tenure, or non-retention cases of persons of a higher academic rank, 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 the Advisory and P&T, and the persons chairing them can be 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. All department members are eligible to serve on such committees. 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. TT and Clinical Faculty are eligible to serve as DUS.

b. The DUS shall supervise undergraduate advising and serve as the liaison between the Department and advisors in the College.

c. The DUS shall advise all departmental majors and minors in Classical Studies and Arabic, in consultation with other Faculty members as necessary.

d. The DUS is responsible for the semi-annual review, in consultation with other Faculty members, of departmental majors and minors conducted at the beginning of each semester. The DUS will submit an oral report summarizing the findings of the review during the first departmental meeting of each semester or, if that is not possible, at the earliest opportunity thereafter.

e. The DUS shall supervise the evaluation of transfer credit requests.

f. 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.

#### 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, following the semi-annual review of majors delivered by the DUS, 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 have established procedures and guidelines 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 guidelines 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.

#### 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 they hold their primary appointment. The retiree should provide to the Executive Officer a current copy of their curriculum vitae with their 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.