

University of Illinois at Urbana-Champaign
Department of the Classics Bylaws

PREAMBLE

The name of this organization shall be the Department of the Classics; School of Literatures, Cultures and Linguistics; College of Liberal Arts and Sciences; University of Illinois at Urbana-Champaign (hereafter referred to as the department). The purpose of these bylaws is to promote the orderly conduct of the business of the department. These bylaws supplement those of the School of Literatures, Cultures and Linguistics (SLCL); the College of Liberal Arts and Sciences (LAS); and the *University Statutes*. In the event of conflicts, the *Statutes*, LAS, and SLCL bylaws shall prevail. *Robert's Rules of Order* (Scott Foresman, most recent edition) shall apply to the extent that its provisions are not inconsistent with these bylaws, LAS bylaws, or the *University Statutes*.

ARTICLE I. FACULTY

1. The Core Faculty shall consist of those who have either a tenured or tenure-track appointment in the department of 50% or greater. All members of the Core Faculty shall have full voting privileges in the department.
2. The Specialized Faculty shall consist of anyone holding a formal appointment in the department greater than 0% with any of the Specialized Faculty titles enumerated in Provost Communication No. 25 (e.g., Lecturer, Senior Lecturer, Teaching Assistant Professor, etc.). Senior Lecturers and faculty with Teaching Professorial appointments with an appointment in the department of 50% or greater shall be eligible to vote in non-personnel matters.
3. The Contributing Faculty shall consist of those faculty at the University of Illinois at Urbana-Champaign (UIUC) with an academic appointment in the department of less than 50%. Contributing faculty may participate in discussion of departmental affairs but do not have voting privileges.

ARTICLE II. ADMINISTRATION

A. HEAD

1. The department shall be governed by a Head, who shall have general direction of the work of the department. As stated in the University Statutes, the Head “shall (1) consult with the departmental advisory committee in regard to departmental policy; (2) consult with each member of the department regarding the nature and scope of the work in the charge of that member; (3) call and preside at meetings of the departmental faculty for explanation and discussion of departmental policies, educational procedure, and research, of which there shall be at least one in each academic year for consideration of departmental governance and

educational policy; (4) be responsible for the organization of the work of the department, for the quality and efficient progress of that work, for the formulation and execution of departmental policies, and for the execution of University and college policies insofar as they affect the department; (5) report on the teaching and research of the department; (6) have general supervision of the work of students in the department; (7) prepare the departmental budget in consultation with the departmental advisory committee; and (8) be responsible for the distribution and expenditure of departmental funds and for the care of departmental property.”

2. The Head shall be appointed by the Dean of the College of Liberal Arts and Sciences. The Dean in consultation with the Core Faculty may reappoint the Head.

3. The Core Faculty may present the Dean with a written report of their views concerning the reappointment of the Head. That report shall normally be drafted in the first semester of the final year of a Head’s term of office by two members of the Core Faculty, as elected by the Core Faculty, after consultation with Contributing Faculty, Specialized Faculty, and graduate students. At least one of the two members elected to draft the report must have a tenured appointment. A copy of this report shall be distributed to all members of the Core Faculty excepting the Head.

4. The Head in consultation with the Advisory Committee (see below, Article II.B.1) shall appoint the Director of Graduate Studies (DGS), the Director of Undergraduate Studies (DUS), the Ancient Languages Program Coordinator (ALPC), and all other officers named in Article IV except as specified (see Article IV below).

B. ADVISORY COMMITTEE

1. The Advisory Committee shall be composed of the DUS, DGS, and two members from the Core faculty elected by majority vote at the first departmental meeting of the academic year.

2. 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.

3. The Advisory Committee may, at any time, in consultation with the Core Faculty, conduct an informal review of the Head to be forwarded to the Dean.

4. The Advisory Committee shall elect a Committee Chair to preside over departmental meetings in the absence of the Head.

5. Any two members of the Advisory Committee may convene a meeting of the Committee and the Head to discuss departmental business. If petitioned by four members or one-third of the faculty with voting privileges, whichever number is lesser, the Advisory Committee shall meet with all faculty who have voting privileges, without the Head present, to discuss departmental business.

ARTICLE III. PERSONNEL DECISIONS

A. TENURE AND PROMOTION

1. The procedures for Tenure and Promotion within the department shall follow the Provost's regulations as stated in Provost Communication #9 or any subsequent document that supersedes this. The procedures must also adhere to LAS and SLCL regulations.
2. The Head has the ultimate responsibility for managing cases for Promotion and Tenure: for soliciting letters from outside referees in consultation with the promotion and tenure committee; for advising the candidate about the preparation of the relevant documents; and for ensuring that all promotion and tenure documents are prepared in accordance with the Provost's and College's guidelines. The Head may appoint members of the Core Faculty to assist in the preparation of promotion and tenure dossiers.
3. The promotion and tenure committee for each candidate shall consist of all members of the Core Faculty (excepting the Head) who hold an academic rank equal or superior to that to which the person is being considered for promotion. This committee's vote shall be recorded as the departmental vote for the purposes of the process of promotion and tenure. The committee should exclude anyone with a conflict of interest concerning the candidate, with all questions regarding a conflict of interest being directed to SLCL, the College and/or the Provost. Normally, all faculty participating and voting in deliberations concerning tenure shall prior to the vote have observed and reported in writing on at least one meeting of a course taught by the candidate.

B. THIRD-YEAR REVIEW

1. The Head is responsible for preparing a Third-Year Review for each member of the Core Faculty during their probationary period. The procedures must follow Provost Communication #13 or any subsequent document that supersedes this, as well as the procedures determined by SLCL, LAS, and any other University administrative body to which the department may belong.
2. The Head shall seek the advice of the Advisory Committee concerning the elements comprising the dossier for each Third-Year Review. Once the Third-Year Review has been approved by the LAS Executive Committee, the Head shall discuss the review in person with the faculty member. The Third-Year Review shall become part of the faculty member's permanent departmental file.

C. ANNUAL REVIEWS

1. The Head in consultation with the Advisory Committee shall establish procedures for the annual review of the research, teaching, and service of all members of the Core Faculty and Specialized Faculty, in conformity with campus requirements for annual faculty review as described in Provost Communication #21. All members of the Core Faculty and Specialized Faculty shall be provided with a copy of these procedures and notified of any subsequent modifications to them. Each member of the Core Faculty and Specialized Faculty shall receive

annually a written copy of their review, which shall also become part of the faculty member's departmental file.

D. HIRING OF DEPARTMENTAL FACULTY

1. During the Spring semester, the Head in consultation with the Core Faculty shall determine the department's hiring priorities for the following academic year. Hiring requests shall be forwarded to SLCL and the College at the appropriate time. If the Dean grants the department permission to conduct a faculty search, the Head in consultation with the Advisory Committee shall appoint appropriate faculty members to the Search Committee.

2. The Search Committee shall write the position description, which must be approved by the Head in consultation with the Advisory Committee before being sent to Human Resources for final approval and publication.

3. The Search Committee shall be responsible for evaluating applicants for the advertised position and recommending finalists for campus visits.

4. After all campus visits have been completed, the Core Faculty shall engage in a thorough, systematic, open, and confidential discussion of each of the finalists recommended by the Search Committee, following the same procedure for each, and submit its recommendation to the Head.

5. Occasionally special opportunities arise to hire faculty. These opportunities include campus programs such as Targets of Opportunity and dual-career hires, as well as joint appointments from within UIUC. In such cases, the Head shall discuss the potential appointment with the Core Faculty, who shall vote on the matter, after the customary procedures for the hiring of new faculty have been followed.

6. In all faculty appointment processes, it is expected that the Head will follow the advice of the majority of the Core Faculty.

ARTICLE IV. DEPARTMENTAL OFFICERS AND COMMITTEES

1. The Head appoints a Director of Graduate Studies (DGS). The DGS is charged with the general administration of matters related to the graduate program and graduate student affairs, and serves as a member of the Advisory Committee. To ensure some degree of procedural continuity, appointment as DGS shall normally be for at least a three-year term of service. In recognition of the administrative responsibilities associated with overseeing the graduate program, the faculty member acting as DGS in any given academic year shall receive one course release in each year of service.

2. The Head appoints a Director of Undergraduate Studies (DUS). The DUS is charged with the general administration of matters related to the undergraduate program and undergraduate student affairs and serves a member of the Advisory Committee. To ensure some degree of procedural continuity, appointment as DUS shall normally be for at least a three-year term of

service. In recognition of the administrative responsibilities associated with overseeing the undergraduate program, the faculty member acting as DUS in any given academic year shall receive one course release in each year of service.

3. The *Illinois Classical Studies (ICS)* editor(s) shall be elected by the Core Faculty for a five-year term. In recognition of the administrative responsibilities associated with overseeing the journal, the editor shall receive one course release in each year of service. The *ICS* Advisory Editorial Committee shall consist of all other members of the Core Faculty. External members shall be appointed by the editor(s) in consultation with the committee. The committee shall advise the *ICS* editor on matters pertaining to the journal and shall provide other assistance as needed.

4. In consultation with the Advisory Committee, the Head appoints other officers of the department, committee chairs, and members of committees each year and when vacancies occur, and specifies their duties, powers, and charges. A list of these committees and their composition should be circulated to the department in advance of the first faculty meeting of each academic year (see Article V.1.)

ARTICLE V. MEETINGS

1. The Head shall convene a meeting of faculty eligible to vote at least once a month during the Fall and Spring semesters to discuss relevant departmental business. The last meeting of the academic year shall be held on or before May 15.

2. On petition to the Head by four members of faculty eligible to vote, the Head must convene a meeting of faculty eligible to vote to discuss the matters raised in the petition.

3. Items may be placed on the agenda by the Head, the Advisory Committee, or any faculty eligible to vote. The agenda shall be distributed to all eligible participants within a reasonable time-frame in advance of any meeting.

4. Voting ordinarily shall be by voice vote or show of hands. Voting on any issue shall be by secret ballot when requested by any faculty member eligible to vote.

5. Resolutions shall be passed and elections determined by the vote of those present and eligible to vote. There shall be no vote by proxy or absentee ballot. The Head shall solicit and convey the opinions, preferably in writing, of those unable to attend the meeting. 75% of faculty who are eligible to vote and not on leave of absence or sabbatical shall constitute a quorum.

ARTICLE VI. GRIEVANCE PROCEDURES

1. Any faculty member has the right to bring formal grievances concerning actions or policies of the department, its officers, committees, or other faculty. Informal resolution is strongly encouraged before any such formal grievance is initiated. Grievances alleging

contraventions of federal or state law, or of University regulations and policy with respect to discrimination or harassment, should be made to the University's Office of Diversity, Equity, Inclusion, and Accessibility. All other grievances shall be handled in accordance with the procedures specified below.

2. There shall be an ad hoc Grievance Committee (hereinafter "GC"), advisory to the Head (or, in cases involving the Head, to the Dean). The GC shall be elected by the faculty of the department, from among its tenured members (other than the Head and those named in the grievance), or full professors in cases involving promotion to the rank of full professor. The GC shall have three members, consisting of the three faculty who receive the most votes. A run-off election will be held in the event of a tie for the third place.

3. Grievances brought against the department but naming no respondent will be deemed to have no respondent, and so to have no effect on the membership of the GC or other grievance procedures; but in such cases the Head may request that the Dean hear and address the grievance as well, or the Dean may opt to do so.

4. Formal grievances must be stated in writing and include the facts relating to the matter and the resolution sought by the grievant. The grievance statement shall be presented to the Head (or, if the Head is a respondent, to the Dean), who shall examine the statement to determine the appropriate membership of the GC for the case (see Section B above) and shall transmit the statement to them, specifying reasonable time frames for each step in the process, and so informing the grievant and respondent(s). Respondent(s) shall be given the opportunity to reply in writing to the written grievance. The grievant shall be given the opportunity to reply in writing to the respondent(s). Such replies shall be presented to the Head (or Dean), who shall transmit them to the GC.

5. The appropriately constituted GC shall convene to consider the grievance, soliciting whatever information and testimony it deems appropriate. It shall proceed as expeditiously as circumstances permit. If circumstances warrant, it may request and may be granted an extension of the time it has been given to complete its work, and the grievant and respondent(s) shall be so informed. All of its deliberations shall be held in strict confidence.

6. The findings of the committee shall be communicated in written form to the grievant, the respondent(s), and the Head (or, if the Head is a respondent, to the Dean). The Head (or Dean), after giving both parties the opportunity to respond to these findings, in consultation with the Advisory Committee (excluding any members who are respondents), and with its approval of any contemplated measures falling within its purview, will determine upon appropriate disposition of the matter. All parties shall be informed in writing of this decision, and of any available further avenues of appeal established by the campus administration or faculty governance structure. Both the grievant and the respondent(s) shall be given a reasonable but limited and specified time in which to initiate such appeal before action is taken to implement the decision, after which the matter shall be considered closed. Such action shall be taken expeditiously.

ARTICLE VII. BYLAWS AND OTHER DOCUMENTS

1. These bylaws shall go into effect one week after receiving the approval of SLCL and the College.
2. A committee on bylaws shall be convened at least every five years, consisting of three members of the faculty eligible to vote, appointed for a one-year term. The committee shall review these bylaws and recommend such updating or revision as they see fit.
3. These bylaws may only be amended by majority vote of faculty eligible to vote at a meeting convened specially to discuss amendments to these bylaws. The amendments to be voted upon must be presented to all faculty eligible to vote in writing at least two weeks before the meeting, and the meeting must be held within three weeks of the presentation of the petition.
4. The Office Manager or Administrator shall, in consultation with the Head, facilitate access to these bylaws and other electronic documents of the department.

(Amended and approved by the department May 2024)