I. INTRODUCTION

This document provides a brief description of the Department of Greek and Latin as well as a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This pattern of administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time. Changes, which will be made in consultation with the department faculty, will be disseminated to department faculty in memos until sufficient changes have accumulated to warrant printing and distributing a complete new document. A record of all changes will be kept by the Administrative Assistant in the Department Office.

II. MISSION

The academic mission of the Department is to promote the study of the languages, literatures, and cultures of Greeks and Romans in all periods from antiquity to the present, specifically through: the publication of original research that engages directly with broader philosophical debates about the constitution of knowledge in the Humanities; the teaching of this knowledge, its sources, and the methodological and theoretical challenges to undergraduate and graduate students, to prepare some for a professional future in the field and all for a life of learning and critical thinking; the mediation of this knowledge to a wide constituency of colleagues and friends of Greek and Roman studies, inside and outside the University; and the fostering of a collegial environment that promotes excellence in research, teaching, and discussion.

A. RESEARCH

The purpose of research in Greek and Latin is to improve in quality and relevance our knowledge and understanding of the classical world, medieval and neo-Latin, and Byzantine and Modern Greek culture and history. The Department is a nationally and internationally recognized community of scholars, which makes important contributions to the intellectual debates and issues that concern Classicists, Latinists, Hellenists, or any specialists in related disciplines. An individual faculty member’s research may emphasize the discovery of new material or knowledge, the promulgation of persuasive interpretations, or the creation of new understandings or applications. Excellence is measured by the value which the work has for the understanding or appreciation of the particular field.

B. TEACHING

In keeping with the mission of a land-grant institution, we embrace our responsibilities and activities as teachers, both to undergraduates and to graduate students. Our students include those who want a broad education and those who want to specialize as majors, minors, or graduate students. Besides classroom instruction we also recognize that teaching often requires independent studies with a student or a group of students. Undergraduate students might need additional language training or specific introductions to research projects, graduate students need advising and guidance for research papers, publications and especially their dissertation: these activities are an integral part of our
teaching duties. Finally, as members of a community of scholars in diverse disciplines, we believe that public lectures, committee work, and published research are forms of teaching. Our teaching assignments will take into account the needs of our students, the demands of our discipline and, whenever possible, the research interests of the faculty. Evaluation of teaching will reflect the needs of the audiences, while always considering the twin goals of benefit and enjoyment.

C. SERVICE

Service to the general needs of the Department, the college, the university, and the community is an essential element of good citizenship.

III. DEPARTMENTAL ADMINISTRATION AND DECISION MAKING

A. Overview

Policy and program decisions are made in a number of ways: by the Department Council, by the Department Faculty as a whole, by standing or special committees of the Department, or by the Chair. The nature and importance of any individual matter determines how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Open discussion, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

B. Departmental Council

1. The Departmental Council shall consist of all faculty members on regular contract, excluding those on visiting, adjunct, and part-time appointments; the members of the Graduate Student Advisory Committee; two Undergraduate students (Junior or Senior) proposed by the Director of Undergraduate Studies from declared Classics majors. All members of the Department Council shall vote. Visiting, adjunct, and part-time members of the department are welcome to attend department council meetings, but cannot vote.

2. The Departmental Council is the general policy-making unit of the Department. It may initiate action; it discusses questions of departmental policy and administration; it makes decisions upon matters put before it by the Chairperson, standing committees, or individual members or groups within the Department.

3. The Departmental Council shall meet not less than once each quarter during the regular academic year (see Rules for the University Faculty 3335-5-18). Regular meetings shall be scheduled by the Chairperson. An extraordinary meeting shall be convened whenever one-fourth of the Department Council members request it. Announcement of meetings shall be posted at least four days in advance along with a summary of the agenda.

4. The Chairperson of the Department shall preside at meetings. A quorum shall be two-thirds of the locally available membership. Decisions shall be taken by a majority vote: the Chairperson shall vote only in case of a tie.

5. In cases where the Chairperson feels it necessary to depart from the majority opinion he/she must so inform the Departmental Council when they are present together in a meeting. Should this meeting fail to produce agreement, the Chairperson in acting or recommending action to the College or University administration will specify in writing to the Dean or University administrator concerning the difference of opinion and will make copies available to members of the Departmental Council.
6. A member of the Departmental secretarial staff shall act as Secretary for the Departmental Council. Minutes of meetings shall be kept in Department files, both on paper and in electronic form, and shall be available for consultation.

C. Faculty Meetings

As stated above, the general policy-making unit of the department is the Department Council. At times when the faculty must decide on matters regarding which the participation and vote of non-faculty is improper, a meeting will be scheduled for the regular faculty only. The regular faculty is regarded as all those with regular or joint appointments in the department. Announcement of such meetings shall be posted at least four days in advance along with a summary of the agenda. The Chairperson shall preside. A quorum shall be two-thirds of the locally available faculty. Decisions other than personnel decisions shall be taken by a majority vote: the Chairperson shall vote only in case of a tie. A two-thirds vote is necessary for personnel decisions in accord with procedures stipulated in the “Appointments, Promotion, and Tenure” document. The record of Department Faculty Meetings will consist in the record of the vote.

D. Chairperson

1. The position and duties of the Chairperson as the administrative head of the Department are stipulated in Rule 3335-3-35.

2. The Chairperson is appointed by the Dean, who determines in consultation with the faculty whether the sitting Chairperson is to be reappointed, or whether a new appointee will be identified. The processes for new appointments and reappointments are specified in the College of Humanities Pattern of Administration Section I, C, paragraphs (a) and (b), respectively. When it is necessary to constitute a search committee, that committee will include a Dean’s representative and will exclude the sitting chair.

E. Acting Chairperson

1. In the absence of the Chairperson during the regular academic year or for the summer quarter (other than for short periods) the Department shall be administered by an Acting Chairperson.

2. The Acting Chairperson shall be appointed by the Dean in consultation with the Departmental Faculty. Summer Acting Chairs are appointed by the Dean.

3. In the absence of the Chairperson for short periods that do not require the appointment of an Acting Chairperson, a member of the regular faculty on duty will be designated by the Chairperson to supervise the day-to-day administration of the Department.

F. Committees

It is the responsibility of the Chairperson to ensure that all faculty members on regular contract take an equitable share in committee responsibilities and that there shall be an appropriate representation of tenured and non-tenured faculty members on each committee. The Modern Greek Program Director will maintain autonomy and responsibility for their respective programs, provided that the chairperson of the department, acting in concert with his/her colleagues, shall have ultimate authority as provided by departmental, College, and University rules and regulations.
1. Advisory Committee

1.1 The Chairperson's Advisory Committee shall consist of four faculty members appointed by the Chairperson on a rotating basis for a term of one year. When possible, the members will represent every rank (Assistant, Associate, and Full). Members become eligible for reappointment one year after their previous term has been completed.

1.2 The Committee advises the Chairperson on matters of policy, budget, diversity, and any other matter put before it by the chair.

1.3 The tenured members of the committee and one additional tenured faculty member appointed by the Chairperson will constitute the Promotion and Tenure Advisory Committee responsible for reviewing dossiers of probationary faculty at the time of their review.

2. Graduate Student Advisory Committee

2.1 This committee consists of three graduate students elected from and by the graduate student body. One member shall be in the first year of graduate study.

2.2 The committee is primarily responsible for keeping the departmental Chairperson and the Director of Graduate Studies informed about all Departmental matters that are of interest to the graduate students. The Departmental Chairperson meets with committee at least once in a teaching quarter. The committee may also ask to meet with the Chairperson and/or the Director of Graduate Studies.

2.3 The committee will act as a Committee on Committees for the graduate student body, being responsible for the selection of its successor committee and of graduate student members of any departmental committee and for recommending members of any College or Graduate School committees.

2.4 The members of this committee are members of the Departmental Council with voting rights in policy matters. They will advise the Chairperson on the teaching effectiveness of faculty members under review. They will arrange for graduate students to meet with candidates for appointment to the faculty and will report to the Departmental Council in accordance with the procedures set forth in the Department's "Appointments, Promotion, and Tenure Document."

2.5 Two members of this committee are members of the Graduate Studies Committee with voting rights on policy matters.

2.6 The Committee's term of service is annual; re-election is possible.

3. Graduate Studies Committee

The composition and responsibility of the Graduate Studies Committee are set forth in the Graduate School Handbook, IV section 2. Within those rules the following Departmental rules and procedures apply:

3.1 The Graduate Studies Committee consists of the Director of Graduate Studies in Classics, who is ex-officio chairperson of the committee, the Director of the MGP, the Departmental Chairperson, two other members of the graduate faculty, and the Director of the Elementary Latin Program, when the committee is sitting to advise the Chairperson on teaching assignments.

3.2 The Director of Graduate Studies is appointed by the Chairperson after consultation with all members of the graduate faculty and the Graduate Student Advisory Committee. The other members of the committee, other than the
GSAC representatives, are appointed by the Chairperson for staggered terms, after consultation with the Director of Graduate Studies in Classics.

3.3 The normal term of service for the Director of Graduate Studies in Classics is three years, and for the Director of the MGP one year with possibility of reappointment. The term of the appointed members of the graduate faculty is three years in staggered terms with possibility of reappointment. Interim vacancies are filled by the Department Chairperson in consultation with the Director of Graduate Studies.

3.4 The Graduate Studies Committee is generally responsible for matters of policy and procedure regarding the administration of the Departmental graduate program; this will entail review of the graduate program, including requirements and curriculum, the latter in cooperation with the curriculum committee. The duties of the Graduate Studies Committee fall into the following categories: admissions; evaluations of graduate students and teaching associates, including visitation to classes of the latter; supervision of graduate examinations; fellowship recommendations; appointments to teaching associateships. These duties shall be equitably shared between the members of the Committee.

3.5 The Director of Graduate Studies is primarily responsible for supervision of graduate advising and graduate examinations for students in the Classics program; the Director of the MGP has the same responsibility for students in the MGP. These Directors are responsible, for keeping graduate records and for making them available to members of the graduate faculty. They make recommendations for admissions and fellowships on the advice of the Graduate Studies Committee, and they approve and recommend the graduate faculty to the appropriate category. After consulting with the Departmental Chairperson, the Director of Graduate Studies may delegate certain tasks and responsibilities to faculty members outside the Graduate Committee.

3.6 The Departmental Chairperson makes appointments to teaching associateships on the advice of the Graduate Studies Committee and the report of these Directors.

3.7 The Graduate Studies Committee will serve as an advisory committee to the Chairperson in the assignment of teaching and grading duties to Graduate Teaching Associates and in the assignment of other duties for which stipends are paid to teaching, research, and administrative associates. In this function as Teaching Assignments Committee the Departmental Chairperson will preside. Guidelines for the work of the committee are as follows:

   a. The Chairperson will request from the faculty members responsible for the supervision or teaching of courses in question a statement of perceived needs for the course(s) and of preferences (if there are any) for GTAs.

   b. The Chairperson will then prepare a list of the available assignments and distribute it to members of the faculty and to Graduate Teaching Associates no later than the sixth week of each quarter. Graduate Teaching Associates will return their statement of preference for assignment to the Chairperson.

   c. After considering section demand reports, faculty and GTA preferences, and departmental needs, and after consulting with the faculty when appropriate, the Graduate Studies Committee, sitting as Teaching Assignments Committee, will recommend to the Chairperson assignment to positions anticipated for the quarter.

   d. The Department Chairperson will decide upon appointments after receiving the Committee recommendations. The Chairperson's decision will be communicated promptly to the Department. The Chair reserves the right to accept or refuse for teaching in the Classics program a GTA selected for MGP. Likewise, the MGP has the right to accept or refuse a GTA offered by Classics to teach in the MGP. GTAs from the Classics program who wish to teach in the MGP shall be provided with pre-service orientation to the program's goals and curriculum as well as additional pre-service and in-service training in the specifics of teaching Modern Greek culture and language. As is the case with all GTA appointments, the final decision of appointment rests with the Chairperson, who will consult to the fullest extent with the appropriate program director and the Graduate Studies Committee.
4.8 The guidelines set forth in 4.7 will generally be applicable to assignments other than teaching, research and grading duties. Research associateships will normally be recommended by the Graduate Studies Committee in consultation with the faculty members concerned.

4.9 Changes in assignment or additional assignments necessitated by changes in enrollment or course request tally will be made by the Chairperson in the light of the information available from the process described in 3.4 and with such consultation as is necessary or as time allows.

4. **Undergraduate Studies Committee**

4.1 The Undergraduate Studies Committee consists of the Director of Undergraduate Studies in Classics, who is ex officio chairperson, the Director of the MGP (or his designee), the Director of the Elementary Latin Program, two other members of the faculty, one graduate student appointed by the GSAC; and one undergraduate major student.

4.2 The Director of Undergraduate Studies in Classics is appointed by the Chairperson after consultation with the departmental faculty. The other faculty members and the undergraduate student are appointed by the Chairperson in consultation with the Director.

4.3 The normal term of service for the Director of Undergraduate Studies in Classics and the committee is three years. Faculty members are appointed to staggered terms; student members serve a one-year term. Reappointment to the committee or its chairmanship is possible. Interim vacancies are filled by the departmental Chairperson in consultation with the Director.

4.4 The Undergraduate Committee is responsible for the general policies and procedures governing the departmental undergraduate programs in Classics. Specifically its duties fall in the following categories: ongoing review of the undergraduate program, including requirements and curriculum, the latter in cooperation with the curriculum committee; undergraduate major advising; the departmental honors program; administration of EM credit and placement examinations; evaluation of K credits.

4.5 The Director of Undergraduate Studies and the Director of MGP are responsible for the keeping of undergraduate records in their respective areas; for channeling information to faculty members; for quarterly reports to faculty members on the status of undergraduate majors; for assigning students to advisers; for reporting to the Departmental Council about the undergraduate program. After consulting with the Departmental Chair, the Directors may delegate certain responsibilities to faculty members outside the Undergraduate Committee.

4.6 The Director of Undergraduate Studies in Classics will also be responsible for the general supervision of teaching of the 100-level Greek courses; for curriculum development in the Elementary Greek Program in cooperation with the Departmental curriculum committee; for the recommendation and review of goals and teaching guidelines in elementary Greek courses.

5. **Curriculum Committee**

This consists of four faculty members (one representing the Graduate Studies Committee, one representing the Undergraduate Committee, one the MGP, and a chair who usually is a full professor) and one undergraduate major, all appointed by the Chairperson; one graduate student member is selected by the Graduate Student Advisory Committee. All serve for a term of one year. The committee is responsible for ongoing review of the Departmental curriculum, for the assessments of Undergraduate and Graduate programs as directed by the Dean’s office, and for developing and preparing curricular proposals for submission to the Departmental Council.

6. **Teaching Evaluation Committee**

6.1 The Teaching Evaluation Committee consists of Full or Associate Professors appointed by the Department Chair. Members are appointed for a one-year term and are eligible for reappointment. The Department Chair will
appoint one of the faculty members to chair the committee.

6.2 The committee’s responsibilities are to review, evaluate, and, where appropriate, summarize student evaluations of teaching, and to oversee and conduct peer reviews of teaching, as stipulated in the department’s AP&T document, section IV.2.

7. Lecture Committee

7.1 The Lecture Committee consists of three members of the faculty appointed by the department Chair. Members are appointed for a one-year term and are eligible for reappointment. The Department Chair will appoint one of the faculty members to chair the committee.

7.2 The committee will advise the chair on inviting lecturers, and it will coordinate the program of lectures and papers delivered in the department, with the exception of the Schlam and the Leontis Lectures. It will do so in cooperation with all the faculty.

7.3 The committee with the approval of the Chairperson will be responsible for making the necessary arrangements for lectures and conferences in cooperation with the office staff. The committee or its chair may solicit volunteers from among the faculty to take such responsibility under supervision of the committee.

8. Awards Committee

8.1 The Awards Committee consists of three members of the faculty appointed by the department Chair. Members are appointed for a one-year term and are eligible for reappointment. The Department Chair will appoint one of the faculty members to chair the committee.

8.2 The Awards Committee will advise the chair on applications for the scholarships available to departmental faculty from the College and the University.

8.3 The Awards Committee will review nominations or applications for any scholarships, awards, or prizes that are based on project proposals or papers. These awards include the Vaughn Travel Award, the Babcock Travel Award, the Wantman Foreign Study Scholarship, the Woodhead Prize, the Award of Excellence in Classics, and the Honorable Mention in Classics, and any other awards that become available.

8.4 The Committee together with the Director of Undergraduate Studies will review qualified candidates for the Neustadt Scholarship and any other undergraduate award based on academic record.

8.5 The committee will recommend appropriate recipients to the Chair of the department, who will inform the recipients and issue public announcements through appropriate channels.

G. Program Directors

1. Modern Greek Program Director (MGP)

1.1 The MGP shall remain autonomous as an instructional section within the Department of Greek and Latin. The faculty of the MGP will retain full authority for the its undergraduate program and all instructional matters in the MGP at the undergraduate level, TA supervision, advising, curriculum design, and all questions and problems that may arise in any of the Modern Greek sections and the students they serve, subject to the governance provisions
established above.

1.2 The Director of the Modern Greek Program is appointed by the Chair in consultation with the faculty of the Modern Greek Program. The appointment is for a period of four years, after which duration it can be renewed.

1.3 The scheduling of courses in MGP is the responsibility of the Director of the MGP. This is to be arranged in consultation with the Department Chair and the Administrative Secretary. Final decisions concerning scheduling, staffing, and adjusting the course offerings, as mandated by the respective enrollment and college guidelines, rest with the chairperson.

1.4 The Director of the MGP assumes full responsibility for the ongoing supervision, observation, and ongoing and year-end evaluation of GTAs in the MGP. This Director advises the Department Chair in the hiring and retaining of GTAs for undergraduate instruction in Modern Greek.

2. Director of the Elementary Latin Program

2.1 The Director of the Elementary Latin Program is appointed by the Chairperson. The term of service is one year with the possibility of reappointment.

2.2 The Director will be responsible for the general supervision of teaching of the 100-level Latin courses; for curriculum development in the Elementary Latin Program, in cooperation with the Departmental curriculum committee; for the recommendation and review of goals and teaching guidelines in Elementary Latin courses; for overseeing the GTA’s performance in Latin 101-104; and for supervising the mentoring and evaluation of Latin GTAs.

2.3 The Director reports to the Director of Graduate Studies on the progress of the GTAs, and to the general faculty at the time of the Graduate Student evaluation.

H. Representatives

1. Library Representative

The Library Representative is responsible for the maintenance of the Departmental Library, including library security and acquisition. He/she is advised and helped by a member of GSAC designated to this task.

IV. FACULTY

A. Definition of Faculty

For purposes of voting and consultation the faculty is regarded as all those with regular or joint appointments in the department.

B. Appointment of Faculty

The policies and procedures governing the appointment of regular faculty are specified in the Department’s “Appointment, Promotion and Tenure Document.”
C. Duties and Responsibilities

The Faculty of the Department of Classics are expected to perform their duties in the three traditional areas of research, teaching, and service with greater emphasis on the first two.

1. Instructional Activity

   a. Faculty Teaching Load Policy

      Normally a faculty member in the Department of Greek and Latin is required to teach five courses a year. Under the Flexible Workload Policy of the College, a course load of six or four courses is possible for regular tenured faculty; the details are explained in the Workload Policy Document of the Department. In addition, a faculty member is expected to advise MA and PhD students, set graduate exams, and supervise individual studies, honors theses, and senior theses.

      Course reductions of a single course are standard for the Director of Graduate Studies, the Director of Undergraduate Studies, and the Director of the Elementary Latin Program. The Dean of the College must approve all teaching reductions that involve course credit.

   b. Class Assignments and Schedules

      Course offerings and class assignments are determined by the Chairperson, on the advice of the Director of Graduate Studies, the Director of the MGP, and the Director of Undergraduate Studies. Course assignments will balance the department’s need for instruction in courses of all types at all levels and for maintaining its enrollments with the interests and strengths of the individual faculty member. The Chairperson will consult with faculty in making them up. All changes, including those in class meeting time, must be cleared through the Chairperson. Cancellation of a class due to insufficient enrollment does not entail a course reduction; rather, the canceled class must be made up. Enrollment in MGP will be measured with reference to other “less frequently taught languages” (viz. Arabic, Hebrew, Persian, Turkish, and Swedish). In the event that an MG course fails to meet the enrollment criteria and must be canceled, every attempt will be made to offer another MG course in its stead, save where another arrangement is made by mutual agreement with the Chairperson.

2. Scholarly Activity

   a. Research Policy

      It is required that a faculty member maintain an active program of research and publication at a level that is esteemed by the international scholarly community. This usually takes the form of published books, articles, and edited volumes, and papers presented at other universities, at scholarly conferences, or at meetings of regional, national, and international associations. The department expects both productivity in one or more of these areas each year and periodic recognition by the larger scholarly community. Such recognition takes the form of fellowship awards, offices in professional associations, journal editorships, membership on editorial boards, invitations to speak, to referee journal articles and books, and to review programs at other institutions, and other generally recognized measures of prestige. It is recognized that opportunities for publication and lecturing are different for those in Classics and for those in Modern Greek.

   b. Research Assignments

      It is the Chairperson’s duty to encourage faculty in their research. Special Research Assignments (SRAs) are
granted by the Provost on recommendation of the Chairperson and the Dean. The Chairperson's recommendation will be made upon the advice of a committee of at least two tenured faculty members appointed by the Chairperson to review applications. Faculty members seeking SRAs should consult at least one year in advance with the Chairperson. They will be asked to submit a detailed statement of their proposed research as stipulated by the College office, and this will form the basis upon which each application is judged. Other considerations will include: prior research support, past achievement and likelihood of productive work during the SRA quarter; service to the department or University, especially insofar as it has affected the individual's research; and current teaching load.

University policy does not allow any statements to be made about frequency of SRAs.

Applications for grants-in-aid, for outside funds, or for external fellowships, must be discussed in advance with the Chairperson, so that the impact of a successful application upon the department's program can be assessed.

3. Service Activity

Service covers two basic areas:

a. Service to the Department, College and University, i.e. administrative and committee work at all levels of this Academic institution, including course development, participation in recruitment of students and faculty, and reviewing promotion and tenure dossiers;

b. Service to the profession, i.e. committee work in local, regional, national, and international professional organizations; evaluating scholarly papers and books; reviewing promotion and tenure dossiers from other universities; and the organization of colloquia and conferences.

c. In addition, many of the faculty participate in a variety of community services, fundraising, and maintaining contact with foreign institutions and governments.

Regular participation in a., especially service on Departmental and College committees is the minimum requirement of all full-time faculty; they should expect that some service activities will fall even into their unpaid summer quarter. Regular service does not constitute a justification for a course reduction.

4. Promotion and Tenure

The policy and procedures which govern promotion and tenure in the Department of Greek and Latin are set forth in the Department's "Appointment, Promotion, and Tenure Document."

5. Salaries: Criteria and Procedures

The Chairperson, upon consultation with the Salary Advisory Committee (See "Appointment, Promotion, and Tenure Document"), will recommend the annual salary of individual faculty members (excluding that of the Chairperson) to the Dean in accordance with the budgetary limits and guidelines set by the University. The same criteria as are applied to tenure and promotion decisions will apply generally to merit increases, except that in any given year some criteria may receive more particular emphasis than others. In all cases, effective teaching and research productivity and regular service to the Department are essential criteria in the assessment of raises.

There is no formal salary structure: informal floors are maintained at each level, and a gap normally maintained between the top of one range and the bottom of the next. Because of variations in the base allocated each year for merit increases the Chair will consider the productivity of recent years as well as the overall value of the faculty member's contributions to the Department, the College, and the profession. Every faculty member is expected to maintain a current curriculum vitae on file in the department office and to submit a revised CV, and a report of the past year's accomplishments (including publications, teaching evaluations, and service record, as outlined in the
“Appointments, Promotion, and Tenure Document”) prior to the beginning of the annual review and salary recommendation process. The Chair will review this and other materials, as necessary, in determining recommendations for salary increases.

6. Mentoring
The Chairperson assigns a tenured faculty member as a mentor to each individual probationary faculty member, after consultations with both parties. The mentor reports back to the Chairperson.

V. GENERAL ADMINISTRATIVE POLICIES

A. The Departmental Library

1. The Department Library is located primarily in the Graduate Teaching Associate office complex, with a few reference works located in the Department main office. It is a reference collection; materials do not circulate. The library tables are to be used for research and study by students and faculty and not for eating or socializing.

2. The Library Representative is responsible for the maintenance of the Departmental Library.

B. Support Staff

1. The permanent staff of the department consists of an Administrative Assistant and a Department Secretary. The Administrative Assistant is primarily responsible for the administrative assistance to the Chairperson including financial and personnel matters, scheduling, and the Chairperson's correspondence. The Administrative Assistant also acts as office manager and clerical staff supervisor. The Department Secretary is primarily responsible for assisting the Director of Graduate Studies and the Director of Undergraduate Studies, for maintaining student records, corresponding with students, communicating with other university offices regarding curricular matters and student enrollments, ordering textbooks, publicizing classes, and other duties assigned by the Chairperson, or the Administrative Assistant. The Department Secretary also acts as receptionist.

2. Faculty members with administrative responsibilities in regional or national organizations may ask the departmental staff to perform work for them only if such work does not interfere with the primary responsibilities outlined above. Outside commitments that require prolonged or regular secretarial work must not be entered into without prior discussion with the Chairperson, and in no case can the Department be committed to postal and other expenses for the work of outside organizations without assurance of reimbursement.

3. The department will pay only Xeroxing, fax and postal expenses (including the use of delivery services such as FedEx and DHL) that are directly concerned with the regular university responsibilities of the faculty, teaching, and administrative staff.

C. Travel

Reimbursement for travel is authorized only in accordance with current University policy and subject to the availability of funds. All travel requests must be made through the Chairperson, who will observe the following
guidelines:

1. In September of each year, the Chair will establish a fixed annual allocation for every faculty member for travel to national and international professional conferences.

2. Faculty members may apply for reimbursement from the fund by submitting an application explaining how their participation in the conference will benefit their professional development. They may propose participation as presenter, commentator, session chair, officer, or auditor. Proposals may be evaluated by the Advisory Committee.

3. Faculty members may claim reimbursement for airfare (or alternative ground) transportation, local transportation, hotel, and per diem in accord with the current University guidelines and caps.

4. In order to ensure obtaining the least expensive tickets, each individual seeking reimbursement must present his or her final travel arrangements to the administrative assistant at least six weeks in advance of the conference in question (including preferred date and time of departure and return).

5. In all cases of reimbursement, the Department will cover the cost of the lowest airfare available 6 weeks prior to the date of the conference. Individuals who prefer other arrangements may choose an alternative plan by paying the difference between the lowest airfare and the more expensive ticket.

6. Documentation of expenses must be submitted to the administrative assistant with any claim for reimbursement.

7. Any amount not claimed by the faculty member in any given year will be carried over for use the following year. Any amount that is not used within the second year will revert the department operating fund.

8. It is expected that whenever college or university funds are available for travel (e.g. presentation of papers at international conferences) faculty members will make timely applications for these funds.

9. Members of an authorized search committee will be reimbursed for airfare, hotel, and per diem in accord with guidelines 3, 4, 5, and 6 above. This reimbursement will not count toward the faculty member’s annual travel allocation.

D. Supplementary Funds

The department has several endowment accounts:

1) The Classics Fund which is made up of several sub-funds:
   a) The John Vaughn Memorial Travel Fund, which supports undergraduate and graduate study in Greece and Italy;
   b) The Geoffrey Woodhead Prize Fund, which recognizes superior work at the graduate level in the form of an annual prize ($150) for the best seminar paper written each year;
   c) Undesignated;
2) The Watkins Library and Research Fund, to support research expenses and the purchase of books for the department library;
3) The Center for Epigraphical and Paleographical Studies Fund, to support research in epigraphy and paleography;
4) The Charles L. Babcock Rome Scholarship, which supports undergraduate and graduate study in Rome and its environs;
5) The Carl C. Schlam Memorial Lecture Fund, which supports an annual memorial lecture and other lectures designated as C.C. Schlam lectures;
6) The David Neustadt Scholarship Fund, which supports an undergraduate scholarship;
7) The Roberta Elliot Wantman Fund, which supports study and travel in the Mediterranean World,
8) The Modern Greek Fund;
9) The Modern Greek Discretionary Fund; and
10) **The Thomas E. Leontis Endowment in Modern Greek.**

The interest earned from money designated for a particular endowment or sub-fund may be used only for the purposes designated. The Departmental Chairperson will administer these funds in a timely manner in conjunction with appropriate Departmental committees. The MGP will retain authority for the administration and oversight of all scholarship funds attributed to it, as well as administration of the overseas Modern Greek programs. The Chair will also act as a fund-raiser for the Department and encourage all faculty members to participate in the aim of expanding these supplementary funds.

**E. Job Applications**

The Chairperson and the Director of Graduate Studies are jointly responsible for seeing that information about job openings is made available immediately and equally to all graduate students seeking jobs. Neither they nor individual faculty members can be restricted, however, in their right to judge one candidate to be better qualified than another for a particular job, if the prospective employer asks for their opinion. A file of available openings is maintained by the Chairperson and announcements of vacancies will be posted.

**F. Summer Appointments**

1. In general the Department does not appoint regular faculty to special fourth-quarter contracts. Faculty who would be interested in such a contract, should one become available, should so inform the Chairperson no later than the previous autumn.

2. The regular staff for the Summer Quarter is always too small to handle the graduate and administrative responsibilities of the Department. Faculty on 9-month appointment should expect to have to discharge at least some of these responsibilities during the summer "quarter off" as part of their regular duties.

3. Funds for undertaking such duties on special appointment during a quarter off are not normally available. Where a faculty member on a 9-month appointment has to give up substantial time on such responsibilities during an off-duty quarter some adjustment in the teaching schedule during the remaining part of the academic year will be considered.

**G. Undergraduate Appointments**

1. The Chairperson may appoint undergraduate students as administrative or instructional aides upon the advice of the Director of Undergraduate Studies.

2. The availability of such appointments shall be announced to suitable Classics students and a deadline set for the submission of applications.

**H. Leaves and Absence**

The University's policies with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook [http://oaa.osu.edu/handbook/te.html](http://oaa.osu.edu/handbook/te.html) and Office of Human Resources Policies and Procedures website [http://hr.osu.edu/policy/policyhome.htm](http://hr.osu.edu/policy/policyhome.htm). The information provided below supplements these policies for the use of the department.
1. Discretionary Absence

Faculty are expected to complete an Application for Leave form well in advance of a planned absence (e.g. as for attendance at a professional meeting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular quarter is substantial. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten or more days.

2. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. See OHR Policy 6.27 for details: http://hr.osu.edu/policy/policy627.pdf.

3. Unpaid Leaves of Absence

A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written request for the absence as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the department of the proposed absence. Unpaid leaves of absence require the approval of the dean, Office of Academic Affairs, and Board of Trustees.

For details, see http://oaa.osu.edu/handbook/ix_loa.html and http://oaa.osu.edu/handbook/ix_loaentrepren.html

4. Special Research Assignments (SRA)

http://oaa.osu.edu/handbook/ix_sra.html

SRAs are normally one quarter in length and are designed to provide a faculty member time away from classroom teaching and some other responsibilities in order to concentrate effort on research. SRAs are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project. SRAs of shorter duration may be provided for such purposes as facilitating travel related to research that is less than a quarter in duration but more than a week or two provided classroom teaching is not disrupted.

Except for Assistant Professors with standard research support packages, all full-time faculty are eligible to apply for an SRA. Faculty on a five-course teaching load may use an SRA only in light-duty teaching quarters (for a one-course release). Faculty on a six-course teaching load should consult with the chair about applying for an SRA. Reasonable efforts will be made to provide SRA opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department, and the need to assure that sufficient faculty are always present to carry out department work.

Faculty members who desire an SRA should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal
articulating the purpose and nature of the SRA is appropriate. The chair will normally announce decisions regarding SRAs for the next academic year no later than June 30 of the previous academic year, but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

5. Faculty Professional Leave (FPL)

http://oaa.osu.edu/handbook/ix_fpl.html

A Faculty Professional Leave constitutes a more formal departure from regular academic duties than a Special Research Assignment and may be one, two or three quarters in length for 9-month faculty and one, two, three, or four quarters in length for 12-month faculty. FPLs involve salary reductions and other considerations established by the Ohio legislature and University Board of Trustees and faculty considering an FPL should fully acquaint themselves with these policies before applying for leave.

Faculty members who desire an FPL should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Because FPL proposals must be approved by the dean, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn Quarter of the preceding year, except when the development of an unexpected opportunity precludes such timing.

The chair's recommendation to the dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

I. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

The University's policies with respect to supplemental compensation and external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook:

All activities providing supplemental compensation must be approved by the chair regardless of the source of compensation, including external consulting but with the exception of honoraria and royalties for activities that reflect normal and expected public service activities of faculty. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the department. In addition, it is University policy that faculty may not spend more than one business day per week on supplementally compensated activities and external consulting combined.

J. FINANCIAL CONFLICTS OF INTEREST

The University's policy with respect to financial conflicts of interest is set forth in the Office of Academic Affairs Policies and Procedures Handbook http://oaa.osu.edu/handbook/coipolicy.html. A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any University duty or responsibility, including designing, conducting or reporting research.

Faculty members are required to file conflict of interest screening forms annually, and more often if prospective new
activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with University officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

K. GRIEVANCE PROCEDURES

Members of the department with grievances should discuss them with the chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances.

1. Salary Grievances

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal http://oaa.osu.edu/handbook/xii_salaryprocess.html.

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Consulting Services http://hr.osu.edu/dir/Directory.htm#Consult in the Office of Human Resources.

2. Faculty Misconduct

Faculty misconduct/incompetence: Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04 http://trustees.osu.edu/rules5/ru5-04.html.

3. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05 http://trustees.osu.edu/rules5/ru5-05.html.

4. Sexual Harassment

The University's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15 http://hr.osu.edu/policy/policy115.pdf

5. Student complaints

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty treat students with respect regardless of the apparent merit of the complaint, and provide a considered response. When students bring complaints about courses and instructors to the department chair, the chair will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to
VI. CENTER FOR EPIGRAPHICAL AND PALAEOGRAPHICAL STUDIES

A. Mission

The Center for Epigraphical and Palaeographical Studies is a comprehensive research facility for the study of Greek and Latin inscriptions and manuscripts. Its purpose is to foster the study of inscriptions and manuscripts, to promote research opportunities for those interested in these primary sources of information for the ancient and medieval world, to solicit and carry out sponsored research projects on ancient and medieval inscriptions and manuscripts, and to disseminate the knowledge of epigraphy and palaeography.

B. Administration

The Center is administered by two co-directors, a Director of Epigraphy and a Director of Palaeography, acting under the authority of and in consultation with the Chairperson of the Department of Greek and Latin. The Co-Directors are assisted by the Curator. Some externally funded projects, namely those funded by the Packard Humanities Institute, are administered by the Director of Special Projects. The Director of Special Projects is assisted by a Project Manager and other staff.

1. Co-Directors

a. Terms of Office and Compensation

The Co-Directors are appointed for a four-year term by the Chair of the department in consultation with the Dean of the College of Humanities. They are eligible for reappointment. The Co-Directors each receive a research fund of up to $2500 per year, paid from the departmental administration component of the Packard Humanities Institute IG Project Grant for as long as the grant income is sufficient to cover the cost. There are no workload adjustments for this service.

b. Duties

1. Formulate, in consultation with the chair of the department, and administer a program that carries out the mission of the Center.

2. Raise funds for the Center.

3. Manage the day-to-day operations of the Center with the assistance of the Curator.

4. Maintain and enhance the library and other collections and resources belonging to or housed in the Center.

5. Recruit, select, and supervise research fellows.

6. Arrange for appropriate lectures, workshops, and conferences.
7. Submit an annual report to the Chair regarding the activities and accomplishments of the center.

2. Director of Special Projects

a. Term of Office and Compensation:

The Director of Special Projects is appointed by the Chair of the Department for the duration of the projects. The Director of Special Projects receives an honorarium of $500 per year and travel expenses for up to two visits to Columbus per year. This is paid from the departmental administration component of the Packard Humanities Institute IG Project Grant and will continue for as long as the grant income is sufficient to cover the cost.

b. Duties:

1. Coordinates and supervises all projects funded by the Packard Humanities Institute.

2. Solicits the necessary funds and grants to carry out these projects.

3. Selects and supervises a Project Manager to run the day-to-day operation of the PHI projects.

4. Submits an annual report to the Chair regarding the activities, accomplishments, and funding of the PHI projects.

C. Center Staff

The Staff of the Center includes a full-time Project Manager for the Classical Greek Epigraphical Database, paid by the Packard Humanities Institute grants, and a full time Curator, paid by the department. In addition, there may be other short-term employees hired by the Packard Grant or other grants.

1. Duties of Project Manager

a. Manages the day-to-day operations of the Classical Greek Epigraphical Database project for the Department of Greek & Latin in the Center for Epigraphical and Palaeographical Research.

b. Reviews and reports on annual progress and develops plans for future directions; helps develop funding proposals.

c. Collects bibliographical data, selects and edits Latin and Greek inscriptions; enters edited inscriptions into computerized database; prepares reports on the project, and coordinates and collaborates with the Greek Epigraphy Project at Cornell University.

d. Selects and supervises graduate assistants or other temporary staff to the work on the projects.

2. Duties of Curator

a. Maintains and enhances the equipment, library, collections, and resources of the Center under the supervision of the Co-Directors

b. Keeps the Center open for the public, answers the telephone, assists users of the Center and its collections during hours that the Center is open and gives introductory tours for visitors.

c. Manages the business affairs of the Center under the supervision of the Co-Directors and the Departmental Fiscal Officer.
d. Carries out other duties as directed by the Co-Directors of the Center.

D. Fellows

The Center appoints resident, post-doctoral, and visiting fellows to pursue research in the Center. Fellows are selected from applicants who can demonstrate (a) that they have the appropriate scholarly credentials, (b) that they have a justifiable reason to use the facilities and resources of the Center, and (c) that their work conforms to the mission of the Center.

1. Resident Fellows

Resident Fellows are appointed to short-term fellowships of one to four months, supported by the endowment of the Center. They are paid $1500 per month plus travel to and from Columbus. They are selected annually by the Co-Directors of the Center from among qualified applicants. The number and length of tenure depend on the financial resources available. Resident fellows have full use of the Center’s facilities, library, collections, and equipment, and any other university resources as may be negotiated by the directors. They work under supervision of one of the Co-Directors.

2. Visiting Fellows

Visiting Fellows may be appointed by the Co-Directors of the Center without financial support for a limited period of time. Their number and length of tenure depend on the availability of the physical resources of the center, with the understanding that Faculty affiliates, Resident Fellows, and affiliated University Post-Doctoral Fellows have priority in the use of the facilities. Visiting Fellows have full use of the Center’s facility, library, collections, and equipment, and any other university resources as may be negotiated by the directors. They work under supervision of one of the Co-Directors.

E. Faculty Affiliates

Any OSU faculty member who needs to use the research facilities of the Center may become an affiliate of the Center upon nomination by either of the Co-Directors. This includes the Classical and Medieval faculty of the Department of Greek and Latin, the ancient and medieval historians of the Department of History, and any other faculty concerned with ancient or medieval writings in Greek or Latin.

F. Foreign Affiliates

Scholars outside OSU who have an interest in the use and the activities of the Center may become Foreign Affiliates upon nomination by either of the co-directors. The Center will provide Library and Parking privileges for a Foreign Affiliate while he/she is using the Center.

VII. GUIDELINES FOR APPOINTMENT AND EVALUATION OF GRADUATE STUDENTS

Guidelines for graduate associates are set forth in the Graduate School Handbook, section 11. Within those guidelines the following departmental guidelines apply:

1. The Graduate Studies Committee has overall responsibility for advising the Chairperson with regard to the graduate program and graduate students.
2. The Director of Graduate Studies in Classics and the Director of the MGP recommend the assignments of teaching and grading duties and other appropriate remunerative positions for which graduate students are eligible.

3. New Teaching Associates are selected and recommended for appointment by the Director of Graduate Studies in Classics and the Director of the MGP in consultation with the Graduate Studies Committee on the basis of their academic record and letters of recommendation. Appointments are made in writing by the Chairperson of the department and acceptance is made in writing.

4. Teaching Associates are appointed normally for the three-quarter academic year. Short-term and special appointments may be made as the need arises. The Department expects all Graduate Teaching Associates to be registered for at least 12 graduate credit hours each quarter of appointment.

5. A three-quarter appointment as a Teaching Associate carries with it tuition for the following Summer Quarter.

6. Reappointment to an associateship for the three-quarter academic year is based on: (1) satisfactory academic performance; (2) evaluation of performance as a teaching associate; (3) availability of funds.

7. Summer appointments are made according to the criteria of section VII.8: In addition the following guidelines are applicable: (a) inasmuch as less formal supervision is available during the Summer Quarter, previous experience in the classroom will be necessary for appointments requiring teaching responsibility; senior graduate students with such experience will be given first consideration; (b) a graduate student may fairly expect one summer appointment in a four year tenure.

8. Evaluations of Teaching Associates in the performance of their instructional duties may be based upon:
   a. The report of classroom visits by faculty;
   b. The reports by faculty in charge of courses for which the Teaching Associate is an assistant;
   c. The record of student evaluations of teaching.

9. The purposes of the GTA visitations and evaluations, where appropriate, are the following:
   a. To encourage self-criticism and self-evaluation in the interests of better teaching for our undergraduates.
   b. To provide a mechanism whereby real problems can be identified and addressed.
   c. To provide the GTA with a set of resources to which he or she may turn when problems arise.
   d. To provide the GTA with a number of informed faculty from whom the GTA may eventually solicit recommendations and evaluations when he or she is looking for a job.

10. The time deadlines for acceptance or refusal of offers of appointment, the length of the appointment, the particular duties to be performed, and the stipend applicable are all set out in the Chairperson's letter of offer. In the case of reappointments and changes of assignments in the course of the year the duties are assigned orally.

11. Normally 50% Teaching Associateships entail service for not more than 20 hours per week, including time spent in preparation, in the classroom and laboratory, in counseling students, in grading papers or in any combination of these or other activities in which GTAs are customarily engaged. A GTA's duties normally fall under one of the following headings:
   a. Teaching an elementary language course or GEC Classics course. Normally these duties are not assigned to a first-year graduate student, unless he or she has the experience and training to justify such an appointment. This assignment may involve supervision in the Forbes Center.
   b. Grading and counseling duties in a Classics course, which may involve supervision in the Forbes Center.
   c. Grading in Classics 222. Each student should expect to have this assignment for at least two quarters.
during a four-year tenure. These two quarters will normally be consecutive.

d. Teaching and administering Classics 210, and supervisory duties in the Forbes Center.

e. Teaching Modern Greek at the 100 and 400 level.

While there may be variations in the workload from week to week, it is the responsibility of the Chairperson, in consultation with the Teaching Assignments Committee or course instructor, to maintain an equitable sharing of workloads consistent with the average load of 20 hours per week.

12 A Packard Project Research Associate will be appointed upon recommendation by the Director of Epigraphy in consultation with the Packard Project Manager.

13. The availability of special appointments (e.g. study abroad, and Research Associateships) shall be made known equally to all qualified students, and adequate time allowed for the submission of an application before a specified deadline.

14. Teaching Associates should report grievances to the Chairperson either directly or through the Graduate Student Advisory Committee (see above). The Chairperson will handle grievances directly, where such a solution is fairly attainable, or through the Graduate Student Advisory Committee or through the Graduate Studies Committee and the appropriate Director. Where a resolution cannot be made through Departmental procedures, the procedures outlined in the Graduate School Handbook, sections 11-8 and 11-12-3, will apply.

VIII. AMENDMENTS TO THE STATEMENT OF PROCEDURES

Amendments to this document must be submitted to each member of the Department Council not less than seven days before the meeting at which they are to be discussed. A two-thirds majority shall be required for approval.