

## **Department of Classical Studies: Governance Procedures**

A Chair is elected every four years by secret ballot submitted to the College. The Director of Undergraduate Studies (DUS) and Director of Graduate Studies (DGS) are invited to serve by the Chair, with no set limits on their terms; they often serve across different chairships. Each summer, the Chair distributes to faculty a roster of assignments to departmental committees (see Committees list), including graduate exam committees, lecture committee, and undergraduate and graduate committees (the latter two in consultation with the DUS and DGS, respectively).

The Chair, DUS, and DGS constitute the departmental curriculum committee, which plans the next year's course offerings, taking into account faculty teaching preferences. Once courses are assigned, faculty have an opportunity to remonstrate and to trade courses.

Each fall, the Department elects a salary committee of three (the senior member chairs it) to administer the Department's salary policy, which uses a point system to allocate funds from the annual salary pool to reward research, teaching, and service (see Salary Policy). The salary committee also writes an evaluation of the Chair each year and submits this to the College and gives a copy to the Chair; all faculty are invited to review the Chair's faculty annual report and submit comments to the salary committee.

The senior faculty constitute the Department's tenure committee, with the full professors from this group serving as its promotion committee. The Chair works personally with tenure and promotion candidates to assemble the required dossiers; attends the meetings of the tenure and promotion committees but does not vote at this level of review; after the tenure or promotion committee has voted, the Chair writes a separate evaluation and recommendation concerning tenure and promotion.

Course evaluations are carried out each semester in every class taught in the Department. The Chair and the office staff initiate the process at mid-term by asking the graduate representative to have graduate students sign up to carry out evaluations in all classes; the graduate students consult with course instructors on when to administer the evaluations and return the completed bubble-sheets and written comments to the departmental secretary. BEST compiles the results from the bubble-sheets and the secretary types all comments out; the results are then distributed to each course instructor. Procedures for conducting classroom peer observations of assistant and associate professors are described in the Department's Tenure and Promotion statement.

Monthly faculty meetings are held as needed on the second Thursday of each month during the school year. Faculty are invited in advance of each meeting to submit items for the agenda and vote on any significant issues discussed at a meeting, with a secret ballot used when sensitive matters are involved. All tenure-line faculty members have full voting rights.

By special arrangement, the Department shares one non-tenure line faculty member with Slavic Languages and Literature; she is .5 FTE in Classical Studies. This individual supervises the Elementary Latin program and its graduate instructors and teaches one section of Latin each semester. She was promoted to senior lecturer status in 2003 in accordance with College and University rules at that time. The Chair evaluates her annually and consults with the chair of Slavics concerning salary increments. She does not have voting rights in the Department, but the DUS and the Undergraduate Committee consult with her in setting policies that affect the Elementary Latin program.