

**BYLAWS OF THE DEPARTMENT OF CLASSICS
COLLEGE OF ARTS AND SCIENCES**

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Record of Substantive Revisions and Amendments to these Bylaws

I.B.1: voting by secret ballot

I.B.2: bylaws review at least once every five years

II.B: expanded membership to include various constituencies in the department

III.B.3: reconsideration of Chair appointment

III.C.1.c.ii: Director of Graduate Studies acting as Admissions Officer

III.C.1.d: creating the position of graduate advisor in Philology

III.C.1.g: creating the position of Supervisor of Greek Program

III.C.2.b: creating a Graduate Studies Committee

III.C.2.c: creating an Undergraduate Studies Committee

III.C.2.j: creating a Diversity, Equity, and Inclusion Committee

V.A.Procedure 4: provision for creating merit pools

V.A.Procedure 5: provision for merit distribution

The bylaws were previously revised on September 18, 2009; December 18, 2012; and February 15, 2013; last updated December 12, 2019.

Sunset/Renewal Provision

These bylaws shall be reviewed in five years from the semester in which they are approved below.
For Bylaws revision, refer to I.B.2 below.

These are the bylaws for the Department of Classics in the College of Arts and Sciences at Florida State University. These bylaws were last approved on September 23, 2022 by a majority of the applicable voting members of the department and on November 1, 2022 by the College and the Office of Faculty Development and Advancement.

I. Bylaws

A. Adherence with Other Governing Documents

At all times, department policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to the college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. Bylaws Revision

1. Amendments to these bylaws may be proposed at any time. Proposed amendments shall be submitted in writing by a minimum of three sponsoring ranked faculty members to the Chair and the Executive Committee. Written proposal shall be circulated to all faculty at least two weeks before the faculty meeting at which the amendment shall be discussed and voted upon. Voting shall be conducted by secret ballot, and amendments shall require a majority vote for approval. The revised and approved bylaws shall be submitted to the College and the Office of Faculty Development and Advancement for final approval.
2. These bylaws shall be reviewed at least once every five years for consistency and compliance with existing practices and policies of the department, the college, and the university. The review shall be conducted by an ad hoc committee consisting of three ranked faculty members, elected by the voting faculty. The committee shall circulate any recommendations for amendment or revision according to the procedures outlined in I.B.1 above.

C. Substantive Change Statement

Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site <https://sacs.fsu.edu/substantive-change-policy/>

II. Membership and Voting Rights

A. Faculty Membership

The faculty of the Department of Classics shall consist of all full-time ranked (tenured and tenure-earning) faculty and specialized faculty.

B. Department Membership

Membership in the department shall include, in addition to those listed in II.A above, visiting, part-time, and adjunct faculty; courtesy and emeriti faculty; post-doctoral fellows; graduate students; A&P and USPS staff; and community members of the “Friends of Classics” advisory board.

1. The department may grant courtesy faculty status to faculty in other departments and other qualified individuals. Courtesy faculty may teach departmental courses and serve on M.A. and Ph.D. committees in accordance with university procedures.
2. The department may recommend emeritus status for retired faculty, in recognition of meritorious service to the department, university, and/or discipline, in accordance with university procedures.

C. Faculty Voting Rights

Ranked faculty shall have the right to vote on all issues in department meetings, except as specified in tenure and promotion decisions, as provided in III.C.2.e below. Specialized Faculty shall be non-voting members except where expressly indicated, as provided in III.B.2 and III.C.2.c below. Specialized teaching faculty will have a vote on revisions to the department’s bylaws.

D. Non-faculty Voting Rights

The members of the department listed in II.B above shall have no voting rights, except where specified below, as provided in III.B.2 below.

III. Department Organization and Governance

A. Faculty Meetings

1. Faculty Meetings shall be held once a month, as needed, during the academic year. The Chair, in consultation with the Executive Committee, shall establish and announce a regular meeting time free of other departmental activities, at the start of each term. Meetings shall be conducted in accordance with Robert’s Rules of Order, except as otherwise specified in these bylaws.
2. Additional meetings may be called at any time by the Chair, by the Executive Committee, or by the written request of three sponsoring ranked faculty members.
3. The meetings shall be presided over by the Chair or, in the absence of the Chair, by the Associate Chair.
4. The Chair, in consultation with the Executive Committee, shall prepare and circulate an agenda at least three business days before a regularly scheduled meeting, as provided in III.C.1.a.i below.
5. A Secretary, appointed each year by the Chair from the ranked faculty in alphabetical order, shall keep minutes of each meeting. The minutes of each meeting shall be distributed to all faculty members for final approval at the next regularly scheduled faculty meeting. Copies of the minutes shall be kept on file in the departmental office. For more information, refer to III.C.3.a below.

6. Half or more of the voting members of the faculty, who are not on leave, shall constitute a quorum at any faculty meeting.
7. Every voting faculty member shall be expected to attend all faculty meetings, except when on leave. When it is impossible to attend, the faculty member shall notify the Chair. The Secretary shall record the names of the present and absent faculty members in the minutes. While not obligated, faculty members who are on leave and like to attend, shall be invited.

B. Department Chair Selection

1. The Chair of the Department shall be appointed in accordance with current practices and regulations of the College of Arts and Sciences. The Chair serves at the pleasure of the Dean of the College and normally for a three-year term. The Chair shall be eligible for reappointment. Normally, no one shall be nominated for a third consecutive term.
2. At the start of the third year of a Chair's term, the Executive Committee shall solicit nominations and conduct an election for a three-person Chair Selection Committee, with one faculty member chosen from each rank; the full professor will serve as its chair. The Dean shall also appoint a faculty member from outside the department to serve on the committee. The Chair Selection Committee shall solicit nominations (including self-nominations) from ranked faculty, prepare and conduct an election of nominees by secret ballot, and forward the complete results of each ballot to the Dean. Balloting shall continue until one candidate receives a majority of votes. If no candidate receives a majority of votes cast, the results of the impasse will be forwarded to the Dean for resolution. Specialized faculty shall be allowed one combined vote, and full-time departmental A&P and USPS staff shall be allowed one combined vote, in the process of selecting a new departmental chair.
3. If the ranked faculty of the department wishes to reconsider the appointment of a Chair before her or his term has been completed, it may submit a request, signed by at least one-half of the ranked members of the faculty, to the Dean. The procedures for a new appointment shall then follow those provided in III.B.2 above.

C. Department Leadership and Committees

Departmental service responsibilities, including committee membership, shall be appointed by the Chair in consultation with the Executive Committee, shall be elected by members of the Department, or shall be filled by volunteers as specified below. Additional committees or service responsibilities beyond those specified here may be created or appointed by the Chair in consultation with the Executive Committee. The responsibilities shall be included on the individual faculty member's Assignment of Responsibilities, and the entire list of committee assignments and responsibilities for the following academic year shall be normally made available to all faculty members before the end of the Spring semester.

1. Leadership Positions

a. Chair

The Chair shall serve as the chief administrative officer of the department and acts with the advice and consent of the department in all matters of administrative and academic

policy and procedure. The chair represents the department in its relations with other departments and divisions of the University as well as with non-university organizations and individuals. The chair may delegate authority to other appropriate persons or committees in the department. Any delegation of authority shall be announced at departmental meetings or otherwise shared with the department.

The duties of the Chair shall include:

- i. calling and presiding over departmental meetings and preparing the agenda for such meetings, as provided in III.A above.
- ii. preparing the Assignment of Responsibilities for all faculty members, including specialized faculty, after consultation with them.
- iii. preparing, in conjunction with the Peer Evaluation Committee, the Annual Evaluation Narrative appended to the Annual Evaluation Summary Form for each member of the faculty.
- iv. preparing, in conjunction with the Tenure and Promotion Committee, a Progress Toward Tenure and Promotion Letter for all untenured assistant professors, except when a candidate is undergoing the 3rd year review conducted by the Promotion and Tenure Committee, as provided in VI.B below.
- v. preparing a Progress Toward Promotion Letter for all tenured and specialized faculty who have not attained the highest rank in their classification track, as provided in VI.A below.
- vi. appointing, in conjunction with the pertinent committees, as specified below, any officers needed to administer departmental affairs, as defined in III.C.1.b–i below. The Chair shall report those appointments to the faculty, normally by the end of the academic year preceding that in which they take effect.
- vii. appointing, in conjunction with the Executive Committee, membership of all committees required for the administration of departmental affairs, as provided in III.C.2.a–k below. The Chair shall report to the faculty all committee assignments, normally by the end of the academic year preceding that in which they take effect.
- viii. coordinating, in conjunction with the appropriate officers and committees of the department, all segments of the academic program, including degree requirements, curricular offerings, and scheduling of classes.
- ix. coordinating the teaching observations of all faculty (who have not attained the highest rank in their classification track), visiting professors, and adjuncts.
- x. recommending, in conjunction with the Peer Evaluation Committee and in accordance with the faculty member's Assignment of Responsibilities, salary adjustments to the Dean. If the Chair's recommendations differ from those of the Peer Evaluation Committee, both sets of recommendations shall be forwarded to the Dean, as provided in V.A. procedure #4 below.

b. Associate Chair

In consultation with the Executive Committee, the Chair on an annual basis shall appoint the Associate Chair of the Department, normally the Director of Graduate

Studies or the Director of Undergraduate Studies. The Associate Chair shall substitute for the Chair, when the Chair is not available.

c. Director of Graduate Studies

The DGS shall be appointed by the Chair in consultation with the Executive Committee for a term of three consecutive years. The DGS shall be granted one course release per year (for their third course, refer to xii below) in light of the wide range and demanding nature of their responsibilities.

The duties of the DGS shall include:

- i. chairing the Graduate Studies Committee, as provided in III.C.2.b below.
- ii. acting as the Admissions Officer, as provided in III.C.1.i below.
- iii. guiding the department in the implementation of college and university policies pertaining to the graduate programs.
- iv. updating the course listings in the Graduate Bulletin.
- v. coordinating with the Graduate Advisors, as provided in III.C.1.d below, the advising of the graduate students to make sure they are on track for graduation.
- vi. coordinating with the Supervisors the appointments and teaching assignments of all graduate students.
- vii. performing graduation checks and any other administrative tasks, required by the college and the university.
- viii. organizing and conducting the fall orientation, in coordination with the Chair and the Office Manager.
- ix. organizing the departmental annual ceremony in recognition of graduates, in coordination with the DUS.
- x. organizing an annual professional development series of events for the graduate students.
- xi. acting as liaison between the community of graduate students and the faculty, the college, and the university.
- xii. teaching CLA5936: Proseminar in Classical Studies.
- xiii. overseeing the selection of the Rankin Prize for Outstanding Graduate Student.

d. Graduate Advisors in Archaeology, History, and Philology

The Chair, in consultation with the Graduate Studies Committee, shall appoint one Graduate Advisor for a term of three years for each of the department's three areas of study: Archaeology, History, and Philology.

The duties of the area graduate advisors shall include:

- i. advising all graduate students in their respective areas.
- ii. monitoring their progress towards degree (including successful completion of required exams, projects, and theses).
- iii. approving their course schedules.

- iv. organizing the respective graduate comprehensive exams.
- v. serving on the Graduate Studies Committee, as provided in III.C.2.b below.

e. Director of Undergraduate Studies

The DUS shall be appointed by the Chair in consultation with the Executive Committee for a term of three consecutive years. The DUS shall receive one course release per year in light of the demanding nature of their assignment.

The duties of the DUS shall include:

- i. chairing the Undergraduate Studies Committee, as provided in III.C.2.c below.
- ii. guiding the department in the implementation of college and university policies pertaining to undergraduate majors and minors.
- iii. updating the course listings in the Undergraduate Bulletin.
- iv. coordinating, with the Chair, the teaching schedule of the department for the next academic year.
- v. serving as the principal advisor for majors and minors.
- vi. working closely with the Program Assistant to assist students in the selection of courses and preparation for graduation.
- vii. maintaining and updating access to information about relevant summer programs (e.g., departmental excavations, language programs) and post-graduation opportunities.
- viii. evaluating transfer credits.
- ix. serving as the liaison between the department and relevant college and university offices.
- x. serving as the department coordinator of the Honors in the Major Program.
- xi. acting as liaison between the department and the community of undergraduate majors and minors.
- xii. organizing and conducting orientation and information sessions for undergraduates, in conjunction with the Chair and the Program Assistant.
- xiii. organizing the annual Meet the Majors event, in conjunction with the Undergraduate Studies Committee, as provided in III.C.2.c below.
- xiv. overseeing the selection of the Rankin Prize for Outstanding Undergraduate and the Dorman Fellowships.

f. Supervisor of Civilization Program

In consultation with the Executive Committee, the Chair shall appoint a Supervisor of the Civilization Program (CLA 2110, 2123, CLT 3370, 3378, and others as needed) from the faculty, with the possibility for renewal. The SCP shall work under the direction of the DGS.

The duties of the SCP shall include:

- i. supervising and observing the classroom teaching by graduate student instructors of Civilization courses.

- ii. making all Civilization TA assignments in conjunction with the DGS, Chair, and the Office Manager.
- iii. assigning observations of graduate student instructors to ranked faculty.
- iv. meeting with the TAs on a regular basis, providing information and training as needed in order to develop their skills as effective teachers.
- v. ensuring that all Civilization TAs adhere to university and departmental policies, including the implementation of the syllabi and course schedules for the Civilization courses, approved by the Undergraduate Studies Committee.
- vi. teaching FLE 5810, as needed (normally offered in Spring).
- vii. presenting an annual report of the Civilization Program to the Undergraduate Studies Committee.
- viii. serving on the Undergraduate Studies Committee, as provided in III.C.2.c below.

g. Supervisor of Greek Program

In consultation with the Philology Committee, the Chair shall appoint a Supervisor of the Greek Program from the faculty, with the possibility for renewal. The SGP may be reappointed for subsequent consecutive terms by the Chair in consultation with the Philology Committee.

The duties of the SGP shall include:

- i. supervising and observing non-ranked instructors of Greek. Instructors of Greek may include specialized faculty, visiting faculty, adjuncts, and occasionally advanced graduate students, as selected by the Philology Committee in consultation with the SGP.
- ii. ensuring that all Greek instruction adheres to university and departmental policies in the implementation of the syllabi and course schedules for the Beginning Greek series (GRE 1120, 1121, 2220), approved by the Philology Committee.
- iii. assigning Greek instructors in consultation with the Philology Committee.
- iv. promoting Greek in the university.
- v. developing appropriate Greek curriculum to meet the language requirement of the College of Arts & Sciences, Classics majors and minors, and the needs of graduate students of the Department of Classics and other relevant graduate programs.
- vi. presenting an annual report of the Greek Program to the Philology Committee.
- vii. serving on the Philology Committee, as provided in III.C.2.f below.
- viii. Serving on the Undergraduate Studies Committee, as provided in III.C.2.c below.

h. Supervisor of Latin Program

In consultation with the Philology Committee, the Chair shall appoint a Supervisor of the Latin Program from the faculty, with the possibility for renewal. The SLP may

be reappointed for subsequent terms by the Chair in consultation with the Philology Committee.

The duties of the SLP shall include:

- i. supervising and observing graduate student TAs who teach Latin.
- ii. teaching FLE 5810, as needed (normally offered in Spring).
- iii. meeting with the Latin TAs on a regular basis, providing information and training as needed in order to develop their skills as effective teachers of Latin.
- iv. ensuring that all Latin TAs adhere to university and departmental policies, including the implementation of the syllabi and course schedules for the Beginning Latin series (LAT 1120, 1121, 2220), approved by the Philology Committee.
- v. assigning Latin TAs in consultation with the Philology Committee.
- vi. promoting the Latin program locally, regionally and in the university.
- vii. developing appropriate Latin curriculum to meet the language requirement of the College of Arts & Sciences, Classics majors and minors, and the needs of graduate students of the Department of Classics and other relevant graduate programs.
- viii. grading and updating the Latin Placement Exams.
- ix. presenting an annual report of the Latin Program to the Philology Committee.
- x. serving on the Philology Committee, as provided in III.C.2.f below.
- xi. serving on the Undergraduate Studies Committee, as provided in III.C.2.c below.

i. Admissions Officer

The role of AO is filled by the DGS, unless the Chair, in consultation with the Executive Committee, shall deem it necessary to appoint another ranked faculty member to serve as AO.

Working with the Graduate Studies Committee, the duties of the AO shall include:

- i. coordinating the process of graduate admissions from initial inquiries to the completion of the college and university admissions materials.
- ii. sending applications to the relevant area committee for members of the respective committees to read in order to advise the AO and the Graduate Studies Committee.
- iii. identifying suitable candidates for college and university fellowships.
- iv. working with the Graduate Studies Committee and the area committees to advertise and promote our graduate programs on the local, national, and international levels and shall direct relevant faculty to assist in recruiting promising applicants.
- v. chairing the Graduate Studies Committee in matters of admissions, as provided in III.C.2.b.i–ii below.

- vi. monitoring the acceptance phase of admissions.
- vii. providing a full report to the faculty about the number of applications, admissions, and acceptances.

2. Department Committees

a. Executive Committee

The EC shall consist of the Chair, the Associate Chair, and two ranked faculty members who are elected, one by one, by a majority vote of the faculty at the last faculty meeting of the Spring semester for the following academic year. Elected members of the EC shall serve for a one-year renewable term. The committee shall meet on a regular basis, as often as needed, but at least once a month.

The duties of the EC shall include:

- i. facilitating the selection of the ranked faculty members who shall serve on a Chair selection committee.
- ii. being involved in determining departmental policy and procedure. If any of these lead to a reorganization of the department, they must be approved by a two-thirds majority in a secret ballot vote of the faculty.

The EC shall act as advisory committee to the Chair on:

- i. the membership of the standing committees
- ii. the agenda for faculty meetings
- iii. financial matters
- iv. implementation of the academic programs, departmental and committee policies
- v. graduate student travel and fellowships
- vi. when the matter for consideration is not specifically assigned to another departmental committee or person
- vii. any other matters, deemed necessary by the Chair when the entire faculty cannot readily meet.

b. Graduate Studies Committee

The GSC shall be chaired by the Director of Graduate Studies. It shall consist of the Graduate Advisors in Archaeology, History, and Philology, and the Chair ex officio.

The duties of the GSC shall include:

- i. handling all graduate matters (graduate admissions, annual evaluations of Ph.D. students, annual funding decisions, professional development, practice sessions for conference presentations, placement, mock interviews).
- ii. serving as the Admissions Committee.
- iii. reviewing the graduate curriculum and proposing to the department such changes as deemed appropriate.
- iv. serving as a curriculum committee for the graduate programs.
- v. reviewing the syllabi for existent and newly proposed graduate courses.

- vi. receiving and addressing graduate students' concerns.
- vii. proposing changes to the Graduate Handbook, subject to approval by the faculty at large.
- viii. reviewing the Graduate Handbook and the Graduate TA Handbook every five years.

c. Undergraduate Studies Committee

The USC shall be chaired by the Director of Undergraduate Studies. It shall consist of the Chairs of the three area committees, the Supervisors, and the Chair ex officio. All members of the committee shall have full voting rights.

The duties of the USC shall include:

- i. handling all undergraduate matters (degree requirements and changes, departmental, college and university policies).
- ii. making the teaching schedule for the next academic year.
- iii. reviewing the undergraduate curriculum and proposing to the department such changes as deemed appropriate.
- iv. serving as a curriculum committee for the undergraduate program.
- v. reviewing the syllabi for existing and newly proposed undergraduate courses.
- vi. receiving and addressing concerns from the undergraduate clubs or individual undergraduate students.
- vii. assisting the Director of Undergraduate Studies in coordinating events for the undergraduate majors such as Meet the Majors in the Fall and soliciting and vetting proposals for Classics Week in the Spring, in coordination with the Classics Outreach Committee, as provided in III.C.2.g below.

d. Peer Evaluation Committee

The PEC shall be appointed by the Chair. It shall consist of one-half of the ranked faculty members, serving in alternate years. No member of the committee shall evaluate other members of the faculty, if there is a conflict of interest.

The duties of the PEC shall include:

- i. conducting the annual peer evaluation of all faculty members of the Department, in accordance with the rules set out in Section V of these bylaws.
- ii. submitting its recommendations on annual evaluations and merit raises to the Chair.

e. Promotion and Tenure Committee

The P&T Committee shall consist of all tenured faculty members of the Department and is chaired by the Chair. In the case of candidates for tenure or promotion from Assistant to Associate Professor, all tenured faculty members shall be eligible to vote. In the case of candidates for promotion from Associate to Full Professor, all faculty members who hold the rank of Full Professor shall be eligible to vote. In the case of candidates for promotion of Specialized Faculty, all tenured faculty members shall be

eligible to vote. Anyone with a conflict of interest concerning the candidate shall be excluded from the committee.

The duties of the appropriate P&T Committee shall include:

- i. conducting an annual review of all faculty members eligible for promotion and/or tenure and making appropriate recommendations regarding those so eligible.
- ii. conducting an annual review of all specialized faculty eligible for promotion and making appropriate recommendations regarding those so eligible.
- iii. reviewing and discussing the candidates' binders for promotion and/or tenure.
- iv. making a recommendation, determined by a secret vote, for the candidate's tenure and/or promotion.
- v. conducting the third-year review of Assistant Professors.
- vi. selecting one of its members for a departmental representative on the Humanities Divisional Promotion and Tenure Committee. Normally, this role is served by the department Chair.
- vii. For the Criteria for Promotion and Tenure of Tenure-track Faculty, refer to Appendix A; for the Criteria for Promotion of Specialized Faculty, refer to Appendix B; for the Third-Year Review for Tenure-track Faculty, refer to VI.B.

f. Area Committees on Archaeology, Ancient History, and Philology

Each of the area committees shall consist of all faculty members who specialize in the respective area and one additional faculty member selected by the Chair. The chair of each area committee shall be appointed by the Chair.

The duties of the Area Committees shall include:

- i. overseeing the graduate and undergraduate program in their area. In the case of archaeology, this includes fieldwork.
- ii. organizing and grading M.A. and Ph.D. comprehensive exams; In the case of philology, this includes proctoring the graduate diagnostic Greek and Latin exams in the Fall.
- iii. preparing a coordinated offering of graduate and undergraduate courses for the upcoming year to be submitted by the chairs of the area committees to the Undergraduate Studies Committee, as provided in III.C.2.c.
- iv. ranking graduate applications to their respective program.
- v. reviewing course offerings and degree requirements in their areas.
- vi. making recommendations for changes as it deems appropriate respectively to the Graduate and Undergraduate Studies Committees. All such changes shall be subject to the approval of the entire faculty.

g. Classics Outreach Committee

The committee shall consist of three faculty members elected annually by the voting faculty in the Spring.

The duties of the committee shall include:

- i. coordinating the contacts of the Department with the K-12 schools.
- ii. coordinating Classics Week, in conjunction with the Undergraduate Studies Committee, as provided in III.C.2.c above.

h. Thompson Library Committee

Three members of the ranked faculty shall be annually elected by the voting faculty in the Spring.

The duties of the TLC shall include:

- i. overseeing the running and maintenance of the Thompson Library.
- ii. setting policy and rules for using the Thompson Library.
- iii. coordinating the use of the Thompson Library with the Religion Department.
- iv. making decisions regarding the expenditure of funds from the Thompson Library Fund and the Golden Fund.

i. Speakers, Conference and Colloquia Committee

Three members of the ranked faculty shall be annually elected by the voting faculty in the Spring.

The duties of the SCCC shall include:

- i. soliciting proposals for and coordinating the scheduling of all speakers, conferences, and colloquia given by members of the department or visitors throughout the academic year.
- ii. reviewing the Conference and Colloquia Guidelines every five years.
- iii. assisting the departmental office staff on preparations, as needed.

j. Diversity, Equity, and Inclusion Committee.

Two members of the committee shall be faculty members who are annually elected by the voting faculty in the Spring. The third member of the committee shall be a graduate student who is annually elected by the graduate students in the Spring.

The duties of the committee shall include:

- i. coordinating departmental efforts to promote diversity, equity, and inclusion in all aspects of its life (organization, hiring, curriculum development, teaching pedagogy, graduate admissions, undergraduate majors).
- ii. connecting the department with larger initiatives in the university and the professional field.
- iii. organizing various events to raise awareness and promote diversity, equity, and inclusion.

k. Faculty Search Committee

This is an ad hoc committee. It shall consist of the Chair and two or three other ranked faculty members selected by a recommendation of the Executive Committee, with preference for knowledge of the subject area of the search.

The duties of the committee shall include:

- i. preparing the position announcement, with approval by the voting faculty.
- ii. reading all applications materials.
- iii. preparing a list of candidates to interview, subject to approval by the voting faculty.
- iv. conducting interviews in accordance with the recommendations of the Placement Office of the SCS and AIA.
- v. preparing a list of candidates to bring to campus for interviews, subject to approval by the voting faculty.

3. Other Positions

a. Secretary

The assignment of Secretary shall rotate alphabetically on an annual basis among the members of the ranked faculty. The Secretary will provide the minutes of the faculty meetings in a timely fashion. For procedures regarding the minutes, refer to III.A.5 above. If the Secretary is unable to be present at a meeting, the Chair shall solicit a volunteer or appoint a temporary replacement from the ranked faculty.

b. Library Officer

The Library Officer shall be appointed by the Chair from the ranked faculty. They shall serve as liaison to the University Libraries.

c. Departmental Historian and Newsletter Editor

The Departmental Historian and Newsletter Editor shall be appointed by the Chair from the ranked faculty. They shall be responsible for compiling materials related to the history of the Department and for editing and assembling the annual departmental newsletter.

d. Advisor to the Archaeology Club

This position shall be filled annually by a volunteer from the ranked faculty to serve as faculty advisor to the Student Archaeology Club.

e. Advisor to Eta Sigma Phi

This position is filled annually by a volunteer from the ranked faculty to serve as faculty advisor to the Classics Honor Society Eta Sigma Phi.

f. Website Coordinator

This position shall be appointed by the Chair from the ranked faculty. Assisted by a departmental staff person and an IT specialist from the College, the WC shall oversee the design and information posted on the departmental website.

g. Commencement Representative

The department is obligated to send a faculty representative to the three yearly commencements. Normally an alphabetical rotation shall be utilized.

D. Faculty Senators

One ranked faculty member shall serve for a two-year term in accordance with the Faculty Senate rules. The faculty senator shall attend the Faculty Senate meetings and inform the Department of developments affecting the Department or its members. Another ranked faculty member shall serve as an alternate when the regular faculty senator shall not be able to attend. The faculty senator and the alternate shall be elected by the voting faculty in the Spring.

E. Faculty Recruitment

Determination of the area in which a hire is to be made shall be conducted by the entire faculty either during a regularly scheduled faculty meeting or at a faculty meeting called specifically for this purpose. For more details, refer to III.C.2.k above.

F. Unit Reorganization

Refer to III.C.2.a.ii above.

IV. Curriculum

1. Faculty members shall submit ideas for new courses to the relevant area committees for approval. If approved, they shall develop a course proposal and a syllabus and shall submit them for approval by the Graduate Studies Committee, as provided in III.C.2.b above, or the Undergraduate Studies Committee, as provided in III.C.2.c above, before submitting them to the College and the university.
2. The DUS and DGS shall update the course listings in the Undergraduate and Graduate University Bulletin. The Department Curriculum shall be reviewed every five years respectively by the Graduate Studies Committee and the Undergraduate Studies Committee.

V. Annual Evaluation of Faculty on Performance and Merit

A. Peer Involvement in Annual Performance and Merit Evaluation

Each faculty member's performance shall be annually evaluated relative to their assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

1. Substantially Exceeds FSU's High Expectations
2. Exceeds FSU's High Expectations
3. Meets FSU's High Expectations
4. Official Concern
5. Does Not Meet FSU's High Expectations

1. Substantially Exceeds High Expectations – This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in his/her field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.
2. Exceeds FSU's High Expectations – This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement / leadership in professional associations, initiative in solving problems or developing new ideas.
3. Meets FSU's High Expectations – This describes an individual who demonstrates the requisite knowledge and skills in his/her field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.

If an individual's overall performance rating shall fall below "Meets FSU's High Expectations," specific suggestions for improvement shall be provided to the employee. There are two university performance rating categories for individuals who are not meeting expectations:

4. Official Concern – This describes an individual who demonstrates the requisite knowledge and skills in their field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.
5. Unsatisfactory (Does Not Meet FSU's High Expectations) – This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in their field of specialty and/or in completing assigned responsibilities.

Procedures:

1. Each Spring all ranked and specialized faculty shall submit an FEAS Vita covering the preceding three years in the form of an electronic binder, which shall be posted on the department's secure SharePoint site. Faculty members with fewer than three years at FSU shall submit an FEAS Vita on the years available. The FEAS Vita shall include evidence on teaching, research, and service.
2. Electronic binders shall be reviewed by members of the PEC, as provided in III.C.2.d above. Committee members shall rate each faculty member for teaching, research, service. Scores shall be on a scale of 1 to 5, with 1 indicating the highest possible score and 5 the lowest. Committee members shall submit their individual scores to the Chair, who shall average and tabulate them.
3. After completing the ratings of all faculty members, the committee shall group faculty members according to the five categories, listed above. The committee shall submit these

final rankings to the Chair. There shall be no quota system for each category, nor shall there be a forced distribution of evaluation ratings.

4. The Chair shall use the rankings of the PEC in determining any merit salary increases. Merit shall be divided into two pools: one for ranked faculty, and one for specialized faculty. The size of these pools shall be proportional to the sum of the base salaries of the corresponding group. Distribution of merit increases shall follow a curve, with the highest scoring faculty member receiving the highest percentage increase, and all faculty sharing the same score receiving the same merit increase. The Chair shall prepare a salary recommendation for each faculty member based on the annual peer evaluation described above, to be reviewed by the PEC. If a difference between the recommendations of the Chair and the PEC cannot be resolved, both sets of recommendations shall be sent to the Dean, as provided in III.C.1.a.x above. The Chair shall also inform the faculty of any differences and their resolution, after a discussion with the Dean, at the next scheduled faculty meeting.
5. All members of the faculty who receive overall average scores of 3.0 (Meets FSU's High Expectations) or better shall receive a portion of the appropriate merit increase pool in those years when such pools exist. If salary merit increases shall not be available in any given year, the results of those years shall be considered in the next year that merit increases are available.
6. All faculty members shall receive a narrative evaluation appended to the Evaluation Summary Form.
7. In the evaluation of Specialized Faculty, the Chair is advised not only by the Peer Evaluation Committee, but also by any other Specialized Teaching Faculty member either in the department or from another department in the Humanities Area of the College of Arts and Sciences.

B. Criteria for Evaluation of Tenure-Track Faculty

1. Teaching

Teaching is one of the two core missions of a university faculty, particularly at state institutions that serve citizens of the state, and excellence in teaching is a primary goal of the faculty of Classics.

The PEC shall consider the following items in its evaluation of teaching:

- a. courses taught (including DIS courses) and student credit hours
- b. service courses taught
- c. student evaluations
- d. mentorship (major professor, membership on honor's thesis, master's, and doctoral committees; academic advising)
- e. teaching nominations and awards
- f. curriculum development (proposing courses and programs).

2. Scholarship/Research

Scholarship is the other core mission of a university faculty, particularly at research-oriented institutions such as Florida State University, and excellence in research is a norm of the faculty of Classics.

The PEC shall consider the following items in its evaluation of scholarship/research:

- a. publications (books, articles, book chapters, edited collections, book reviews, contributions to reference works)
- b. participation in professional conferences (organizing panels, delivering papers, and serving on committees)
- c. excavations (including site reports and exhibits)
- d. digital collections, and databases
- e. editorship of journals and book reviews
- f. professional awards.

3. Service

Service sustains the functioning of a thriving department. Those who perform at the highest level of service seek to improve the operations of the department by fulfilling their assignments well and contributing to the refinement or reworking of its organizational structures as needed.

The PEC shall consider the following items in its evaluation of service:

- a. contributions to the department on committees essential to its operation and in administrative positions
- b. substantive contributions to the college and the university through committees, administrative posts, and other assignments
- c. advising student organizations (Eta Sigma Phi, Archaeology Club) and substantive participation in community outreach
- d. representing the department in the wider university and at professional meetings.

C. Criteria for Evaluation of Specialized Faculty

1. Teaching

Teaching is one of the two core missions of a university faculty, particularly at state institutions that serve citizens of the state, and excellence in teaching is a primary goal of the faculty of Classics.

The PEC Committee shall consider the following items in its evaluation of teaching:

- a. courses taught and student credit hours
- b. peer evaluations of teaching
- c. student evaluations
- d. mentorship of TAs
- e. teaching nominations and awards

- f. pedagogical development (instructional innovation, authorship of educational materials, publications on pedagogy, and participation in professional organizations related to pedagogy).

2. Service

Service sustains the functioning of a thriving department. Those who perform at the highest level of service seek to improve the operations of the department by fulfilling their assignments well and contributing to the refinement or reworking of its organizational structures as needed.

The PEC shall consider the following items in its evaluation of service:

- a. contributions to the department on appropriate committees
- b. fulfillment of administrative duties in administrative positions
- c. participation in community outreach
- d. representing the department in the wider university and at professional meetings
- e. development of curriculum (e.g., new courses).

VI. Promotion and Tenure

A. Progress Toward Promotion Letter

1. Each year, every faculty member who is not yet at the highest rank for their position shall receive a letter that outlines progress toward promotion and/or tenure. In writing this letter, the Chair shall take into account the recommendations of the P&T Committee, as provided in III.C.2.e above.
2. The Progress Toward Promotion and/or Tenure Letter shall reflect a faculty member's full professional accomplishments as contained in their FEAS Vita and shall provide clear guidance to tenure or the next promotion.
3. The purpose of this letter shall be to advise and support members of the faculty in the development and advancement of their careers. A meeting with the Chair shall follow the receipt of the letter. After meeting with the Chair, the faculty member may request a meeting with all members of the P&T committee if there is a disagreement about the faculty member's assessment of their progress toward their next promotion.

B. Third Year Review for Tenure-Track Faculty

Tenure-track faculty in their third year of service shall receive an evaluation of their progress in meeting the department's expectations for promotion and tenure. The evaluation process shall be conducted by the P&T Committee, as provided in III.C.2.e above, and it shall yield a report that provides specific feedback and advice reflecting departmental and university standards for tenure. Members of the P&T Committee shall view this process and its accompanying report as mentoring opportunities designed to help assistant professors to succeed in obtaining tenure.

Procedures:

1. The candidate shall submit a current and comprehensive electronic binder as outlined in the University Promotion and Tenure memo. This electronic binder shall be posted to SharePoint and be received by the P&T Committee by February 1.
2. The P&T Committee shall examine the binder, discuss the candidate's record, and vote by secret ballot.
3. The P&T Committee shall produce a report, written by the Chair, that summarizes the results and provides specific and individually tailored feedback and advice for achieving tenure. In that year, the review by the P&T Committee shall substitute for the Progress Towards Tenure Letter, as provided in III.C.1.iv and VI.A above.
4. The assistant professor shall meet with the Chair to discuss the report and may request that three representatives of the P&T Committee be present at that meeting.
5. The Chair shall share the results of the process with the Dean.
6. If the candidate disagrees with the outcome, they may request a meeting with the full P&T Committee. They may also submit the rationale for their disagreement in writing to the Chair. Their written statement shall also be forwarded to the Dean.
7. The Third-Year Review Report shall be included in the tenure binder along with the written disagreement described in #6, if such a document is submitted by the candidate.

Assistant professors hired with credit toward tenure shall have credited years included in the determination of the timing of the third-year review unless an alternative schedule is mutually agreed upon by the faculty member and their supervisor.

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty

Refer to III.C.2.e above.

D. Criteria for Promotion and Tenure of Tenure-track Faculty

Refer to Appendix A.

E. Criteria for Promotion of Specialized Faculty

Refer to Appendix B.

Appendix A

Standards and Criteria for Promotion and/or Tenure

The promotion and tenure process will follow the policies and procedures laid out in Section 5 of the Faculty Handbook, in the Annual University P&T Committee Memorandum submitted by the Office of the Vice President for Faculty Development and Advancement, and in Articles 14 and 15 and Appendix I of the Collective Bargaining Agreement. Each spring the Promotion and Tenure Committee shall review the evaluation files of all faculty members eligible for promotion and/or tenure and make a preliminary recommendation of whether potential candidates have met departmental, college, and university criteria for promotion and/or tenure. The Chair shall include that recommendation in the annual Progress toward Promotion and/or Tenure letter. Candidates for promotion and/or tenure shall follow the timetable and procedures, provided in the Annual University P&T Committee Memorandum submitted by the Office of the Vice President for Faculty Development and Advancement.

I. Standards and Criteria for Tenure and Promotion from Assistant to Associate Professor.

Candidates normally become eligible for tenure and promotion to Associate Professor in their sixth year of service and must show evidence that they are clearly becoming recognized nationally and internationally as a scholar in their field.

A. Research

The department aims to promote and grant tenure to candidates who display a vigorous, sustained, and promising program of research. Evaluation of a candidate's research activity shall focus primarily on the quality of published scholarly work, as judged by the department and external referees, along with evidence of other types of research activity. Other research activity can include (but is not limited to) presentation of papers at academic conferences; submission of proposals for internal and external research funding; and participation in fieldwork or other research projects. Measurable research output is also a consideration. Quantity alone does not guarantee tenure and promotion, but the following criteria reflect the department's general expectations.

1. Candidates for tenure and promotion to associate professor are expected to have published, or to have accepted for publication, a minimum of three to five pieces of scholarly work that include a book or monograph with a university or academic press of national or international standing. Other pieces of scholarly work shall include articles in peer-reviewed journals (including online), chapters in edited volumes, contributions to published conference proceedings, peer-reviewed digital publications, or some combination thereof. Books or monographs that have been accepted for publication but have not yet appeared shall be in page proof by the start of the term in which the candidate is being considered for tenure and promotion.
2. In some circumstances, a minimum of five substantial articles may substitute for a book or monograph. All such articles must appear in peer-reviewed academic journals of national or international standing, and, taken together, they must demonstrate a contribution to scholarship equivalent to that of a book or monograph. Contributions to

conference proceedings and edited volumes and other types of scholarly work shall not take the place of articles in peer-reviewed journals in the absence of a book or monograph.

3. Co-authored publications shall count as evidence of a candidate's scholarly work. In evaluating their place within a candidate's overall research activity, consideration shall be given to the extent of a candidate's contribution to each co-authored work.
4. Research activity in the form of digital publications, review articles and book reviews, newspaper and magazine essays, or other non-refereed publications may be considered as evidence of a candidate's scholarly work, but they will be weighed less heavily than traditional, peer-reviewed publications, unless they meet the same standards of scholarship.
5. Candidates shall show evidence of progress toward a second major research project. This progress may take the form of (but is not limited to) published or submitted articles, published or submitted chapters to edited books or conference proceedings, papers delivered at academic conferences, or submission of funding proposals for new projects.

B. Teaching

Candidates for tenure and promotion to Associate Professor are expected to provide evidence of teaching effectiveness and of demonstrable contributions to the teaching mission of the department.

1. Teaching effectiveness shall be evaluated on the basis of peer and student evaluations and samples of teaching materials, as follows:
 - a. Peer evaluations shall be given the highest priority. These evaluations shall take the form of letters reporting on classroom visits by the department Chair, who is required to make classroom visits of assistant professors at least once in each academic year, and by other tenured members of the department. Candidates shall ensure that these letters reflect the full range of classes taught, including large lecture classes for non-majors, more specialized classes for majors and non-majors, and graduate-level courses. The letters themselves shall comment directly on a candidate's teaching methods, mastery of subject matter, and ability to engage students effectively.
 - b. Student evaluations shall take the form of the Student Perception of Courses and Instructors (SPCI) surveys administered by the university.
 - c. Samples of course materials including syllabi, exams, assignments, and handouts that illustrate the candidate's teaching methods, mastery of subject matter, and ability to engage students effectively.
2. Evaluation of a candidate's contributions to the department's teaching mission shall be based on the following criteria:
 - a. Since the teaching mission of the department includes offering liberal studies courses to large numbers of undergraduates, more specialized classes for majors and non-majors, and graduate-level instruction, candidates will be expected to show a willingness to offer classes of varying sizes and at each of these levels.

- b. Development of new courses, or new materials and instructional methods for existing courses.
 - c. Engagement with undergraduate research as demonstrated by directing Directed Individualized Studies (DIS); serving as a reader or major professor for Honor's in the Major Thesis (HIMT); participating in the university's Undergraduate Research Opportunity Program (UROP); or other activity involving undergraduate students in faculty research.
 - d. Involvement with the department's graduate program, as demonstrated by serving on M.A. or Ph.D. committees (or both); serving as major professor or second reader of M.A. papers; and/or membership on Ph.D. dissertation committees. Supervision of Ph.D. students shall also be considered, although it is not expected of Assistant Professors.
3. Other evidence reflecting a candidate's teaching activity, such as nominations or awards for teaching excellence, publications or presentations related to pedagogy, and grants submitted or received for pedagogical projects, shall also receive due consideration.

C. Service

The department considers service an important component of the duties of its faculty. Although the service assignments of Assistant Professors are kept to a minimum, candidates for tenure and promotion to Associate Professor shall be expected to have fulfilled the duties of any departmental, college, or university service assigned to them or for which they have volunteered. Some consideration shall be also given to other forms of professional service, such as committee work or holding office for professional organizations (e.g., SCS, AIA); membership on editorial boards; peer-reviewing for academic journals, academic presses, and grant-making organizations; and public outreach to schools and the community.

II. Standards and Criteria for Promotion to Full Professor

Promotion to full Professor shall be based on clear evidence of superior research, teaching, and service carried out since appointment as an Associate Professor.

A. Research

Candidates for promotion to full Professor shall be expected to show clear evidence of having achieved a national or international reputation in their field. This evidence shall normally include a second book with a reputable press, along with other research activity produced after promotion to Associate Professor. In some cases, a substantial body of publications may take the place of a second book, provided that quantity, length, and, above all, quality are equivalent to that expected in a scholarly monograph. Expectations of quantity shall be comparable to those for the promotion to Associate Professor.

B. Teaching

Candidates for promotion to Full Professor shall be expected to demonstrate their sustained commitment to teaching excellence, continued contributions to the teaching mission of the department at all levels, course evaluations, and significant involvement in the department's

graduate program, as demonstrated by service on M.A. and Ph.D. committees and supervision of M.A. and/or Ph.D. students, within the limits of practicality.

C. Service

Candidates for promotion to full Professor shall be expected to have fulfilled the duties of all service assigned to them; to have shown leadership in departmental affairs; to have displayed a willingness to serve on a range of departmental, college, or university committees; and to have undertaken professional service in regional, national, or international professional organizations.

Appendix B

Standards and Criteria for Promotion of Specialized Faculty

Promotion of Specialized Faculty shall follow the procedures outlined in Section 5 of the Faculty Handbook and in Article 14 and Appendix J of the Collective Bargaining Agreement.

Specialized Faculty in the Department of Classics may be promoted on the basis of meritorious performance of assigned duties. Promotion is not to be automatic, and it should not be regarded as guaranteed upon completion of a given term of service. While it is possible that a pattern of sustained meritorious performance of assigned duties could be assessed on the basis of a record shorter than five years of service, typically at least five years of evidence is needed. Early promotion is possible where there is sufficient justification, including but not limited to curricular design, teaching awards, activity in university-wide teaching initiatives, and the production of research pertaining to teaching.

I. Procedures

- A. In conjunction with the annual evaluation process, as provided in Section V.C above, Specialized Faculty will be apprised annually of their readiness for promotion. Based on these evaluations and the recommendation of the P&T Committee, the Chair may invite a faculty member to prepare a promotion binder in accordance with the procedures outlined in the Faculty Handbook, Collective Bargaining Agreement, and University Promotion and Tenure memo revised and issued annually through the Office of the Vice President for Faculty Development and Advancement.
- B. The P&T Committee (to include all tenured faculty) shall study the binder and vote by secret ballot for or against promotion.
- C. The Chair shall review the binder independently and recommend action on the nomination of each candidate.
- D. The Chair shall report to the Dean the vote of the P&T Committee along with his or her recommendation.

II. Standards and Criteria

- A. Promotion in the Specialized Faculty ranks is attained through meritorious performance of assigned duties in the faculty member's present position.
 1. Promotion to the second rank in a track shall be based on recognition of demonstrated effectiveness in the areas of assigned duties.
 2. Promotion to the third rank in a track shall be based on superior performance in the areas of assigned duties.
- B. Progress toward promotion will take into account the following considerations:
 1. Annual evaluations

2. Annual Assignment of Responsibilities
3. Evidence of sustained effectiveness, to include:
 - a. evidence of well-planned and delivered courses
 - b. summaries of data from Student Perception of Courses and Instructors (SPCI) questionnaires
 - c. letters from departmental faculty members who have conducted peer evaluations of the candidate's teaching
 - d. ability to teach multiple courses within the discipline
 - e. other teaching-related activities, such as instructional innovation, involvement in curriculum development, authorship of educational materials, and participation in professional organizations related to the area of instruction
 - f. non-teaching service such as advising, planning course schedule, and supervising and training graduate student instructors
 - g. formal input from a Specialized Teaching Faculty member either in the department or from another department in the Humanities Area of the College of Arts and Sciences.