

University of Pittsburgh
Department of Classics

BYLAWS OF THE DEPARTMENT OF CLASSICS
UNIVERSITY OF PITTSBURGH

January 5, 2006. Amended September 1, 2015.
Amended July 1, 2020, changed NTS to AS

1. Preamble

In order to make public the rules and procedures by which the department governs itself and conducts its business, and thereby to ensure the full and informed participation of its members, the department of Classics at the University of Pittsburgh adopts the following bylaws and regulations.

2. Full Department

A. All powers and responsibilities delegated by the University of Pittsburgh to the department reside in the body of its voting members. The powers and responsibilities of the officers and committees vis-à-vis the department are delegated to them by the department, on whose behalf they act, and their decisions and actions are therefore subject to review by the full department.

B. The voting membership of the department shall be defined as follows: each full-time tenured and tenure-stream faculty member whose primary appointment is in the department, and each full-time faculty member with the rank of lecturer shall have one vote. Each faculty member with a secondary appointment in the department shall have one advisory vote and shall exercise that vote at the discretion of the full voting faculty of the department. Part-time, adjunct, and visiting faculty are not voting members. The elected graduate-student representative may, upon invitation of the full voting faculty, participate in departmental deliberations in an advisory capacity.

C. Matters of general departmental policy, and any particular administrative, procedural, or substantive questions brought before the department, including faculty hiring, shall be determined by the full department. Matters that are not brought before the full department include tenure and promotion of faculty. Tenure, promotion, and evaluation of faculty must be handled by tenure stream faculty of the appropriate rank.

D. The full department shall meet at least once in each Fall and Spring term during the academic year. Each meeting of the department shall be announced at least three days in advance, with an agenda, and shall be open, unless specific matters have been determined by the full department to be confidential and to require restricted attendance and/or participation. Any voting member of the department may, in consultation with the Chair, have an item placed on the

agenda. The Chair, at his or her discretion, may also permit persons who are not voting members to place an item on the agenda if it merits attention by the full department. A quorum shall exist when enough voting members are present to cast one-half plus one of the total possible votes in the department. At the time of the most recent review of these bylaws (September 1, 2015), this means that a quorum shall exist when three of the voting membership are present. Only members of the department present at a meeting shall vote on issues decided at that meeting. Questions that come before the full department shall be determined by a majority of the votes cast, except in cases where a larger percentage of the vote has been explicitly required by the department's bylaws or regulations. Voting in matters of faculty hiring and in the selection of a departmental Chair shall be by secret ballot. In other matters, voting shall be by voice or show of hands, unless a secret ballot is requested by a voting member, in which case the request shall be honored. Where procedural matters are not covered by any departmental bylaw or regulation, upon request by any voting member the transactions of the department shall be governed by *Robert's Rules of Order Revised*. Minutes shall be taken at each departmental meeting to record the proceedings; copies of the minutes shall be distributed to faculty within five days of the meeting for their approval; the approved minutes shall be maintained for references in a departmental file.

E. Election of the Chair. One semester in advance of an upcoming election the current Chair shall notify all voting members of the department of the election. Shortly after notification the Chair shall designate as "Election Chair" a full-time faculty member who has decided not to run. The Election Chair shall receive nominations and arrange a meeting or series of meetings to allow a statement or statements by the candidate or candidates and discussion by department members. Voting shall be by secret ballot, and the outcome reported to the members of the department and to the Dean of Arts and Sciences. In reporting the outcome to the Dean, the votes of tenured and tenure-stream faculty members shall be distinguished from those of appointment stream faculty.

3. Executive Officers

A. The executive officers of the department shall include a Chair, a Director of Graduate Studies, and an Undergraduate Advisor. The Chair is appointed by the Chancellor upon recommendation by the Dean of Arts and Sciences after consultation with the department. Upon appointment the Chair shall serve for a term of three years, renewable by mutual agreement of the department, the Dean, the Chancellor, and the Chair him or herself. The other officers of the department shall be appointed by the Chair, with the advice and consent of the full department, and each shall serve as long as is mutually agreeable to the department, the chair, and the officer.

B. The Chair is the chief executive officer of the department. He or she shall be responsible for the administration of the departmental business and shall represent

the department to the administration, the University at large, and the profession; in hiring and other negotiations (with interdisciplinary programs, for instance); and in dealing with student complaints and problems. He or she shall preside over meetings of the full department. He or she shall prepare the department's budget, shall inform the department, in writing, of its general dimensions. He or she shall exercise jurisdiction over the expenditure of departmental funds in consultation with the department. He or she shall also exercise jurisdiction over the department staff. In general he or she shall be responsible for the execution of the department's bylaws, regulations, policies, and procedural guidelines; for the day-to-day functioning of the department; and for keeping the department informed of matters that concern it.

C. The Director of Graduate Studies shall be responsible for the day-to-day detail of administering the regulations of the graduate program, including the advising and registering of graduate students, and certifying that all degree requirements have been met. He or she shall collaborate when necessary with the Director of the CPAS Program to ensure that any changes or issues concerning the CPAS Program and the Classics Graduate Program, or concerning students in CPAS and Classics will be openly discussed by the Director of Graduate Studies and the Director of the CPAS Program and communicated to the department.

D. The Undergraduate Advisor shall be responsible for the day-to-day detail of administering the regulations of the undergraduate major, including the advising and registering of undergraduate majors in the department, and certifying that all degree requirements have been met.

4. Committees.

All voting members of the department are eligible to serve on committees. The department may establish standing committees to address issues concerning the Undergraduate Program, the Graduate Program, Planning and Budget, and other matters related to or affecting the department's mission. The Chair, in consultation with the faculty, shall appoint the members of standing committees. At the time of the most recent review of these bylaws (September 1, 2015), the department has two standing committees, the Planning and Budget Committee, and the Graduate Admissions Committee. At the discretion of the Chair, or by request of the department, the Chair may appoint *ad hoc* committees to study particular issues that require the attention of the department and do not come within the purview of any standing committee. The department shall have a Planning and Budget Committee (PBC). The PBC shall consist of: the department Chair, who will serve as chair of the committee; two faculty members; the departmental administrator; the fiscal manager; a graduate student representative, and any additional members as invited by the department Chair. The Graduate Admissions Committee is constituted as a committee of the whole, i.e. the voting faculty. The department, functioning as a committee of the whole, shall make decisions regarding the determination and staffing of the undergraduate and graduate

curricula, and all other matters specifically related to the undergraduate and graduate programs.

5. Waiving Provisions of the Bylaws.

Any provision of the bylaws may be waived at any meeting of the department for the duration of that meeting or part thereof, by consent of three-quarters of the voting members present. Any provision may be waived outside a departmental meeting by the consent of three-quarters of the voting members of the department. Voting shall be by secret ballot, signed envelope, in response to a written proposal to waive the provision, indicating the duration of the proposed waiver.

6. Amendments.

Amendments to the bylaws may be proposed upon petition by a quorum of the department. Copies of the proposed amendment shall be distributed to all members of the department, and the date of the meeting in which it is to be acted upon shall be announced at least two weeks in advance of any formal action. A majority of two-thirds of the votes cast shall be required for passage of an amendment.

7. Departmental Course Approval Procedure for Undergraduate Courses.

The department has the authority to approve new undergraduate courses within its areas of curricular supervision. A proposal for a new course should be submitted to the Chair at any time during the year. The proposal shall include information about the nature of the course, its projected role within the curriculum, and the reasons why it is a desirable addition. The syllabus should follow the model proposed by the Dietrich School of Arts & Sciences on their teaching website (as of the most recent review of these bylaws (September 1, 2015), <http://www.as.pitt.edu/fac/teaching/new-course-proposal>). In order to be approved, proposals should demonstrate that the proposed course fills, on an ongoing basis, a need in the departmental curriculum; adheres to rigorous academic standards; has appropriate levels and amounts of reading and writing; has clear assignments, grading standards, and policies; includes the current Arts & Sciences statements on academic integrity and requests for accommodation for disabilities; and does not overlap significantly with existing courses. The committee evaluating proposals will consist of three people: the Chair, the Undergraduate Advisor, and one additional faculty member of their choice. This committee will review proposals on a rolling basis, but no later than November 1 for Fall Term and no later than March 15 for Spring Term. The proposals must conform to the requirements as described on the Arts & Sciences new course proposal website (as of the most recent review of these bylaws (September 1, 2015), <http://www.as.pitt.edu/faculty/teaching/course-proposal.html>). Approval requires a majority vote of the committee. Any course that is not approved will be returned to the sponsoring faculty member(s) with a memo explaining the reasons for the decision and suggesting revisions where appropriate. Faculty members

submitting courses are encouraged to circulate their proposals ahead of the committee meeting in order to be able to receive and address suggestions for revision prior to the committee's vote. Approval for a course to fulfill The Arts & Sciences General Education Requirement must still proceed through Arts & Sciences Undergraduate Council.