

**Classics Department ByLaws**  
**adopted by the Classics Faculty, University of Tennessee-Knoxville,**  
**on November 15, 2016**

**BYLAWS**  
**DEPARTMENT OF CLASSICS**

**I. CONDUCT OF DEPARTMENTAL BUSINESS**

**Section A.** The department head is responsible to the College of Arts and Sciences for the conduct of departmental business. This responsibility is combined with the necessary authority to make decisions as to teaching assignments (including creation and maintenance of the long-term scheduling plan), committee appointments, apportionment of space (for offices, teaching, and research), expenditure of departmental funds, recommendations for hiring, tenure, promotions, and salary increases among department personnel, as well as to represent the department in matters involving other departments, persons, or agencies, and to implement the decisions of the department. Committee and faculty recommendations are normally followed by the head, although circumstances may require the head to exercise his/her own judgment. The head should inform the faculty as fully as possible of all decisions which concern them individually or the department as a whole. The head shall conduct annual personnel interviews with all voting members of the department. These interviews shall form the basis of the annual evaluation summary which will be on file both in the department and in the College of Arts and Sciences. The head shall also negotiate annually with each voting member of the department the departmental responsibilities to be undertaken during the academic year (see Appendix). The faculty will evaluate the head annually using the mechanism and forms provided by the office of the Dean of the College of Arts and Sciences.

**Section B.** The faculty of the Classics department shall consist of all full-time academic personnel with the rank of Lecturer or above. All faculty members shall have voting privileges on departmental matters, except on those personnel decisions where considerations of academic rank restrict voting.

**Section C.** Department meetings shall take place at least twice a semester. All regular department meetings shall be held at a time designated at the outset of each term and during which no Classics classes will be scheduled. Special meetings may be called at any time by the department head or upon petition of the department head by at least one-third of the voting members at least four days before the proposed meeting. Meetings called by the voting members shall be limited to consideration of those items specified in the petition.

**Section D.** Department meetings shall be open to faculty, staff, students, and all observers who are members of the university community or residents of Tennessee.

**Section E.** The agenda for departmental meetings shall be distributed to the voting members at least four days before the meeting. Items may be placed on the agenda at the request of the department head or of the voting members.

**Section F.** A quorum for department meetings shall consist of a majority of the voting members who are eligible to attend.

**Section G.** Department meetings shall be conducted in accordance with *Robert's Rules of*

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*Order, Newly Revised.*

**Section H.** Summaries of department meetings shall be distributed to each voting member. Summaries shall include a record of attendance, votes taken, committee reports, new committee appointments, and other official business.

## **II. STANDING COMMITTEES**

### **Section A. General Principles**

**Part 1.** The standing committees of the department shall be: Curriculum, Prizes and Scholarships, Speakers and Outreach, Development, and Diversity.

**Part 2.** The Prizes and Scholarships Committee shall be a committee of the whole chaired by the head. The Speakers and Special Events committee shall also be a committee of the whole chaired by the head. Other committees are likewise committees of the whole, but will have chairs appointed by mutual agreement with the head.

**Part 3.** Except for the Prizes and Scholarships and Speakers and Outreach Committees, the chair of each committee shall report the committee's activities in summary form at the final faculty meeting of the academic year, and at other meetings as necessary. These summary reports, affixed to the minutes of the last faculty meeting of the academic year, will constitute the permanent record of each committee's activity.

### **Section B. The Curriculum Committee**

**Part 1.** The Curriculum Committee shall review curricular offerings and degree requirements and shall review all changes in the curricula proposed by committee members or by other faculty or students.

**Part 2.** The Curriculum Committee shall undertake the planning of any new programs the department wishes to propose.

### **Section C. The Prizes and Scholarship Committee**

**Part 1.** The Prizes and Scholarships Committee shall solicit, gather, and consider all applications and nominations for departmental scholarships and prizes.

**Part 2.** The Prizes and Scholarships Committee shall determine the distribution of all departmental scholarships and prizes.

**Part 3.** The Prizes and Scholarships Committee shall consist of the whole faculty of the department, and shall conduct its business at faculty meetings to be held in February and March, and at other times as needed.

### **Section D. Speakers and Outreach Committee**

**Part 1.** Speakers and Outreach Committee shall undertake the planning and execution of the normal events of the academic year, such as the Rutledge Memorial Lecture, as well as ad hoc events funded by the department or the Haines-Morris Lecture Endowment.

**Part 2.** The Speakers and Outreach Committee shall consist of the whole faculty of the department, and shall conduct its business at faculty meetings .

### **Section E. Development Committee**

**Part 1.** The Development Committee shall formulate all fund-raising strategies for the department. The chair of the committee shall be a member ex officio of the Classics Department Board of Advisors.

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**Section F. Diversity Committee**

Part 1. The Diversity Committee shall be responsible for ensuring that principles of diversity and inclusivity are fully heeded in faculty, staff, and student recruitment, and shall take the lead in keeping the faculty aware of issues of diversity and inclusiveness that affect the department and the larger university community.

**III. AD HOC COMMITTEES**

**Section A.** Ad Hoc committees shall be appointed by the head as needed.

**Section B.** Any voting member of the faculty shall be eligible for service on an Ad Hoc Committee.

**IV. COMMITTEES TO ADVISE IN THE SELECTION AND REAPPOINTMENT OF THE DEPARTMENT HEAD**

**Section A.** The faculty committee to advise in the selection of a department head will be constituted in accordance with the language of the Faculty Handbook, section 1.4.4.

**Section B.** The faculty committee to advise the dean on the reappointment of the department head will be constituted in accordance with the language of the Faculty Handbook, section 1.4.6. The voting members of the faculty will select among themselves a chair to preside at the meeting in which the reappointment vote is taken.

**V. SEARCH COMMITTEES FOR NEW FACULTY**

**Section A.** In a search for a new member of the departmental faculty, the head, in consultation with the tenured and tenure-track faculty (or “probationary faculty”), will appoint a search committee of at least three tenured or tenure-track faculty.

**VI. DEPARTMENTAL PROCEDURES FOR RETENTION, ANNUAL REVIEW, AND TENURE AND PROMOTION DECISIONS CONCERNING FACULTY**

**Section A. Generalities**

The following guidelines for performance evaluation are specific to the Department of Classics. They are designed to supplement the criteria and procedures for implementation set down for the University in general in the most recent Faculty Handbook and in the most recent Manual for Faculty Evaluation. These guidelines should inform and be reflected (A) in annual reviews by the head of individual faculty and (B) in intermittent reviews by the faculty, or components thereof, and by the head on specific, formally prescribed occasions when faculty are considered for the granting of tenure and promotions. Faculty should be able to assume that discussions center on, and judgments follow from, performance in three areas—research, teaching, and service—and are based on evidence made available before and during deliberations.

**Section B. Workload Statement**

**i) Tenure Line Faculty**

Research: Tenure-line faculty members are engaged in ongoing research agendas with clear goals. Tenure-line faculty members publish books, peer-reviewed articles, site reports, papers in edited proceedings, and reviews. Faculty members also work toward producing professional presentations, and, where appropriate, acquiring external funding.

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Teaching: The annual teaching load for research-active tenure-line faculty is 4 courses. Variation is available through annual discussion with the head. Examples of reasons for reduction are grant-writing, directing an extra-departmental program, and advising. Faculty members can provide oversight and direction of undergraduate and graduate research including theses and dissertations.

Service: Tenure-line faculty members participate in departmental governance and committees, college and university committees and task forces, community outreach activities, and service to the profession. Faculty members' advising duties are considered service to both the department and the college.

ii. Non-Tenure-line Faculty (See also Section VII below):

Non-Tenure-line Faculty in the Classics Department are co-equal colleagues of the Tenure-line Faculty. Non-Tenure-line Faculty teach 24 semester hours per year unless otherwise negotiated with the head. The work of Non-Tenure-line Faculty is 100% in the teaching function. While the department hopes to foster their research, and is deeply grateful for service that they may voluntarily undertake, research and service are technically not within their position description.

**Section C. Annual Review and Retention Review**

Annual Review of all faculty takes place in a timely way each fall semester, and uses as a reporting instrument the faculty workload form provided by the College, with any addenda that the faculty member feels are appropriate.

Annual Retention Review for probationary faculty coincides with the annual review of all faculty, but is a separate process governed by section 3.11.3.4 of the Faculty Handbook and part I of the Manual for Faculty Evaluation. The probationary faculty member should submit to the department head for timely distribution a current curriculum vitae and a summary statement containing separate paragraphs highlighting his or her accomplishments in the previous academic year and goals for the current academic year in the three areas of teaching, research, and service. The faculty member may include any other information that he or she deems relevant. The head will distribute this document to the tenured faculty in a timely way before the tenured faculty meets for the retention vote. In the case of non-retention, every effort should be made to notify the faculty member as soon as possible.

In addition to the quantitative measures articulated in the Workload Statement above, there are other measures that come to bear in order to "meet expectations" in the process of the annual review of faculty by the head.

**Research (Tenure-line faculty only):**

1. Faculty members are expected to be engaged actively in a research program with clear goals.
2. In a three-year rolling total, faculty members are expected to publish one substantial article and make three conference presentations or their equivalent. Faculty members who have not published a book-length study or equivalent in the previous three academic years are also expected to report annually to the head on the shape and progress of a current book-length project.
3. External funding is expected where it is appropriate to advance one's research activity goals, and to an extent that is appropriate.

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These are valuable considerations in the review process:

- Does the research program have defined goals?
- Are appropriate funding efforts undertaken?
- Are publications appearing in appropriate and prestigious peer reviewed outlets?
- Are professional papers being presented at appropriate and prestigious venues?
- Are graduate students and undergraduates involved in research?
- Are there special considerations that need to be taken into account (such as length of time to produce a book, collecting long-term field data, and so on)?

**Teaching:**

1. Unless negotiated differently, the teaching load for tenure-line faculty is four courses per academic year, for non-tenure-line faculty, 24 semester- hours per academic year.
2. Quality of teaching is expected to be high.
3. Measurements of teaching quality should be multiple, and include student evaluation, peer review (see part IX, below), self-assessment, and regular participation in the departmental curricular process. less formal teaching observation by faculty colleagues may be included. Tenure-line faculty members are expected to oversee and direct student research, including theses and dissertations as appropriate.

The following are important considerations in the evaluation of teaching:

- Are course offerings and content appropriate?
- Are grading/evaluation techniques appropriate for course level?
- Are teaching methods effective?
- Is the information taught up-to-date and accurate?
- Are new and relevant courses being developed?

**Service (Tenure-line faculty only):**

Probationary faculty members are expected to participate in departmental activities. Tenured faculty members are expected to show leadership within the department, to participate, when asked, in the work of the college and the university, including outreach, and to put effort into the service of the discipline through the refereeing process and/or membership/leadership in regional, national, and international organizations.

The following considerations are important to evaluate service:

- Does professional service advance the department and university missions?
- Does outreach improve community relations and/or provide educational opportunities to the general public?
- Does outreach improve K-12 education?
- Are one's "fair share" of departmental, college, and university service duties undertaken?
- Can one discern a difference between leadership and membership in campus and disciplinary committee work?

**Section D. Promotion and Tenure**

The Department wholly adopts the criteria for tenure and promotion set forth in the College of Arts & Sciences bylaws, the *Faculty Handbook*, and the concomitant

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procedural document, the *Manual for Faculty Evaluation*. In accordance with part III.D of the *Manual for Faculty Evaluation*, and the general criteria set out in sections 2.2, 3.2, and 3.11.4 of the *Faculty Handbook*, the department normally expects that candidates for tenure and promotion to Associate Professor have published at least a book and two substantial articles or, in the judgment of the evaluators, the equivalent thereof (which may mean a number of articles, a combination of a number of articles and presentations, or a significant work of archaeological excavation). The candidate for tenure and promotion to Associate Professor is expected to have executed his or her teaching duties very well and to have performed service within the department.

A candidate for promotion to Professor is expected to produce an additional research record of the same quantity as for tenure and of at least the same quality; a candidate for Professor should have performed very well in the classroom and contributed amply in service to the College and University as well as the profession.

**Section E. Outside evaluation for tenure and/or promotion**

In this respect we follow the guidelines of the Manual for Faculty Evaluation, Part IV.B.4.

**Section F. Evaluation of Information**

**Part 1.** The department head will provide to faculty members who are eligible to vote all the materials submitted to him/her in a given case at least one week before the date for evaluation of such information and voting.

**Part 2.** Additional information may be submitted during the week prior to voting if a request by a faculty member eligible to vote is transmitted through the department head to the individual whose case is being considered.

**Part 3.** To ensure thorough consideration of all relevant information in a given case, all voting faculty members should come to the meeting both prepared and willing to present arguments for and/or against the candidate.

**Part 4.** On request of the candidate, he/she will be permitted to address a meeting of those eligible to vote in the case in question, but he/she may not be present at the vote.

**Section H. Voting**

**Part 1.** In accordance with section 3.11.5 of the Faculty Handbook, the tenured faculty will meet to discuss the candidate's application for tenure. This meeting will be chaired by a member chosen by the group. After discussion, voting will follow by secret ballot. The ballot will be marked "yes," "no," or "abstain." The chair of the meeting is responsible for making and transmitting to the candidate and to the head a formal record of the faculty deliberation and the vote.

**Part 2.** To be recommended for retention, tenure, or promotion, the faculty member must receive a majority of "yes" votes from those eligible to vote.

**VII. NON-TENURE-TRACK FACULTY**

University policies governing the appointment of non-tenure-track faculty, including Lecturers, are outlined in sections 4.1 and 4.2 of the Faculty Handbook. In a search for a new Lecturer, the Head, in consultation with the tenured and tenure track-faculty, will appoint a search committee of at least three tenured or tenure-track faculty. Although they are not required to do so, Lecturers have the option of participating in departmental governance. They may also engage in academic advising, assisting student organizations,

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and supervising undergraduate research.

1. Unless negotiated differently, the teaching load is eight courses.
2. Quality of teaching is expected to be high.
3. Measurements of teaching quality should be multiple, and include student evaluation, peer review (see part VIII, below), and self-assessment.

The following are important considerations in the evaluation of teaching:

- Are course offerings and content appropriate?
- Are grading/evaluation techniques appropriate for course level?
- Are teaching methods effective?
- Is the information taught up-to-date and accurate?

The annual performance review for retention should be based on the quality of the individual's instruction. No service or scholarship is expected of contingent faculty. In the case of non-retention, every effort should be made to notify the faculty member as soon as possible.

**Promotion of Lecturers**

Lecturers can be promoted to the rank of "senior lecturer" and "distinguished lecturer." In accordance with the Guidelines for UTK Lecturer Promotion Process, the department expects that candidates for promotion to Senior Lecturer have a PhD degree; have taught a minimum of five years full-time at the rank of lecturer; provide evidence of outstanding teaching--typically of undergraduate courses--as documented in student evaluations, peer evaluations and annual supervisor or departmental evaluations; provide evidence of professional development in teaching and of notable contributions to the university's instructional mission. Research and service may be considered in the promotion process, but teaching excellence is the principal criterion. A senior lecturer who is a candidate for promotion to Distinguished Lecturer typically has served three to five years at the rank of senior lecturer and has provided evidence of consistent excellence in teaching--typically of undergraduate courses--as documented in student evaluations, peer evaluations and annual supervisor or departmental evaluations; of continuing professional development in teaching, including some or all of the following: attendance at campus, regional, national, or international meetings directed at improving instruction; development of new courses and/or revision of existing courses; incorporation of innovative course materials of instructional techniques; scholarly or creative work in the scholarship of teaching as well as in the discipline; awards or other recognition for teaching. The candidate for promotion to Distinguished Lecturer also must provide evidence for outstanding contributions to the university's instructional mission as well as evidence of institutional or disciplinary service.

Annually, the Head shall solicit from full-time, tenure track faculty nominations for promotion to Senior Lecturer or Distinguished Lecturer. The Head shall also notify Lecturers annually that they can apply for promotion. Lecturers who wish to be considered must submit a portfolio for departmental review. The Head shall make a recommendation for promotion to the College after review by the Department's Tenure and Promotion Committee and other faculty advice as the Head deems appropriate.

In addition to recommending senior lecturers for promotion, the Department may

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designate certain contingent faculty as “Distinguished Lecturers” as a term appointment for persons who have distinguished themselves in careers in research, high school teaching, university teaching, and other fields related to Classics. Distinguished Lecturers who meet these criteria should be hired with the title. They would offer departmental lecture series or courses during an academic year. These appointments shall be made by the Head upon the advice of an *ad hoc* committee convened by the Head for this purpose.

**VIII. PEER TEACHING EVALUATIONS**

**(based on text ratified by the faculty and approved by Vice-Provost Zomchick)**

The *Manual for Faculty Evaluation* requires that each tenure-track faculty member be reviewed typically twice during their probationary period. *The Peer Review Guide* recommends that the first formal review take place in the second semester of the second year or the first semester of the third year of the probationary period to allow for feedback, reflection, and improvement. The *Manual* requires that a tenured faculty member be reviewed at least once prior to consideration for promotion. Non-tenure-track full-time faculty should be evaluated in the second year of employment and thereafter on a five-year schedule.

In accordance with *College of Arts and Sciences Peer Review of Teaching Policy*, if the annual review of a full professor indicates that he or she falls short or falls far short of meeting expectations for rank in teaching, a peer-review of teaching should be conducted no later than the following term in which the person teaches. The results of this initial review may be used as a base against which expected improvements will be compared both from student survey and subsequent peer-review(s) of teaching.

Any faculty member may request a peer-review of teaching at any time.

The *Manual for Faculty Evaluation* requires that reviews be conducted by two tenured faculty members, one selected by the department head, another selected by the faculty member under the review. One of the reviewers may be the department head. If it seems desirable, someone from another department may be included.

The *Manual* recommends the following points of feedback:

- consider whether the courses of the faculty member have appropriate content and offer students sufficient opportunity to acquire appropriate skills
- consider whether the grading system and review/assessment tools are consistent with course content and student skill development.
- examine the teaching methods of the faculty for effectiveness
- assess the degree to which faculty actively engage students in their learning process (through engaged interaction in-class or through out-of-class activities and assignments).

Review procedure:

1. Gather background information such as syllabi, online site information



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(Blackboard), teaching materials, assessment examples, SAIS forms, etc. This will include a statement of teaching philosophy by the member.

2. Meet with faculty member to discuss the review process
3. Observe two classes.
4. Prepare the final report and meet with the faculty member afterwards as appropriate to provide feedback.
5. Submit to department head.
6. Department head meets with faculty member.
7. Faculty member must have an opportunity to respond in writing.

**IX. RATIFICATION AND AMENDMENT**

**Section A.** These bylaws must be ratified by a majority of the voting members of the faculty and will become effective immediately upon ratification.

**Section B.** These bylaws may be amended by a majority of the voting members of the faculty at a department meeting, provided that the text of the proposed amendment has been printed in the agenda for the meeting.

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**APPENDIX: INDIVIDUAL RESPONSIBILITIES WITHIN THE DEPARTMENT OF CLASSICS**

Here follows a list of activities and responsibilities that will be covered by individual faculty members following negotiations between head and individual faculty members. The list is not intended to be exhaustive. One of the purposes of this list is to remind the faculty of the many things the department considers worthy of its attention in the course of the academic year.

Advising Coordinator  
Advisor to Eta Sigma Phi and Classics Club  
Assessment Coordinator  
Associate head of the department  
Coordinator of first- and second-year Latin  
Coordinator of Latin Placement  
Curator of the slide collection and of other images  
Curriculum Committee Chair  
Development Committee Chair  
Diversity Committee Chair  
Dean's Advisory Council representative  
Departmental representative to the East Tennessee Chapter of the Archaeological Institute of America  
Editor of the Newsletter  
Latin Placement Coordinator  
Liaison to the Anthropology program  
Liaison to the History program  
Liaison to the Marco program.  
Liaison to Secondary School Latin Programs in Tennessee  
Liaison to the Departmental Advisory Board  
Library representative  
Member of the Faculty Senate, if elected  
Members (2) on Committee to review head's teaching  
Representative to the American School of Classical Studies in Athens  
Undergraduate Classics Club Sponsor  
Undergraduate Research Conference Coordinator