

## Bylaws

### DEPARTMENT OF CLASSICS

#### University of Georgia

[Revised, March 4, 2009]

#### **MISSION OF THE DEPARTMENT OF CLASSICS:**

The discipline of classics has been central to the rise of universities in general and of the University of Georgia in particular. It continues to be fundamental to the humanities and to a liberal education, since a solid foundation in the languages, history, and culture of Graeco-Roman civilization provides a means of understanding the past and the intellectual roots of the present. The Department supports the University's mission to enhance the "state's and the nation's intellectual [and] cultural [. . .] heritage," as well as the College's purpose to offer "undergraduates both fundamentals of a liberal education on which to base a lifetime of learning and the opportunity to concentrate in studies which form the foundation for professional pursuits." Toward these ends, the Department of Classics dedicates itself to ensuring that all students who desire gain proficiency in the Greek and Latin languages, as well as a broad understanding of classical literature, culture, and history and of the influence of the Graeco-Roman world on the concepts and values of Western civilization.

#### **ARTICLE I: The Faculty**

##### **Sect. 1: Faculty**

The Faculty of the Department of Classics shall consist of all Professors, Associate Professors, Assistant Professors, Lecturers, and Instructors, in accordance with College Bylaws and University Statutes. As prescribed by University Statutes (Art. IX, Sect. 4), the Faculty "shall be responsible for programs of study offered by the department, and shall have power to determine such matters as do not affect relations with other departments," except as limited by these Bylaws (Article I, Sect. 4 and Article V) .

##### **Sect. 2: Graduate Faculty**

The Graduate Faculty shall consist of all members of the Faculty duly nominated and approved for Graduate Faculty membership by the Dean of the Graduate School. The Graduate Faculty, functioning as a committee of the whole, shall make decisions on the graduate curriculum and make recommendations to the Head on policies, admission, assistantship awards, and other matters specifically related to the graduate program.

### **Sect. 3: Meetings**

#### a. Faculty

The Department Head, or an appointee, shall call and preside at a meeting of the Faculty at least once each semester of the academic year. The Head shall call additional meetings upon the request of any member.

#### b. Graduate Faculty

The Graduate Coordinator, or an appointee, shall call and preside at a meeting of the Graduate Faculty at least once each semester of the academic year. The Graduate Coordinator shall call additional meetings upon the request of any member of the Graduate Faculty.

### **Sect. 4: Voting**

All members of the Faculty are eligible to vote at general meetings of the Faculty, with the following exceptions: 1) as provided by the College Bylaws (Article IV); 2) only tenured and tenure-track faculty may vote on matters of personnel. All members of the Graduate Faculty, including provisional members, except as limited by Graduate School policy, are eligible to vote at meetings of the Graduate Faculty. On questions of tenure, only the tenured Faculty shall vote, though non-tenured Faculty may be consulted; on questions of promotion, only Faculty holding at least the rank for which a person is a candidate may vote, though Faculty of lower rank may be consulted. No Faculty member may vote on questions of appointment, tenure, or promotion in which a spouse, close personal relative, or domestic partner is a candidate.

Proxy voting is allowed. The Head will make every effort to contact absent members of the Faculty; however, Faculty not present on campus or not able to attend such a Faculty meeting are urged and expected to familiarize themselves with the issue(s) and documentation germane to the question to be decided before submitting a proxy vote on any issue. Normally, the proxy should arrive before the Faculty meeting in order to count; however, should extraordinary circumstances arise or should the issue upon which the proxy has been cast change substantially during the meeting, the Head will make every effort to contact the absent person and request a second proxy.

## **ARTICLE II: Administration**

### **Sect. 1: Department Head**

The Department Head is recommended by the Dean for appointment by the President and has those responsibilities designated by the Statutes (Art. IX, Sect. 5). The Head will normally serve two three-year terms, subject to periodic review in accordance with College Bylaws (Art. IV, Sect. 2), but might, under the appropriate circumstances, be invited by the faculty to serve one additional three-year term.

## **Sect. 2: Associate Department Head**

The Associate Department Head, who must hold the rank of tenured Associate Professor or above and be a member of the Graduate Faculty, serves as the Interim Head in the absence of the Department Head. Following a call by the Head for nominations and expressions of interest from all qualified faculty, the Head will choose the Associate Department Head, attendant upon an advisory vote of acceptability by the faculty. Duties and responsibilities are the same as those of the Head when functioning in that capacity. Otherwise, the Associate Department Head fulfills any duties assigned by the Head. Included among, but not limited to, these are Director of the Classics Summer Institute and Editor of the Department Newsletter. The Associate Department Head serves a term of three years, with possibility of renewal for a second term. The procedure for renewal, normally conducted in the spring semester of the Associate Head's third year, is the same as for the initial appointment. The Associate Department Head at any time may be removed for cause either by the Head or by a 2/3 vote of the tenured and tenure-track faculty. The latter procedure must be initiated through petition to the Department Head signed by a minimum of 1/3 plus 1 of the tenured and tenure-track faculty. Compensation for services as Associate Department Head will be determined by the Head in consultation with the Dean of the College of Arts and Sciences.

## **Sect. 3: Graduate Coordinator**

The Graduate Coordinator, who must be a tenured member of the Graduate Faculty, is recommended by the Head to the Dean of the Graduate School, via the Dean of the College, in consultation with the Graduate Faculty. Before making a recommendation, the Head will solicit nominations and expressions of interest from the Graduate Faculty and consult the Graduate Faculty regarding candidates under consideration; the Head's recommendation must be ratified by a majority of the Graduate Faculty before being transmitted to the Dean. The Graduate Coordinator advises all graduate students, presides at meetings of the Graduate Faculty, consults with the Head about the scheduling of graduate courses, serves as a member of the Scholarship Committee and the Awards Committee, and has overall responsibility for management of the graduate program in consultation with the Graduate Faculty and the Department Head. The term of the Graduate Coordinator is three years; a Graduate Coordinator may serve for no more than two successive terms. A Graduate Coordinator may be removed for cause either by the Head or by a 2/3 vote of the Graduate Faculty. Compensation for services as Graduate Coordinator will be determined by the Head in consultation with the Dean of the College of Arts and Sciences.

## **Sect. 4: Undergraduate Coordinator**

The Undergraduate Coordinator is appointed by the Head, in consultation with the Faculty. The Undergraduate Coordinator must be tenured or tenure-track and hold the rank of Assistant Professor or above; before making a recommendation, the Head will solicit an expression of interest from the appropriate Faculty and consult the Faculty concerning the recommendation. The Undergraduate Coordinator advises undergraduate majors and minors, consults with the Head about the scheduling of upper level courses, and serves as chair of the Undergraduate Curriculum Committee and as a member of the Scholarship Committee and the Awards Committee. The term of the Undergraduate Coordinator is three years; an Undergraduate Coordinator may serve for no more than two successive terms. An Undergraduate Coordinator may be removed for cause either by the Head or

by a 2/3 vote of the Faculty. Compensation for services as Undergraduate Coordinator will be determined by the Head in consultation with the Dean of the College of Arts and Sciences.

#### **Sect. 5: Coordinator of Elementary Latin/Latin GTA Supervisor**

The Coordinator of Elementary Latin/Latin GTA Supervisor is appointed by the Head, in consultation with the Faculty. The Coordinator of Elementary Latin must be tenured or tenure-track and hold the rank of Assistant Professor or above; before making a recommendation, the Head will solicit an expression of interest from the appropriate Faculty and consult the Faculty concerning the recommendation. The Coordinator of Elementary Latin: trains, supervises, and, in consultation with the Graduate Coordinator, observes and evaluates those Graduate Teaching Assistants responsible for teaching Elementary Latin courses (LATN 1001-1002); jointly with the Graduate Coordinator, recommends GTA's for teaching assignments and teaching awards; oversees issues relating to instruction for the elementary Latin program; supervises tutoring; maintains the Teacher Resource Center, in consultation with the Library Committee; and performs such other duties as may be needed to support and advise the Head on the elementary Latin program. The term of the Coordinator of Elementary Latin is three years and may be renewed for additional three-year terms by the Head in consultation with the Faculty. The Coordinator may be removed for cause either by the Head or by a 2/3 vote of the Faculty. Compensation for services as Coordinator of Elementary Latin will be determined by the Head in consultation with the Dean of the College of Arts and Sciences.

#### **Sect 6: Education Liaison**

The Education Liaison is appointed by the Head, in consultation with the Faculty. The Education Liaison must be tenured or tenure-track and hold the rank of Assistant Professor or above; before making a recommendation, the Head will solicit an expression of interest from the Faculty and subsequently consult the Faculty concerning the recommendation. The Education Liaison meets at least once each semester of the academic year with counterparts from the Departments of Romance Languages, Germanic and Slavic Languages, and Language Education, with the aim of facilitating communication and collaboration on curricular and other matters among those departments involved in the preparation of P-12 foreign language teachers; the Liaison reports to the Faculty at least once each semester of the academic year on matters of interest discussed in the Liaisons meetings, especially matters relevant to the department's role in the preparation of Latin teachers. The term of the Education Liaison is three years; the Liaison may serve for no more than two successive terms. The Liaison may be removed for cause either by the Head or by a 2/3 vote of the Faculty.

#### **Sect. 7: Director of the UGA Classics Studies Abroad Program in Rome**

The Dean of the College of Arts and Sciences, upon recommendation of the Department Head, in consultation with the faculty, appoints the Director of the UGA Classics Studies Abroad Program in Rome. The Director must hold the rank of tenured Associate Professor or higher. Duties and responsibilities include recruitment, advertising, budgeting and budget planning, making all arrangements in Italy, serving as program and department liaison with the Office of International Education, seeking and recommending the appointment of an assistant director and any additional faculty, and serving as Professor-in-Charge of the Program during the Summer term in Rome. The

Director also serves as Chair of the department's Rome Program Advisory Committee. Although length of tenure is open, the Department Head and the Dean will review the Director's performance annually, as part of the evaluation process mandated for all Studies Abroad programs by the Office of International Education. The Head, in consultation with the Dean of the College of Arts and Sciences, will determine compensation for service as Director of the UGA Classics Studies Abroad Program in Rome.

### **ARTICLE III: Committees**

#### **Sect. 1: Standing Committees**

The Department shall have the following Standing Committees, consisting of at least three members each, to be appointed by and advisory to the Head: 1) a Bylaws Committee, which shall consider amendments and other matters related to these Bylaws; 2) a Graduate Advisory Committee, consisting of the entire Graduate Faculty and chaired by the Graduate Coordinator, which shall have the responsibilities indicated in Art. I, Sect. 2; 3) an Undergraduate Curriculum Committee, consisting of the chairs of the Latin, Greek, and Classical Culture/Archaeology Committees and chaired by the Undergraduate Coordinator, which shall consider issues related to undergraduate programs; 4) an Instructional Resources Committee, which shall deal with issues of instructional equipment and related resources; 5) a Library and Teacher Resource Center Committee, which shall periodically review and make recommendations regarding the holdings and organization of the Alexander Room Library *and the Teacher Resource Center*, as well as the holdings in the UGA Libraries; 6) a Minority Concerns Committee, which shall deal with minority issues; 7) a Scholarship Committee, with the Graduate and Undergraduate Coordinators as members, which shall review criteria and applicants for all departmental scholarships; 8) a Special Events Committee, which shall arrange for and schedule a series of outside speakers throughout the academic year; 9) an Awards Committee, with the Graduate and Undergraduate Coordinators as members, which shall make recommendations regarding the recipients of all departmental awards; 10) a Classical Culture/Archaeology Curriculum Committee, which addresses issues concerning curriculum and scheduling of Classical Culture and Archaeology courses; 11) a Greek Curriculum Committee, which addresses issues concerning curriculum and scheduling of Greek language courses; 12) a Latin Curriculum Committee, which addresses issues concerning curriculum and scheduling of Latin language courses; and 13) a Space Committee which oversees the general appearance and proper functioning of department classrooms and public spaces. All committees shall meet, as appropriate, at least once each year, during the Fall semester. Other Standing Committees may be established by amendment of these Bylaws. Detailed information on these committees appears in Addendum I.

#### **Sect. 2: Ad Hoc Committees**

The Head may appoint such ad hoc committees as may seem appropriate, or be recommended by the Faculty, including search committees to be charged with recommending criteria and procedures for Faculty searches.

### **ARTICLE IV: Faculty Senator**

The Faculty will elect a representative to the Faculty Senate for a three-year term. The Faculty

Senator is the Department's representative to the Faculty Senate of the Franklin College of Arts and Sciences.

#### **ARTICLE V: Amendments**

Any member of the Faculty shall have the authority to recommend to the Head revision, repeal, or amendment of these Bylaws or the adoption of new Bylaws. The Head will then refer these recommendations to the Bylaws Committee, which will provide, via the Head, typed copies of such proposed amendments or new Bylaws to all members of the Faculty at least three working days prior to a meeting of faculty budgeted for at least half-time. At this meeting a two-thirds affirmative vote shall be necessary for passage of an amendment.

#### **ARTICLE VI: ADDENDA**

Addenda are not subject to the rules that govern amendment to the bylaws.

## ADDENDUM 1 TO THE BYLAWS

### COMMITTEES OF THE DEPARTMENT OF CLASSICS

#### DUTIES AND RESPONSIBILITIES

**AWARDS COMMITTEE:** The Awards Committee makes recommendations to the Faculty concerning the awarding of the Classics Prize, the Linda J. Piper Award for Study Abroad, and the Edward E. Best, Jr. Award. The Committee annually reviews the application procedures and forms for these awards, and, if necessary, recommends changes to the Faculty. It also updates, as needed, information about these awards on the department web site. The Committee annually, usually in spring semester, solicits applications for the awards, reviews the dossiers, and recommends recipients for each award to the Classics Faculty and Head. In alternate years, when the Linda J. Piper Award for Study Abroad is awarded by the Department of History, the Committee cedes the selection process for that award to that department. The Committee consists of a Chair selected by the Head, the Undergraduate Coordinator, the Graduate Coordinator, and one additional faculty member. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of either a Committee member or the Head.

**BY LAWS COMMITTEE:** The By-laws Committee recommends the wording of amendments to the Department By-laws. In accordance with Article V of the By-laws, the Committee submits the wording to the Faculty for approval. Upon approval, the Committee Chair insures that the wording is included in the By-laws and distributes a revised copy of the By-laws to each faculty member and to the Office Manager of the Department. The Committee consists of a Chair and two or three additional faculty members, selected by the Head. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in the spring semester. The Committee meets at the call of the Committee Chair or at the request of the Head.

**CLASSICAL CULTURE/ARCHAEOLOGY COMMITTEE:** The Classical Culture/Archaeology Committee makes recommendations to the Faculty regarding undergraduate and graduate Classical Culture and Archaeology courses, including correspondence courses, and requirements for the undergraduate major and minor programs in Classical Culture and Archaeology. The Committee annually, usually in fall semester, provides the Head with a recommendation for all upper-level CLAS/ARCH courses to be taught the following year and, where appropriate, recommends the faculty members to teach them. The Committee maintains a course-rotation schedule to ensure that certain courses, identified by the department Faculty, appear at specified intervals. The Committee develops tools, both qualitative and quantitative, for assessing learning outcomes for Classical Culture/Archaeology majors, and analyses data collected by the Undergraduate Coordinator to assist in developing strategies to measure and track student

progress in the major. The Committee consists of a Chair, selected by the Head, and three or four additional Faculty members. Other interested Faculty members may self-select to the Committee. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of either a Committee member or the Head.

**GRADUATE ADVISORY COMMITTEE:** The Graduate Advisory Committee advises the Head on all matters relating to the Graduate Program. This includes the admission of new applicants, awarding of assistantships to new and returning students, and nomination of candidates for University-wide assistantships. As required by the Graduate Coordinator, the Committee composes and grades the Latin and Greek language competency examinations, and submits questions for and assists in grading the Reading List Examinations. The Committee consists of the Graduate Coordinator, who also acts as Chair, and all members of the Graduate Faculty, including provisional members. The Graduate Coordinator, as Chair, prepares an annual report and submits it to the Department Head when requested, usually in the spring semester. The Committee meets at the call of the Committee Chair or at the request of a Committee member or the Head.

**GREEK CURRICULUM COMMITTEE:** The Greek Curriculum Committee makes recommendations to the Faculty regarding undergraduate and graduate-level Greek courses and requirements for the undergraduate major and minor programs in Greek. The Committee monitors the curriculum of all lower- and intermediate-level Greek courses (GREK 1001, 1002, 2001, and 2002). It assigns and annually reviews, usually in spring semester, the choice of textbooks to be used for GREK 1001 and 1002. The Committee annually, usually in fall semester, provides the Head with a recommendation for all upper-level GREK courses to be taught the following year and, where appropriate, recommends the faculty members to teach them. The Committee maintains a course-rotation schedule to ensure that certain courses, identified by the department Faculty, appear at specified intervals. The Committee develops tools, both qualitative and quantitative, for assessing learning outcomes for GREK majors, and analyses data collected by the Undergraduate Coordinator to assist in developing strategies to measure and track student progress in the major. The Committee consists of a Chair, selected by the Head, and all Faculty members who regularly teach Greek courses at any level. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of either a Committee member or the Head.

**INSTRUCTIONAL RESOURCES COMMITTEE:** The Instructional Resources Committee makes recommendations to the Faculty regarding resources associated with instruction and oversees the operation of the Department Computer Lab and the Instructional Technology Classroom (Room 113, Park Hall). It advises the Faculty on introducing and utilizing new technologies in the classroom and recommends to the Head the acquisition of new equipment to facilitate the use of new technologies. The Committee maintains the Departmental slide collection and makes recommendations regarding its organization, storage, growth, and digitization. Once the slide collection has been digitized, it will maintain the collection on the server and will deliver it electronically as needed. The Committee also identifies new sources for slides and initiates replacement of slides lost, damaged, or otherwise judged to be unfit for use. The Committee

maintains the Department map collection and makes recommendations regarding its organization, storage, and growth. It also identifies new sources for maps and initiates replacement of maps lost, damaged, or judged to be unfit for use. The Committee maintains an inventory of all audio-visual equipment, including slide projectors, overhead projectors, television monitors, VCRs, digital cameras, and all other equipment obtained for instructional purposes, oversees their storage and maintenance, and, when necessary, recommends to the Head their repair or the purchase of new equipment. The Committee supervises the hiring and performance of those individuals engaged to provide computer support to members of the Faculty and users of the Department Computer Lab. The Committee consists of a Chair and two or three additional Faculty members, selected by the Head. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of either a Committee member or the Head.

**LATIN CURRICULUM COMMITTEE:** The Latin Curriculum Committee makes recommendations to the Faculty regarding undergraduate and graduate-level Latin courses, including correspondence courses, and requirements for the undergraduate major and minor programs in Latin. In coordination with the Coordinator of Elementary Latin and Supervisor of Graduate Teaching Assistants, the Committee monitors the curriculum of all lower and intermediate-level Latin courses (LATN 1001, 1002, 2001, 2002, and 3010), and assigns and annually reviews, usually in spring semester, the choice of textbooks to be used for LATN 1001 and 1002. The Committee annually, usually in fall semester, provides the Head with a recommendation for all upper-level LATN courses to be taught the following year and, where appropriate, recommends the faculty members to teach them. The Committee maintains a course-rotation schedule to ensure that certain courses, identified by the department Faculty, appear at specified intervals. The Committee develops tools, both qualitative and quantitative, for assessing learning outcomes for LATN majors, and analyses data collected by the Undergraduate Coordinator to assist in developing strategies to measure and track student progress in the major. The Committee consists of a Chair, selected by the Head, and all Faculty members who regularly teach Latin courses at any level. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of a Committee member, the Coordinator of Elementary Latin, or the Head.

**LIBRARY COMMITTEE:** The Library Committee makes recommendations to the Faculty regarding the Department Libraries, housed in the Alexander Room (Room 222, Park Hall) and in the Teacher Resource Center (Room 225, Park Hall). It reviews, at least annually, the holdings and the organization of the Department libraries, and makes recommendations to the Head regarding acquisitions and weeding of holdings. The Committee oversees the operation and upkeep of the rooms that house the Departmental libraries. The Committee also monitors holdings in the UGA Libraries and, where necessary, makes recommendations to the Classics Bibliographer for purchase of new books and other media appropriate to the field of Classics. The Committee consists of a Chair and two or three additional Faculty members, selected by the Head. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of either a Committee member or the Head.

**MINORITY CONCERNS COMMITTEE:** The Minority Concerns Committee makes recommendations to the Faculty concerning ways in which the Department can be more attractive to minority students. The Committee consists of a Chair and two or three additional faculty members, selected by the Head. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of either a Committee member or the Head.

**ROME PROGRAM ADVISORY COMMITTEE:** The Rome Program Advisory Committee advises the Head on all matters relating to the department's studies abroad program. The Chair, who also serves as Director of the UGA Classics Studies Abroad Program in Rome, will keep Committee members apprised of the planning for and execution of the program. Committee members, in return, advise the Director in the general administration of the program, such as recruiting, advertising, and budgeting, and on related matters that may arise from time to time. The Director, each fall semester, will submit to the committee members a summary report of the previous summer's program, for discussion, evaluation, and, as appropriate, dissemination to the departmental Faculty. The Committee consists of the Director of the Rome Program, who also acts as Chair, the Assistant Director of the Program (if a Faculty member in the department), and two additional Faculty members. The Chair, as Director, prepares an annual report and submits it to the Department Head when requested, usually in the spring semester. The Committee meets at the call of the Chair or at the request of a Committee member or the Head.

**SCHOLARSHIP COMMITTEE:** The Scholarship Committee makes recommendations to the Faculty concerning the awarding of the Warlick-Mannion Scholarship, the Richard A. LaFleur Teachers' Scholarship, the David L. Thompson Scholarship for Study Abroad, and concerning nominations for the American Philological Association Lionel Pearson Award and the Classical Association of the Middle West and South Manson-Stewart Award. The Committee annually reviews the application procedures and forms for these scholarships, and, if necessary, recommends changes to the Faculty. It also updates, as needed, information about these scholarships on the department web site. When there are sufficient funds available, the Committee annually, usually in spring semester, solicits applications for the scholarships, reviews the dossiers, and recommends recipients and dollar amounts for each scholarship to the Classics Faculty and Head. The Committee consists of a Chair selected by the Head, the Undergraduate Coordinator, the Graduate Coordinator, and one additional faculty member. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of either a Committee member or the Head.

**SPACE COMMITTEE:** The Space Committee makes recommendations to the Faculty concerning the use of space allotted to the Department of Classics within Park Hall. The Committee oversees departmental equipment and furniture, particularly those placed in the department's public spaces (as opposed to faculty offices), and makes recommendations to the Head regarding their placement, acquisition, and replacement. Where instructional equipment is concerned, the Committee coordinates with the Instructional Resources Committee. The Committee consists of a Chair and two or three additional faculty members, selected by the Head. The Committee

Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of either a Committee member or the Head.

**SPECIAL EVENTS COMMITTEE:** The Special Events Committee, in consultation with the Faculty, arranges for and schedules a series of outside speakers during each academic year. The Committee arranges for the venue and advertisement for each talk, and for the speakers their travel, accommodations, honoraria, and, when appropriate, a reception. The Committee coordinates with the Classics Departments of Emory University and Agnes Scott the choice, funding, and scheduling of the annual University Center Classics Group speaker. The Committee consists of a Chair and two or three additional faculty members, selected by the Head. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of either a Committee member or the Head.

**UNDERGRADUATE CURRICULUM COMMITTEE:** The Undergraduate Curriculum Committee makes recommendations to the Faculty regarding undergraduate courses in Classical Culture/Archaeology, Greek, and Latin, and requirements for the undergraduate major and minor programs in those areas. The Committee develops tools, both qualitative and quantitative, for assessing learning outcomes for all majors, and analyses data collected by the Undergraduate Coordinator to assist in developing strategies to measure and track student progress in the majors. The Committee consists of the Undergraduate Coordinator, who also acts as Chair, and the Chairs of the Classical Culture/Archaeology, Greek, and Latin Curriculum Committees. The Undergraduate Coordinator, as Chair, prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of a Committee member or the Head.

**WEBSITE COMMITTEE:** The Website Committee establishes policy and procedures for posting material on all Classics webpages maintained on Helios, the departmental server. It is responsible for the content and site architecture of the departmental website and works with individual faculty or departmental committees to develop the site architecture for course webpages. Content for all course webpages is provided by Classics faculty who also ensure that all links included in those sites are active and appropriate. The staff Computer Support Technician, in consultation with the Committee and individual faculty, codes and uploads all material and oversees the general maintenance of all of the webpages on Helios. At the beginning of the fall semester, the Committee, through the Graduate Secretary, asks all members of the faculty to examine those parts of the departmental website that pertain to them and to send in corrections, updates, additions so that the Graduate Secretary may update the site as needed. Throughout the year faculty and staff may make suggestions to the Committee for discussion and approval. The Committee consists of a Chair, the faculty Computer and Technology Advisor, the Undergraduate Coordinator, and the Graduate Coordinator. The Committee Chair prepares an annual report and submits it to the Department Head when requested, usually in spring semester. The Committee meets at the call of the Committee Chair or at the request of either a committee member or the Head.

