K. APPENDICES

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UCLA CLASSICS DEPARTMENT BYLAWS
(Date of Approval: 12 January 2009)

I. Bylaws

1. Bylaws: These Bylaws contain the core principles by which the Department has chosen to govern itself.

2. Amendment: Amendments to these Bylaws may be proposed by any voting member of the Department. This recommendation will be circulated prior to being presented for discussion and vote by the entire Department at a meeting, notice of which must be given at least one week in advance. Amendment of departmental Bylaws requires a two-thirds vote of the faculty.

3. Access: These Bylaws will be posted on the departmental website and accessible without restriction. At the beginning of each academic year, the Chair will be responsible for distributing a copy of the Bylaws to each voting member of the Department and designated student representatives. In addition, a copy of the Bylaws will be kept in the Chair’s office.

II. Membership

1. Membership: Members of the Academic Senate holding the titles Professor, Associate Professor, and Assistant Professor have the right to attend department meetings and participate in department decisions, in accordance with university regulations. It is department practice that all department Senate faculty are entitled to vote on all departmental matters.

2. Department meetings: Department meetings take place at the call of the Chair with a minimum of one week’s notice, except when the Chair finds that an emergency or urgent matter makes this impossible. The Chair or a substitute designated by the Chair presides at the meeting.

   a. Per Academic Senate regulations (UCLA Call, Appendix 4, Bylaw 55, ll-6, http://www.apo.ucla.edu/cal1/append4.htm), “upon the request of 2 Senate members, the Chair must schedule and hold a meeting within ten days.” Two
Senate members may also request that an item be placed upon the agenda of a previously scheduled meeting.

b. The Chair will call at least one meeting each quarter.

3. **Minutes:** Written minutes of the department meetings, excluding details of discussions of personnel actions, will be taken by a staff or faculty member and distributed in timely fashion to the whole voting faculty, as well as to designated student representatives. These minutes are subject to approval by majority vote at a subsequent faculty meeting. Minutes are to include a list of individuals present at the meeting.
   
a. A copy of minutes from all departmental meetings will be preserved in the Chair’s office, where any voting member of the department may consult them on demand.

4. **Student Representatives:** Two graduate students will be elected annually to serve as student representatives to the Classics Department. They will participate in all departmental meetings, but may not be present during faculty discussions of personnel actions and student reviews, and they will be asked to provide input on issues that directly affect the department’s curriculum and teaching programs at both the graduate and undergraduate levels. Graduate student representation in departmental meetings and on all committees must be in conformity with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.
   
a. Student representatives are eligible to vote at departmental and committee meetings. However, their votes are advisory and will be recorded separately per UCLA Academic Senate Bylaws 45E6 & 7 ([http://www.senate.ucla.edu/FormsDocs/Bylaws/ch4-3.htm#b45](http://www.senate.ucla.edu/FormsDocs/Bylaws/ch4-3.htm#b45)). Student representatives can also place items on the agenda for departmental consideration, and, if necessary, a departmental vote.

b. Student representatives will be elected by the Classics Graduate students.

5. **Voting Rights:** Department members who belong to the Academic Senate and meet the requirements may vote in Department meetings as outlined in the UCLA Call, Appendix 4, Senate Bylaw 55.1 ([http://www.apo.ucla.edu/call/append4.htm](http://www.apo.ucla.edu/call/append4.htm)).
   
a. Emeritae/i: Voting privileges on non-personnel matters may be extended to Emeritae/i upon a majority vote by secret ballot of the total non-Emeritae/i faculty. Any such extension of privilege to Emeritae/i must remain in effect for at least one calendar year; thereafter, any core faculty member may request reconsideration. The department has decided that, pursuant to Senate Bylaw 55, Emeritae/i faculty as a class shall not be allowed to participate in or vote on personnel actions.
b. **Mode of Voting:** Voting on departmental business is usually by a show of hands, unless a motion is made for a secret ballot. Voting on all personnel matters is by secret ballot only. All departmental votes are majority votes unless otherwise specified.

c. **In the case of personnel actions** the department has extended voting privileges to all departmental senate faculty. Any faculty member entitled to a vote on the cases in question under the provisions of Paragraphs 1 to 6 of Article B of Senate Bylaw 55 may request reconsideration of this policy. Following a request for reconsideration, and prior to any subsequent vote on the cases in question, the Chair or other appropriate departmental officer shall put the question of renewal of privileges to a vote. An extension of voting privileges will be renewed only upon at least two-thirds majority vote by secret ballot of those faculty entitled to vote on the cases in question under the provisions of Paragraphs 1 to 6 of Article B of Senate Bylaw 55.

6. **Quorum:** One-half of the Academic Senate members in residence at the time of the meeting constitute a quorum to conduct department business during that quarter.

7. **Referendum:** Any action (except in matters relating to personnel and appointments) taken at a department meeting is subject to a referendum of all members of the department in residence under the following conditions: (1) if a request for such a referendum is made by not less than 25% of the membership of the department; and (2) if such a request is submitted to the Chair not more than five days after the meeting at which the decision in question was taken (excluding Saturdays, Sundays and academic holidays).

### III. Officers

1. **Chair:** The Chair is appointed by the Chancellor upon the recommendation of the Dean of Humanities in consultation with the department. The Chair serves at the Dean’s discretion normally for a term of three years with the possibility of renewal. The following constitute the main responsibilities of the Chair: (For a more extended enumeration of the Chair's duties, see APM 245, Appendix A: http://www.ucop.edu.acadadv/apm-245.pdf)

   a. Academic personnel review: maintenance of records and reports concerning recruitment, tenure, and promotion.

   b. Supervision and evaluation of staff.

   c. Planning and review of undergraduate and graduate teaching, scheduling and monitoring classes.

   d. Scheduling and recommending sabbatical and other leaves to the Chancellor.
e. Maintaining and assigning departmental work facilities.

f. Appointing an Acting Chair to assume her/his place on a temporary basis during absence due to illness or travel.

g. Appoint departmental Committees and Committee Chairs.

h. In consultation with the Curriculum and Scheduling Committee, supervising the assignment of Teaching Assistants

i. Supervising, or appointing a faculty member to supervise, the Teaching Assistant Training process.

2. **Undergraduate Advisor:** The Undergraduate Advisor will be appointed by the Chair by the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department’s undergraduates and assists the Chair in overseeing the departmental teaching schedule. This oversight includes:

   a. Being available to undergraduate students seeking advice.

   b. Overseeing all undergraduate course actions.

   c. Serving as Faculty Coordinator for senior theses.

   d. Serving as Chair of the Undergraduate Affairs Committee.

3. **Graduate Advisor:** The Graduate Advisor will be appointed by the Chair by the end of the Spring quarter prior to the academic year of service. He/she is the primary instructor of the proseminar (Graduate Colloquium in Classical Literature: Classics 287) and supervises all matters related to the Department’s graduate students. This oversight includes:

   a. Being available to graduate students seeking advice.

   b. Coordinating graduate admissions.

   c. Serving as chair of the Department’s Graduate Affairs Committee.

   d. Evaluating the progress of all graduate students in departmental reviews.

   e. Mediating between graduate students and faculty in conformance with UCLA’s obligations under the Higher Education Employer-Employee Relations Act.

   f. Approving forms related to student performance and progress (petitions, passing language examinations, advancements to candidacy, etc.).
g. Supervising departmental and field requirements.

h. Supervise and administer foreign language requirements and examinations.

4. **Post-Baccalaureate Program Advisor:** The Advisor of the Post-Baccalaureate Program will be appointed by the Chair by the end of the Spring quarter prior to the academic year of service. He/she is the primary instructor for the Post-Baccalaureate Seminar and supervises all matters related to the Department’s post-baccalaureate students. This oversight includes:

   a. Being available to post-baccalaureate students seeking advice.
   
   b. Coordinating post-baccalaureate admissions.
   
   c. Being available to post-baccalaureate students seeking advice.
   
   d. Coordinating post-baccalaureate admissions.
   
   e. Serving as chair of the Department’s Post-baccalaureate Committee.
   
   f. Evaluating the progress of all post-baccalaureate students.

5. **Teaching Assistant Coordinator:** A Teaching Assistant Coordinator may be appointed by the Chair at the end of the Spring quarter prior to the academic year of service. He/she supervises all matters related to the Department’s Teaching Assistants. This oversight includes:

   a. Supervising the assignment of TAs to lower and upper division courses.
   
   b. Supervising the TA training process, including the TA Orientation.

The Teaching Assistant Coordinator may also be asked to teach Classics 495.

6. **Reading Room Supervisor:** The Chair may appoint a supervisor to oversee the Reading Room and recommend purchases of books and other materials.

### IV. Departmental Committees

**Committee Work:** Much essential work in the Department is conducted through committees composed of faculty, and sometimes student, members. The active participation of faculty [and students] on committees is indispensable to the functioning of the Department.

   a. **Mode of Selection of Faculty Representatives:** All faculty committee members are appointed by the Chair.
b. Student Participation: Student members elected or designated by their peers may serve as members of certain standing committees. They may vote, but their votes will be recorded separately per UCLA Academic Senate Bylaws 45E6 & 7 (http://ww.senate.ucla.edu/FormsDocs/Bylaws/ch4-3.htm#b45). Graduate student representation on committees must be in conformity with UCLA’s obligations under the Higher Education Employer-Employee Relations Act, as well as with the collective bargaining agreement between the University and SAGE/UAW.

1. The Undergraduate Affairs Committee (UAC) will oversee, in consultation with the faculty, the Department’s undergraduate programs. The Director of Undergraduate Studies serves as Chair of this Committee. The UAC’s mandate includes determining new teaching needs, removing courses that no longer meet departmental needs, overseeing the undergraduate Classics majors and minors, and supervising the undergraduate Honors program. The UAC also is responsible for conducting the periodic self-review of the undergraduate program. The Committee considers any questions or problems regarding the undergraduate program referred to it by the Chair of the Department and makes recommendations on significant policy matters to the Department for discussion and approval. In years when a departmental self-review is required, the sections related to undergraduate affairs are prepared by the Committee.

2. The Graduate Affairs Committee (GAC) oversees, in consultation with the faculty and graduate students, the Department’s graduate program. The Director of Graduate Studies serves as Chair of this Committee. The GAC’s mandate includes review of the graduate curriculum, approval of graduate student petitions, and advising on professional matters. In years when a departmental self-review is required, the sections related to graduate affairs are prepared by the Committee. The Committee considers any questions or problems regarding the graduate program referred to it by the Chair of the Department and makes recommendations on significant policy matters to the Department for discussion and approval. The Graduate Affairs Committee reviews all applications for admissions, including transfers from other departments, taking into account recommendations by the relevant faculty, and presents its nominees to the faculty for approval. The GAC evaluates and approves all fellowships and teaching assistantships for entering and continuing students.

3. The Post-Baccalaureate Committee (PBC) oversees, in consultation with the faculty, the Department’s Post-baccalaureate Program. The Post-baccalaureate Advisor serves as Chair of this Committee. The PBC’s mandate includes review of the Post-baccalaureate curriculum, approval of graduate student petitions, and advising on professional matters. In years when a departmental self-review is required, the sections related to Post-baccalaureate affairs are prepared by the Committee. The Committee considers any questions or problems regarding the Post-baccalaureate program referred to it by the Chair of the Department and makes recommendations on significant policy matters to the Department for discussion and approval. The Post-baccalaureate Affairs Committee reviews all applications for admissions, including transfers from other departments,
taking into account recommendations by the relevant faculty, and presents its nominees
to the faculty for approval.

4. **Curriculum and Scheduling Committee (CSC):** The Curriculum and Scheduling
Committee, which shall be chaired by the Department Chair (ex officio), is composed of
the Director of Undergraduate Studies, the Director of Graduate Studies, and the Post-
baccalaureate Advisor. The CSC’s mandate is to assist the Chair is all aspects of
departmental curricular issues and the scheduling of courses.

5. **Lecture and Colloquium Committee:** The Lecture and Colloquium Committee consists of
a Chair and one or two other members. Its mandate is to plan and oversee lectures and
colloquia in the Department during the academic year, held by visiting scholars and the
Department’s own faculty and students.

V. **Appointments**

1. **Search Committees for Regular Ladder Appointments:** When a regular ladder
appointment has been authorized by the Dean, the Chair, in consultation with the faculty,
shall nominate a search committee, one or more of whose members should normally be
from a field other than that of the prospective appointee. A specialist in the area of
appointment from another Department may be included on the Search Committee. The
Classics graduate students will nominate two of its members to serve on the committee.
The committee will work in concert with the Chair to prepare a file and report for
departmental discussion. It will then make an oral presentation to Department members
at the meeting prior to departmental discussion. Search Committees must adhere to all
affirmative action laws, policies, and guidelines (http://www.apo.ucla.edu/call/
appendS.htm).

   a. **Joint appointments:** In case of joint appointments which originate in another
UCLA department, the name of the candidate chosen by that department must be
submitted, with appropriate documentation, at a meeting of the Classics
Department. The secret ballot will begin after this meeting, and the result
ordinarily counted within one week.

   b. **Voting:** All eligible ladder faculty are permitted to vote on all appointments
subject to provision II.5 above. The secret ballot will begin after this meeting, and
the result ordinarily counted within one week.

2. **Student Participation:** The graduate student representatives will present at the Department
meeting where the candidate is discussed an evaluation in written and oral form,
including the vote of their constituency, of the publications, teaching record, and
recruitment talk. Under present University rules the graduate student representatives do
not have access to confidential material (placement files, letters of recommendation, etc.).

3. **Visiting Appointments:** Visiting appointments should be suggested by the Chair in
consultation with the faculty in the field in which the appointment will be made. A report
will be presented by the Chair at the faculty meeting when the appointment is discussed, prior to the secret ballot. Normally visiting appointments will not exceed a two-year maximum.

4. **Appointment of Temporary Lecturer(s):** Temporary Lecturer appointments are non-ladder appointments made for a defined and limited duration. The Chair will solicit recommendations and then present them for discussion at the Department Meeting before the end of the Spring Quarter. Documentation concerning the appointment should be available at least one week prior to the meeting. Requests should be based on previous enrollment figures and/or significant programmatic need. When quick action is needed, the Chair may make an appointment after consulting with the Curriculum and Scheduling Committee. In such instances, solicitation of candidacies by telephone or letters may substitute for advertisements, but records must be kept about who is contacted.

**VI. Promotions and Appraisal**

All promotions and appraisals should be in accordance with the current University guidelines, as published in the UCLA Call.

**VII. Course Load**

The normal teaching load in the Department of Classics is five courses. This load is reduced in connection with various responsibilities in departmental teaching and service:

a. The Chair of the Department normally receives a two-course reduction.

b. The Undergraduate Advisor will normally receive a one-course reduction. The Post-Baccalaureate Advisor will receive one course reduction in College teaching, but will teach the Post-Baccalaureate Seminar. The Graduate Advisor will teach Classics 287.

c. The following courses are normally counted as two (2) courses for the purpose of calculating teaching load: Classics 10, 20, 30, 42, 51A, 51B (and any future lower division undergraduate courses that carry Teaching Assistants).

The department Chair, in consultation with the Curriculum and Scheduling Committee, is responsible for the assignment of courses to departmental faculty. The Chair may, at his/her discretion, allow a department member group her/his courses into two quarters, provided it will not disrupt the teaching program of the department and subject to the following provisions:

a. A non-teaching quarter is not and shall not be regarded as leave. During a non-teaching quarter, a departmental faculty member remains responsible for departmental committee work and for attending departmental meetings.
b. No faculty member shall normally be absent from the department for a period exceeding two weeks without the express consent of the Chair.

c. No departmental faculty member shall accept gainful employment during a non-teaching quarter except as specified in the guidelines at APM-660-667.

VIII. Sabbaticals (cf. Call, Appendix 24; APM 740)

Sabbatical leaves are not granted as a matter of individual right (APM 740.94). A sabbatical leave shall be granted only at a time when it will not disrupt the teaching program or other vital operation of the University. (Call, Appendix 24 V.2)

Application for sabbatical leave shall be submitted to the Department Chair for recommendation of approval to the Dean. Guidelines for the submission of such requests may be found in the Call, Appendix 24, X.1-5.

Sabbatical leave shall not be used as a means of augmenting personal income. Except as provided in APM-740-18, a recipient shall not accept gainful employment during a sabbatical leave. This restriction applies even to some employment permissible when not on sabbatical leave, such as employment by University Extension (see APM-662, 663), and applies also to outside employment including full-time or part-time employment by, or consulting for, another university, domestic or foreign (Call, Appendix 24 VIII).
Appendix 2. New Faculty Policy on Teaching and Service (approved April 29, 2013)

Policy on Faculty Teaching and Service

At its faculty meeting on Monday, April 29, 2013, the Department of Classics voted unanimously with one abstention (10-0-1) to establish a new policy on faculty teaching and service. The vote came after two faculty meetings of discussion (April 22 and 29) and a set of ten proposals proposed and broadly recommended by an ad-hoc committee (members Robert Gurval, John K. Papadopoulos, Alex Purves, and Mario Teló). The committee had been set up by the Chair to address issues of faculty equity and transparency in the assignment and distribution of departmental teaching at both the undergraduate and graduate level.

The current policy of the Department is a five-course annual teaching load. However, few faculty actually teach a five-course load (no ladder faculty were teaching five courses in 2012-13), because of the long-established policy of giving two-course credit to teaching lower-division General Education (GE) courses and a recent expansion of course releases for various service and supervision responsibilities. The practice of giving two-course credit to teaching GE has been enormously successful in recruiting ladder faculty participation in these university service courses. In 2012-13, departmental ladder faculty taught five of the seven lower-division courses in Classical Civilization to a combined total of more than 1,900 undergraduates in these courses. However, in recent years it had become increasingly difficult to recruit faculty to teach upper-division lecture courses that impose greater demands of faculty workload, especially in the grading of student papers and exams, which is often not easily supported by university readers. In addition, a growing number of faculty perceived an inequity and lack of fairness in the assignment of these courses and the distribution of teaching smaller language courses and graduate seminars. Accordingly, an ad hoc committee was established by the Chair to address these concerns, review departmental practice and recommend policy.

In sum, the changes proposed and approved have three broad goals: (1) to create greater equity and transparency in the allocation of faculty courses and classroom teaching; (2) to recognize the substantial work done by faculty in departmental service, instruction of elementary Greek and Latin language, and the supervision of GSIs in Classical Civilization and language courses; and (3) to establish a well-defined policy of faculty workload and course releases that fosters greater participation of all faculty in undergraduate teaching and departmental service. The new policy retains the practice of a five-course annual teaching load. The reforms, it should be emphasized, are not an effort to reduce faculty teaching or to shift to a four-course load. On the contrary, there is the recognition that faculty workload has, in fact, increased with the greater number of students in our courses and the smaller numbers of ladder faculty (in particular, this academic year the Department will lose three ladder faculty by retirement or the acceptance of another position to be replaced by only one incoming junior member). The new policy seeks to expand the practice of course assignments in order to assign tenured ladder faculty a regular “fifth” course of what we may call Service Leadership. The Department wishes to recognize the important faculty contributions to the administration of our academic programs (undergraduate, graduate and post-baccalaureate) and require that all faculty (and not just a recurring group who rotate among these roles) participate in these services in some way each year. Examples of Service Leadership might include the duties of Chair, Graduate Advisor, Graduate Admissions & Recruitment, Undergraduate Advising (shared by two faculty), Post-Baccalaureate Advising,
TA/Temporary Lecturer Co-ordinator, and Academic Personnel. Supervision of elementary Greek and Latin instruction may count as one of these Service Leadership “fifth” courses or if the faculty member already has an assigned Service Leadership role (i.e. Undergraduate Advisor), it may be recognized as a course.

The ad-hoc committee also considered the possibility of a point system to recognize the substantial contributions of faculty beyond classroom teaching (see Appendix for a tentative list of these teaching-related responsibilities). As part of this reform, the Department voted to ask all faculty to record their responsibilities annually and have them kept as part of their regular Academic Personnel reviews (and maintained by our AP staff person). How points may be applied to these responsibilities is a matter still to be decided and approved, but it has been recommended that this record-keeping will serve two purposes. First, it will offer a more accurate and comprehensive review of faculty workload in respect to teaching all kinds of independent studies (to one or small groups of students) and supervising departmental requirements such as undergraduate Honors theses, MA papers, Ph.D. language and qualifying exams, orals, and dissertations. This will also include supervising students who have received graduate research mentorships, or are conducting archaeological fieldwork, and other research-related projects. Second, it is recommended that faculty who have been recognized for extraordinary service in these areas may be considered to apply these efforts for a “fifth” course of service. The Department is receptive to this idea but it remains to be worked out on what criteria this kind of service may be applied, and how often. Certainly, programmatic needs must first be addressed.

The new policy addresses four areas:

**Undergraduate teaching: Classical Civilization**
The Department has chosen to eliminate the double credit for teaching lower-division GE courses. Instead, all faculty will be assigned to teach at least one Classical Civilization lecture course each year. This course may be a lower-division GE course (enrollments range from 250-350), an upper-division lecture course (enrollments range from 35-80), or the departmental capstone seminar (taught only twice a year and limited to 12-15 students). Faculty will be asked to alternate two different courses in a three-year cycle and are encouraged to participate in both lower-division and upper-division lecture courses, though this is not required. All faculty, including the Chair, are not expected to be exempt from this teaching unless programmatic needs dictate, and the exception is approved by an Executive Committee. All ladder faculty will be asked to teach a capstone seminar (Classics 191) in a regular succession. After next year, only two ladder faculty will not have taught the seminar required of all our majors in their final year, and a new cycle of rotation will begin.

**Undergraduate teaching: Greek and Latin Language**
The Department recognizes the distinctions of teaching advanced reading courses and service courses (elementary, intermediate and prose composition). The latter are more labor-intensive in course assignments and grading require a more fixed teaching schedule and often involve larger number of students. The assignment of these courses will mandate a more equitable distribution of these courses (each reading course will be matched by a service course) during a three-year period. For example, a faculty who teaches one of the upper-division reading courses will be
expected to teach in the same or following year(s) a service course of elementary, intermediate or prose composition.

**Graduate teaching: survey and seminar courses**

The Department also seeks to apply a similar policy of equity to the teaching of graduate courses. Faculty who regularly participate in language or literature courses will be asked to alternate their teaching of graduate “service” courses (literature survey courses and prose composition) with seminars during a two or even three-year period. There is the expectation that each faculty member will be asked to teach a graduate seminar at least in alternate years.

**Assistant Professors**

Under current practice, Assistant Professors have mostly but not always taught only four courses each year because of double credit for GE courses, course buyouts, and Dean’s or departmental course releases. These various releases will be normalized and distributed more equitably so that Assistant Professors will regularly teach four courses with a *de facto* course release each year exempting them from Service leadership positions until they are tenured.