I. The Classical Studies Department—Description and Goals

The Classical Studies Department promotes the exploration and interpretation of the art, archaeology, history, literary traditions and languages of the ancient Greco-Roman world. The department is concerned with preparing its students—at a level appropriate to their abilities—to engage in the same sorts of activities that professional Classicists do, specifically in furthering the understanding of ancient artifacts, texts, and traditions through discussion, presentation, research, and writing.

The Classical Studies Department as a whole has the responsibility for judging and maintaining standards for its curriculum based on best practices as expressed by the Society for Classical Studies, the Archaeological Institute of America, and the American Classical League. Classical Studies also follows the dictums of the university’s Strategic Plan and Common Curriculum requirements in shaping its curriculum.

The Classical Studies Department has the primary responsibility for judging the composition and work of its faculty. These areas include hiring, retention, promotions, discipline and dismissal; also included are the evaluation of teaching, research, and service.

The Classical Studies Department complies with the directives of the Faculty Handbook and of the By-Laws of Loyola University New Orleans.

II. Composition of the Department and Departmental Administration

A. Definitions of Faculty Appointments

- Ordinary Faculty: Tenured or tenure-track
- Extraordinary Faculty: Full-time faculty on a limited contract and not tenure-track. These faculty are given the title Visiting (Assistant/Associate/Full) Professor
- Adjunct Faculty: Part-time faculty who are not tenure-track

B. Chairperson

The Chairperson, in cooperation with the members of the Classical Studies Department, will serve as the leader and director of all affairs pertaining to the effective work of the department. The Chairperson’s duties include but are not limited to:
• Overseeing the instruction offered by the department and reviewing course offerings
• Controlling the departmental budget
• Scheduling courses and determining teaching assignments
• Integrating departmental offerings and innovations at the university level
• Overseeing faculty hiring, evaluation, promotion, discipline, and dismissal
• Protecting the rights and welfare of faculty members
• Protecting the rights and welfare of students
• Drafting the department’s annual reports and long-range plans

The term served by a Chairperson is three years with the possibility of renewal. As per the Faculty Handbook, the Chairperson must be a tenured member of the department. In the case that there be two tenured members of the department, the chair’s position will be determined through mutual consensus with the results of the decision being reported to the Dean, as per the Faculty Handbook. In the case that there be more than two tenured members of the department, the chair’s position may be determined either by mutual consensus or by an election, if any of the tenured faculty should request a vote. In the case of a vote, a majority is required, with the dean of the college breaking a tie vote. The Chairperson receives performance reviews as per the dictums of the Faculty Handbook.

C. Departmental Meetings

The Chairperson will call regular departmental meetings and should do so at least once a semester. Any faculty member may request additional departmental meetings. All faculty members are eligible to attend departmental meetings and may request the that the Chairperson include items on the agenda. Faculty on leave or on sabbatical are welcome, but not required, to attend departmental meetings during their time off. The Chairperson will prepare the agenda and send out announcements as to the time and agenda of the meeting.

Procedural Concerns for Departmental Meetings:

Quorum will be a majority of ordinary and extraordinary faculty.

Voting--Ordinary faculty and Extraordinary faculty have one vote each, Part-time faculty are non-voting members.

Minutes will be kept by a designated secretary. Copies of minutes will be made available to all members and a copy will be sent to the Dean’s office

Proxy Voting--Proxies are allowed only in such cases as a faculty member is kept from attending the meeting due to teaching, professional activities, or health concerns. Proxies need to be submitted in writing to the Chairperson one day prior to the meeting.

Robert’s Rules of Order will be referred to in cases when voting procedures are necessary.

D. Administrative Assistant

The Administrative Assistant assists all faculty of the department, but the Chairperson may determine priorities for their work.
Until such a time as the Classical Studies Department has a full-time Administrative Assistant, the regular schedule for their work with Classical Studies will be determined by consultation between the Assistant and the respective Chairpersons.

Should the performance of the Administrative Assistant prove unsatisfactory to the majority of the voting members of the department, the Chairperson will work with the dean to find a replacement.

**E. Student Representatives**

Classical Studies appoints one student representative to College Assembly and one to the Dean’s Student Advisory Council. Nothing prohibits the same student from holding both positions. The students for these positions will be selected by the Chairperson based on recommendations from the faculty; ideally the students should be majors within the department.

**F. Summer Teaching Appointment**

The number and nature of courses offered during summer session is determined by the Chairperson.

Should more faculty wish to teach in summer than there are courses available, a rotation is established based on seniority by date of first appointment. The next summer, if the rotation must be applied again, the assignment of courses begins where it previously stopped on the seniority list.

**G. Protocols for Eta Sigma Phi**

All faculty are encouraged to coordinate with the Chairperson in ensuring that the department’s chapter of Eta Sigma Phi, should it be active, maintains its good standing as per the requirements of the national organization.

**H. Determining Departmental Awards**

The Classical Studies Department has four annual awards:
- Rev. Emmett M. Bienvenu, S.J. Award for Achievement in Greek
- Rev. Paul Callens, S.J. Award for Achievement in Latin
- The Robert J. Rowland, Jr. Award for Outstanding Departmental Honors Thesis
- The Thomas B. Lemann Award for Outstanding Classical Civilizations Major

The recipients of the annual awards are decided by the Chairperson in consultation with the faculty members. The Classical Studies Department faculty may elect NOT to bestow the awards if there are no students that the department feels exemplify the academic accomplishments associated with those awards.
III. Hiring, Evaluation, Promotion, Course Release Time, Discipline, and Dismissal of Faculty

A. Hiring Faculty

- Tenure-track hiring will be based on a national search. The ordinary faculty of Classical Studies in consultation with the Dean will appoint appropriate faculty members from other departments to form a full hiring committee. This committee will review the applicants, determine the candidates for interviews, conduct the on-campus interviews, and evaluate the interviews. The final decision to hire rests with the Chairperson in consultation with the Dean and ordinary faculty of the department. The candidate must have their Ph.D. in hand by the date of the start of their contract.
- Extraordinary faculty will be hired by consensus of the Chairperson and the ordinary faculty. The candidate must have their Ph.D. in hand by the date of the start of their contract.
- Part-time faculty will be hired by the Chairperson.

B. Evaluating Tenure-Track Faculty

The criteria delineated below forms the basis for all evaluations of faculty as per the schedule for promotion delineated in the Faculty Handbook.

The Committee:

Because Classical Studies is a small department, for the purposes of promotion to tenure, members from outside the department will be chosen—in consultation with the faculty candidate, Chairperson and Dean—to make up a committee of five. A simple majority vote, inclusive of a tie vote, is a mandate to the Chairperson to recommend promotion or advancement to tenure. A copy of this letter, along with supporting materials, will be send to the dean. The Chair is to inform the candidate within one week of the meeting as to the decision.

Teaching:

Teaching is the most important task for a Loyola faculty member. The fact that Classical Studies is a small department which offers courses in two ancient languages as well as courses in translation across a wide variety of subjects, makes successful teaching all the more important for our candidates.
Teaching is evaluated based on the guidelines in the Faculty Handbook. In particular, Classical Studies asks its candidates to demonstrate facility with a variety of courses in both ancient languages and across a variety of topics in translation. In addition to the willingness and ability to teach a diverse slate of courses, peer evaluations of teaching are of primary importance. Awards for teaching and the nature of the candidate’s semester-by-semester student evaluations are also considered as evidence of quality of teaching. An assessment by peers and colleagues vouching that a faculty member is an above-average teacher with a strong slate of courses in his/her arsenal is necessary for promotion to tenure.

At least once a year, the candidate will receive an evaluation of their teaching based on in-class visits by the members of the committee. This in-person review of the committee’s evaluation will allow both the candidate and the Chairperson to discuss the review.

Research:

While teaching is the most important consideration for promotion, it is also necessary for a faculty member to develop a record of scholarship to gain tenure. Because Classics is an interdisciplinary field that provides a wide variety of opportunities for scholarly engagement, it is impossible to specify a single course of scholarly activity or a set amount of activity as “necessary” for promotion. In the main, the department looks for a record of peer-reviewed publications or activities that require the vetting of peers (e.g. being selected to supervise an archaeological site, being selected to curate an exhibit, being selected to mount a theatrical production for a national organization). Successful candidates should also document future research plans by way of indicating the continuation of their scholarship after tenure is granted.

It is incumbent upon the candidate to keep the Chairperson, and the members of the committee when applicable, abreast of developments in their publication and research schedule.

As was stated above, the interdisciplinary nature of Classics and the diverse traditions of the field make proscribing a set “path to promotion” impossible. In keeping with the professional standards for scholarly activity delineated by the Society for Classical Studies and the Archaeological Institute of America (the discipline’s governing national bodies), the Classical Studies Department considers the following scholarly activities to be meritorious for candidates seeking promotion to tenure:

- Publication of a Book, E-Book, or Book-length item in a digital format (e.g. digitally interactive monographs or site reports, etc.)

- Journal Articles: Unlike some fields, innovations in how to approach topics in Classics are usually presented first in peer-reviewed journal articles. Journal articles often prove to be more carefully vetted and more important to the field than a book.
• Peer-reviewed Book Reviews: In the field of Classical Studies, certain outlets for book reviews (specifically the Bryn Mawr Classical Review) require that the review itself be vetted by editors. This is not only a control measure on the evaluation process; in certain journals and outlets, these reviews will often give rise, in print, to conversations and responses between scholars.

• Peer-Reviewed Publications on Pedagogical Theory

• Peer-Reviewed Pedagogical Materials (e.g. textbooks, teaching aids)

• Management/Supervision of an Archaeological Dig

• Curating an exhibit at a museum or gallery

• Publication of a Field Report on an Archaeological Site

• Translations in Peer-Reviewed Journals or Books

• Commentaries and Editions of Texts as part of a Peer-Reviewed Series or Book

• Performance Practice/Theater Productions (both original practices and adapted)

• Editorship of a Journal

Service
As part of the tenure process, a faculty member must have a record of service to the department, the university, and the field of Classics. The candidate will keep the Chairperson, and the committee when applicable, abreast of such activities.

• Service to the department may include work with various committees, advising, supervising student research, teaching independent studies, etc.

• Service to the university may include serving on various committees, workgroups, ad hoc task forces, serving as a university senator, assisting in recruiting new students, creating study abroad programs, etc.

• Service to the field may include serving on national committees, holding office in national organizations within the field, serving as a peer-reviewer for a press or journal, organizing aspects of national meetings or conferences, participating in the grading/editing of the National Latin Exam or the National Greek Exam, organizing and running local chapters of national organizations, sponsoring outreach activities, etc.

• Service to the community will be considered when the service is related to the mission of Loyola or to the goals of the department.

C. Criteria for Promotion
1. Associate Professor

- Assistant Professors recommended for tenure will automatically be recommended for promotion to associate professors.
- To be promoted to Associate Professor in advance of tenure, the tenured faculty, with an ad hoc committee drawn from other departments (see III.B. Evaluating Tenure-Track Faculty: The Committee) as necessary, will determine whether or not the candidate has met the norms specified by the faculty handbook and the criteria for evaluating tenure-track faculty as outlined in this document (see III.B. Evaluating Tenure-Track Faculty).

2. Professor

- To be promoted to professor, the tenured faculty, with an ad hoc committee drawn from other departments as necessary (see III.B. Evaluating Tenure-Track Faculty: The Committee) who will determine whether or not the candidate has met the norms specified by the faculty handbook.
- The members of the committee will consider the application and supporting material for promotion and, if two-thirds of the committee agree that the candidate merits promotion, a positive recommendation will be made to the CRTC.

D. Non-Tenure Track Faculty

1. Extraordinary Faculty

- Terms of contract: Extraordinary Faculty are hired on one-year contracts which may be renewable.
- Status and Voting: Extraordinary Faculty are encouraged to attend faculty meetings and may vote in departmental matters as per the guidelines outlined above (II.C. Departmental Meetings).
- Responsibilities:
  - Extraordinary Faculty in Classical Studies are expected to teach a 3/3 load. Because Classical Studies is a small department, each semester may entail three different preps.
  - Extraordinary Faculty in Classical Studies are allowed, with permission from the Chairperson and if no other ordinary faculty member is available, to supervise senior theses.
  - Extraordinary Faculty in Classical Studies are encouraged to support and be involved in the activities conducted and sponsored by Classical Studies (e.g., public lectures, student presentations, university-wide promotional activities, etc.).
  - Extraordinary Faculty are not asked to perform formal advising duties and are not expected to serve on committees unless as a substitute/proxy.
- Evaluation and Contract Renewal: Extraordinary Faculty will be evaluated on the basis of their teaching and support for the department. Extraordinary Faculty are evaluated by the Chairperson in consultation with the ordinary faculty.
- Access to Departmental Endowments/Grants/Monies: Extraordinary Faculty members may petition the Chairperson for travel monies to be drawn from the
departmental endowment for purposes of traveling to one conference for a scholarly activity. Such decisions are made by the Chairperson in accordance with the financial rules that affect the use of such funds at the university, as well as other external or internal circumstances.

2. Part-time Faculty
   • Part-time faculty have no advising, departmental, or university responsibilities other than teaching. They are evaluated on the basis of their teaching by the Chairperson with feedback from the ordinary faculty.

3. Course Release Time and Sabbaticals
   • All full-time members of the department are entitled to the course release granted as per the Faculty Handbook (i.e. teaching 3/3 course loads instead of 4/4)
   • All tenured faculty are entitled to sabbaticals as per the conditions and time tables set forth in the Faculty Handbook.
   • Since Classical Studies is a small department, any sabbatical or leave must be discussed and coordinated with the Chairperson well in advance to ensure that the department’s obligations to its students will be met.

E. Discipline and Dismissal
   • Since Classical Studies is a small department, all members must be able to work effectively and harmoniously. With that in mind, Classical Studies expects the following from all its faculty, in addition to the fulfillment of teaching, advising, and service obligations:
     o To observe a “chain of command” in which the Chairperson is the head of Classical Studies. All problems or questions relating to teaching, advising, service, administrative duties, or collegiality should be brought the attention of the Chairperson before being brought to the attention of any other faculty or staff person at Loyola, UNLESS the faculty member has those issues with the Chairperson. In those such cases, the faculty member is encouraged to speak first with the university ombudsperson.
     o Prompt and professional discussions with the Chairperson about all problems or questions relating to teaching, advising, service, administrative duties, or collegiality
     o Reports at departmental meetings of any pertinent committee activity
     o Attendance in departmental meetings (excepting part-time faculty)
     o Adherence to the department and the university’s protocol for addressing cheating and plagiarism
     o Title IX Compliance: The Classical Studies Department supports Loyola’s mission to be Title IX compliant as it applies to educational programs and other aspects of the university’s educational system, specifically in terms of creating an educational experience free of violence, discrimination, and harassment
   • The Chairperson—as per the Faculty Handbook and University By-Laws, and in consultation with the dean, provost, president, general counsel, and/or the university ombudsperson—may choose not to renew, or may begin procedures to
remove, any probationary faculty member whom the Chairperson, in consultation with other faculty when applicable, has determined is not fulfilling their teaching, advising, and/or service obligations, or whom the Chair has determined is impeding the duties and responsibilities of the department, or whom the Chair had determined is violating the university’s commitment to Title IX compliance.

IV. Faculty Salaries

Faculty salaries and performance reviews will be part of the duties of the Chairperson. The Chairperson’s recommendations will be based on the yearly Vita Updates and suggested benchmarks as per the Classical Studies Faculty Evaluation Criteria, which is based on qualitative factors as well as quantitative data. The Evaluation Criteria will be the same as that outlined in III. B above. The Chairperson will meet with each faculty member to discuss the evaluation to be submitted to the dean.

V. Amendment of the Protocol

The protocol may be amended by a two-thirds vote of all full-time faculty. If the department has only two full-time members, they may amend the protocol by unanimous consent.