

# DEPARTMENT OF CLASSICS

## Departmental Rules

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## 1. BASIC OPERATING RULES

i. Role of Chair. See Article 27.01 of the Collective Agreement.

ii. Departmental Meetings

- (a) The departmental committee, chaired by the department chair or her/his designate, shall consist of all full-time members in the department, limited term, probationary or tenured.
- (b) All individuals teaching a course in the department may attend the meeting.
- (c) In reaching departmental recommendations in respect of appointment, non-renewal of appointment, tenure and promotion or sabbatical applications, limited term and all non-full-time faculty, if any, shall be given the opportunity to express their views and then be excused from the meeting.
- (d) Quorum for a meeting shall be 50% plus one of probationary or tenured faculty members eligible to vote (cross-appointed members are included but people on leave are not counted toward establishing quorum).
- (e) Meeting dates and times during Fall and Winter terms shall normally be set before the beginning of classes for each term. Departmental meetings may also be called by the Chair as the need arises to deal with the normal business of the department as well as for extraordinary topics and problems. Individual members of the department may request that a meeting be called to discuss a special topic or problem. The Chair will then decide if the request should be granted immediately or postponed until the next meeting. It is expected that on the average the department will meet once every four weeks between September and May.
- (f) The meetings are to be held at a time during the week that the Chair deems most convenient for the majority of the members of the department. To ensure that all members have the ability to participate, meeting times might need to vary rather than merely meet the schedule of a majority (i.e., if a member cannot ever meet on a particular day because of teaching commitments, then meeting days should vary during that term if meeting every four weeks on average).
- (g) The Chair shall set and distribute the agenda for a normal meeting at least a week in advance. Additional items of substance can be added to the agenda if they were submitted and distributed at least three working days in advance of the meeting. This requirement can be waived if all members concur.
- (h) The Chair shall ask that the Administrative Assistant or one member of the department act as a secretary of the meeting to record the minutes and to have a polished copy typed up and distributed for approval by the next meeting.
- (i) Votes on personnel matters, such as appointments, renewals, sabbaticals, promotion / tenure, and the election of the Chair, shall be conducted by secret ballot. Absentee ballots must be received by the Chair in a sealed envelope with no identifying information on the ballot ahead of the meeting

during which the motion is to be considered. If e-voting is required, adoodle.org or a similar method for anonymous e-voting will be used for votes that are normally to be conducted by secret ballot. Present members who are not entitled to vote on a particular matter shall be given the opportunity to express their views and then be excused from the meeting before the vote (Article 16.03).

(j) There shall be a meeting in late March each year with a standing agendum "Travel Awards". This agendum may, from time to time, be delegated to a special committee in the February meeting, if the Department so wishes (see Item 1.iii).

(k) Except in the cases of motions requiring voting to be done with secret ballots, the Chair may initiate a process of e-mail voting on a motion, and in such cases will adhere to the following process as suggested in the FHB sec.

2.9.1.6.I:

- a. The Chair shall write to members of the committee with the text of the motion and any supporting materials to determine whether or not there is sufficient support for conducting an e-mail vote.
- b. If at least 75 percent of the members of the committee indicate, in writing within 48 hours, that an e-mail vote is acceptable, the chair shall notify members of the committee that e-mail voting shall proceed. The first two members of the committee who respond in the affirmative shall be deemed to be the mover and seconder of the motion
- c. If the criteria outlined above in (b) is not met, an e-mail vote shall not be permitted.
- d. Committee members shall then have 48 hours to vote on the motion.
- e. Once every member of the committee has voted by e-mail, or after 48 hours have passed, the chair shall disclose the vote totals to the entire committee via e-mail and declare the motion carried or defeated.
- f. The results of any voting conducted via e-mail shall be recorded in the minutes at the next meeting of the committee along with the wording of the motion.

### iii. Special Committees

So long as they do not actually make decisions that are otherwise the right of all members to determine, the Chair can create special committees to investigate matters of interest, to develop curriculum or policy, to act as a departmental representative, observer or spokesperson on University committees or extra-university activities, to interview candidates for appointments in the department or to execute the will of the department. These committees can consist of one or more faculty members of the department.

### iv. Departmental Representatives

In consultation with the department, the Chair shall appoint from the full-time members of the department a Graduate Program Director, Undergraduate Program Officer, Awards Officer, a liaison for the Brock University Archaeological Society, Research Seminar Series Coordinator, CAC Lecture Coordinator, CAMWS and CAC Exam Coordinator, Brock Recruitment Event Coordinator, Peer Mentor Coordinator, Cypriote Museum and Archaeology Lab Administrator, Library Representative, Web Coordinator, Social Media Coordinator.

v. Publication of the Rules

The departmental committee shall publish its rules in October of each year, with copies furnished to each member of the departmental committee, to the Dean and to the Faculty Association.

## 2. PROCEDURES FOR APPOINTMENTS

- (a) The Department shall meet, as necessity arises, to discuss its needs vis- a-vis appointments.
- (b) The Department shall formulate its request which will be transmitted to the Dean by the Chair. Permission to initiate a competition for any position must be obtained from the appropriate Dean before any formal action is taken.
- (c) All vacant positions shall be advertised (except in the cases described by (k) below) indicating the nature of the positions and terminal dates for applications. The wording of the advertisement must be approved by the appropriate Dean.
- (d) A candidate must apply in writing to receive consideration from the Department. The Department shall make arrangements to collect, screen and answer all applications for the position. All such applications, *curricula vitarum*, offprints, correspondence and other pertinent documents shall be kept in a file open to all faculty members of the Department. A short list of candidates will be compiled by the Department on the basis of review of the file.
- (e) Discussions of the merits of the candidates shall take place during *in camera* meetings of the Department. Minutes shall be kept of all such meetings. All decisions regarding the position to be filled shall be recorded, circulated to, and approved by, the Department, and forwarded to the Dean. After the hiring procedure is completed, copies of the approved minutes shall be collected and filed in the office of the Dean.
- (f) When the Department has met as many candidates as is practicable on the short list and has considered the choice to be made, it will then meet to arrive at a recommendation regarding the appointment to be forwarded to the Dean.
- (g) The recommendation for the appointment shall be forwarded to the Dean in writing by the Chair of the Department within one week of the Department's reaching a decision and may include advice regarding salary, rank and nature of the appointment. The complete dossier on the Chair has the responsibility to report accurately and fully the views of the Department and must file a

minority report when applicable.

- (h) The Dean may reject the Departmental recommendation for good and sufficient reason conveyed to the Chair in writing.
- (i) In the case of article (h) (above) the Department will meet to reconsider the matter.
- (j) In an emergency, a limited term appointment may be made on the authorization of the Provost or his/her designate.
- (k) A full-time limited term appointment (LTA) or instructional limited term appointment (ILTA) may be converted to a probationary full-time appointment without advertising if all of the following prerequisites apply:
  - a. the initial LTA or ILTA appointment was advertised;
  - b. at the time of the conversion the candidate has the same qualifications and rank normally expected for the probationary appointment;
  - c. the Dean approves and a majority of the Department is in agreement that the probationary appointment not be advertised;
  - d. the proposal to convert the appointment has been approved by the Provost and Vice President, Academic.

### **3. DEPARTMENTAL EQUITY PLAN**

#### **i. The Basic Principle**

The Department aims for employment equity as laid out in 20.01 of the Collective Agreement and will be guided by the Departmental Employment Equity procedures laid down in § 20.02 of the Collective Agreement.

#### **ii. Departmental Equity Plan**

The Department of Classics is committed to hiring people into academic positions on the basis of merit, scholarly attainment and professional distinction as laid down in 19.02 of the Collective Agreement.

The Department of Classics seeks to achieve representation from designated groups as defined in 20.01.a.ii of the Collective Agreement. The Department will be guided by 20.02 of the Collective Agreement. The Department will:

- (a) advertise widely in various media appropriate to the discipline
- (b) encourage all qualified candidates, including those belonging to the designated groups, to apply
- (c) carefully consider the applications from all self-identified persons from designated groups, according to the merit considerations in 19.02 of the Collective Agreement
- (d) in accordance with 20.01 (a) (i) of the Collective Agreement, recommend for appointment a person from a designated group, where that person is

equally qualified as the best candidate.

#### **4. RENEWAL AND NON-RENEWAL PROCEDURES FOR PROBATIONARY APPOINTMENTS**

- i. The Chair shall be responsible for periodically advising a probationary appointee whether or not the appointee's performance is adequate, and where appropriate and feasible, advising remedial measures.
- ii. When a probationary appointee must be considered for reappointment, the recommendation shall originate in the Department. In timing such consideration, the Chair shall be responsible for anticipating the requirements for due notice as provided in 19.12 (a)(v) and (a)(vi) of the Collective Agreement between Brock University and the Brock University Faculty Association and also (e) and (f) below.
  - (a) In the first instance, the Chair or designate shall consult all other members of the Department, after they have had the opportunity to view the member's application for reappointment. The results of the consultations shall be made known at a Department meeting. The result of the vote shall be accurately recorded. If no member sees reappointment as problematic, the department shall recommend reappointment. If a minority of at least two members of the Department sees the reappointment as problematic, they may ask the Department, via a recorded vote, to invoke article 19.12 (ii) of the Collective Agreement between Brock University and the Brock University Faculty Association.
  - (b) If a majority of members of the Department sees the reappointment as problematic, as determined via a recorded vote, evidence respecting the candidate's performance of his/her professional responsibilities, as specified in the Collective Agreement, shall be collected and considered at subsequent meetings of the Department. The candidate shall have the right to be informed of any areas or elements of performance considered to be problematic, and have the right to appear before a meeting of the Department, accompanied, if he/she wishes, by an academic colleague, to present evidence and to answer questions. The decision of the Department on whether to recommend reappointment shall be by secret ballot.
  - (c) The Chair of the Department shall forward the recommendation of the Department, in writing, together with whatever documentation is deemed appropriate, and the results of the Department's vote to the Dean.
  - (d) The Dean shall forward the Department's recommendation to the Provost and Vice President, Academic, together with his/her own recommendation. Should the Dean feel unable to support the recommendation of the Department, he or she shall respond to the Chair of the Department, giving reasons in writing.
  - (e) The Provost and Vice President, Academic shall give notice to a faculty member who is not to be reappointed. Such notice shall be sent by registered mail on or before June 30 to the last known postal address of the faculty

member as shown by the records in the University's personnel office.

- (f) If such notice is not sent at least twelve (12) months before the termination of the appointment, the appointee shall be granted either a terminal appointment of one (1) year from the date of notice, or twelve months salary in lieu of notice, at the discretion of the Provost and Vice President, Academic.

## 5. PROCEDURES FOR PROMOTION

- (a) The Promotions Committee shall consist of all full-time tenured or probationary members of the Department excluding the applicant, and shall be convened by the Departmental Chair.
- (b) A candidate may nominate themselves to apply directly for promotion. A faculty member may withdraw his/her name at any time in the process. The candidate shall be excused from the consultation at every stage, unless called upon to provide information or clarification of information.
- (c) The Chair of the Committee shall make available to all Committee members the dossier of paragraph 6 (d) along with the student evaluations of the candidate (Article 21.06 (a)) by October 1.
- (d) Confidential letters of evaluation from at least three approved external referees are required when promotion to full professor is under consideration and for promotion to associate professor for probationary faculty. In identifying referees, members shall avoid conflicts of interest as defined in Article 18 of the Collective agreement. If the candidate and the Department can agree on a list of five (5) appropriate external referees, they shall provide the Dean with that list by October 1 and the Dean shall choose three from the list. If the Department and the candidate cannot agree, both shall submit lists of three (3) from which the Dean shall select four (4), two (2) from the candidate's list and two (2) from the Department's list. The Dean shall solicit letters from the chosen referees by January 15 and submit such letters directly to the Faculty Committee. Note that submitted list(s) of external referees will include a description of the qualifications of each referee and any previous interactions as outlined in 21.38 (e) (ii).
- (e) The Department, *in camera*, without the candidate, shall consider the application. The Chair shall review with the Department the relevant sections of the *Collective Agreement*. If the Department committee does not require further information from the candidate, or is not considering a negative decision, it will conduct a vote by secret ballot (Article 16.03 (d)) on whether or not to recommend tenure and/or promotion, according to procedures described in 21.16 and 21.22. In the case of candidates applying for tenure and promotion to Associate Professor, tenure and promotion shall be linked as one (1) vote and one (1) recommendation by the Department.
- (f) If the Department requires further information or is considering a negative decision, it shall, before voting by secret ballot, inform the candidate in writing of the specific questions or concerns raised. The candidate shall be afforded the opportunity to provide additional information in writing and/or in person at a

Departmental meeting. The candidate may be accompanied by a Union representative when appearing at such a meeting.

- (g) The Department shall subsequently meet, *in camera*, without the candidate, to discuss further the application, and to vote by secret ballot (see Article 16.03 (d) of the Collective Agreement) on whether or not to recommend tenure and/or promotion, according to procedures described in 21.16 and 21.22. In the case of candidates applying for tenure and promotion to Associate Professor, tenure and promotion shall be linked as one (1) vote and one (1) recommendation by the Department.
- (h) Only full-time tenured and probationary faculty members may vote. Student members and limited term and non-full-time faculty, if any, shall be given the opportunity to express their views and then be excused from the meeting (see Article 16.03 of the Collective Agreement). A member who is unable to attend the meeting(s) at which the vote will take place may be included via teleconference and/or submit written comments which will be read during the meeting, and may submit a sealed ballot to the Chair who shall include the ballot in the counting process at the meeting. When more than one candidate is considered, a separate sealed ballot must be submitted for each case. The decision and vote shall be recorded in the minutes of the meeting and the ballots retained in a sealed envelope in a secure place by the Department until an appeal process, if any, has been completed.
- (i) Following the meeting at which a vote has taken place, a voting member may submit to the Dean, in confidence, written comments about a candidate's application. Such written submission must be signed to ensure the comments come from an appropriate source. The Dean shall include such written submissions, with the name and signature of the individuals who submitted them removed.
- (j) The Chair of the Department shall then write a report including the recorded vote and the minority view if any. The Chair will make the report available to the Departmental committee for ten (10) working days, during which time the voting members may make suggestions for revision. After this period the Chair will forward the recommendation and report to the candidate and the Dean. Finally, the Chair shall forward the dossier to the Dean for consideration at the next stage by the Faculty Committee on Tenure and Promotion by December 15.
- (k) If the decision is against recommending promotion, the candidate may withdraw his/her name from further consideration or may choose to go forward to the Faculty Committee.
- (l) In the case of any procedural variance between these rules and those contained in the Collective Agreement between Brock University and the Brock University Faculty Association, the Collective Agreement shall be deemed to take precedence.

## **6. CRITERIA AND PROCEDURES FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR**

- (a) A member applying for tenure shall also apply for promotion to Associate

Professor. Tenure and Promotion shall be linked as one application and one consideration at all times, as outlined in Article 21.08 of the Collective Agreement.

- (b) As outlined in Article 21.04 and 21.06 of the Collective Agreement, the Department of Classics grants tenure and promotion on the basis of clear promise of continuing intellectual and professional development as demonstrated by:
  - a. sustained satisfactory and effective teaching;
  - b. clear evidence of ongoing high quality, scholarly work. Evidence of service to the University community may be used to strengthen a faculty member's application, but in no case shall the tenure decision depend upon years of service alone.
- (c) The Tenure and Promotions Committee shall consist of all full-time tenured and probationary members of the Department, and shall be convened by the Departmental Chair.
- (d) The candidate shall assemble a dossier of appropriate information as outlined in 21.09, including evidence of teaching, scholarly activity and service as noted in 21.11 and outlined in 21.06. It shall include a completed application form and a table of contents listing all documents in the dossier, signed by the candidate and the Chair or designate. Student course evaluations for all courses with five (5) or more students taught by the candidate since the date of the last promotion or appointment must also be included. The dossier shall be checked for accuracy and completeness by both the candidate and the Chair or his/her designate, and made available to the department by October 1.
- (e) For faculty members appointed after July 1, 2008, confidential letters of evaluation from approved external referees are required. In identifying these referees, members shall avoid conflicts of interest as defined in Article 18 of the Collective Agreement.
- (f) For departmental procedures to be followed, see 5. Procedures for Promotion (a) – (l) above.
- (g) Untenured probationary faculty members will normally be considered for tenure and promotion no later than their 5<sup>th</sup> year as a probationary Assistant Professor and thus when applying in their 5<sup>th</sup> year may not withdraw their name from promotion at any time (see Article 21.52 of the Collective Agreement).

## **7. CRITERIA AND PROCEDURES FOR PROMOTION TO PROFESSOR**

- (a) A faculty member shall be eligible for promotion to Professor because of (outlined in 21.05 of the Collective Agreement):
  - a. Sustained scholarly excellence plus sustained high quality teaching and a consistent and demonstrated record of service; or
  - b. Sustained excellence in teaching plus a sustained high quality record of scholarly, creative or professional work and a consistent and demonstrated record of service.

- (b) A faculty member who has clearly established an international reputation as a scholar in his/her field, for example by major publication or by awards indicative of the highest scholarly achievement may apply for promotion at any time (see Article 21.58).
- (c) Promotion to Professor must always be based on the criteria of 21.05 of the Collective Agreement, as supported by evidence of teaching, scholarly activity and service noted in Article 21.11 and 21.06 as well as confidential reports obtained from external referees (Article 21.39 (d) and (e)) and in 5. Procedure for Promotion (f) above.
- (d) The Promotions Committee shall consist of all full-time permanent members of the Department excluding the applicant, and shall be convened by the Departmental Chair
- (e) The candidate shall assemble a dossier of appropriate information as outlined in 21.09 of the Collective Agreement, and including evidence of teaching, scholarly activity and service as noted in 21.11 and outlined in 21.06. It shall include a completed application form and checklist and a table of contents listing all documents in the dossier, signed by the candidate and the Chair or designate. Student course evaluations for all courses with five (5) or more students taught by the candidate since the date of the last promotion or appointment must also be included. The dossier shall be checked for accuracy and completeness by both the candidate and the Chair or his/her designate, and made available to the department by October 1.
- (f) For departmental procedures to be followed, see 5. Procedures for Promotion (a) – (l) above.

## **8. PROCEDURES FOR SABBATICAL LEAVES**

- (a) The process for approval of leaves is similar to consideration of tenure and promotion applications. See Article 34 of the Collective Agreement.

## **9. PROCEDURES FOR ANNUAL PERFORMANCE REVIEW**

- (a) Members are required to submit an Annual Report to the Dean detailing their activities and accomplishments with respect to teaching, research, and service during the preceding year (July 1 to June 30) by August 31. An updated CV will be submitted with the Annual Report. Members shall also furnish supporting materials: student evaluations, in full or in summary; offprints or photocopy of published work; drafts of research in progress, etc.
- (b) Performance review is the responsibility of the Dean following consultation with the Chair and the member.

## **10. PROCEDURES FOR STUDENT EVALUATIONS**

- (a) Department of Classics makes use of a standardized set of questions for

lecture and seminars, respectively. The questions are normally provided online to students. If manual forms are used, the instructor is responsible for preparing the evaluations to be taken to class.

- (b) Evaluations are conducted in each course of at least five students.
- (c) If done in class with manual forms, the instructor hands out the appropriate form to each student with an explanation of the rules. He/she then withdraws from the room for an agreed time, perhaps ten minutes.
  - a. Before the instructor returns, a designated person collects all the forms and places them in an envelope marked with the course name and number. He/she seals the envelope and signs his/her name across the flap. The designated person should not be connected in an instructional capacity with that course.
  - b. The designated person delivers the envelope to the Classics Administrative Assistant. It is kept under lock by the Administrative Assistant until the final grades are submitted for that course.
  - c. After that date, the Administrative Assistant counts and records the number of forms in each course, and where applicable the number naming each teaching assistant. The forms then become the property of the instructor.

## **11. STUDENT COMPLAINTS**

- (a) If a student has a complaint of an academic nature their concerns shall be addressed following a 4-stage system:
  - Stage 1: The student shall discuss the matter with the instructor. The student can request that the Chair be present at this discussion as an observer. The student may also request the presence of someone from the office of the Ombuds at this meeting (<https://brocku.ca/ombuds/>).

Stage 2: If the student is not satisfied with the result of the discussion, the Chair will undertake to discuss the matter with the instructor and notify the student, normally within three working days, of the results of this discussion.

Stage 3: If at this point the student is still not satisfied, the Chair will refer the matter to the Dean of Humanities for a decision.

Stage 4: If the student is dissatisfied with the decision of the Dean they may address the matter to the Student Appeals Board

## **12. PROCEDURES FOR EVALUATION OF TEACHING ASSISTANTS AND COURSE COORDINATORS**

- a) Instructors of all courses with Teaching Assistants and/or Course Coordinators will prepare an evaluation of each member of the course support staff on a scale of 1 to 5.

1=unacceptable  
2=some problems  
3=fair  
4=good  
5=excellent

- b) For any TAs and/or Course coordinators who receive an evaluation of 2 or below, the instructor will speak in person to the employee about their performance, prepare a performance evaluation for the employee's file, and copy this letter to the employee and the Chair. For any TA or Course coordinators who receive a 1, or who have previously received a 2 or below, the Chair will copy the instructor's letter to both CUPE and Faculty and Employee Relations. In addition, the Chair will arrange a meeting between the Chair, the employee, a CUPE representative, and – as necessary – the instructor and a representative from Faculty and Employee Relations. Formal letters are optional for employees who receive evaluation scores of 3 or more. This language will be explained to all department employees as part of the hiring process.

*Revised: October 6, 2022.*