Designated Emphasis in Classics and the Classical Tradition Bylaws
Administrative home: Classics
Revision Date: September 14, 2007
Graduate Council’s Approval Date: November 14, 2007

Article I. Objective

A. Specialization

The focus of the DE is on the achievements of the Greeks and Romans in literature, historiography, art, architecture, philosophy, and other fields and their enduring influence on the arts and humanities. A good foundation in Classics and the Classical Tradition is of considerable importance to a wide range of doctoral candidates in the programs affiliated with the DE.

B. List of Affiliated PhD Programs Approved by Graduate Council

Comparative Literature, English, French, German, History, Philosophy, Spanish

C. Mission

The mission of the DE is to provide a background in the classical world and its influence that goes far beyond the necessarily more limited focus of the students’ own disciplines. Proficiency in either Greek or Latin is a requirement.

Article II. Membership

A. Criteria for Faculty Membership in the DE

1. Faculty membership in the Program will consist of those persons associated with the UC Davis campus qualified to guide candidates to degrees in areas of research that are related to classics and the classical tradition. Membership must include at least one member from each of the approved affiliated Ph.D. programs.

2. DE Program participants must have an active research program relevant to classics or the classical tradition, and indicate their desire to participate in the Program’s activities. There must be at least one member from each of the programs affiliated with the DE.

3. All active members are eligible to vote.
B. Application for membership

1. Individual faculty members may self-nominate for membership in the DE or may be nominated by existing members. Admission to the DE faculty will be determined by a majority vote of the Executive Committee.

2. DE faculty members will be expected to attend the annual meetings and may be asked to serve on the DE’s Executive Committee.

3. Members will be expected to contribute from time to time to the team-taught CLA 200A and to share in the supervision of research topics (such as those arising from CLA 200A or 200B) of PhD candidates whose research interests fall within, or are close to, their areas of expertise; to serve on qualifying exam committees; and share in the supervision of dissertations when appropriate.

C. Emeritus Status

1. It will be assumed that all DE faculty members on becoming emeriti relinquish their membership in the DE unless they specifically request in a letter or email to the Chair that they wish to continue it. If they so request, membership will be automatically continued, subject to the review of membership process that applies to all members.

2. Emeriti will have full voting rights.

D. Verification of Continued Membership

Every three years the Executive Committee will review the membership and assess the contributions made to the DE by individual members.

E. Membership Appeal Process:

1. Faculty denied membership or renewal of membership may appeal to the full membership of the DE by submitting a written request to the DE Chair. Within a month the Chair must put the issue of the candidate’s membership to a mail or email vote of the full membership.

2. Applicants denied membership or renewal of membership may use the final appeal to the Dean of Graduate Studies.

Article III. Administration

The administration of the DE and its activities will be vested in a DE Chair and the Executive Committee.
Article IV. DE Chair

A. Appointment

The Dean of Graduate Studies appoints Chairs of Designated Emphasis Programs, in accordance with the policies and procedures of the Office of Graduate Studies.

The Executive Committee of the DE will act as the Committee for the Chair nomination process, to solicit nominations from the faculty of the DE, determine whether the nominees are willing to serve, and solicit comments from the DE faculty on the suitability of the nominees that are willing to serve.

The Executive Committee will forward candidates for Chair to the Dean of Graduate Studies along with all comments received from the faculty during the nomination and consultation process. All comments solicited from faculty of the DE will be treated as confidential information by the DE’s Nominating Committee and by the Office of Graduate Studies.

The DE membership may express a preference and, if it does, should indicate the basis for determining that preference. The Associate Dean for Programs will interview the nominees and consult with the lead dean for the DE before forwarding a recommendation to the Dean of Graduate Studies for consideration. The normal term of the Chair’s appointment is three years. However, what is recommended will be based on the nominee’s willingness to serve.

B. Duties of the Chair:

  a) Maintain an up-to-date list of the faculty members of the DE
  b) Serve as graduate adviser
  c) Provide overall academic leadership for the DE
  d) Develop and implement policies for the DE
  e) Represent the interests of the DE to the campus and University administrators
  f) Call and preside at meetings of the Executive Committee and of the DE
  g) Be responsible for coordinating all administrative matters with the Office of Graduate Studies
  h) Be responsible for the accuracy of all publications related to the DE including web pages and catalog copy
  i) Communicate annually with the chairs of the affiliated programs to determine if they think a meeting with the Chair of the DE would be useful.
Article V. Executive Committee

1. The Executive Committee will consist of the Chair plus at least two faculty members. One member will be appointed as Secretary. The Chair may appoint a non-voting student member.

2. When a vacancy arises on the Executive Committee, the Chair will invite nominations (including self-nominations) from the membership for appointment by the Executive Committee.

3. To ensure broad participation, the Executive Committee will have at least two members from two programs different from that of the Chair. At least one member must be from the Classics Program.

4. Members of the Executive Committee will normally assume their duties on July 1 and serve a three-year term. Faculty members may not serve on the Executive Committee for more than two terms consecutively.

5. All members will have voting rights.

6. The Executive Committee will meet at least twice a year to determine and implement curriculum and educational policies for the Program and to discuss the progress of DE students.

7. The Secretary will prepare minutes of the Executive Committee meetings and distribute them to all faculty participating in the Program.

Article VI. Student Representatives

The Chair, upon recommendation of the DE’s graduate students, may appoint one student representative to the Executive Committee.

A. The student representative will serve for a term of one year and may be re-appointed for a second one-year term.

B. The student member will be a non-voting member.

C. The Student may attend the DE annual meeting and meetings of the Executive Committee.

D. The Chair of the Executive Committee must excuse the student representative from meetings covering confidential personnel topics.
Article VII. Graduate Advisers

The Chair of the DE will serve as the Graduate Adviser, with signature authority. The principal duties are: advising with regard to the DE’s program of study and advising students regarding the DE member on their qualifying exam and dissertation committee.

Article VIII. Meetings

A. The DE Program will hold an annual meeting, normally in the Fall Quarter, called by the DE Chair.

B. All DE faculty will be notified of the annual meeting by e-mail announcement from the DE Chair at least one week in advance of meeting.

C. On petition by three or more faculty members to the Chair, the Chair will call another meeting to discuss any issues of pressing interest or need.

D. Faculty on leave away from campus may communicate their concerns on current issues by email to the DE Chair or request a phone conference to discuss issues presented at annual or special meetings of the DE Program.

Article IX. Quorum

A. All issues that require a vote must be voted on by at least 50+1% of all faculty members of the DE.

B. Successful passage will require a supporting vote from more than 50+1% of the members voting.

C. Voting may be conducted by mail, email, or in person, as specified by the Chair.

Article X. Order of Business for Meetings

There will not be a set format for meetings.

Article XI. Amendments

A. Any member of the participating faculty may propose an amendment to the bylaws to the Executive Committee.

B. The proposal will be circulated by email to all participating faculty at least two weeks prior to a vote.

C. Successful passage will require compliance with the DE’s quorum policy.

D. All amendments and revisions must be submitted to Graduate Council for review and approval.