

April 2019

## **Bylaws of the Joint Graduate Program in Classics, Philosophy and Ancient Science, University of Pittsburgh**

Departments participating in the Program:

Department of Classics, Department of Philosophy, Department of History and Philosophy of Science

The Joint Graduate Program in Classics, Philosophy and Ancient Science (CPAS) is an interdisciplinary Program of the Dietrich School of Arts and Sciences of the University of Pittsburgh. As such, the Program operates in accordance with the regulations of the Dietrich School of Arts and Sciences and the University. Any provision in these Bylaws that is not compatible with provisions of the official policies and regulations of the Dietrich School and University shall be resolved in accordance with the relevant Dietrich School or University regulation.

### **§1 The Program**

#### **I. Mission Statement**

**A.** The Joint Graduate Program in Classics, Philosophy and Ancient Science is an interdisciplinary academic program focusing on excellence in teaching and research relating to the fields of Classics, ancient philosophy, and the history of science. The curriculum is comprised of inter-departmental seminars offered by the graduate faculty from the three participating departments. The Program promotes students' professionalization by actively supporting publication, conference participation, and membership in professional organizations. It prepares students to participate in and contribute to scholarly conversations nationally and internationally. Graduates of the Program are well-qualified and competitive candidates for academic positions at a variety of institutions, post-doctoral research opportunities, and non-academic employment sectors.

**B.** The spirit of this Mission Statement serves as a guide for the interpretation and implementation of all provisions of these Bylaws and for the conduct of all Program business.

**C.** Any revision of the Mission Statement must be approved by a majority vote of the members of the CPAS Steering Committee (see **§3.II**).

#### **II. Policies and Procedures**

**A.** The policies and procedures of the CPAS Program are set forth in the Graduate Handbooks of the three participating departments.

**B.** The CPAS Director oversees the creation and annual updating of any information pertaining to the Program in these departmental Graduate Handbooks.

## **§2 CPAS Academic Membership**

### **I. CPAS Faculty**

**A. Role and Functions:** CPAS Faculty members contribute to the mission of the CPAS Program by teaching subject-specific courses, undertaking subject-specific research, and/or supporting subject-specific teaching and scholarship through advising.

**B. Appointment Criteria and Mechanism:** All tenured/tenure-stream and non-tenure-stream faculty members of the three participating departments whose research expertise and/or teaching contributes substantially to the mission of the Program may be elected members of the CPAS Faculty. The CPAS Director (see below **§3.I**) shall work to identify eligible faculty members for CPAS Faculty membership, and the Director or any member of the CPAS Steering Committee (see below **§3.II**) may recommend a candidate for membership. A majority of the members of the CPAS Steering Committee present at a meeting for which a quorum obtains shall then determine whether to accept the candidate's CPAS Faculty membership (a quorum shall be constituted by the presence of 50% of Committee members).

**C. Reappointment:** CPAS Faculty members must be considered for renewal every three years. The renewal process for membership shall begin at the end of the spring semester prior to the conclusion of a three-year term. The CPAS Director shall send reminders each spring to faculty members whose three-year terms will expire in the following academic year. A majority of the members of the CPAS Steering Committee present at a meeting for which a quorum obtains shall then determine whether to accept a faculty member's reappointment (a quorum shall be constituted by the presence of 50% of Committee members).

### **II. Affiliated CPAS Faculty**

**A. Role and Functions:** As an academic Program at the University of Pittsburgh, the Joint Graduate Program in Classics, Philosophy and Ancient Science may recommend CPAS Faculty Affiliation for members of the University of Pittsburgh whose research expertise and/or teaching contributes substantially to the mission of the Program, but whose primary affiliation is not with any of the three departments participating in the CPAS Program.

**B. Appointment Criteria and Mechanism:** The CPAS Director (see below **§3.I**) shall work to identify faculty members with pertinent interests for Affiliated CPAS Faculty membership, and the Director or any member of the CPAS Steering Committee (see below **§3.II**) may recommend a candidate for membership. A majority of the members of the CPAS Steering Committee present

at a meeting for which a quorum obtains shall then determine whether to accept the candidate's Affiliated CPAS Faculty membership.

**C. Reappointment:** Affiliated CPAS Faculty members must be considered for renewal every three years. The renewal process shall begin at the end of the spring semester prior to the conclusion of a three-year term. The CPAS Director shall send reminders each spring to Affiliated CPAS Faculty members whose three-year terms will expire in the following academic year. A majority of the members of the CPAS Steering Committee present at a meeting for which a quorum obtains shall then determine whether to accept a faculty member's reappointment (a quorum shall be constituted by the presence of 50% of Committee members).

### **§3 CPAS Governance**

#### **I. The Director of the CPAS Program**

##### **A. Role and Functions**

**1.** The Program Director is the executive officer of the Joint Graduate Program in Classics, Philosophy and Ancient Science. She or he is appointed by the Dean of Arts and Sciences and the Provost upon election by the CPAS Steering Committee. The Program Director shall oversee the course offerings and certificates offered by the Program. In general, the Director shall be responsible for executing the Program's Bylaws, including procedural amendments and revisions; for executing pertinent University regulations, policies, and procedural guidelines; for overseeing the day-to-day functioning of the Program; for overseeing operations and files; for overseeing Program finances; and for keeping Program participants informed of matters that concern the Program, including scheduling regular meetings of the CPAS Steering Committee.

**2.** The Director shall represent the Program to the University at large, and the profession generally, particularly in negotiations and in dealing with student complaints and problems. The Director is encouraged to connect with suitable candidates for CPAS Faculty membership, Affiliated CPAS Faculty membership, for membership of the CPAS Steering and Advisory Committees (see §4), and with other faculty members of the University of Pittsburgh who might be interested in teaching/cross-listing subject-specific courses.

**3.** The Director shall be responsible for the administration of Program business and shall fulfill the following specific functions or delegate them appropriately:

- a. Schedule meetings of the CPAS Steering Committee, promulgate the schedule of meetings to members of the CPAS Advisory and Steering Committees, and preside over the Committee meetings.
- b. Ensure that minutes of each meeting are recorded and distributed to the CPAS Steering Committee in a timely fashion.

- c. Supervise applications for CPAS Faculty membership, Affiliated CPAS Faculty membership, and for membership of the CPAS Advisory and Steering Committees.
- d. Oversee Program finances, and prepare and present a basic budget during at least one of the annual meetings of the CPAS Steering Committee.
- e. Serve as advisor on graduate certificate requirements and recommend faculty to supervise graduate students' research as appropriate.
- f. Generate and oversee the Program's print and web materials, ensuring that they are accurate and up-to-date, or delegate these tasks appropriately.
- g. Oversee appropriate fundraising and development activities for the Program, in collaboration with the University and the Dietrich School of Arts and Sciences.

**4.** The Director shall ensure that significant decisions about policies and programming are brought before the members of the CPAS Steering Committee, and ensure that they are informed regularly about non-confidential Program finances and expenditures. However, the Director is empowered to make modest commitments and authorize modest expenditures on behalf of the Program in order to expedite business that is believed to be uncontroversial or routine.

**5.** The Director shall notify members of the CPAS Faculty, Affiliated CPAS Faculty, and the CPAS Steering and Advisory Committees in advance of their terms' expiration and determine whether they wish to stand for election for a new term of membership.

**6.** The Director shall notify Friends of CPAS (see below §5) in advance of their terms' expiration and determine whether they wish to have their appointment renewed.

**7.** The Director shall compose the Program's annual report, to be reviewed by the Dean of the Dietrich School of Arts and Sciences.

## **B. Eligibility**

The Director of the CPAS Program must be a CPAS Faculty member and must have held previous membership of the CPAS Steering Committee.

## **C. Term of the Director**

Upon appointment, the Director shall serve for a term of three years, renewable by mutual agreement of the members of the CPAS Steering Committee, the Dietrich School, and the director. The Director shall not serve more than two consecutive terms. There is no limit on the total number of terms (or years) a Director may serve.

## **D. Election of the Director**

**1.** In the fall of a Director's second year of a given term, the Director shall appoint members of the CPAS Steering Committee to conduct the search for the next Director.

2. The CPAS Director is elected by the members of the CPAS Steering Committee. Voting for the new Director shall be by secret ballot set by those members of the CPAS Steering Committee who are conducting the search, and may be filed as an absentee ballot for members of the CPAS Steering Committee unable to attend a meeting. The outcome will be reported to CPAS Faculty, Affiliated CPAS Faculty, the CPAS Advisory Committee, and to the Dean of the Dietrich School of Arts and Sciences with whom the successful candidate shall negotiate the terms of appointment.

## **II. CPAS Steering Committee**

### **A. Role and Functions**

1. Members of the CPAS Steering Committee are voting members of the CPAS Program empowered to make and approve structural and operational proposals for the Program, to elect the CPAS Program Director, and to make policy decisions relating to curricular matters, assessment, cross-listing, and event organizing.

2. During at least one scheduled meeting each year, the CPAS Steering Committee deliberates the annual Program budget and establishes funding priorities and policies.

### **B. Composition**

Members of the CPAS Faculty and Affiliate CPAS Faculty may be elected members of the CPAS Steering Committee.

### **C. Appointment Criteria and Mechanism**

In order to be eligible for membership of the CPAS Steering Committee, a candidate must hold CPAS Faculty membership or Affiliated CPAS Faculty membership, and must have demonstrated a commitment to the fields of Classics, ancient philosophy and/or ancient science by teaching subject-specific courses, undertaking subject-specific research, and/or supporting subject-specific teaching and scholarship through advising. The CPAS Director shall work to identify eligible members of the CPAS Faculty and Affiliated CPAS Faculty, and the Director or any member of the CPAS Steering Committee may recommend a candidate for membership. A majority of the members of the CPAS Steering Committee present at a meeting for which a quorum obtains shall then determine whether to accept the candidate's membership.

### **D. Obligations of Membership**

Members of the CPAS Steering Committee are expected to attend all meetings of the CPAS Steering Committee unless they are ill, have requested a leave of absence from the Committee, or are prevented from attending by circumstances or scheduling conflicts. Members are also expected to continue or expand the interests in the areas of Classics, ancient philosophy and/ or history of science that led to their being admitted as members.

### **E. Term of Membership**

Each member is elected for a three-year term. A member's term ends after three years even if the member takes a leave of absence from the CPAS Steering Committee membership during her or

his term, or is otherwise inactive during her or his term of membership (e.g. while on leave or away from the University). Terms also expire when members leave the University (e.g. when no longer employed by the University). Retired members of the CPAS Steering Committee will automatically become members of the CPAS Advisory Committee (see §4).

#### **F. Renewal of Membership**

A current member of the CPAS Steering Committee whose term is about to expire may be elected to an additional term of membership. Terms may be consecutive, and there is no limit to the total number of terms a member may serve.

#### **G. Meetings of the CPAS Steering Committee**

1. The CPAS Steering Committee shall ordinarily meet once per semester, although additional meetings may be scheduled as necessary.

2. A quorum shall be constituted by the presence of 50% of the members of the CPAS Steering Committee.

3. In order for the members of the CPAS Steering Committee to participate knowledgeably in deliberations of the Program, the Director shall ordinarily circulate an agenda for each meeting at least three business days in advance of the meeting. Ordinarily, any member of the CPAS Steering Committee may recommend items of business to be added to the agenda in advance of the meeting. Items of business raised at a meeting without such notification shall not be decided by a vote unless taking immediate action is approved by two-thirds of the members present, provided a quorum is present.

4. Unless otherwise specified, decisions of the CPAS Steering Committee shall be made by a simple majority (>50%) vote of those present at a meeting for which a quorum obtains.

5. Members unable to attend a meeting of the CPAS Steering Committee may submit to the Director absentee ballots about a question put to a vote at that meeting either in advance of the meeting or, if the majority at the meeting approves, within a specified time after the meeting.

6. Meetings of the CPAS Steering Committee shall ordinarily be open to interested members of the University community. However, the CPAS Steering Committee may sometimes close a meeting or a portion of a meeting in order for members to discuss a sensitive or confidential matter. Meeting attendees who do not hold a CPAS Steering Committee membership do not count toward a quorum or vote.

7. The CPAS Director shall ensure that minutes of each meeting are recorded, archived, and distributed to the members of the CPAS Steering Committee in a timely fashion.

### **§4 CPAS Advisory Committee**

#### **I. Role and Functions**

**A.** Members of the CPAS Advisory Committee need not be members of the CPAS Program and do not bear responsibility for the governance of the Program, but are supporters and friends of the Program.

**B.** Members of the CPAS Advisory Committee are invited to attend meetings of the CPAS Steering Committee and to contribute to CPAS deliberations, unless the CPAS Steering Committee closes a meeting. Members of the CPAS Advisory Committee shall receive meeting agendas in advance.

## **II. Composition**

**A.** Membership of the CPAS Advisory Committee is open to graduate students whose primary affiliation is with any of the three departments participating in the CPAS Program, including those graduate students who are not themselves participating in the CPAS Program; further, tenured/tenure-stream and non-tenure stream faculty at the University of Pittsburgh who teach cross-listed courses in the Program, former members of the CPAS Steering Committee not currently serving a term of membership, Visiting Scholars appointed to any of the three participating departments, and other members of the University community.

## **III. Membership Criteria and Mechanism**

**A.** All graduate students entering the CPAS program through any of the three participating departments automatically become members of the CPAS Advisory Committee. Members of the CPAS Steering Committee automatically become members of the CPAS Advisory Committee at the conclusion of their terms on the Steering Committee. Membership of the CPAS Advisory Committee for other appropriate candidates may be initiated by a University faculty or staff member. Requests for membership shall be made to the CPAS Director and approved or declined by the members of the CPAS Steering Committee.

## **IV. Terms and Renewal of Membership**

**A.** Membership of the CPAS Advisory Committee is generally for a 3-year term, renewable without limit. Terms of membership expire when members of the CPAS Advisory Committee leave the University (i.e., when a faculty member is no longer employed by the University).

# **§5 Friends of CPAS**

## **I. Role and Functions**

Friends of CPAS are supporters and friends of the Program who are not members of the University of Pittsburgh. Friends of CPAS may participate in open meetings of the CPAS Steering Committee. Friends of CPAS shall receive meeting agendas in advance upon request.

## **II. Mechanism and Terms of Membership**

**A.** Friends of CPAS may be recommended by a University faculty or staff member. Requests for recommendation shall be made to the CPAS Director. A majority of the members of the CPAS Steering Committee present at a meeting for which a quorum obtains shall then determine whether to accept a candidate's appointment.

**B.** Friends of CPAS are appointed for a one-year term, renewable without limit.

## **§6 Procedures for Amending and Revising the Bylaws**

### **I. Amendments to the Established Bylaws**

Amendments to the Bylaws may be proposed by the members of the CPAS Steering Committee. Proposed amendments must be added to the agenda of a subsequent meeting by a majority of members present at a meeting of the CPAS Steering Committee. Proposed amendments must be circulated in writing to the members of the CPAS Steering Committee at least two weeks prior to the meeting at which a vote shall be taken. Amendments to the Bylaws require the approval of a majority of the Steering Committee members at a meeting for which a quorum obtains. Voting shall be by secret ballot, to be counted by the CPAS Director. If a conclusive vote cannot be taken at the meeting, any member of the CPAS Steering Committee not present shall receive an absentee ballot that shall be returned within five business days from the date of distribution.