



AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS

FOUNDED 1881

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OPERATING PROCEDURES OF THE STANDING COMMITTEES OF THE ASCSA MANAGING COMMITTEE¹

Name of the Committee

The Executive Committee

Number of members (elected/appointed/ex officio) and term

8 elected members for a 4-year term

5 ex officio members for term of appointment as Managing Committee Chair, Managing Committee Vice Chair, Managing Committee Secretary, President of the Corporation and President of the ASCSA Alumni Association Chair and Secretary of Managing Committee are chair and secretary of the Executive Committee, respectively. In the circumstance that co-Presidents are elected by the Alumni/ae Association, one of them will attend meetings of the Executive committee, but both will have access to the EC basecamp site.

Purpose

It shall have the power to act upon all matters requiring executive decision during the interval between meetings of the Managing Committee, such action to be reported to the Managing Committee at its next meeting. All standing and ad hoc committees report to the Executive Committee.

Meetings/Timetable

The Executive Committee meets the shortly before a meeting of the Managing Committee in January and in May, and by virtual workspace and email as frequently as necessary.

Procedures

All motions that are brought to the Managing Committee are presented first to the Executive Committee for its approval. Voting follows the “Roberts Rules of Order.”

Forwarding of Motions/Recommendations

Motions are presented to the Managing Committee for a vote.

Appointments and reappointments of salaried Officers of the School for more than a one-year term are presented to the Trustees of the Corporation or to the Executive Committee for the Trustees for approval.

Representation on other Committees

The Chair of the Managing Committee serves ex officio on all standing committees.

Non-voting member on any Nominating Committee

Ad Hoc Committee to form NEH selection panel when needed

Name of the Committee

Committee on Admissions and Fellowships

Number of members (elected/appointed/ex officio) and term

5 elected members for a 4-year term.

Managing Committee Chair serves ex officio and appoints the committee chair.

¹ Throughout this document “virtual workspace” encompasses both file-sharing and video-conferencing platforms.

Purpose

It is the Committee's responsibility to decide on the awarding of membership and fellowships for Regular Members and Hirsch fellowships. The Committee decides on Student Associate Membership connected with requested "letters of affiliation." It makes recommendations for Fulbright fellowships and AIA Colburn Fellowships, including fellowships to be awarded *honoris causa*.

Meetings/Timetable

The Committee on Admissions and Fellowships meets by conference call in early December, at a meeting in January at the AIA/SCS Annual Meetings, by conference call in early March, and by virtual workspace and email as frequently as necessary.

September - December. *General committee work*. Committee reviews requests for membership tied to requested "letters of affiliation" on a rolling basis. Fulbright applications deadline is mid-October. Committee receives copies of ASCSA/Fulbright applications for review and produces a ranked list of the candidates. Chair reports the results of this review to the Director of the School and to the Princeton office. ASCSA staff communicates informally with the IIE about the Fulbright candidates. Chair submits mid-year committee report for Managing Committee meeting.

November - February. *Examination*. Committee members compose the exam for the current year by early December. At January AIA/SCS Annual Meetings, or in early January, opportunity to meet and finalize the exams. Chair sends final version of exams to Princeton office by mid-January. Princeton office sets up proctors, sends exam instructions to proctors and students. First Saturday in February, exams are administered.

January - March. *Member and fellowship applications*. After January 15 application deadline, Princeton office distributes applications to committee in the virtual workspace. Committee scores/ranks applications. Second week in February, Princeton staff uploads coded exams on the virtual workspace. By end of February, committee members score exams, and send scores to Princeton office. Princeton office reports the compilation of scores and ranking. First week in March, meeting call to make final decisions. Results are announced by early to mid-March. Notifications about memberships and fellowships from Chair sent by Princeton office no later than March 15.

April. Additional work might include responses as applicants learn about membership status and fellowships. Alternate candidates for fellowships may need to be discussed. Final written report for Managing Committee meeting due by early April.

Report to Managing Committee at the May meeting.

Procedures

In September, the Chair emails the members of the committee, listing the members and their institutions and laying out the schedule of activities for the year.

The chair requests members of the committee to compose the year's exams, with more questions in the area of each member's expertise, and send the questions to the Chair by a specified date. As far as the exams are concerned, all need to have a chronological spread. The final version of the exam needs to be in the hands of the Princeton staff at least two weeks before the February exam date.

The Princeton office in consultation with the Chair of the committee contacts a Managing Committee member (or someone else if no MC member is available) at each applicant's institution in order to arrange for the administration and proctoring of exams held on the first Saturday in February. Instructions for the proctor, the applicant and the exam itself are sent to the proctors; Princeton staff sends these in the form of a PDF attached to email. Emails are also sent to the applicants to tell them whom to contact for exam arrangements and to provide preliminary information and instructions.

All applicants compose their answers to the examination questions as Word files on computer; the proctors send those files to the Princeton office as email attachments. In Princeton, the Word files are stripped of all identifying information, coded, and uploaded to the virtual workspace within a few days after the exams are given, and thus distributed to the members of the committee for scoring. Members of the committee score the exams and send their scores (known only by a code name) to Princeton staff, who correlates the scores and provides an overall ranking and a ranking for each exam. The applications and supporting materials are turned into PDFs, copied to the virtual workspace. Ranking or scoring of applications are requested before the identity of exam takers is revealed to the committee. Admission and fellowships are allocated by application ranking and exam scores by the Committee.

Dealing with applications for associate membership involves ensuring that the proposed project is one that can reasonably be done at the School and that the applicant has the requisite qualifications as stated in the Regulations.

The conference call should be held before mid-March. It is useful if the Chair of the committee sends out 1) an agenda, 2) one or more alternate rankings of applicants for regular membership, and 3) some suggestions about where lines might be drawn between acceptance and rejection, notes about unusual circumstances, etc. The committee members thus have an opportunity to consider various items ahead of time and to save time during the actual call.

The chair reports the results of the selection to the Princeton office. Letters of admission to the School and about the awarding of fellowships are sent by the Chair of the Committee on Admissions and Fellowships. The Princeton office sends these out by email on or before 15 March, with hard copy notifications to follow.

The Chair of the committee, in consultation with members of the committee, prepares the final report of the committee for the academic year by early April. It includes the number of applicants for various categories of membership, number accepted, fellowships awarded, and mention or brief description of particular issues the committee confronted that year.

Forwarding of Motions/Recommendations

Motions and recommendations are presented to the Executive Committee for approval. Committee reports recommendations for membership and fellowship to the Executive Committee by report in April; recommendations included in the May meeting report to the Managing Committee for approval at its meeting.

Representation on other committees

Ad Hoc Committee to form NEH selection panel when needed

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Name of the Committee

The Committee on Committees

Number of members (elected/appointed/ex officio) and term

5 elected members for a 3-year term (beginning in May 2022)

Each elected member serves a three-year term, with two or three new members elected each year as needed. No member of the Committee on Committees shall serve on any of the standing committees for the period of one year after leaving this Committee.

Managing Committee Chair serves ex officio and appoints committee chair.

Vice Chair of the Managing Committee is advising member

Purpose

It is the duty of this Committee to review the membership of the standing committees and to fill any vacancies.

Meetings/Timetable

The Committee on Committees meets by virtual workspace and email as frequently as necessary during the fall. It meets in January at the AIA/SCS Annual Meetings after the Managing Committee meeting.

Procedures

The Committee on Committees surveys members of the Managing Committee to poll their interest in serving on standing committees of the Managing Committee by completing a preference form.

In the fall of each year, the Committee reviews the responses (preference forms) and other information and, after consideration with other Chairs, draws up nominations to fill any vacancies in the ten Standing Committees. The Committee meets before or during the AIA/SCS meetings in January to discuss the slate and the nominations.

The Committee nominates at least two candidates for each vacancy and ascertains the willingness of each nominee to stand. In addition, the Committee asks for the following information for a brief resume about each nominee: current position and institutional affiliation, department in that institution, previous connections with the School (including when and in what capacity the nominee has been in residence at the School, names and dates of fellowships held, date of any participation in the Summer Sessions, membership with dates on the Managing Committee, Standing Committees, and *ad hoc* Committees, and names and dates of positions with the Alumni/ae Association), fieldwork experience, or any other information the Committee deems important. The candidate completes a survey form online.

The Chair of the Committee provides the Chair of the Managing Committee with the list of nominees accompanied by the resume for each by April 1. A ballot will be sent out in April, at least three weeks before the May meeting of the

Managing Committee, with the names of the nominees, using an online survey. The results of the elections will be announced during the May meetings. The Chair of the Committee and the Chair of the Managing Committee should thereafter notify the nominees and the Secretary of the Managing Committee of the results of the elections. The Chair of the Managing Committee will select the winning candidate should a tie occur in the ballot.

Forwarding of Motions/Recommendations

Motions and recommendations are presented to the Executive Committee for approval. Report of the ballot for standing committees is sent to the Executive Committee by April 1 for approval. May ballot goes to Managing Committee for a vote to be completed at the May Managing Committee meeting.

Representation on other committees

Nominating Committee

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Name of the Committee

Gennadius Library Programs Committee

Number of members (elected/appointed/ex officio) and term

The Committee shall consist of 7 members including: 3 elected members who are members of the Managing Committee; and 4 appointed members. The four appointed members should represent a wide breath of fields (arts, music, architecture, literature, history, archaeology, etc.) across Byzantine through Modern Greece. The appointed members shall ordinarily be recommended to the Chair of the Managing Committee by the Gennadius Programs Committee in consultation with the Director of the Gennadius Library. The Chair of the Committee may be either an elected or an appointed member. Each member shall serve a four-year term, with new members elected or appointed each year as needed.

Managing Committee Chair serves ex officio and appoints committee chair.

Non-voting participants are the Director of the School, the Director of the Gennadius Library, and the Doreen Canaday Spitzer Director of the Archives.

Professors of the Gennadius Library Summer Session on Medieval Greek participate in application review.

The Committee, at its own discretion, may call upon persons other than Committee members as advisors to assist in deliberations.

Purpose

The Committee advises the Director of the School and the Director of the Gennadius Library in long range planning and program development. When called upon, it shall also assist the Libraries, Archives and Digital Resources Committee on matters relating to the development and curation of the Gennadius Library's collection. The Committee shall select students and faculty leaders for academic programs of the Gennadius Library and shall recommend to the Managing Committee the appointments of Fellowships hosted primarily by the Gennadius Library.

Meetings/Timetable

The Committee meets by virtual workspace and email as frequently as necessary. It meets in-person in January at the AIA/SCS Annual Meetings, and online in early March for review and selection of applications for fellowships and programs hosted primarily by the Gennadius Library.

Procedures

The Committee is responsible for reviewing the advertisements and for screening the applicants, including those applying for the Medieval Greek Summer Session. There will be close consultation with the Director of the Gennadius Library during the deliberative process for applications (with the understanding that the official voting and tally belongs to the elected committee members).

Letters of admission to the School and about the awarding of fellowships are sent by the Chair of the Committee and the Chair of the Managing Committee. The Princeton office sends these out on or before 15 March.

The selection of the Cotsen Traveling Fellowship for Research to Greece is a unilateral decision on the part of the Director of the Gennadius Library, with a copy of the decision forwarded to the Chair of the Committee.

Forwarding of Motions/Recommendations

Motions and recommendations are presented to the Executive Committee for approval.

Committee reports recommendations for membership and fellowship to the Executive Committee by report in April; recommendations are included in May meeting report to the Managing Committee for approval at its meeting.

Representation on other committees

None.

Name of the Committee

Committee on Personnel

Number of members (elected/appointed/ex officio) and term

5 elected members for a 5-year term

Managing Committee Chair serves ex officio and appoints committee chair.

Purpose

The Committee recommends to the Executive Committee, for their approval, nominations for the following paid staff positions at the School: Director, Assistant Director of the School, Andrew W. Mellon Professor of Classical Studies, Director of the Agora Excavations, and Director of the Corinth Excavations. The Committee also recommends to the Executive Committee, for approval, candidates for the two (or one if indicated by budgetary concerns) Elizabeth A. Whitehead Distinguished Scholars, and receives nominations for Members of the Managing Committee from the Cooperating Institutions for recommendation to the Executive Committee.

The Committee conducts reviews for reappointment of the Director of the School and of those officers of the School who report to the Director, including The Andrew W. Mellon Professor of Classical Studies, Assistant Director of the School, Director of the Gennadius Library, Director of the Agora Excavations, Director of the Corinth Excavations, and the Director of the Wiener Laboratory. The Committee also conducts reviews for reappointment of the Director of Publications and the Editor of *Hesperia*.

The Committee entertains nominations of Managing Committee voting members at any time and presents slates of approved nominees at both the January and May meetings of the Managing Committee.

The Committee may be called upon by the Chair of the Managing Committee to consider any personnel matters deemed appropriate.

Meetings/Timetable

Much of the Committee's work is done by virtual workspace and email. The Committee meets in person at the January meetings and often carries out interviews online through the winter and spring as needed.

Advertisements for the salaried positions follow a schedule that ensures sufficient time to publicize adequately the vacancy, to evaluate the applications, and to allow applicants time to plan their own schedules, whether they are accepted or rejected.

Procedures

At the beginning of each academic year the Chair of the Managing Committee instructs the Committee on which positions are coming up for advertisement or for potential reappointment; normally the reappointment review occurs during the fall of the academic year before that year in which the officer's term of appointment ends. The Committee follows the procedures as outlined in the procedures "Review for Reappointment."

The committee reviews applications for candidates and completes deliberations in the virtual workspace or via conference call. Voting procedures follow the "Roberts Rule of Order." The Chair of the Committee on Personnel reports on the review and selection of candidates by written report to the Executive Committee in advance of the January or May meetings.

Members of the Committee shall inform the Chair as soon as they know that they will be submitting an application for one of the paid staff positions at the School to come under consideration by the committee. The committee member shall be immediately replaced by a temporary new member by the Chair of the Managing Committee for discussion and voting.

Letters of appointment for the Elizabeth A. Whitehead Visiting Professors are sent out under the signature of the Chair of the Committee on Personnel and the Chair of the Managing Committee. The Princeton office sends these out. The Chair of the Managing Committee administers all other appointment and reappointment letters for salaried officers of the School, including the Director, The Andrew W. Mellon Professor of Classical Studies, Assistant Director of the School, Head Librarian of the Blegen Library, Director of the Gennadius Library, Director of the Agora Excavations, Director of the Corinth Excavations, the Director of the Wiener Laboratory, the Director of Publications and the Editor of *Hesperia*.

Forwarding of Motions/Recommendations

Motions and recommendations are submitted to the Executive Committee for approval.

Representation on other committees

Nominating Committee

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Name of the Committee

Committee on Publications

Number of members (elected/appointed/ex officio) and term

7 elected members for a 5-year term

Managing Committee Chair serves ex officio and appoints committee chair.

Director of Publications and Editor of *Hesperia* are non-voting participants.

Purpose

The Publications Committee considers manuscripts submitted for publication and advises the Director of Publications and Editor of *Hesperia* regarding other matters relating to publications of the School. When called upon, the Committee recommends to the Executive Committee candidates for Director of Publications.

Meetings/Timetable

The Committee meets in person during the AIA/SCS Annual Meetings in January. Much of the Committee's work is done by virtual workspace and email. The agenda includes consideration of manuscripts submitted for publication, a review of recently completed projects and projects currently underway, policy matters relating to publications of the School, and other subjects deemed appropriate by the Chair and/or by the Director of Publications.

Procedures

Members of the Publications Committee must represent as many areas of specialization as possible, in order to share the reading of manuscripts. To this end, the Chair of the Committee on Committees consults with the Chair of the Publications Committee and the Director of Publications each year for names of suitable nominees to the Publications Committee. Nevertheless, Committee members should expect to read some manuscripts that are not directly in their fields of expertise.

Every book-length submission is normally read by one Committee member and by at least two outside reviewers. Committee members can expect to receive one or two book manuscripts a year for review. When a book-length manuscript arrives at the Publications Office, the Director of Publications and the Publications Committee collaborate to find outside readers. The Director of Publications ordinarily assigns the manuscript to a Committee reviewer, makes the selection of the two outside reviewers, and manuscripts are sent to these readers. When the outside reviews are received, they are forwarded to the Committee reviewer. The Committee reviewer is asked to write a careful evaluation of the manuscript and make a specific recommendation with regard to publication within two weeks of receiving the reports from the outside readers. The author(s) is then asked to provide a response to the recommendations, within two weeks. All reviews along with this author response are sent by Basecamp to all Committee members, who meet, normally online, to discuss and vote on the submitted manuscript. Members vote to accept, accept pending revisions, reject urging resubmission, or reject. Authors are notified of the Committee's decision by the Chair of the Publications Committee after consultation with the Director of Publications. In the case of publications of primary material excavated by a project affiliated with the American School of Classical Studies, the Director of Record is also informed directly about the Committee's decision and may also receive the reviews of the manuscript.

It is sometimes the case that the Committee reviewer's term on the Committee expires before the revised manuscript comes back to the Publications Office. In this case, the original Committee reviewer will be asked to review the revised manuscript and make a recommendation to the Committee as to whether the revisions are satisfactory and the manuscript should be accepted for publication.

The review process must be confidential. The author's name is not revealed to any of the reviewers or to the members of the Publications Committee, and the reviewers' names are not revealed to the author unless a reviewer specifically waives anonymity. However, it is sometimes unavoidable that the identity of an author will be known to one or more members of the committee. To protect the viability of the review system, it is vital that Committee

members keep the identities of authors and reviewers, as well as the contents of manuscripts and reviews, entirely confidential.

The Director of Publications is an Officer of the School, and both the Director and the Editor of *Hesperia* are appointments made by the Managing Committee of the School.

Should the position of Director of Publications become vacant, a search committee will be formed by the Chair of the Managing Committee and the Chair of the Publications Committee, and the voting members will normally include, in addition to these two, the other members of the Publications Committee, a representative from the Publications Committee of the Trustees, and the Editor of *Hesperia* (or another representative from the staff of the Publications Office). The Chair of the Publications Committee of the Managing Committee will be the chair of the search committee. The search committee is responsible for drafting the advertisement and for screening and interviewing applicants. The Publications Staff will also screen and interview applicants. After consultation with the staff, the search committee will put forward a candidate to the Executive Committee for approval.

Should the position of Editor of *Hesperia* become vacant, a search committee will be formed by the Chair of the Managing Committee and the Chair of the Publications Committee, and the voting members will normally include, in addition to these two, the Director of Publications, at least one other member of the Publications Committee, and a representative from the Publications Committee of the Trustees. The Chair of the Publications Committee of the Managing Committee will be the chair of the search committee. The search committee is responsible for drafting the advertisement and for screening and interviewing applicants. It is very helpful to ask the final candidates for the position to perform a sample editing job on the original version of an article that has been submitted to *Hesperia*; the samples can then be compared by the outgoing editor of *Hesperia*, the search committee, and possibly also by the editor of another journal (e.g., *AJA*). The search committee puts forward a candidate to the Executive Committee for approval.

The Director of Publications is responsible for filling other staff positions in the Publications Office and may ask the Chair of the Publications Committee and/or other Committee members to participate in these searches.

Forwarding of Motions/Recommendations

Motions and recommendations are submitted to the Executive Committee for approval.

Representation on other committees

One member of the Publications Committee shall be selected by the Editor of *Hesperia*, in consultation with the Chair of the Managing Committee, to serve as a member of *Hesperia*'s Editorial Advisory Board.

The Chair of the Committee on Publications serves as chair of the selection panel for the Kress Publications Fellowships that includes the Chair of the Managing Committee, Director of the School, and ex officio members, Director of Publications, Director of the Athenian Agora Excavations, and Director of the Corinth Excavations.

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Name of the Committee

Committee on the Summer Sessions

Number of members (elected/appointed/ex officio) and term

5 elected members for a 4-year term

Managing Committee Chair serves ex officio and appoints committee chair.

Gertrude Smith Professors (the Directors of the Summer Session and the Seminars) are application-voting participants.

Purpose

It is the responsibility of the Committee to review all applications for membership in the Summer Session and two Summer Seminars and to rank the applicants for purposes of participation and for scholarships. It is also its responsibility to consider applications for Summer Program Directors for the following year, and to recommend candidates to the Executive Committee for vetting before sending them for approval to the Managing Committee.

Meetings/Timetable

Much of the Committee's work is done by virtual workspace and email.

September – December

- Welcome newly elected members to the committee and apprise them of the work of the committee (Chair).
- Encourage qualified individuals (graduate students, advanced undergraduates, high school teachers of Latin, Ancient History, Mythology, Social Studies, community college professors, professors at 4-year colleges and

universities in allied fields with a lack of experience in Greece) to apply for the ASCSA summer session. Personal contact with individuals is the best way to increase our applicant pool.

- Identify any venues that are suitable for advertising the ASCSA summer programs.
- Discussion of evaluation of summer school applications – what are we looking for, how do we evaluate and score the different constituencies, how do we identify individuals for ASCSA scholarships and other scholarships?
- Encourage qualified individuals to apply for the Gertrude Smith professorships, i.e. Summer Session and Seminar director positions.
- Review reports from SS Directors from previous summer. Reports are due to Athens Staff by the end of October. Reports are addressed to the Director of the School, then sent to the SS chair, MC chair and Princeton office.
- Report for the January meeting written by Chair.

January – May

Summer Session and Seminar applications

- Deadline for summer program applications – early January.
- Downloading, sorting, organizing of the applications submitted online and sent to Committee. Creation of PDF applications to upload to the virtual workspace for the committee as soon as possible.
- Committee (plus summer session directors) evaluation of applications by February 15.
- Compilation of results and creation of list by February 19 (Chair).
- Discussion of/ changes to the final list by February 26.
- Final list and contact with candidates by first week of March. Review notification letters. Distribution of notifications. (Chair, MC Chair and Princeton Office).
- Final rosters for the summer program directors by beginning of April, after full payment of fees are due.

Gertrude Smith Professorships

- Deadline for Gertrude Smith professorships – January 30.
- Downloading, sorting, organizing of the applications for Gertrude Smith professorship. Creation of PDF applications to upload to the virtual workspace for the committee by February 15.
- Comments and evaluations of candidates by the committee due by March 1.
- Discussion of evaluations and applications, if necessary, until mid-March.
- Final decision by March 20.
- Letters sent to applicants on or before March 30 (Chair, MC Chair and Princeton office).
- Vote on candidates for the professorships at the May meeting.

General

- Discussion of the reports from the previous summer's directors, if necessary.
- Report for the May meeting written by Chair by April deadline.

June – August

- Support summer program directors by suggesting lecturers for on-site reports
- Approve outgoing announcements for the Summer Session and the Gertrude Smith Professorships (Chair).
- Deal with any issues that may have arisen during the application process.

Procedures

Report the work of the committee, especially significant decisions such as selection of the Gertrude Smith professors, summer program rosters, and scholarship awards, to the Princeton office, and the chair of the Managing Committee, as well as to the Executive Committee and Managing Committee of the ASCSA. This requires attendance at both meetings of the ASCSA, the SCS/AIA Annual Meetings in January and the meeting in May.

Involve the committee in discussions about significant issues concerning the summer programs, i.e. staffing, choice of participants, costs, support for staff, program for students, in a productive manner.

Working with the Programs Administrator closely in all aspects of the application procedure for the summer programs. This includes communicating with applicants about their application and admission/rejection to the program.

Oversee the review process for the Gertrude Smith professorships.

Keep an open communication with the Princeton office, Chair of the Managing Committee, the Director of the School, the Assistant Director of the School, and the staff in Athens especially concerning fees, compensation for directors, and the specific duties and responsibilities of the directors.

In tandem with the staff in Princeton, act as liaison between the Summer Session Committee and the various organizations that fund scholarships for the summer session.

Answer all queries concerning the program and application to the summer programs, up until the point that the summer program directors have received the rosters for their sessions.

Answer all queries from and provide information (and encouragement) to prospective candidates for the Gertrude Smith professorships.

Forwarding of Motions/Recommendations

Motions and recommendations are submitted to the Executive Committee for approval.

Representation on other committees

None

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Name of the Committee

Committee on the Wiener Laboratory

Number of members (elected/appointed/ex officio) and term

The Committee shall consist of 7 members including: 3 elected members who are either members of the Managing Committee members or members of the School that have been involved in an archaeological project affiliated with the School, current and past; and 4 appointed members. One of the elected members must be a member of the Managing Committee. Of the 7 committee members, 4 positions are reserved for individuals with expertise in focal areas of Wiener Laboratory research [e.g. 1) human skeletal studies, 2) archaeobotany, 3) archaeozoology, and 4) geoarchaeology, with one position designated for each discipline]. 2 positions are designated for individuals with an established record of incorporating the archaeological sciences into their research. 1 position is unspecified, and may be either someone with subject matter expertise in the any of the archaeological sciences or someone who has incorporated archaeological sciences in their research. These designated positions may be filled by either elected or appointed members. All members serve a 5 year term. The Chair of the Committee may be either an appointed or an elected member. The term of the Chair ends at the conclusion of the member's 5 year term, or at the discretion of a new incoming Managing Committee Chair. Managing Committee Chair serves ex officio. Director of the School and Director of the Wiener Laboratory are non-voting participants. The Chair of the Wiener Laboratory Committee of the Board of is ordinarily included in Committee discussions. The Committee, at its own discretion, may call upon persons other than Committee members as advisors to assist its deliberations.

Purpose

The Committee on the Wiener Laboratory provides general oversight and advice on general policy concerning the Wiener Laboratory. This body also solicits, selects, and monitors fellows and other researchers supported by laboratory fellowships and other sponsored research. The Committee serves as an advocate for the laboratory in the scholarly community and the broader public. When called upon, the Committee shall recommend to the Executive Committee a candidate for the directorship of the Laboratory.

Meetings/Timetable

The Committee on the Wiener Laboratory meets by virtual workspace and email as frequently as necessary. It meets in-person in January at the AIA/SCS Annual Meetings.

Procedures

Review of applications for fellowships and other sponsored research is scheduled for late February/early March. Director of the Wiener Laboratory issues appointment letters for fellowships and awards.

Forwarding of Motions/Recommendations

Motions and recommendations are submitted to the Executive Committee for approval.

Representation on other committees

Director of the Wiener Laboratory is a non-voting participant on the Excavation and Survey Committee

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Name of the Committee

Excavation and Survey Committee

Number of members (elected/appointed/ex officio) and term

5 elected members for a 5-year term

Managing Committee Chair serves ex officio and appoints chair.

Director of the School, Director of the Athenian Agora Excavations, Director of the Excavations at Ancient Corinth, and the Director of the Wiener Laboratory are non-voting participants

The Committee, at its own discretion, may call upon persons other than Committee members as advisors to assist its deliberations.

Purpose

The Committee has a concern for the practices, operation, and direction of all archaeological field projects, excavations and surveys that are affiliated with, or sponsored by, the School.

The Committee, in collaboration with the Director of the School, shall establish general guidelines for the conduct of archaeological projects and for the application process for permits for affiliated excavation and survey projects, and shall consider and act upon these applications, and shall make recommendations to the Chair of the Managing Committee for the awarding of these permits.

Meetings/Timetable

Much of the Committee's work is done by virtual workspace and email.

The Committee invites applications for permits according to a November 30 deadline when openings are available. Permits are awarded in competition among applicants and results are announced in January, approximately 18 months in advance of the start of fieldwork. An applicant who does not receive a permit may reapply when another opening becomes available.

The Committee meets at least once a year, in January, at the AIA/SCS Annual Meetings, to conduct its regular business.

Procedures

The Chair of the Committee regularly consults with the administration of the School in Athens regarding the status and submission of requests for permits to conduct archaeological fieldwork in Greece. The Committee receives from directors of approved projects annual reports concerning the progress of their work, including schedules for publication of finds and other results. The Chair of the Committee serves to facilitate communication between directors of field projects and the Publications Committee of the School.

Members of the Committee may pay visits to the excavations and surveys conducted under the auspices of the School, should such visits be deemed necessary. Annual visits by the Director of the School, the Chair of the Managing Committee and/or the Chair of the Excavation and Survey Committee are encouraged.

The Committee, in consultation with appropriate representatives at member universities, ensures that an authorized Director of Record is named for all past and present field projects that have been affiliated with the School.

Members of the Committee shall inform the Chair as soon as they know that they will be submitting an application for a permit to come under consideration by the committee. In consultation with the Excavation and Survey Committee, the Chair of the Managing Committee will replace the committee member with a temporary new member for discussion and voting on the allocation of permits.

Forwarding of Motions/Recommendations

Motions and recommendations are submitted to the Executive Committee for approval. Recommendations for awarding permits are made to the Chair of the Managing Committee.

Representation on other committees

Chair of Excavation and Survey is a member of the Kress Publications Application Committee Review Group.

Two elected members of the Committee are selected by the Committee to serve on the search committee for either the Director of the Athenian Agora Excavations or the Director of the Corinth Excavations.

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Name of the Committee

Libraries, Archives, and Digital Resources Committee (LADR)

Number of members (elected/appointed/ex officio) and term

7 elected members for a 4-year term

Managing Committee Chair serves ex officio and appoints committee chair.

The Director of the School, the Head Librarian of the Blegen Library, the Director of the Gennadius Library, the Senior Librarian of the Gennadius Library, the Doreen Canaday Spitzer Director of the Archives, and the Head of the IT Department of the School in Athens shall ordinarily be invited participants to the Committee's meetings, along with other members of the Managing Committee, staff, and external experts as needed for the business of the Committee.

Purpose

The Committee shall assist the Director of the School, the Head Librarian of the Blegen Library, the Director of the Gennadius Library, and the Doreen Canaday Spitzer Director of the Archives in long-range planning for the libraries and archives. It shall also advise on more immediate issues pertaining to library development as well as to preservation and conservation of the existing collection. The Committee also shall advise and assist the School in the development and curation of Digital Resources, in the development of programs related to Digital Scholarship, and in matters relating to other information technology needs of the School. The Committee recommends to the Managing Committee the appointments of the holders of any Fellowships uniquely hosted by the Archives or specifically targeted to supporting Digital Scholarship.

Meetings/Timetable

Much of the Committee's work is done by virtual workspace and email.

The Committee meets at least once a year, in January, at the AIA/SCS Annual Meetings, to conduct its regular business.

Procedures

The Committee confers with principal IT members of the School's staff and heads of the Libraries during the course of the year, including the administration, excavations, libraries, IT staff, laboratory, archives, publications, and website. The result is a general report issued by the Chair of the Committee to the Managing Committee in December and April.

Forwarding of Motions/Recommendations

Motions and recommendations are submitted to the Executive Committee for approval.

Representation on other committees

None

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Name of the Committee

Committee on Equity, Diversity, Access, and Inclusion (EDAI)

Number of members (elected/appointed/ex officio) and term

5 elected members for a 4-year term

One appointee from the School's offices in Greece and one appointee from the offices in Princeton. Each appointee serves a two-year, renewable term.

Managing Committee Chair serves ex officio and appoints committee chair.

The Director of the School, the Executive Director, and the Programs Administrator shall ordinarily be invited participants for Committee's meetings, along with other members of the Managing Committee, staff, and external experts as needed for the business of the Committee.

Purpose

The work of the committee includes, but is not limited to, the following tasks: The elected members of the Committee shall adjudicate and facilitate those fellowship programs that are aimed primarily at improving access by under-represented groups to research, study, and teaching opportunities at the School. With due regard both to applicable legal constraints and to procedures defined by the Personnel Policy, the Committee shall develop and implement modes of gathering data relevant to EDAI across the areas of hiring, membership, admissions to School programs, fellowships, and publications. As needed, the Committee shall review School policies and practices relevant to EDAI.

Meetings/Timetable

Much of the Committee's work is done by virtual workspace and email.

The Committee meets at least once a year, in January, at the AIA/SCS Annual Meetings, to conduct its regular business.

Procedures

The committee adjudicates relevant fellowships— currently the Scarborough Fellowship, receives reports from past appointed fellows, organizes and facilitates the mentorship program, and develops outreach and publicity materials re the fellowship, and assists as needed with the application process.

The Committee develops, implements, and manages a reporting system, in accordance with all relevant legal frameworks in the United States and Greece (and hence the EU), to gather data relevant to equity, diversity, access, and inclusion from position searches, processes of application and admission to programs, fellowships competitions, and publications. The Committee both develops and periodically reviews the necessary reporting tools (surveys, report templates) and defines reporting responsibilities (e.g., from the Director of the School, the Programs Administrator, the Director of Publications, etc.).

Such reporting, subject to relevant legal constraints, may include but is not limited to statistics on ethnicity, gender identity, and membership in racialized or otherwise underrepresented groups.

Given the changing EDAI environment in terms of both societal awareness and legal constraints, the School should periodically review and update its policy language and related practices. The Committee's work in this area depends on assistance from staff and legal counsel.

Forwarding of Motions/Recommendations

Motions and recommendations are submitted to the Executive Committee for approval.

Representation on other committees

None

February 2023