

HOW THE FACULTY IS RUN

Faculty Board and Committees

Major decisions are taken by the Faculty Board (FB) – a body elected from and by various constituencies (including students) of the Faculty. The Board has a Chair and Secretary who carry out its decisions, as well as having some executive authority of their own. The Board meets three times during each term. Election of student members of the Board is carried out each November, according to procedures set out in *Statutes and Ordinances*. There are two undergraduate and one graduate student members of the Board.

The Academic Secretary of the Faculty Board role is split into two; Academic Secretary for Undergraduate Affairs and Academic Secretary for Graduate Affairs.

Business relating to graduate degrees is dealt with by the Degree Committee.

The Board delegates business to various committees – the principal officers and committees are indicated below.

List of principal officers

<i>Chairman of Faculty Board and Degree Committee</i>	Prof. M J Millett
<i>Academic Secretary for Undergraduate Affairs</i>	Dr N Spivey (until 31.12.11) Dr E Gowers (from 1.1.2012)
<i>Secretary of Degree Committee and Academic Secretary for Graduate Affairs</i>	Dr R E Flemming (until 31.12.11) Dr J R Patterson (from 1.1.2012)
<i>Secretary of Faculty Board and Administrative Officer</i>	Mrs F J Fisher-Hunt
<i>Librarian</i>	Ms L K Bailey
<i>Curator of the Museum</i>	Prof. R G Osborne
<i>Chair of Finance Committee</i>	Prof. P A Cartledge
<i>Secretary of Finance Committee</i>	Dr J P T Clackson
<i>Chair of the IT Committee</i>	Prof. M J Millett
<i>Faculty Safety Officer</i>	Chairman of FB, ex officio
<i>Disability Liaison Officer</i>	Mrs F J Fisher-Hunt
<i>Harassment Officer</i>	Mrs F J Fisher-Hunt
<i>Academic Staff Development Liaison Officer</i>	Mrs F J Fisher-Hunt
<i>AHRC Officer</i>	Dr R E Flemming (until 31.12.11) Dr J R Patterson (from 1.1.2012)
<i>Access + Outreach Officer</i>	Prof. S P Oakley
<i>Schools Liaison Co-Ordinator</i>	Dr C L Whitton
<i>4 year degree Co-Ordinator</i>	Dr R S Omitowoju
<i>Computer Officer</i>	Mr S J Kimberley

Main Committees

Faculty Board

Chair is Prof. M J Millett, Secretary is Mrs F J Fisher-Hunt; deals with all aspects of Faculty business, including issues referred to it by the University's central bodies; has elected undergraduate representatives, Katy Castle (Fitzwilliam) and Maximilian Haas (Robinson), and a graduate representative, currently James McNamara (Trinity).

Degree Committee

Chair is Prof. M J Millett, Secretary is Dr R E Flemming (Dr J R Patterson from 1 January 2012); responsible for all matters to do with the MPhil and PhD programmes, including admission, supervision and examination of students.

Resources and Personnel Planning Committee (RPPC)

Chair is Prof. M J Millett, Secretary is Mrs J Fisher-Hunt; responsible for advising the Board on long-term strategic planning in terms of resources (both Faculty Trust Funds and University funds) and personnel. Including: the filling of vacant offices, funding priorities, space allocation and distribution of responsibilities within the Faculty.

Finance Committee

Chair is Prof. P A Cartledge, Secretary is Dr J P T Clackson, manages the Faculty's Trust Funds and deals with associated requests for funding.

Student-Staff Joint Committee

Chair is Dr D Leith, Secretary is Mrs C Bartley, deals with issues relating to undergraduate and graduate activities and especially the academic programme. Usually meets termly.

Library Committee

Chair is Mr N C Denyer, Secretary is Miss L K Bailey; deals with policy issues relating to the Library. The Committee has a student member.

Committee of the Museum of Classical Archaeology

Chair is Dr J P T Clackson, Secretary is Prof. R G Osborne, deals with policy issues relating to the Museum; not a Faculty Board committee; has student and Junior Research Fellow observers.

Teaching Committee

Chair is Dr N J Spivey (Dr E Gowers from 1 January 2012), Secretary is Mrs J Fisher-Hunt; deals with policy issues related to learning and teaching; has student members.

Classical Languages Committee

Chair is Dr N J Spivey (Dr E Gowers from 1 January 2012), Secretary is Mr F G G Basso; manages language-teaching programme, and deals with related policy issues.

Lecture List Committee

Draws up the programme of Faculty teaching for the Tripos. Its members are the Academic Secretary for Undergraduate Affairs, the Secretary of the Classical Languages Committee and the Secretaries of the caucuses:

A: Literature	Prof. S P Oakley
B: Philosophy	Dr J I Warren
C: History	Prof. R G Osborne
D: Art and Archaeology	Dr N J Spivey
E: Philology and Linguistics	Dr J P T Clackson
X: Interdisciplinary	Dr C Vout

(Caucuses make recommendations to the Faculty Board on the syllabus and the teaching programme, organise seminars, and promote study and research in their area more generally.)

College Classical Representatives

Chair is Dr J P T Clackson (Dr P C Millett Lent and Easter Terms 2012), Secretary is Dr C Vout; deals with college aspects of teaching, e.g. admission of undergraduates; not a committee of the Faculty Board. All Directors of Studies in Classics are members.

Appointments Committee

Chair is the Vice-Chancellor's Deputy, Prof. R Harrison, Secretary is Mrs F J Fisher-Hunt; is responsible for making appointments to established academic posts; not a committee of the Faculty Board.

Health, Safety and Security Committee

Chair is (as Safety Officer, *ex officio*) Chairman of Faculty Board, Convenor is the Chief Secretary; deals with all aspects of health, safety and security; meets once a term. The Committee has a student member.

Access and Outreach Committee

Chair is Prof. S P Oakley, Secretary is Mrs F J Fisher-Hunt. Serves to encourage and enable applicants of all backgrounds to apply to read Classics at Cambridge, and liaises between schools and the Faculty.

IT Committee

Chair is Prof. M J Millett, Secretary is Mr S Kimberley. Advises Faculty Board on all issues relating to IT from e-learning resources to major equipment purchases and networking issues.

Students are active participants on several of these Faculty bodies, such as the Teaching Committee and the Faculty Board. Elections are held every November to find two undergraduate and one graduate representative for the Faculty Board. These elected representatives will also be invited to attend other Committee meetings as appropriate. Please look out for more information on the notice boards in the foyer during Michaelmas Term.

The Faculty Board representatives also serve on the Staff Student Joint Committee, along with one graduate nominated by the graduate body and one JRF/Postdoc. Nominations for these SSJC posts will be invited at the end of Michaelmas Term.

The term of office for both SSJC and Faculty Board student representatives is one year.

This is your opportunity to get involved in the organisation and running of the Faculty. If you would like more information about student representation, please contact the Faculty administrator (administrator@classics.cam.ac.uk).

Another way of getting involved in the Faculty is through the Herodoteans Society (<http://www.herodoteans.org>) – look out for more information on the Faculty website.