**MANAGING COMMITTEE**

**AMERICAN SCHOOL OF CLASSICAL STUDIES AT ATHENS**

**OPERATING PROCEDURES OF THE STANDING COMMITTEES OF THE ASCSA MANAGING COMMITTEE**

**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.

**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 day before a meeting of the Managing Committee in January and in May, and by virtual workspace, telephone, fax, and e-mail 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.
Nominating Committee
Ad Hoc Committee to form NEH selection panel
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.

Purpose
It is the Committee's responsibility to decide on the awarding of membership and fellowships for Regular Members, Hirsch fellowships, and for Student Associate Members. It makes recommendations for Fulbright 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, telephone, fax, and e-mail as frequently as necessary.

September - December. General committee work. Fulbright applications deadline is mid October. Committee receives copies of ASCSA/Fulbright applications for review. December 3-5 conference call regarding applicants who have also applied for a Fulbright. Chair reports the results of this review to the Director of the School and to the Princeton office. Princeton staff communicates informally with the IIE about the Fulbright candidates. Chair submits mid-year committee report for Managing Committee meeting.

November - February. Examination. Chair sends list of unused exam questions to committee. Committee members send additional questions for the new exams to Chair or designated committee member. By early December, Chair sends a list of the exam questions to committee members for comments. At January AIA/SCS Annual Meetings, 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 Hirsch applications to committee in the virtual workspace and posts applications for Regular Members and Associate Members. 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 on an Excel form or writeboard in the virtual workspace. Princeton office reports the compilation of scores and ranking. Chair confirms fellowships to be granted. First week in March, conference call to make final decisions. Results are announced by March 7. Notifications about memberships and fellowships from Chair sent by Princeton office via e-mail and letter 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 mid April.

Report to Managing Committee at the May meeting in NYC.

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 that each member of the committee make up a version of the four 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 file attached to e-mail. E-mails 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 back to the Princeton office as e-mail attachments. Applicants should not have access to cell phones, but other security issues are left to the discretion of the proctors, who are usually acquainted with the applicants. 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. The applications and supporting materials are scanned, turned into pdf files, copied to the virtual workspace.

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 Chair of the committee performs additional ranked lists, based on different ways of counting the Greek Translation, History, Art & Archaeology, and Literature exams.

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 7 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 taking into consideration greater or lesser weight of the Greek translation exam in the case of those (archaeology and art history students) who chose the art and archaeology exam, 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 e-mail 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

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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 2-year term
Each elected member serves a two-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, telephone, fax, and e-mail as frequently as necessary during the fall. It meets in January at the AIA/SCS Annual Meeting 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 at the January AIA/SCS Annual Meetings 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 Association), and fieldwork experience. 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 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

**Name of the Committee**
Committee on Libraries and Archives

**Number of members (elected/appointed/ex officio) and term**
9 elected members for 4-year term. 3 members representing the Blegen Library, 3 members representing the Gennadius Library, and 3 members representing Archives. Managing Committee Chair serves ex officio and appoints committee chair. Non-voting participants are Head Librarian of the Blegen Library, Director of the Gennadius Library, Doreen Canaday Spitzer Archivist of the School, and Director of the School. Professors of the Gennadius Library Summer Session on Medieval Greek participate in application review.

**Purpose**
The Committee assists the Director of the School, the Head Librarian of the Blegen Library, the Director of the Gennadius Library, and the Doreen Canaday Spitzer Archivist in long-range planning for the libraries and archives. It also advises on more immediate issues pertaining to library development as well as to preservation and conservation of the existing collection. Each year a subcommittee consisting of the three members of the Committee who represent the Gennadius Library and one each from the representatives of the Blegen Library and the Archives recommends to the Managing Committee the appointment of the M. Alison Frantz (formerly Gennadeion) Fellow in Post-Classical Studies and the Gennadius Library Summer Session on Medieval Greek. When called upon, the Committee recommends to the Executive Committee candidates for the directorships of the libraries or the Doreen Canaday Spitzer Archivist.

**Meetings/Timetable**
The Committee on Libraries and Archives meets by conference call and by virtual workspace, telephone, fax, and e-mail as frequently as necessary. It meets in January at the AIA/SCS Annual Meetings, and by conference call in early March for review and selection of applications for the Frantz fellowship and for the Gennadius Library Summer Session on Medieval Greek.

**Procedures**
For the Frantz Fellowship and for the Director of the Library, the Committee is responsible for wording the advertisement and for screening the applicants, including those applying for the Medieval Greek Summer Session, assuming that it is regularized and funded. There will be close consultation with the Director of the Gennadius Library during the deliberative process for the Frantz Fellowship and Medieval Greek 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 by e-mail on or before 15 March, with hard copy notifications to follow.
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 on Libraries and Archives.

**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**
Chair of the Committee on Libraries and Archives is a non-voting participant of the Committee on Information Technology.

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**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 Visiting Professorships, 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, Head Librarian of the Blegen Library, Director of the Gennadius Library, Director of the Agora Excavations, Director of the Corinth Excavations, and the Director of the Wiener Laboratory.

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, fax, e-mail, phone and mail. The Committee may also meet in person, whether at the January or May Managing Committee meetings, or in intervals as deemed feasible by the Chair and the members.

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 by e-mail with hard copy notifications to follow. 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, and the Director of the Wiener Laboratory.

**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 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. In addition, the Committee meets in conference calls as needed, usually once or twice a year. Much of the Committee's work is done by virtual workspace, e-mail, phone and mail. 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. Attendance at the meetings and conference calls is expected.

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 sends the manuscript to these readers. When the Director of Publications receives the outside reviews, s/he sends these reviews 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. When all reviews of a manuscript are completed, they are sent by Base Camp to all Committee members, who, within one week, vote on the manuscript by e-mail. 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 may include non-voting members as needed. 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 may include non-voting members as needed. 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**

The Director of Publications may be appointed the Princeton staff representative to the Committee on Information Technology.

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.

**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 (two Summer Session Directors) are application-voting participants.

**Purpose**

It is the responsibility of the Committee to review all applications for membership in the two Summer Sessions and to rank the applicants for purposes of participation and for scholarships. It is also its responsibility to consider applications for Summer Session 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, fax, e-mail, phone and mail.

*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 session.

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 director position.

Follow up with SS Directors from previous summer for reports by the end of October. Reports are addressed to the Director of the School and copied to the SS chair, MC chair and Princeton office.

Report for the January meeting written by Chair.

January – May

Summer Session applications

- Deadline for summer session applications – January 15.
- Downloading, sorting, organizing of the applications submitted online and sent to ssapplication@ascsa.org by the summer session chair. Creation of pdf applications to upload to the virtual workspace for the committee by January 30th.
- 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 by e-mail and mailing. (Chair, MC Chair and Princeton Office).
- Final rosters for the summer session directors by beginning of April.

Gertrude Smith Professorships

- Downloading, sorting, organizing of the applications for Gertrude Smith professorship by the committee chair. 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 8.

June – August

- Support summer session 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 session 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 NY meeting in May.

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

Organize and administer all aspects of the application procedure for the summer session. This includes downloading and collating all parts of the application, communicating with applicants about the completeness of their application, and disseminating the applications to the committee and the summer session directors.

Organize and administer all aspects of the application procedure 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. This is particularly important in the case of the Fulbright grants.

Answer all queries concerning the program and application to the summer sessions, up until the point that the summer session 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

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 Personnel Committee a candidate for the directorship of the Laboratory.

Meetings/Timetable
The Committee on the Wiener Laboratory meets by conference call and by virtual workspace, telephone, fax, and e-mail as frequently as necessary. It meets 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

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, fax, e-mail, phone and mail.

The Committee invites applications for permits according to an October 15 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
None

Name of the Committee
Committee on Information Technology

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. The Chair of the Committee on Libraries and Archives is an advising member. The Committee, at its own discretion, may call upon persons other than Committee members as advisors to assist in deliberations.

**Purpose**
The Information Technology Committee considers policy and planning for the School's IT infrastructure and digital initiatives and advises the Managing Committee and staff regarding matters relating to the information technology needs of the School.

**Meetings/Timetable**
Much of the Committee's work is done by virtual workspace, fax, e-mail, phone and mail.

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 during the course of the year, including the administration, excavations, libraries, IT staff, laboratory, archives, publications, and website. The notes from the meetings or emails are compiled. 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

January 2018