

**DEPARTMENTAL MANUAL OF OPERATIONS AND PROCEDURES
DEPARTMENT OF CHEMISTRY
COLLEGE OF LIBERAL ARTS AND SCIENCES**

Amended by the department December 2023

Approved by the College of Liberal Arts and Sciences April 2024

I. Authority of the Manual of Operations and Procedures

This manual of operations and procedures formulates the procedures for faculty governance of the Department of Chemistry. The department shall follow the operating rules of the University and the College of Liberal Arts and Sciences and shall follow the procedures in this document as a supplement thereto. Once approved by the department and the college, this document becomes effective immediately.

II. Faculty membership and eligibility to vote

A. Definition of faculty membership:

The voting faculty of the Department of Chemistry shall consist of instructional-track, tenure-track, and tenured professors, associate professors, and assistant professors appointed within the department and college. The faculty also included faculty with courtesy appoints (0% appointments), visiting assistant professors, and adjunct professors.

B. Responsibilities of faculty

Both individually and as a body the faculty is responsible for carrying out the department's mission in accordance with the policies and procedures of the College of Liberal Arts and Sciences, the Graduate College, and the university. Individual faculty members fulfill these responsibilities in accordance with the university's policy on professional ethics and academic responsibility.

The department distributes teaching and service assignments to faculty and provides guidance through periodic reviews to ensure that all faculty are participating appropriately and equitably in the teaching, research, and service missions of the department, college, and university.

C. Rule of eligibility for voting

All tenure-track, instructional-track, and tenured professors, associate professors, and assistant professors with a greater than 33% appointment in the department are eligible for voting on issues raised at departmental meetings.

Tenure-track and instructional-track at the rank of assistant professor cannot vote on promotion to the rank of associate or professor.

Tenured associate professors or associate professors of instruction cannot vote on promotion to the rank of professor.

Tenured associate professors or professors with less than a 40% appointment in the College of Liberal Arts and Sciences and Department of Chemistry cannot vote on the promotion to associate professor or professor. If a faculty member's tenure home is not in the College of Liberal Arts and Sciences, they are also ineligible to vote on promotion and tenure cases, even if their appointment is above 40%.

III. **Officers and standing committees**

- A. The DEO is appointed by the dean of the college with the advice of the faculty and the approval of the provost.
- B. The DEO holds ultimate responsibility for the smooth operation of all facets of the department. This includes but is not limited to: 1) assignment of teaching responsibilities to faculty and teaching assistants; 2) recommendations to the college for appointment of new faculty as well as promotion/tenure decisions and salary adjustments for current faculty; and 3) assignment of office and laboratory space to individual research groups.
- C. The DEO will be assisted in the discharge of their duties by: 1) a Director of Undergraduate Studies, 2) a Director of Graduate Studies, and 3) an Associate Chair (if the position is filled). The DUS and DGS are appointed by the DEO, serve at the DEO's pleasure, and will be responsible for recommendations on course and curriculum review and for direction of departmental undergraduate and graduate programs, respectively. The Associate Chair is appointed by the DEO after a nomination process and consultation with the faculty. They answer directly to the DEO and work closely with the DEO to support departmental operations and faculty development. In addition, the DEO will be advised by an Executive Committee representing a cross section of the department and appointed by the DEO.
- D. Acting DEO — The DEO will recommend, subject to approval by the dean, an individual to whom administrative responsibility will be delegated in the DEO's absence. If the position of Associate Chair is filled, the role defaults to them. If the Associate Chair is not available, this individual will be selected from the cadre of faculty who have served previously as DEO. If the DEO is unexpectedly unavailable and there is no Associate Chair, the acting DEO will be selected by the Executive Committee.
- E. Standing Committees —
 - a) Executive Committee (EC)

Charge: Advises the DEO on the formulation and implementation of departmental policies and procedures.

Annual responsibilities

 - Advise on activities of standing committees, matters related to the College of Liberal Arts and Sciences (CLAS) and University of Iowa (UI)
 - Advise on urgent matters

- Maintain departmental Operations Manual

Composition: The committee will be composed of 7-8 members:

1. The DEO
2. The Associate Chair (if filled)
3. Director of Graduate Studies
4. Director of Undergraduate Studies
5. Faculty member at large
6. Faculty member at large
7. Faculty member at large
8. Departmental Administrator

Members should include representatives from each faculty rank and teaching divisions.

b) Graduate Education Committee (GEC)

Charge: Establishes, evaluates, and maintains the policies of the chemistry graduate program. The GEC plays the central role in the implementation, oversight, and assessment of the graduate curriculum. Serves as the principal arbiter for questions or interpretations of the policies in the Guidelines for Graduate Study. The committee also works to improve the graduate curriculum to better accomplish the desired program outcomes.

Annual responsibilities

- Oversee the graduate orientation process and support the on-boarding of new student cohorts each year
- Implement an effective process for graduate students to become familiar with research groups and faculty and support students in the process of group selection/assignment
- Support ongoing professional development of graduate students
- Evaluate and approve appropriate coursework for proficiency and advanced course requirements
- Review requests for transfer credits
- Review requests for extensions of program requirements
- Maintain the Guidelines for Graduate Studies and Learning Outcomes and Assessment Template

Ad hoc responsibilities

- Initiatives defined by the Graduate College

Composition: The committee will be composed of 5 members:

1. Committee Chair - Director of Graduate Studies
2. Faculty member – Rep from Awards Committee
3. Faculty member – Rep from Recruiting & Admissions
4. Faculty member at large
5. Graduate program coordinator

Faculty members should be tenured/tenure-track faculty at various ranks and spanning a range of divisions.

c) Undergraduate Curriculum and Assessment

Charge: Coordinates assessment of the degree to which our curriculum confers the knowledge and skills outlined in our goals. It also formulates recommendations to the DEO and the faculty on revisions of the undergraduate course offerings of the department. In doing so, it seeks and consider the input of affected units of the university on proposed curricular changes.

Annual responsibilities

- Coordinate assessment activities
- Monitor results of assessment activities
- Summarize department assessment activities for annual report
- Review undergraduate curricular needs and determine needed revisions
- Maintain chemistry degree plans

Ad hoc responsibilities

- Provide information for accrediting bodies/review
- Review proposals for course revisions or new courses
- Review of peer institutions for structure & course offerings

Composition: The committee will be composed of 5 members:

1. Committee Chair - Director of Undergraduate Studies
2. Director of First-year Chemistry
3. Faculty member at large
4. Faculty member at large
5. Professional advisor
6. Chemistry Center Director

Faculty members should include two tenured/tenure-track faculty and two instructional-track faculty. They should represent various disciplinary areas, be familiar with assessment, and hold interest in optimizing student outcomes.

IV. **Departmental meetings**

Departmental meetings will be held at a minimum of once each month, typically during the 12:30 hour to avoid conflicts with teaching responsibilities and will follow Roberts Rules of Order. These meetings will be chaired by the DEO, who will call the meeting to order and ensure that discussion proceeds in a timely fashion. Meetings will include all tenured, tenure track, and instructional-track faculty. Visiting assistant professors and adjunct professors are not provided voting rights in departmental meetings but are welcome to attend and contribute to the discussion. Others may be invited to a specific meeting at the discretion of the DEO. Items may be placed on the agenda by the DEO, the Executive Committee, or individual faculty in response to a solicitation normally distributed the week prior to the meeting.

Special meetings may be called as necessary at the discretion of the DEO. These normally will be announced no later than the week prior to the meeting itself, and a draft agenda will be provided at that time. Unless specified otherwise (e.g. promotion and tenure decisions), a simple majority of those present will be required to approve any

motion. If circumstances prevent in person attendance, an individual who has attended the discussion via electronic means may send a vote to the Department's Administrative Services Coordinator who will maintain the confidentiality of the vote(s) and ensure that they are included. Voting may be done by acclamation, a simple show of hands, or a secret ballot (which any eligible voter may request).

Meetings at which confidential personnel issues are discussed (e.g., meetings of the departmental consulting group for tenure and promotion decisions, meetings of the tenured faculty to discuss probationary faculty reviews, etc.) are **NOT** "departmental meetings" and are not governed by this section of the departmental manual of operations and procedures.

Minutes are kept by the Department Administrative Services Coordinator and posted for review by the faculty.

V. **Amendment of the Manual of Operations and Procedures**

The Manual of Operations and Procedures may be amended by a majority vote of the Chemistry Department faculty on changes proposed. Any Chemistry Department faculty member may propose changes to the Manual of Operations and Procedures by sending the proposed changes to the Executive Committee. The proposed changes will be brought to a vote at a departmental faculty meeting. Advance notice (minimum of one week) must be given of such a meeting to consider changes to the Manual of Operations and Procedures. Amendments are subject to the approval of the College of Liberal Arts and Sciences.