

African American Studies
Manual of Operations and Procedures

Approved by
College of Liberal Arts and Sciences
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I. Authority of the Manual of Operation and Procedures

This manual of operations and procedures formulates the procedures for faculty governance of the African American Studies program. African American Studies will 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 African American Studies and the College, this document becomes effective immediately.

II. Faculty Membership and Eligibility to Vote

A. Definition of faculty membership:

Faculty membership includes: the joint appointments (0% and higher) of tenured and tenure-track faculty, along with full-time, part-time lecturers, and adjunct faculty with appointments of at least one year.

B. Rights and responsibilities of faculty:

Individually, and as a whole, the African American Studies faculty is responsible for carrying out the Program's vision in accordance with the policies and procedures of the College of Liberal Arts and Sciences, the Graduate College, and the University of Iowa.

C. Eligibility for voting:

All African American Studies faculty with a 25% or higher joint appointment will have voting privileges. Equal voting rights will be applied to African American Studies faculty regardless of appointment percentage (25% to 100%). The 0% African American Studies faculty member will not have voting privileges, but will be encouraged to participate as fully as possible. The goal is for the 0% member to eventually move into a 25% or more appointment.

D. Expectations of faculty:

Faculty in the African American Studies Program are normally expected to:

- 1- Establish and maintain prominent research and/or creative status that merits national and/or international recognition.
- 2- Teach a minimum of one cross-listed course each year (25% appointment)
- 3- Actively participate in the governance of the program through faculty meetings, committees, curriculum development, student and faculty recruiting, and other events.
- 4- Contribute to the development of an African American Research Center building a creative and intellectual life around various topics and interdisciplinary projects in African American studies.
- 5- Utilize expertise to engage in outside activities within the College of Liberal Arts and Sciences, the University, the state, national, and international arenas in an effort to garner recognition for the African American Studies Program.
- 6- Encourage, assist and support assistant professors in their academic growth and development through mentoring, collaborating and safe guarding their participation.

III. Officers and Standing Committees

- A. The officers of the African American Studies Program are charged with leading the faculty in the achievement of their vision. Their responsibility will be to carry out the expressed intentions of the faculty, to manage resources and effectively direct the development of the Program.
- B. All major changes must be proposed by committee and approved by a majority vote of the faculty. In all important matters the faculty is to be informed and it is the responsibility of the faculty to make all final decisions.
- C. Officers of the Program:
Coordinator – The coordinator has the most important responsibility of leading the faculty and staff in the overall operation of the African American Studies Program. The

coordinator will maintain a crucial focus on the vision of the program by organizing efforts, encouraging participation, compiling records of program, moderating discussions, along with articulating goals, and ultimate successes. The position will rotate on a two-year basis. However, a candidate can serve up to three consecutive terms. The candidate must be a tenured, associate or full professor with, at least, a 25% appointment. The appointment of the coordinator will be made by the Dean, in consultation with the AAS faculty, in the spring for the upcoming year.

Assistant Coordinator – The African American Studies assistant coordinator will work with the coordinator in the overall operation of the African American Studies Program. The main responsibility will be to take minutes at the faculty meetings, distribute those minutes accordingly, and serve as timekeeper for agenda items in meetings. However, the assistant coordinator should also assist the coordinator with various other duties as designated. The assistant coordinator may volunteer, be chosen by committee members or appointed by coordinator. Since the assistant coordinator will work closely with the coordinator, this position could serve as next in line to become the coordinator.

Committee Chairs – The committee chairs will have the responsibility of working closely with the coordinator and faculty to insure the effective overall operation of designated areas in the African American Studies Program. The committee chairs will carry out their responsibilities by developing appropriate curriculums, budgets, projects, initiatives, activities, and other necessities along with committee members. Chairs may volunteer, be chosen by committee members or appointed by coordinator. The committee chairs will be chosen by the faculty each spring for the upcoming year.

D. Primary Standing Committees:

- 1- **Executive Committee** – consists of the coordinator, assistant coordinator, and all three committee chairs. They will focus on the development and implementation of the program's vision and strategic plan. This committee will also advise the coordinator on various issues relating to the operation and governance of the Program.
- 2- **Research Center Committee** – organizes activities, interdisciplinary projects, research and grant writing opportunities, etc. Committee should consist of a minimum of three

members.

- 3- **Graduate Committee** – handles course offerings, admissions, advising, Teaching Assistant positions, Post-Doc opportunities, etc. Committee should consist of a minimum of three members.
- 4- **Undergraduate Committee** – handles course offerings, admissions, advising, etc. Committee should consist of a minimum of three members.

IV. Meetings

- A. Meetings for the full faculty will be held, at least, once a month. The time and day will be decided at the beginning of each semester by the faculty.
- B. Executive committee meetings will be held once a month before the full faculty meeting. The time and day will be decided at the beginning of each semester by the executive committee members.
- C. Committees meetings will be held once a month before the full faculty meeting. The time and day will be decided at the beginning of each semester by committee members.
- D. A quorum to hold an African American Studies faculty meeting shall be 60 percent of the number of regular faculty members, who at the time of the meeting are not on leave or phased retirement.
- E. Meetings will be normally open to all members of the faculty, staff, temporary or visiting personnel, representatives from the undergraduate and graduate student body. However, there may be meetings that involve confidential information and discussions where attendance will need to be limited.
- F. Minutes for meetings will be on public record and taken by the assistant coordinator of the African American Studies Program.
- G. The coordinator will run the faculty and executive committee meetings. The basic agenda for all meetings will include: approval of previous minutes, coordinator's report, committee chair reports; old and new business. In all meetings the opportunity must be provided for all members to raise issues, ask questions and get involved.

V. Amendment of the Manual of Operations and Procedures

Modification of this manual must be made by a majority vote of the African American Studies faculty and will take effect upon the approval of the Dean.