

Department of American Studies Manual of Operations and Procedures

Approved by the American Studies Department, April 2002

Approved by the College of Liberal Arts & Sciences, August 2002

Amended and Approved by the American Studies Department, October 2010

Approved by the College of Liberal Arts and Sciences, October 26, 2010

I. **Authority of the Manual of Operations and Procedures**

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

II. **Faculty Membership and Eligibility to Vote**

A. **Types of Faculty Appointment:**

For information on criteria for faculty rank and on faculty review procedures, including promotion and tenure review, see the “Faculty Appointments and Review” link on the “For Faculty” page of the CLAS website (<http://www.clas.uiowa.edu/faculty/review/index.shtml>).

1. **Faculty:** refers to individuals holding salaried tenure or tenure-track appointments or joint appointments in American Studies at the rank of Professor, Associate Professor, Assistant Professor, or currently are on unpaid leave from such an appointment. The mechanism by which faculty transfer portions of their appointment into or out of a department is described at:
http://www.clas.uiowa.edu/faculty/review/joint_appt.shtml#change
2. **Affiliate Faculty:** refers to individuals on the budget of another unit in the College or University holding a 0% appointment in American Studies at the rank of Professor or Associate Professor for a term of one to three years, subject to renewal. A 0% appointment can be offered to a faculty member who wishes to affiliate with and support the interdisciplinary mission of American Studies, if the appointment is deemed appropriate by both departmental faculties and the College. The mechanism for gaining approval of a secondary appointment at 0% is described at:
(http://www.clas.uiowa.edu/faculty/review/joint_appt.shtml#zero). All Affiliate Faculty enjoy the same faculty rights as Faculty for the duration of their appointment.
3. **Visiting Faculty:** refers to individuals holding temporary non-tenure track appointments in American Studies at the rank of Professor, Associate Professor, or Assistant Professor. A visiting faculty member may have voting rights for the duration of his/her appointment, subject to a simple majority vote at a Departmental Meeting.

4. **Lecturer:** refers to individuals holding renewable non-tenure track appointments in American Studies. A lecturer may have voting rights for the duration of his/her appointment, subject to a simple majority vote at a Departmental Meeting.

B. Faculty Rights and Responsibilities

Both individually and as a body, the faculty is responsible for carrying out the mission of the Department 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. All Faculty and Affiliate Faculty are expected to attend and participate in Departmental Meetings. Non-tenure track faculty may attend Departmental Meetings and vote, if that right has been extended, except those meetings dealing with personnel decisions (including hiring, reviews of probationary faculty, and grievances).

The DEO, in consultation with departmental faculty, distributes teaching and service assignments to faculty. The department provides guidance through periodic reviews to ensure that all faculty participate appropriately and equitably in the teaching, research, and service missions of the Department, the College, and the University.

C. Rules of Eligibility for Voting (at American Studies Departmental Meetings):

1. All tenured and tenure-track faculty members as defined in section IIA.1 above have full voting rights.
2. All affiliate tenured faculty members as defined in section IIA.2 above have full voting rights.
3. All visiting faculty members as defined in section IIA.3 above may have voting rights for the duration of his/her appointment, subject to a simple majority vote at a Departmental Meeting.
4. All lecturers as defined in section IIA.4 above may have voting rights for the duration of his/her appointment, subject to a simple majority vote at a Departmental Meeting.
5. An American Studies graduate student representative has full voting rights, except on any appointments or evaluations regarding current faculty, staff, or graduate students. The graduate student representative may not attend the portions of those meetings dealing with appointments or evaluations of current faculty, staff, or graduate students.
6. While a significant percentage of graduate students housed in American Studies are still completing graduate degrees in Health and Sport Studies, they may elect a representative of that cohort to attend Departmental Meetings. This representative shall have full voting rights, except on any appointments or evaluations regarding current faculty, staff, or graduate students. This graduate student representative may not attend the portions of those meetings dealing with appointments or evaluations of current faculty, staff, or graduate students.

III. Officers, Departmental Meetings, and Standing Committees

A. Delegated powers and duties of the DEO:

1. Selection, Term, and Conditions of Appointment: The DEO (Departmental Executive Officer) is appointed by the Dean with the advice of the faculty and approval of the Provost. In the normal course of events, the DEO shall take office at the beginning of the academic year and shall serve for a three-year term. A DEO may serve additional consecutive terms.

The DEO is the chief administrative officer of the Department. Her or his primary responsibilities are: 1) to administer the policies established by the departmental faculty and the College; and 2) execute, review, and revise objectives, priorities, and programs of the department.

2. Administrative Responsibilities: The DEO ensures the general operations of the Department. The DEO has primary administrative responsibility for and is accountable to the departmental voting group for: a. Developing faculty hiring plans; b. Recommending faculty appointments, promotions, and salary raises; c. Reviewing faculty; d. Overseeing faculty development; e. Mentoring junior faculty; f. Ensuring the development, implementation, and evaluation of the department's curriculum at graduate and undergraduate levels; g. Reviewing the departmental sections in all publications related to the curriculum; h. Ensuring supervision of student advising at graduate and undergraduate levels; i. Admitting graduate students to degree programs in accordance with recommendations forwarded by the Graduate Admissions Committee and with CLAS approval; j. Appointing graduate Teaching and Research Assistants funded by the department and making recommendations for appointing Teaching Assistants funded by other programs (e.g., Rhetoric, General Education Literature); k. Appointing, overseeing, and evaluating the work on the non-academic staff, as needed; l. Assigning faculty and staff to offices; m. Preparing course schedules; n. Establishing teaching assignments; o. Procuring and regulating equipment; p. Overseeing submission of reports and other documents requested by the College and University offices; q. Supervising the maintenance of departmental records and files; r. Managing the department's budget.
3. The DEO shall be the representative of the Department to the administration of the College of Liberal Arts and Sciences and the University. The DEO shall have the task of explaining Departmental needs, priorities, and policies to CLAS and University administration and communicating CLAS and University policies to students and faculty in the Department.
4. Acting DEO: In the event of a period of absence from campus, the DEO appoints an Acting DEO from the tenured faculty for the duration of his/her absence. The appointment of the Acting DEO is subject to approval by the Dean.

B. Departmental Meetings:

1. Departmental Meetings are convened by the DEO and include the departmental voting group: the DEO, all Core and Affiliate Faculty, a Graduate Student

Representative, an HSS Graduate Student Representative (per II, C, 6), and eligible Lecturers and Visiting Faculty. The Department Secretary attends *ex officio*.

Meetings shall be scheduled no less than 24 hours in advance, with written notice given to all committee members. Minutes of all Departmental Meetings shall be recorded, approved, and maintained in the Department office. A quorum consists of those members who are present. Any faculty member may call for the DEO to schedule a Departmental Meeting by contacting the DEO.

Meetings of the Departmental Consulting Group for promotion and tenure cases, meetings to review probationary faculty reviews, graduate admissions meetings, and meetings to review the academic progress of graduate students are not to be considered Departmental Meetings and are not governed by this section of the Department's manual of operations and procedures.

C. Standing Committees

1. **Graduate Admissions Committee:** convened by the DEO or a faculty member appointed by the DEO as chair of this committee. The committee consists of the DEO, Faculty, a Graduate Student Representative, and any Affiliate Faculty or Visiting Faculty invited by the DEO to participate. This committee normally meets as needed between January and March each year to respond to applications for admission to the American Studies graduate program and to make recommendations for admission and for financial aid awards.
2. **Other:** The DEO may appoint other standing committees and chairs of such committees as needed to conduct the business of the Department.

IV. Ad Hoc Committees

The DEO shall appoint any ad hoc committees she or he deems necessary for conducting the business of the Department. Any personnel search conducted by the Department for tenure-track or non-tenure track faculty shall require the appointment of an ad hoc committee to oversee the search; all search committees shall include in their membership at least one graduate student representative.

V. Tenure and Promotion

See the College's website at: <http://www.clas.uiowa.edu/faculty/promotion/index.shtml> and the Provost's website at: <http://provost.uiowa.edu/faculty/index.html>.

VI. Amendments to Manual of Operations and Procedures

The departmental voting group shall consider amendments to the manual of operations and procedures proposed by any member of the voting group. A vote on the proposed amendment may not take place at the Departmental Meeting where the amendment is initially introduced and may be taken up for a vote at the next regularly scheduled Departmental Meeting. Adoption of an amendment to the Manual of Operations and

Procedures required a simple majority vote at a Departmental Meeting and requires the approval of the Dean of the College.

The Department shall be notified by the DEO of all College and University policy changes affecting this document.