

DEPARTMENT OF CLASSICS, THE UNIVERSITY OF IOWA  
MANUAL OF OPERATIONS AND PROCEDURES  
Approved by the College of Liberal Arts and Sciences, July, 2002.

ARTICLE I. Membership and Voting Eligibility

A. A regular member of the Department of Classics shall be a tenured or tenure-track faculty member at the University of Iowa who either currently has a salary appointment in the Department of Classics or currently is on paid or unpaid leave from such an appointment in the Department of Classics. A non-tenure-track member of the Department of Classics shall be any person who is a visiting professor, visiting scholar, post-doctoral appointee, or instructor in the Department of Classics. An emeritus member of the Department of Classics shall be any person who has retired from the Department of Classics and was once a regular member.

B. The individuals who shall be eligible to vote at departmental meetings and/or on mail ballots are the regular members of the Department of Classics. Eligible voters who are unable to be present at a departmental meeting when the vote is taken on an agenda item may leave a written absentee vote with the chair of the meeting before the vote is taken.

C. A regular member may begin voting on the date that the official appointment begins.

ARTICLE II. DEPARTMENTAL CHAIR (DEO)

A. The Dean of the College of Liberal Arts & Sciences recommends to the Provost a person to be appointed as the Chair of the Department of Classics.

B. The chair shall perform the duties prescribed by the Manual of Operations and Procedures and by the parliamentary authority adopted by the Department.

C. The duties of the Chair shall be as follows:

The Chair shall have primary administrative responsibilities for recommending faculty appointments, promotions and salary raises, implementing the department's curriculum, monitoring the work of its undergraduate and graduate students, evaluating its faculty, procuring and regulating equipment, and managing its budget and office staff. The Chair shall also be responsible for scheduling and conducting departmental meetings. In carrying out these responsibilities, the Chair shall consult with appropriate faculty.

The Chair shall be the representative of the Department of Classics to the administration of the college and university. The Chair shall have the task of explaining departmental needs to the collegiate and university administration and communicating collegiate and university policies to the students and faculty in the Department.

D. The DEO will recommend, subject to the approval by the Dean, an individual to whom administrative responsibility will be delegated in the DEO's absence.

ARTICLE III. Meetings of the Department

A. The Chair of the Department shall call departmental meetings at least three times a semester to conduct departmental business, or an individual faculty member may request a meeting of the department.

B. The Chair requests items for the agenda at least a week prior to the meeting.

C. E-mail notification shall be sent to all regular members of the Department of Classics at least three (3) days before the meeting. The written notice shall specify the agenda for the meeting.

D. The Chair of the Department or the person designated by the Chair shall be the chair of a departmental meeting.

E. The duties of the chair of a departmental meeting include the following:

- i) Opening the meeting at the required time and calling the meeting to order
- ii) Announcing business in the appropriate order
- iii) Stating and putting to a vote any proper motions that are made
- iv) Announcing the results of the votes

F. A quorum during any semester shall be 40% of the number of regular members of the Department of Classics not on leave for that semester. Given a quorum, the passing of a motion made at a departmental faculty business meeting and not controlled by other portions of the Manual of Operations and Procedures shall require a simple majority vote of the regular faculty present, plus any absentee votes received by the chair.

G. A Departmental Meeting Secretary shall rotate from meeting to meeting, starting at the beginning of the alphabet. This person shall record and prepare minutes for each departmental meeting. These minutes shall include precise wordings of motions voted on, the outcomes of the votes, and the main points of discussion. The Departmental Meeting Secretary shall arrange for the minutes to be distributed to the faculty in a timely fashion. A file shall be kept in the Departmental Office for official documents such as Manual of Operations and Procedures, rules of order, operations manuals, etc. A file shall also be kept in the Departmental Office for minutes of Departmental Meetings. The Departmental Meeting Secretary shall give a copy of the approved minutes for each Departmental Meeting to the secretary of the Department of Classics to be kept in the file of minutes of Departmental Meetings.

H. The usual order of business shall include the review and approval of minutes of previous meetings.

I. The voting procedure will be open voting only.

#### ARTICLE IV. Departmental Programs and Standing Committees.

A. The chair appoints directors of Undergraduate Studies, Graduate Studies, and the elementary Latin program. The other programs may be established by departmental vote and appointed by the chair as need arises.

B. There shall be the following standing committees: Curriculum Committee and Colloquium Committee. The composition and duties of each committee shall be as follows:

1). Curriculum Committee. This committee is chaired by the DEO of Classics. The four members of this committee shall be appointed by the DEO and shall serve three-year terms. This committee shall oversee the undergraduate curriculum, and recommend changes to the Department. It also reviews the schedule of courses for the spring and fall semesters and recommends changes to the chair.

2). Colloquium Committee. The DEO shall appoint a chair of the Colloquium Committee as well as two to three other members. With the exception of the chair, the members will serve a three-year term. This committee will work with the entire faculty to arrange the colloquium program for the Department of Classics.

C. Ad hoc committees may be appointed by the Chair of the Department to consider departmental business not covered by one of the standing committees.

D. Tenure of Appointments. The three departmental program directors and the chair of the colloquium series will be appointed for terms of three years, renewable no more than twice thereafter in the event that it seems best to retain an individual in a position beyond the 9 year limit. The individual may be retained for an additional year by a majority vote of the regular faculty.

#### ARTICLE V. Authority of the Manual of Operations and Procedures

The Department of Classics shall follow the Manual of Operations and Procedures and operating rules of the College of Liberal Arts & Sciences and the University of Iowa as they apply to departmental business. The Manual of Operations and Procedures of the Department of Classics supplement those Manual of Operations and Procedures and operating rules. Once adopted, the Manual of Operations and Procedures become effective immediately.

#### ARTICLE VI. Amendments to Manual of Operations and Procedures

A. The Department of Classics shall consider amendments to the Manual of Operations and Procedures proposed in a petition, signed by at least five regular members of the Department of Classics and submitted to the Chair of the Department. The proposed amendment shall state the precise Article, Section and Sentences to be amended. The proposed amendments shall specify the words to be added, deleted or replaced. Moreover, the proposal shall give a complete statement of the wording of the section in the amended form. Members on leave may indicate in writing their support of an amendment and may vote in absentia on the motion in accordance with usual rules of voting.

B. A notice of the proposed amendments shall be distributed in written form by the Chair of the Department. The proposed amendments shall appear as an agenda item on the written notice of the next departmental meeting.

C. Adoption of an amendment to the Manual of Operations and Procedures can be achieved either at a departmental meeting, or by means of a mail ballot. In either event, to pass a motion to amend shall require a majority vote of the entire regular membership of the Department including those on leave or not in residence. An amendment to the Manual of Operations and Procedures takes effect upon approval by the College.