

Approved by CLAS
4/29/2007

**PROGRAM IN CREATIVE WRITING
DEPARTMENTAL MANUAL OF OPERATIONS AND PROCEDURES
COLLEGE OF LIBERAL ARTS & SCIENCES**

I. Authority of the Manual of Operations and Procedures

These are the operating procedures for faculty governance of the Program in Creative Writing. The Program shall follow the manual of operations and procedures of the University and the College of Liberal Arts & Sciences, and shall follow the operations and procedures in this document as a supplement thereto. Once approved by the program and the College, this manual of operations and procedures become effective immediately.

II. Faculty Membership and Eligibility to Vote

- A. Definition of faculty membership: The Program in Creative Writing considers tenured and tenure track faculty to be eligible to vote in program meetings. Visiting faculty are often invited to participate. Decisions to grant membership to non-tenure track faculty shall require majority vote of tenured and tenure-track faculty.
- B. Rights and Responsibilities of Faculty:
 - 1. 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 & 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.
 - 2. The Program 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.

III. Officers and Standing Committees

A.

1. Delegated powers and duties of the DEO: The executive officer of the Program in Creative Writing (DEO) is the director.
2. The DEO's chief duties are to oversee the processes of faculty appointment, mentoring, review, and promotion; develop the curriculum; oversee the work of the program's teaching assistants and staff; ensure that non-academic staff are evaluated; and manage the budget. Under procedures established by the unit, these administrative duties may be delegated to the Program Associate, to committees, or to other specialized officers or faculty committees, established for the governance of the unit.

B. ^{Dr}Other Officer(s): Poetry Head

1. The Director appoints a faculty member to be in charge of the poetry section of the Program.
2. The chief duties of Poetry Head are to oversee the curriculum, hire visiting faculty, and to be in charge of the admissions and financial aid committee. This is done in consultation with other tenured or tenure track poetry faculty.

C. Acting DEO

1. The DEO will recommend, subject to approval by the Dean, a faculty member to whom administrative responsibility will be delegated in the DEO's absence.

IV. Departmental Meetings

- A. The minimum schedule for departmental meetings is two times per semester.
- B. The meeting is chaired by the Director or the Poetry Head.
- C. Items are placed on the agenda by any tenured or tenure track faculty or visiting faculty.
- D. Meetings are open to staff and visiting faculty subject to IIA.

- E. Special meetings are called by notifying faculty of time and place and confirming that the time and place works for all of them.
- F. Faculty members are notified of the meeting about three weeks in advance of the meeting.
- G. The order of business is decided by the Director.
- H. Voting procedures used are acclamation, or show of hands, or discussion.

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

Amendments may be proposed at Program meetings.

If a two-thirds majority of the regular faculty vote in favor of the proposed amendment, the DEO will submit the amended manual of operations and procedures to the Dean of the College for approval. The amended manual becomes effective immediately upon approval by the Dean.