

## **Manual of Operations and Procedures**

### **Division of Interdisciplinary Programs**

**Approved by the College of Liberal Arts and Sciences, March 26, 2021**

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

The Division of Interdisciplinary Programs (DIP) is a unit in the College of Liberal Arts and Sciences (CLAS), and it functions under the general policies and procedures of CLAS, the Graduate College, and of the University.

The Division includes the faculty and academic programs in the programs of International Studies (IS), Interdepartmental Studies (INTD), Global Health Studies Program (GHSP), Enterprise Leadership (EL), Latin American Studies (LAS), Latina/o/x Studies (LATS), and the Magid Center for Undergraduate Writing (WRIT). It also includes the staff serving the Division.

This manual of operations and procedures formulates the procedures for faculty governance of the Division. The Division shall follow the operating rules of the University and CLAS, and shall follow the procedures in this document as a supplement thereto. Once approved by the Division Director and the Dean of the College, this document becomes effective immediately.

#### **II. Mission**

The Division of Interdisciplinary Programs (DIP) provides an institutional and intellectual space which facilitates faculty and student collaboration across disciplines within the College and with other University of Iowa colleges, units, and programs. The innovative programs within the Division offer

experiential learning opportunities that allow students to actively apply knowledge gained in the classroom to local, regional, national and international real-world settings. From Global Health Studies to Latina/x/o Studies, DIP Programs prepare students for life and careers in the 21<sup>st</sup> century by providing opportunities for critical engagement with the liberal arts. Students develop skills required to become effective communicators and creative problem-solvers, as well as the desire to contribute to positive social change in the diverse local and global communities in which we all participate.

### **III. Administrative Organization**

**1. Division Membership and Voting Eligibility for Division Committees.** Tenured or tenure-track faculty holding at least 25% appointments in the Division or one of its constituent units (or who are currently on paid or unpaid leave from such an appointment) are eligible to vote on all division business.

Instructional-track or clinical-track faculty holding at least 25% appointments in the Division or one of its constituent units (or who are currently on paid or unpaid leave from such an appointment) are eligible to vote on all division business with the exception of graduate policies and promotion and tenure decisions for tenured or tenure-track faculty.

Members of the DIP Leadership Team, and all staff appointed within the Division are eligible to vote on all departmental business with the exception of faculty reviews and promotion and tenure. Proxy voting is not allowed. Adjunct and visiting faculty are eligible to attend and participate in Division meetings. They are not eligible to vote.

The Division shall meet at least once each semester or call for an annual retreat. These meetings are held to foster and amplify collegiality as well as offer time and space to focus on strengthening our programs and programming.

**2. The DEO of the Division.** The DEO is appointed by and reports to the Dean of CLAS. The DEO of the Division of Interdisciplinary Programs provides academic leadership and vision for the Division. The DEO coordinates and allocates the funds allocated to the Division by CLAS, which are devoted to daily operations, academic and administrative needs, and to needs requested by the Programs held within the Division. The DEO is also responsible for representing the needs of the Division and its academic units, including their instructional and research requirements, to the collegiate administration and to external constituencies.

The Program Directors of constituent units report to the DEO. The Division's Administrator also reports directly to the DEO, and other divisional staff report to the Administrator. Staff appointed within a specific program may report directly to the Program Director.

The duties of the DEO include

- a. Exercising leadership, establishing a vision, and articulating and achieving goals for the Division of Interdisciplinary Programs;
- b. Fostering collaboration across programs in the Division to enhance their teaching, scholarship, and service missions;
- c. Promoting interdisciplinary and intercultural programs and events;
- d. Chairing meetings of the DIP Leadership Team;
- e. Managing the Division-wide budget;
- f. Coordinating Division-wide curricular matters;
- g. Overseeing divisional fund raising;

- h. Advocating for faculty and other teaching staff lines and directing recruitment in Division-wide searches;
- i. Submitting appropriate reports requested by collegiate administrators;
- j. Assuring the timely distribution of appropriate CLAS and UI policies;
- k. Facilitating collegiate reviews of units in the Division;
- l. Advocating for physical space needs of the Division including efforts to optimize utilization of 24 PH office suite and other spaces that division programs use.

**3. Program and Associate Directors.** The DEO, with the approval of the Dean of the College, appoints Program Directors to administer the day to day needs of each program within the Division. If it is not already part of a Professional & Scientific staff position, Associate Directors and/or Directors of Undergraduate Studies (DUS) for programs within DIP may also be appointed by this process. These additional positions are traditionally held by faculty.

The following programs will have Program Directors appointed.

- a. Enterprise Leadership
- b. Global Health Studies
- c. Interdepartmental Studies
- d. International Studies
- e. Latina/o/x Studies
- f. Latin American Studies
- g. Magid Center for Undergraduate Writing

The following programs currently have Associate Directors and/or a DUS appointed.

- a. Enterprise Leadership Program
- b. Global Health Studies Program
- c. International Studies Program
- d. Latina/o/x Studies Program
- e. Latin American Studies

**4. Constituent programs.** The programs of the Division make faculty appointments and perform peer evaluations of faculty in consultation with the DEO and under CLAS procedures for faculty recruitment and for peer review. Reviews for contract-renewal and for promotion and/or tenure are conducted in the appointing programs under the CLAS and UI procedures for these processes. Under the general supervision of the DEO, programs of the Division and their faculty and staff are responsible for the administration of the unit's undergraduate programs, and for faculty and teaching assistants appointed in the unit, including

- a. delivering instruction in the unit's courses;
- b. implementing TA assignments and supervising TAs from assigned allocations from the DEO;
- c. planning and implementing unit curriculum and degree programs;
- d. recruiting students in the unit's programs;
- e. advising students on academic alternatives as well as matters related to post-graduate study and professional development;
- f. engaging in faculty development activities, including recruitment, development, and salary recommendations; and

- g. managing fiscal and other resources allocated to the unit, including scholarship and other donor funds.

#### **IV. Committees**

**1. DIP Leadership Team.** The role of the DIP Leadership Team is to consult with and to advise the DEO regarding activities and operational needs within each Program. The DEO chairs, and is an ex officio member of, the DIP Leadership Team. The Program Directors are ex officio members of the DIP Leadership Team. The DIP Administrator, DIP Academic Services Coordinator, and any named Associate Directors are members of the DIP Leadership Team. This is a standing committee assignment and all members will serve on this committee for as long as they are in their position within the Division.

The DIP Leadership Team meets at least monthly to discuss

- a. Division administration;
- b. proposals related to academic goals of the Division;
- c. issues brought to the DIP Leadership Team by units or faculty in the Division;
- d. requests that involve Division resources;
- e. resolution of matters presented by individual members of the faculty, staff, or student body that affect more than one unit;
- f. collegiate review processes; and
- g. use of facilities and space.

**2. Standing committees.** The DEO, in consultation with the DIP Leadership Team, may establish and appoint members to standing committees of the Division, whose composition and duties shall be described in amendments to this manual of operations and procedures. In addition, current standing committees managed by Program Directors of respective constituent units include:

- h. Enterprise Leadership Steering Committee
- i. Global Health Studies Curriculum Committee
- j. International Studies Academic Advisory Board (ISAAB)
- k. Latin American Studies Steering Committee
- l. Latina/o/x Studies Steering Committee
- m. WRIT Steering Committee

**3. Ad hoc committees.** The DEO, in consultation with the DIP Leadership Team, may establish ad hoc committees as needed to develop projects and policies which may cut across unit lines and to promote collaboration among faculty and student success initiatives in the Division.

#### **V. Amendments**

Amendments to the Manual of Operations and Procedures of the Division of Interdisciplinary Programs may be proposed at any time by any member of the DIP Leadership Team, or by petition of 10% of those eligible to vote in divisional elections. Amendments must be approved by a two-thirds vote of all eligible voters in the Division, as well as by the Division Director and the Collegiate Dean.

Adopted 3.26.2021

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