

# **Manual of Operations and Procedures**

## **Division of World Languages, Literatures and Cultures**

Approved by the College of Liberal Arts and Sciences, May 17, 2011

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

The *Division of World Languages, Literatures and Cultures* (DWLLC) 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 departments of Asian & Slavic Languages and Literatures, French & Italian (including Arabic & Swahili), German, and Spanish & Portuguese, as well as the program in American Sign Language. It also includes the staff serving the Division and the Language Media Center and its staff.

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 supports the study of languages, literatures, and cultures at The University of Iowa and makes them visible locally, nationally, and internationally. The Division fosters interdisciplinary collaboration among its constituent units, coordinates their academic endeavors, and sponsors scholarly and cultural events. The Division maintains and enhances the diversity of offerings in languages, literatures, and cultures.

The Division supports and promotes both more commonly taught and less commonly taught languages. The Division offers a forum where member units work together to (1) advance the study of languages, literatures, linguistics, societies, regions, and cultures; (2) develop interdisciplinary research and artistic creativity; and (3) promote global awareness and an appreciation of human diversity.

The Division and its units provide courses and degree programs in languages; in theoretical and applied linguistics; in literatures and cultures other than Anglophone, including those of multilingual, Deaf, postcolonial, and heritage communities; and in aesthetics, cultural theory, and creative writing.

### III. Administrative Organization

1. **Division Membership and Voting Eligibility for Division Committees.** Those eligible to attend and participate in meetings of the Division and to vote in Division elections include all tenured and tenure-track faculty with at least 50% appointments in the Division or one of its constituent units, and lecturers with more than three years of service who hold at least 50% appointments in the Division or one of its constituent units. The Director of the Language Media Center is also eligible to attend and participate in meetings and to vote in Division elections.

Lecturers with fewer than three years of full-time service, adjunct faculty, visiting faculty, and staff members are eligible to attend and participate in Division meetings. They are not eligible to vote.

The Division shall meet at least once each semester.

2. **The Director of the Division.** The Director is appointed by and reports to the Dean of CLAS. The Director provides academic leadership and vision for the Division. The Director coordinates and allocates the resources devoted to academic and administrative needs, to public relations, and to outreach functions. The Director 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 DEOs and program coordinators of constituent units report to the Director. The director of the Language Media Center (LMC) reports to the Director, and additional LMC staff report to the LMC Director. The Division's Administrator also reports directly to the Director, and other divisional staff report to the Administrator.

The duties of the Director include

- a. Exercising leadership, establishing a vision, and articulating and achieving goals for the Division of World Languages, Literatures and Cultures;
- b. Fostering collaboration across departments and 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 Division and of the Division Executive Committee;
- 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. Managing and overseeing facilities, services and space; and
- m. Advocating for physical space needs of the Division including efforts to optimize utilization of Phillips Hall and other spaces that division programs use.

3. **Associate Directors.** The Director, with the approval of the Dean of the College, appoints Associate Directors, from among the heads of constituent units, to assist in his/her duties.
4. **Constituent units.** The units of the Division make faculty appointments and perform peer evaluations of tenured faculty in consultation with the Division Director 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 units under the CLAS and UI procedures for these processes. Under the general supervision of the Director, units of the Division and their faculty are responsible for the administration of the unit's undergraduate and graduate programs, and for faculty and teaching assistants appointed in the unit, including
  - a. delivering instruction in the unit's courses;
  - b. making TA assignments and supervising TAs;
  - 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. **Executive Committee.** The role of the Executive Committee is to consult with faculty, students, and staff and to advise the Director regarding Division activities. The Director chairs, and is an ex officio member of, the Executive Committee. The Associate Directors are ex officio members of the Executive Committee. Each degree-awarding unit in the Division will elect one tenured faculty member to serve as an Executive Committee member in the spring semester (no later than 30 April) before they take office. Terms are normally for three years, beginning at the start of the fall semester following the spring appointment.

The Executive Committee meets at least monthly to advise the Director on

- a. Division administration;
  - b. proposals related to academic goals of the Division;
  - c. issues brought to the Executive Committee by units or faculty in the Division;
  - d. requests that involve Division resources that are submitted by individual units, including faculty lines and physical space allocation;
  - 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 Director, in consultation with the Division Executive Committee, 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.

3. **Ad hoc committees.** The Director, in consultation with the Division Executive Committee, may establish ad hoc committees as needed to develop projects and policies which may cut across unit lines and to promote collaboration among faculty in the Division.

## **V. Amendments**

Amendments to the *Manual of Operations and Procedures* of the Division of Languages, Literatures and Cultures may be proposed at any time by any member of the Executive Committee, 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.