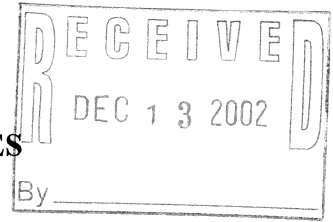


**MANUAL OF OPERATIONS AND PROCEDURES  
DEPARTMENT OF DANCE  
UNIVERSITY OF IOWA**



**Approved by the Division of Performing Arts, September 2002  
Approved by the College of Liberal Arts and Sciences, December 2002**

**ARTICLE 1: Authority**

This Manual of Operations and Procedures is the operating procedures for the governance of the Department of Dance. Authority for carrying out the department's mission resides with the faculty acting in accordance with the rules and procedures of the Division of Performing Arts, College of Liberal Arts and Sciences, the Graduate College and the University of Iowa.

**ARTICLE 2: The Faculty**

A. A voting member of the Department of Dance, Division of Performing Arts, shall be a tenured or tenure-track faculty member at the University of Iowa who either currently has a positive salary appointment in the Department of Dance or currently is on paid or unpaid leave of absence from such an appointment in the Department of Dance. A non-voting member of the Department of Dance, Division of Performing Arts, shall be any person who is a visiting professor, visiting scholar, visiting artist, or non-tenure track lecturer or instructor in the Department of Dance. An emeritus member of the Department of Dance, Division of Performing Arts, shall be any person who has retired from the Department of Dance from a tenure-track appointment who continues to contribute to the Department of Dance through some level of teaching, research, or service.

B. The individuals who shall be eligible to vote at departmental meetings and/or on mail ballots are the voting members of the Department of Dance. 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.

D. The responsibilities of the faculty both individually and as a body include providing teaching, research, and service to the department and the Division. Individual faculty responsibilities are specified in agreements with the Departmental Executive Officer (DEO), other members of the faculty in Dance,

and other pertinent officers of the University. Rights of the individual faculty include conducting their departmental responsibilities for teaching, research, and service as the individual sees fit, in accordance with university standards for professional quality and intellectual freedom. All faculty members are entitled to participate in departmental affairs, with the exception that voting rights will be reserved for voting members. Non-voting faculty members are invited to attend regular faculty meetings.

### ARTICLE 3: **Faculty Meetings**

A. Meetings of the faculty will be scheduled by the DEO to be held at least once a month during the academic year. Special meetings may be called by the DEO or by petition of three members of the faculty.

B. The DEO or his/her designee presides at all faculty meetings. Notification of the date, time and place of each meeting will be listed on the department calendar at the beginning of each semester, or if a special meeting is called, by notification at least two working days in advance of the meeting. An agenda will be provided at least one day in advance of the meeting. A member of the department's staff will take minutes at all regularly scheduled meetings. If the Department of Dance Secretary is unable to attend the meeting the DEO will appoint a faculty member to take the minutes. Minutes will be distributed to all participants at least two days in advance of the next meeting. Approved minutes will be kept on file in the department office.

C. The Chair of the Department, or Acting Chair of the Department, shall be the chair of the departmental meetings. The DEO will recommend, subject to approval by the Director of the Division, a faculty member as Acting Chair, to whom administrative responsibility will be delegated in the DEO's absence.

D. 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
- v) Enforcing the rules of order on all occasions
- vi) Deciding all questions of order according to the parliamentary authority
- vii) Adjourning the meeting after a motion to adjourn

E. A quorum during any semester shall be 60% of the number of voting members of the Department of Dance not on leave for that semester. Votes may only be taken providing a quorum of voting faculty members is present. Whenever a vote is called, any eligible voter may request a written, secret ballot be used. Any voter who has a conflict of interest, or the appearance of a conflict of interest, will

declare the conflict or the appearance of a conflict and will absent themselves from the room in which a vote is taken. Any person about whom a vote is to be taken will absent themselves from the room in which the vote is taken.

D. When confidential matters are to be discussed (i.e. personnel matters or progress of individual students), the meeting will be restricted to only voting faculty members.

#### ARTICLE 4: **Departmental Executive Officer**

A. The Departmental Executive Officer (DEO) is recommended by the Director of the Division and appointed by the Dean of the College of Liberal Arts and Sciences with the approval of the Provost. The Director of the Division seeks the advice of the faculty of the Department of Dance on the DEO recommendation.

B. The DEO is the chief administrative officer of the department. The primary responsibility is to administer the policies established by the departmental faculty and the College. These include, but are not limited to, implementing the department's curriculum, insuring that faculty and staff are appropriately evaluated, recommending salaries for faculty and staff, managing the budget and the office staff and representing the department to the Division, the College and Central Administration. When the DEO is absent, the Acting DEO will exercise the duties.

C. There is nothing in this Manual that prohibits the appointment of other administrative officers.

#### ARTICLE 5: **Committees and Appointed Positions**

A. **Standing Committees.** Much of the department's business is conducted through standing committees. These are the Undergraduate Program Committee, Graduate Program Committee, Faculty Review Committee, Curriculum Committee, and the Honors, Awards and Scholarship Committee. All faculty members are eligible to serve on these committees and are expected to serve when asked. Committees are appointed by the DEO, normally at the beginning of the fall semester, subject to approval by the faculty.

The department will define the scope and responsibilities of each committee, which will be reviewed annually, and be available for comment and suggestions by all members of the department. Each standing committee will report to a faculty meeting at least once each semester and if necessary more frequently. Standing committees can be created or removed at any time by vote of the faculty.

B. **Concert Adjudication Committee.** An Adjudication Committee of three regular members of the faculty will be composed for each student concert. The

committee acts as the adjudication panel for the concert and the members serve as artistic directors for the concert. These committees rotate members for each of the 3-4 student concerts during the academic year.

**C. Appointed Positions.** In addition to the standing committees, the department has a number of other positions, the assignment of which is to be responsible for specific department-wide tasks. These positions are: Dance Gala Artistic Director, Undergraduate Program Director, Graduate Admissions Director, Dancers In Company Director(s), Honors Director, and Dance Production Coordinator. The DEO makes appointments to these positions and a list of such assignments is provided to the entire department at the beginning of the fall semester. There is no prescribed length of the appointment to these positions, but it is expected that the person(s) responsible will periodically change, and that all members of the faculty will be willing to accept such positions if offered.

#### **ARTICLE 6: Other Departmental Policy Documents**

This manual is meant to provide a framework for the implementation and operation of other department policy documents that codify departmental policies in specific areas in greater detail. These are; the Graduate Handbook, the Undergraduate Handbook and the Policies for Faculty Promotion and Tenure. Additional documents dealing with specific departmental policy domains can be created with a two-thirds vote of the voting faculty. Changes to existing documents may be made at the suggestion of departmental committees, the DEO or any member of the department, and approved by a two-thirds vote of the regular faculty.

#### **ARTICLE 7: Parliamentary Authority**

Robert's Rules of Order Newly Revised, 1990 Edition shall govern this organization in all parliamentary situations that are not explicitly provided for in this manual and its amendments.

#### **ARTICLE 8: Amendments to the Manual of Operations and Procedures**

Amendments to this manual are permitted at any time. They must be approved by a two-thirds vote of all eligible faculty, by the Division Director, and by the Dean.

Adopted by vote of the faculty  
April 26, 2002  
Modified Article 8 August 19, 2002