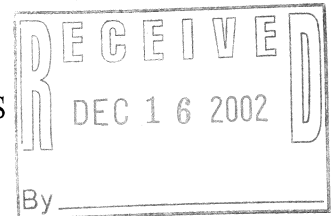


MANUAL OF OPERATIONS AND PROCEDURES
DEPARTMENT OF GEOGRAPHY
UNIVERSITY OF IOWA



Article 1: **Authority**

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

Article 2: **The Faculty**

- A. The Department's document on Procedures Regarding Appointment, Reappointment, Promotion, and Tenure specifies the qualifications and terms to be met in selecting members of the faculty in Geography. Membership in the faculty of the Department of Geography may be in one of five categories:

Tenure-track. Tenure-track faculty members hold appointments wherein the tenure decision rests in the Department of Geography.

Adjunct faculty. Persons who do not hold faculty appointments at the University of Iowa may be appointed as adjunct faculty for a term of up to three years. The term is renewable. For such appointment the person must render a service to the Department, such as teaching, research or service. Adjunct faculty may serve on graduate student committees with the approval of the Graduate College, but may not chair such committees.

Visitors. Persons may be appointed as visitors (e.g., Visiting Assistant Professor) for a term of up to three years. The term is renewable subject to College rules. For such appointment the person must carry a teaching load commensurate with the appointment. With the approval of the Graduate College, visiting faculty may serve on, but not chair, graduate student committees.

Joint appointments. Faculty whose appointment decision resides in another department may be appointed to the faculty of the Department of Geography. The terms of such an appointment are determined by the Dean of the College in consultation with the DEO of each department. Jointly appointed faculty may serve on graduate student committees as a departmental member, but not as an external member; they may not serve as chair. Faculty whose appointment is in another department may be given an unsalaried (zero time) appointment in the Department of Geography for a term of three years. The term is renewable. For such an appointment, the person would be expected to contribute some service to

the department.

Emeritus. Faculty members who have retired from a tenure-track appointment may be appointed as emeritus. Emeritus faculty members often continue to contribute to the Department through some level of teaching, research, or service. Emeritus faculty may serve on graduate student committees with the approval of the Graduate College.

- B. **Rights and responsibilities.** Responsibilities of the faculty both individually and as a body include providing teaching, research, and service to the department. Individual faculty responsibilities are specified in agreements with the DEO, other members of the faculty in Geography, and other pertinent officers of the University. Rights of the individual faculty include conducting their departmental responsibilities for teaching, research, and service as the individuals see fit, in accordance with university standards for professional quality and intellectual freedom. All faculty members are entitled to participate in departmental affairs, except where special rules applying to voting rights and service on graduate committees are specified elsewhere in this document.

Article 3: **Faculty Meetings**

- A. Meetings of the faculty will be held at least once each month during the academic year. Special meetings may be called by the DEO or by petition of three members of the faculty.
- B. The Departmental Executive Officer (DEO) or his/her designee presides at all faculty meetings. Notification of the date, time and place of each meeting will be provided at least three working days in advance of the meeting. An agenda will be provided at least two days in advance of the meeting. A member of the department's office staff will take minutes at all meetings. 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. Faculty members as defined in IIA above may attend faculty meetings and participate in discussions. Voting rights on all matters brought for vote at faculty meetings are vested in tenured or tenure track members holding at least a twenty-five percent departmental salary contribution during the academic year in which the vote is held. When jointly appointed faculty are on unpaid leave and their departmental salary contribution falls below 25%, such faculty no longer have voting rights. Faculty on paid leave continue to have voting rights. Faculty holding tenure in the department and also holding administrative appointments have full voting rights.

On all matters brought up for vote excepting those involving specific student appointments or assignments or faculty appointments or assignments, two

graduate students and two undergraduate students may vote providing they are students in good standing and are duly appointed by their respective peer groups.

Votes may only be taken providing a quorum is present. A quorum consists of two-thirds of the group eligible to vote on the matter at hand except that faculty on development assignment who are not in residence during the semester of their assignment will not be counted in determining a quorum. A similar rule applies to faculty on phased retirement who are not in residence during one semester and to faculty on disability leave. Matters of policy brought before the faculty will normally be tabled until the next faculty meeting for a formal vote. Only when there is a unanimous vote of those eligible to vote who are present—and constituting a quorum—may a policy matter be voted on that has not been previously tabled.

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 DEO will call for an executive session and only those members of the faculty eligible to vote [Article 3C above] will attend the meeting.
- E. For all matters concerning the conduct of meetings not covered by this Manual standard parliamentary rules will apply.

Article 4: **Departmental Executive Officer**

- A. The Departmental Executive Officer [DEO] is appointed by the Dean of the College with the approval of the Provost. The Dean usually seeks the advice of the faculty and normally the current DEO will schedule informal meetings of the voting faculty to discuss possibilities for the next DEO.
- 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 College and the Central Administration. When the DEO is to be absent, a tenured member of the Executive Committee will be asked by the DEO to exercise the duties and that temporary DEO assignment will be approved by the Dean of the College.

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

Article 5: **Committees and Appointed Positions**

- A. **Executive Committee.** An Executive Committee composed of three tenured or tenure-track members of the faculty will be elected in the last month of the spring semester to serve staggered 3 year terms. All persons eligible to vote in faculty meetings may vote. The duties of the Executive Committee are to consult with and advise the DEO on any matters falling within the responsibilities of the DEO. The Executive Committee will make no final decisions and take no actions. The committee will meet regularly during the academic year (at least once each semester). It is convened by the DEO but any two members of the committee may request a meeting at any time during the academic year. A written record of items discussed will be prepared and circulated to the faculty within one week of the meeting.
- B. **Standing Committees.** Much of the department's business is conducted through standing committees. These are the Undergraduate Program Committee, Graduate Program Committee, GIS Instructional Laboratory Committee, Committee on Advising, Internships and Career Opportunities, Committee on Diversity Initiatives, Academic Dismissal Review Committee, and the Honors and Awards Committee. All faculty members are eligible to serve on these committees and are expected to serve if asked. Committees are appointed by the DEO, normally at the beginning of the fall semester, subject to approval by the faculty. Terms of appointment will normally be for three years (staggered terms), though appointments may be renewed. Each committee will have student members with rights of participation on all matters of policy. When individual students or faculty are being discussed, student members will be excused. Nominations of student members will be made to the DEO by the respective student organizations.

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 as necessary more frequently. Standing committees can be created or removed at any time by vote of the faculty.

- 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. The DEO makes appointment 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 change periodically and that all members of the faculty will be willing to accept such

positions if offered. New positions can be created and existing ones eliminated or combined by vote of the faculty.

Article 6: Other Department Policy Documents

- A. This Manual of Operations and Procedures is meant to provide a framework for the implementation and operation of other department policy documents, some of long standing, that codify policies in specific areas in greater detail. These are; Charges to Standing Committees, Faculty Handbook [Red Book], Manual for Graduate Degree Requirements [Black Book], Curricular and Teaching Assignment Guidelines, and TA/RA Allocation Process.
- B. Additional documents dealing with specific departmental policy domains can be created. To become operational they must be approved in accordance with the voting procedures established in Article 3.
- C. Changes to existing documents may be made at the suggestion of departmental committees, the DEO or any member of the department. Changes of substance must be approved in accord with the procedures in Article 3.

Article 7: 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, and are subject to approval by the College of Liberal Arts and Sciences.

Originally adopted by vote of the faculty
December 18, 1998

Amended by vote of the faculty
January 25, 2002

Approved by the College of Liberal Arts and Sciences
April 24, 2002