

Manual of Operations and Procedures of the Department of German

University of Iowa, College of Liberal Arts and Sciences - **Approved by CLAS 12/10/2020**

Mission Statement

The Department of German is committed to high quality in teaching and research. We offer our students an interdisciplinary education and help students strengthen critical thinking, historical awareness, and cross-cultural competency to become responsible citizens of our diverse and constantly changing world. We facilitate development of proficiency and confidence in the German language beginning with elementary and intermediate language courses and extending through advanced courses in linguistics, literature, and culture. Our courses focus on the cultures of Germany, Austria, and Switzerland, including migration to and from there, to provide an understanding of the historical and contemporary importance of these countries in a globalized world. We support graduate education and promote and facilitate study abroad and the internationalization of education. On a local level, we support outreach and extra-curricular activities and contribute to the visibility of German-related issues in the state of Iowa. Their language skills, research tools, and critical thinking prepare our students for a variety of competitive job markets and educational choices.

The Department plays an integral role in the mission of the DWLLC and CLAS. We foster an environment of diversity, equity, and inclusion. The German Department faculty is strong in research in German linguistics, literature, and culture from the medieval period to the present. Faculty members collaborate with other units across the university, such as Translation, Linguistics, and the Obermann Center for Advanced Studies.

I. Authority of the Manual of Operations and Procedures

This manual of operations and procedures provides the operating procedures for faculty governance of the Department of German. The Department shall follow the operating rules of the University, the College of Liberal Arts and Sciences (CLAS), and the Division of World Languages, Literatures, and Cultures (DWLLC), and shall follow the operating procedures in this document as a supplement thereto. Once approved by the Department and the College, this manual of operations and procedures becomes effective immediately.

II. Faculty Membership and Eligibility to Vote

The faculty of the Department of German shall include those individuals holding tenured and tenure-track academic appointments in the Department. In addition, individuals holding the following appointments shall be included among the faculty: instructional-track faculty, visiting faculty, and adjuncts.

Eligibility to vote on hiring and promotion of tenure-track and instructional-track faculty follows collegiate rules. Tenured and tenure-track faculty as well as advanced Instructional-track faculty (Associate Professor of Instruction etc.) with budgeted appointments (25% or

higher) in the Department of German are eligible to vote on all issues raised at departmental meetings. Other Instructional-track faculty are eligible to vote on all issues raised at departmental meetings except faculty personnel issues. Adjunct, visiting, and emeritus faculty are not eligible to vote.

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 Departmental Administrator or designee before the vote is taken.

III. Officers and Committees

A. Departmental Executive Officer (DEO)

The duties of the DEO are described in Article XV.2 of the *Manual of Policy and Procedure* of the College of Liberal Arts and Sciences (policy-and-<http://clas.uiowa.edu/faculty/clas-manual-policy-and-procedure>), unless delegated to other individuals in the Department, as described in this document. The DEO is also responsible for representing the needs of the Department, including instructional and research requirements, to the Director of the Division of World Languages, Literatures, and Cultures (DWLLC).

B. Other Officers

1. Director of Graduate Studies (DGS). The DEO shall appoint a Director of Graduate Studies from among the tenured faculty members of the Departments prior to the beginning of the Academic Year for a one-year renewable term. The duties of DGS are described in the Graduate Student Handbook of the Department of German and the “Graduate College Manual” (on grad.uiowa.edu). The DEO and DGS shall consult regularly on all issues concerning the graduate program, including, but not limited to, admissions, TA appointments, and students’ progress towards degree. The DGS functions as liaison to partner institutions regarding graduate students/teaching assistants.
2. Director of Undergraduate Studies (DUGS). The DEO shall appoint a Director of Graduate Studies from among the tenured faculty members of the Department. The DUGS shall serve as the Department's primary contact person for prospective undergraduate students and shall have the principal responsibility for advising students enrolled in the Department's major or minor programs. These and further DUS responsibilities are described in the section “DUS Responsibilities” of the CLAS policies website. The Director of Undergraduate Studies shall consult regularly with the DEO and keep the DEO informed of matters such as course substitutions, waivers of requirements, and curricular needs for the major.
3. Acting DEO. The DEO shall recommend, subject to approval by the Dean, a faculty member to whom administrative responsibility will be delegated in the DEO's absence.

- C. Standing Committees. The Department shall have the following standing committee: Curriculum Committee. The DEO and the DUS shall serve ex officio on the committee. The committee shall meet as often as necessary to conduct the business with which it is charged. The DEO shall appoint at least one additional faculty member to the committee on an annual basis. The Curriculum Committee is charged with making recommendations to the faculty on matters involving departmental curriculum. The Committee shall consult with faculty regarding future course offerings at the outset of the annual curriculum planning cycle.

- D. Ad Hoc Committees

The DEO may establish ad hoc committees as needed to address issues of concern for the Department. The DEO may also appoint faculty designees for smaller areas of departmental business (peer reviews, etc.).

IV. Departmental Representation in the Division of World Languages, Literatures, and Cultures.

- A. The faculty shall elect a departmental representative to the DWLLC Executive Committee. This representative shall consult regularly with faculty on DWLLC business of concern to the Department and convey faculty viewpoints to the Executive Committee and the DWLLC Director.
- B. The DEO shall appoint a departmental representative to any ad hoc committee created by the DWLLC Director. These representatives shall consult regularly with faculty concerning issues before their respective committees.

V. Departmental Meetings

- A. Departmental meetings shall be held on a regular basis and as often as is necessary to conduct the business of the Department. Ordinarily, there will be at least one meeting in each full month per Fall and Spring semester. Adjunct faculty members are invited but not required to attend faculty meetings.
- B. The business of the Department shall be to consider and take action on recommendations of departmental committees and on issues brought before the faculty by the DEO or any member of the voting faculty.
- C. The DEO, in consultation with the faculty, determines the agenda for departmental meetings.
- D. A member of the voting faculty other than the DEO shall take minutes of each departmental meeting. This responsibility shall rotate alphabetically from meeting to meeting. The minutes shall be provided to the DEO for correction of fact and then circulated to the faculty prior to the following faculty meeting. Minutes shall be corrected as necessary and formally approved by a simple majority vote at the start of that meeting.

E. The DEO shall chair all departmental meetings. The duties of the chair of a departmental meeting shall include the following:

1. Distributing the agenda in advance of the meeting.
2. Opening the meeting at the appointed time.
3. Soliciting approval of the minutes of the previous faculty meeting.
4. Sharing information, news, concerns.
5. Announcing and overseeing business from the agenda.
6. Stating and putting to a vote any proper motion that is made and seconded by members of the voting faculty.
7. Announcing the results of the votes.
8. Adjourning the meeting.

F. The DEO shall have the right to vote in the event of a tie vote.

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

A. Amendments to this manual of operations and procedures may be proposed at any faculty meeting, provided that a discussion of the manual is on the agenda for that meeting. If a proposed amendment receives a simple majority vote at such a meeting, it is enacted following approval by the College.

Originally adopted by vote of the faculty and approved by the College of Liberal Arts and Sciences, July 2002

Amended by vote of the faculty
2012

Amended by vote of the faculty
April 2016

Amended by vote of the faculty
October, 2020

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December, 2020