

**Manual Of Operations And Procedures For
The Department Of Health And Human Physiology
(Approved by the College of Liberal Arts and Sciences, November 4, 2011)**

I. Authority of the Manual of Operations and Procedures

This *Manual of Operations and Procedures* represents the operating procedures for faculty governance of the Department of Health and Human Physiology. The Department shall follow the operating rules and procedures for the University and the College of Liberal Arts and Sciences and shall follow the operations and procedures in this document as a supplement thereto.

II. Departmental Administrative Structure.

A. Departmental Executive Officer (DEO)

1. Selection and Term

The DEO shall be appointed by the Dean of the College of Liberal Arts and Sciences following consultation with the members of the Department faculty and with other persons the Dean may regard as appropriate, and with the approval of the Provost. The Dean shall specify the term of the DEO at the time of appointment. If the DEO is to be selected internally, the Dean will consult the voting members of the faculty and will request each faculty member's confidential assessment of candidates' strengths and weaknesses. Faculty may also make a recommendation concerning the length of the DEO appointment. The DEO is eligible for re-appointment.

2. Duties

- a. The Departmental DEO has general executive responsibility for all aspects of the Departmental enterprise and is an ex-officio member of all Departmental committees.
- b. Whenever the DEO will be absent, he/she will recommend, subject to approval by the Dean, an acting DEO.
- c. The activities of primary importance and concern for the DEO are the following:
 - i. Perform critical review of Departmental goals, programs, and priorities; analyze of the extent to which objectives are being achieved; initiate or review proposals for changes in objectives, programs, and priorities.
 - ii. Allocate financial resources; develop short-term and long-range budget proposals.
 - ii. Develop faculty personnel plans; prepare guidelines related to the recruitment of faculty members; monitor the conduct of recruiting efforts; make recommendations to the Collegiate Dean regarding faculty appointments.
 - iv. Implement curricular needs by approval of teaching assignments of faculty members.

- v. Implement faculty evaluation procedures; supervise the conduct of evaluations by appropriate faculty groups; provide feedback to individuals under evaluation; recommend to the Dean concerning annual merit-based salary increases, reappointment, termination, and promotion actions.
- vi. Develop and implement plans to maintain the vitality of the faculty, to stimulate their scholarly activity, and to maximize their contribution to the Department, to the College, to the University, to the profession, and to society generally.
- vii. Allocate space and facilities; develop proposals regarding modification, reassignment or expansion of space and facilities, and formulate space and facilities requests.
- viii. Assign faculty members to particular committees and other Departmental duties.
- ix. Implement policies regarding appointments of adjunct faculty, visiting scholars, etc.
- x. Maintain a continuing review of Departmental needs for staff; supervise the selection, assignment, and evaluation of staff members.
- xi. Respond to proposals or requests from individuals or groups within the Department or from outside agencies.
- xii. Establish agendas for faculty meetings; chair department faculty meetings. Distribute reports, minutes, memoranda, etc.
- xiii. Maintain Departmental records and files.
- xiv. Review and address complaints by students, staff and faculty

B. Program Directors

The DEO will appoint a program director from among the tenured faculty for each of the undergraduate programs (BS in Athletic Training, BA in Health and Human Physiology, BS in Human Physiology, BS in Leisure Studies) and for the graduate program.

The undergraduate program directors will coordinate activities related to undergraduates in their programs and be specifically responsible for the following:

- a. Conducting outcomes assessment of the undergraduate major, developing and revising printed and web-based materials related to degree requirements (University catalog copy);
- b. Assigning new majors to faculty advisors;
- c. Handling undergraduate student problems/complaints, advising on cases of student academic misconduct (plagiarism, cheating) brought by faculty; consult with DEO as needed on these issues;
- d. Implementing policies on requirements for the major, including decisions (and communications with the Registrar's office and students) on transfer courses, course substitutions, and waivers of requirements for good academic reason;
- e. Maintaining communication with other academic departments and with offices throughout the University that serve undergraduate students report to the DEO annually concerning the status of the program they coordinate
- f. Making recommendations to the DEO concerning teaching assignments, TA assignments and scheduling courses

The graduate program director, in consultation with graduate faculty in each of the departmental graduate programs, will be responsible for overseeing the:

- a. Development and revision of the handbook for each of the graduate programs in the department
- b. Recruitment and admission of new graduate students
- c. coordination of nominations of graduate students for departmental and University awards
- d. Handling of graduate student problems and complaints; consult with the DEO as necessary on these issues
- e. Report to the DEO annually concerning the status of department graduate programs

III. Appointment of Faculty

A. New Tenure-Track and Tenured Appointments

The Office of the Dean issues a call for proposals for new faculty and staff lines in October, with updated departmental hiring plans and search proposals due in February.

1. Hiring Plan

A prioritized hiring plan that reflects planning initiatives and anticipated faculty losses over a three-to-five-year period is established by the DEO in consultation with faculty. The plan may be revised whenever there is a change that affects the department's priorities. Proposals for new faculty searches are based on the most current hiring plan.

2. Establishing a Position.

A proposal for a new faculty search is submitted for approval to the Dean of the College of Liberal Arts and Sciences. After approval, the DEO appoints a committee that will be responsible for reviewing applications and developing a short list of qualified, desirable candidates to interview.

3. Interviewing Candidates.

The recruiting committee presents its list of desirable candidates and recommendations for candidates to interview at a faculty meeting for discussion and a vote. The list of candidates must be submitted to the Dean of the College of Liberal Arts and Sciences for approval before invitations can be extended. The recruiting committee is responsible for arranging the candidates' visits and scheduling interviews with appropriate faculty.

4. Selection of Candidate for Position

After interviews are complete the search committee chair solicits comments about each candidate from faculty within and outside the department who participated in interviews and then prepares a report and recommendation with rankings of the interviewed candidates to the department faculty and DEO of which candidate(s) are suitable for the position. The DEO then requests a vote of the faculty concerning the recommendation

and, following this vote, makes a recommendation to the CLAS Dean concerning to which candidates(s) the position should be offered.

B. Criteria for Appointment to Faculty Rank (Assistant, Associate and Full Professor)

College and University criteria for tenure-track appointments are available on the College of Liberal Arts & Sciences' website at <http://www.clas.uiowa.edu/faculty/promotion/criteria.shtml>.

C. Joint and Affiliate Appointments.

1. Unsalaries Secondary Appointments (Zero-time).

- a. Such appointees will already hold a tenure-track faculty appointment at The University of Iowa, and the rank of the appointee will be the same as that in the primary department.
- b. A group of two or more faculty may sponsor a faculty member from another department for the unsalaried secondary (zero-time) appointment. Appointment will require a two-thirds vote of the tenured and tenure-track faculty. The appointee will be a non-voting member of the faculty.
- c. Responsibilities and expectations of the joint appointee must be stated in a written agreement.
- d. Additional guidelines are provided-on the College's website at http://www.clas.uiowa.edu/faculty/review/joint_appt.shtml.

2. Salaried Joint Appointments

- a. For faculty appointed on the budget of more than one unit, the Executive Associate Dean meets with the faculty member and DEOs of the appointing units to clarify each unit's expectations and the faculty member's responsibilities. A written agreement is then drawn up and signed by the units and faculty member involved.
- b. Refer to-the College's website at: http://www.clas.uiowa.edu/faculty/review/joint_appt.shtml, for specific guidelines regarding joint appointments.

D. Non-Tenure-Track Appointments.

The College's website provides specific guidelines regarding adjunct faculty (see <http://www.clas.uiowa.edu/faculty/review/adjunct.shtml>), lecturers (see <http://www.clas.uiowa.edu/faculty/review/lecturer.shtml>), visiting faculty (see http://www.clas.uiowa.edu/deos/admin_manual/faculty_appt/9.shtml), visiting scholars (http://www.clas.uiowa.edu/deos/admin_manual/faculty_appt/11.shtml).

IV. Faculty Membership and Eligibility to Vote

All tenure-track assistant, associate and full professors holding 50% or greater appointments in the Department shall hold voting rights on all matters of academic interest in the department. Lecturers holding 50% or greater appointments in the Department are eligible to participate in faculty meeting discussions and shall hold voting rights on matters pertaining specifically to undergraduate curriculum in their primary teaching area as identified by the DEO. Adjunct faculty may participate in faculty meeting discussions, but are not eligible to vote.

Voting members should abstain from voting in the event of a conflict-of-interest. Written proxy votes on specific issues on the agenda may be submitted to the DEO prior to the meeting. Some issues may be decided by email ballot sent to the appropriate voting members by the DEO. Individuals holding secondary appointments of less than 50%, including 0%, are eligible to participate in faculty meeting discussions, but are not eligible to vote on departmental issues.

V. Committees

Due to the relatively small size of the department and variety of its degree programs, there are no standing committees. When needed, the DEO will appoint one-to- three faculty members to address specific issues of importance and bring recommendations for actions to the faculty for discussion at faculty meetings.

VI. Faculty Meetings

A. Schedule

Faculty meetings are held at least once per semester. Additional meetings are called when the DEO identifies important issues for discussion of the entire faculty or when a request is made by a majority of the faculty members to hold a meeting on a specific issue. A program director may call a meeting of the faculty within that program to address specific issues relevant to that program.

B. Chair

The DEO or acting DEO serves as the chair of all departmental meetings.

C. Agenda

Items to be addressed at each faculty meeting are submitted to the DEO at least one week prior to the upcoming meeting. The DEO then transmits the agenda to the faculty in writing at least two days prior to the meeting.

D. Quorum

Faculty meetings may not be convened unless a quorum consisting of at least 2/3 of all tenure-track assistant, associate and full professors in the Department are present.

E. Voting Procedures

Routine matters of business are voted upon by acclamation or show of hands. Issues of a confidential nature are voted upon by secret ballot. However, any faculty member may request a secret ballot on any issue. The DEO is charged with deciding the manner of voting for any specific issue.

Faculty recommendations to the DEO related to changes in departmental policies and procedures shall be determined by a majority of the eligible voting faculty members, excluding the DEO, present at the meeting. In case of a tie vote, the DEO casts the deciding vote.

*Meetings at which confidential personnel issues are discussed (e.g., meetings of the Departmental Consulting Group for tenure and promotion decisions, meetings of the tenured faculty to discuss probationary faculty reviews) are **not** “departmental meetings” and are not governed by this section of the departmental by-laws.*

F. Minutes

Written minutes shall be kept at each faculty meeting by the departmental administrative assistant or other designated staff member. If there are no departmental staff members available to take minutes, the DEO will assign a faculty member to take minutes. A draft of the minutes will be sent to all eligible voting faculty members within 5 days of the meeting.

Discussion and approval of the minutes will be the first order of business at the next faculty meeting.

Each voting faculty member will receive a copy of the approved minutes. In addition, the minutes will be archived in the Departmental office and available to the faculty.

VII. Procedures for Amendment to the Manual of Operations

Any faculty member may propose an amendment to the *Manual of Operations* by providing the faculty with a written proposal for such an amendment at least one week prior to a faculty meeting. The amendment will then become part of the agenda for the meeting and voted upon by the voting members present as described above. If the proposed amendment is approved by the faculty, it, along with the recommendation of the DEO, will be submitted to the CLAS. If approved by the CLAS, the amendment will be incorporated in the department’s *Manual of Operations and Procedures*.

Helpful Web Sites

“For Faculty” section of the College of Liberal Arts & Sciences website:

<http://www.clas.uiowa.edu/faculty/index.shtml>

Guidelines for Tenure and Promotion Decision-Making:

<http://www.clas.uiowa.edu/faculty/review/>

Guidelines for Conducting Five-Year Reviews of Tenured Faculty:

<http://www.clas.uiowa.edu/faculty/review/index.shtml>

The Model CV:

<http://www.clas.uiowa.edu/faculty/promotion/cv.shtml>

Faculty Development Programs:

<http://www.clas.uiowa.edu/research/funding/cda/>

Classroom Procedures, Grading and Student Records:

http://www.clas.uiowa.edu/faculty/teaching/policies/academic_fraud.shtml

<http://www.clas.uiowa.edu/students/handbook/ix/>

University Operations Manual:

<http://www.uiowa.edu/~our/opmanual/>