

DEPARTMENT OF PHILOSOPHY MANUAL OF OPERATIONS AND PROCEDURES

Approved by the College of Liberal Arts and Sciences June 24, 2005

I Authority of the Manual

These are the operating procedures for faculty governance of the Department of Philosophy. The Department shall follow the manual of operations and procedures of the University and the College of Liberal Arts and Sciences, and shall follow the operations and procedures in this document as a supplement thereto. This manual becomes effective immediately after approval by the Department of Philosophy and the College of Liberal Arts and Sciences.

II. Faculty Membership and Eligibility to Vote

- A. Faculty Membership is defined to include all and only tenure-track and tenured faculty with appointments (including those of 0%) in the Department of Philosophy at the University of Iowa.
- B. Only those faculty members who hold an appointment of 50% or greater in the Department of Philosophy are entitled to vote on departmental issues and attend faculty meetings. The graduate student representative of the Department of Philosophy may vote only on those departmental issues pertaining to the office of graduate student representative as specified in IVD. (Meetings convened as part of the tenure and promotion process are not governed by the Department's Manual of Operations and Procedures. Procedures for such matters are set forth in the University, Collegiate, and departmental Procedural Guidelines for Promotion and Tenure Decision-making (http://www.clas.uiowa.edu/faculty/promotion_tenure/index2.shtml). The departmental provisions are on the web-page at under "Department-specific Additions to the University/College Guidelines.")

III. Officers and Standing Committees

A. Delegated Powers and Duties of the Departmental Executive Officer (DEO)

The Department of Philosophy is administered through its DEO, its four Directors, and its four Standing Committees. The term of the DEO is ordinarily three years. The responsibilities of the DEO are those outlined in the College's Manual of Procedure, Article XI (on-line at: <http://www.clas.uiowa.edu/faculty/mop/xi.shtml>).

In the DEO's absence, the DEO will appoint, subject to approval by the Dean, a faculty member to whom administrative responsibility will be delegated for the duration of the absence.

Salary decisions are made by the Dean of the College of Liberal Arts and Sciences (with final approval by the Board of Regents) based upon consultation with the DEO.

Directors of the Standing Committee are appointed by the DEO following consultation with all members of the faculty of the Department, for terms that coincide with the DEO's term as Chair. The other members of the Standing Committees are appointed anew by the DEO at the beginning of each academic year.

All decisions regarding re-appointments, tenure, promotion, and salary are based in part on the materials in the faculty member's department file. It is the responsibility of the faculty member to make certain that his or her file contains all relevant information, such as notices of acceptance of papers or books, teaching evaluations, as well as a current *curriculum vitae*.

B. The Directors of the Department:

Director of Graduate Studies
Director of Undergraduate Studies
Director of Lectures and Arrangements
Director of Library Acquisitions.

Responsibilities of the Directors

Director of Graduate Studies

- 1) chair the Committee on Graduate Studies
- 2) arrange, in consultation with the DEO, for the advising of graduate students by members of the Committee on Graduate Studies
- 3) respond to inquiries about the graduate program
- 4) distribute relevant policies to graduate students
- 5) prepare requests for and supervise Block Allocation Grants
- 6) appoint, in consultation with appropriate faculty, graduate examination committees (M.A., oral, Ph.D. comprehensive, Ph.D. dissertation)
- 7) prepare materials (grades, hours, incompletes, etc.) for annual departmental evaluation of graduate students.

Director of Undergraduate Studies

- 1) chair the Committee on Undergraduate Studies
- 2) arrange, in consultation with the DEO, for the advising of undergraduate students by members of the Committee on Undergraduate Studies
- 3) supervise the Honors Program
- 4) administer the Bergmann Philosophy Prize

Director of Lectures and Arrangements

- 1) chair the Committee on Lectures and Arrangements
- 2) make arrangements (invitations, hotel, travel, receptions, publicity, reservations, etc.) for visiting lecturers
- 3) supervise Foundation accounts, excluding the administration of the Bergmann Philosophy Prize

Director of Library Acquisitions

- 1) chair the Committee on Library Acquisitions
- 2) serve as liaison person between the Department and University libraries

C. The Standing Committees:

Committee on Graduate Studies (three faculty)
Committee on Undergraduate Studies (three faculty)
Committee on Lectures and Arrangements
(three faculty and the graduate student representative)

Committee on Library Acquisitions (three faculty)

Responsibilities of the Standing Committees

Committee on Graduate Studies

- 1) decide whom to admit to the graduate program
- 2) consider and, if so decided, recommend to the Department proposed changes in the graduate curriculum and policies relating to graduate students
- 3) recommend to the Department appointments to fellowships and assistantships

Committee on Undergraduate Studies

- 1) assist the Director of Undergraduate Studies in the advising of undergraduate students
- 2) consider and, if so decided, recommend to the Department proposed changes in the undergraduate curriculum and policies relating to undergraduate students

Committee on Lectures and Arrangements

- 1) assist the Director of Lectures and Arrangements in making arrangements for visiting lecturers
- 2) recommend to the Department, following solicitation of suggestions from faculty and graduate students, whom to invite as lecturers

Committee on Library Acquisitions

- 1) assist the Director of Library Acquisitions as liaison person between the Department and University libraries
- 2) consider and, if so decided, recommend to the Department policies relating to library acquisitions
- 3) consider, in consultation with the DEO, and, if so decided, recommend to the Department proposals concerning journals purchased by the Department

IV. Departmental Meetings

- A. The minimum schedule for departmental meetings is one meeting per semester.
- B. The DEO composes and distributes an agenda for the departmental meeting, chairs the meeting, and is responsible for counting votes taken at the meeting. Discussions of items on the departmental meeting agenda introduced by a standing committee are led by the Director of that standing committee.
- C. Following consultation with the DEO, items may be placed on the agenda by any member of the faculty.
- D. The graduate student representative has the right to vote on all issues except those relevant to faculty hiring and to the assessment of present or potential graduate students.
- E. A quorum for faculty meetings in a semester consists of a majority of members of the Department who are teaching in the Department that semester.
- F. Minutes of departmental meetings are kept by a member of the faculty who is appointed for the year as secretary. The position of secretary is rotating.
- G. Voting procedures shall concur with the procedures set forth in the Policies of the Department of Philosophy.

V. Amendment of the Departmental Manual of Operations and Procedures

A proposal to amend the Manual of Operations and Procedures of the Department of Philosophy shall be submitted in writing to the DEO. A departmental meeting will be scheduled for discussion at which a majority of the members of the Department must attend for discussion of the amendment. The proposed amendment must be distributed to all faculty members of the Department no later than two weeks prior to the meeting. The proposed amendment must pass by a majority of the members of the Department in order for it to be accepted as part of the revised manual of operations and procedures of the Department.

Amendments of the Manual of Operations and Procedures of the Department of Philosophy are subject to approval by the College of Liberal Arts and Sciences.