

MANUAL OF OPERATIONS AND PROCEDURES
DEPARTMENT OF POLITICAL SCIENCE
THE UNIVERSITY OF IOWA
APPROVED BY THE COLLEGE OF LIBERAL ARTS AND SCIENCES, May 2008

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ARTICLE I: THE FACULTY

Section 1: Members of the faculty in political science encompass tenure-track and temporary appointments. Voting members of the faculty include all professors, associate professors, assistant professors, and instructors at least fifty percent of whose budgeted tenure-track appointment is in the Department of Political Science. Non-tenure-track faculty members whose appointments carry the expectation of indefinite renewal and at

least fifty percent of whose appointment is in the Department of Political Science may vote except on matters pertaining to the appointment, reappointment, promotion, and tenure of members of the faculty. Other members of the faculty include any adjuncts and visitors in those ranks plus lecturers appointed to the department. The department's document on Procedures Regarding Appointment, Reappointment, Promotion, and Tenure specifies the qualifications and steps to be met in selecting members of the faculty in political science.

Section 2: Powers and Duties of the faculty must be commensurate. Duties of the faculty both individually and as a body include improving the teaching, research, and service of the department. Individual faculty responsibilities are specified in agreements with the DEO, other members of the faculty in political science, and other pertinent officers of the university. General obligations include appropriate mentoring and other forms of professional support for departmental colleagues at all levels, careful scrutiny of the records and writings of candidates interviewed for appointment to the faculty, as well as demonstrable respect for professional colleagues diverse in culture, race, creed, gender, or modes of inquiry.

Powers of the individual members of the 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. Members of the faculty in political science may claim fair shares of departmental resources in support of their departmental duties, consistent with distributional standards and procedures established by the voting faculty or the DEO, as specified below.

The department's *Faculty Guide* specifies the powers and duties of individual faculty members in political science. The department encourages faculty members to seek fellowships, grants, commissions, contracts, or other support from outside the department for projects to advance faculty teaching, research, or service. Faculty members have the power to pursue and conduct such arrangements under the provisions for university approval and supervision that appear in the university's Operations Manual and policies from the Office of Sponsored Programs.

Consistent with university rules, powers of the voting faculty include establishing all departmental operations and procedures, recommending to the Dean of Liberal Arts and Sciences the appointment of Departmental Executive Officers (DEOs), and advising DEOs on policy implementation, personnel decisions, and staff assignments. The voting faculty approves general priorities and specific descriptions of positions for recruiting faculty and general priorities for staff in political science. It also approves strategic plans, departmental self-studies, unit work norms, and all other statements of assessment, requirement, or priority on behalf of the department. Decisions of the voting faculty are made in faculty meetings. It may delegate powers to committees, to the DEO, or other officers of the department – but only for specified cases or times.

Section 3: Meetings of the voting faculty may be called as needed by the voting faculty or by the DEO. During regular semesters, the DEO schedules meetings each month at a minimum. The DEO must call a meeting upon petition by five or more members of the voting faculty. Whenever possible, the DEO announces meetings to all faculty members at least three days in advance. Items of business may be put on the agenda by any voting

member of the faculty. At least one day before a meeting, the DEO announces its agenda to all faculty members. If a recommendation of a tenure-track faculty appointment is to be considered at a meeting, the DEO announces the recommendation of the Recruitment Committee at least two working days before the meeting.

The presiding officer votes only to break ties. The DEO presides unless the voting faculty selects a temporary replacement. A majority of the voting faculty not on leave from the department constitutes a quorum. Faculty members on terminal appointments who choose not to attend meetings do not count as voting members in determining a quorum. A motion to offer a tenure-track faculty appointment must be considered at two successive faculty meetings unless either of the following occurs: (a) the initial appointment motion is approved by 60 percent or more of the voting faculty present and voting, or (b) a separate motion not to reconsider the appointment motion passes with 60 percent or more of the voting faculty present and voting. If the appointment motion is discussed at a second meeting, only a simple majority is needed for approval. Otherwise, a majority of voting faculty present at a meeting decides any motion except for items not on the agenda, which require two-thirds majorities of the voting faculty present. If a question of procedure arises, the presiding officer and the voting faculty in attendance resolve it according to this Manual and standard parliamentary rules.

At the start of each meeting, the presiding officer designates a voting member to take minutes for approval at the next meeting. These do not include personnel matters that the university deems confidential. Drafts of the minutes come to the floor of faculty meetings as motions already made and seconded. The DEO sends approved minutes to all departmental faculty and staff. The department's administrative assistant keeps approved

minutes, this Manual, and other departmental policies in a permanent file open to faculty and staff in the department. The departmental administrative assistant prepares and maintains a subject index to facilitate the review of approved minutes and policies.

Section 4: The Executive Committee is an advisory body to the DEO that consists of four faculty members. Three members are elected from the tenured faculty and they serve two year terms. Their terms are staggered so that no more than two members are elected in a single year. The fourth member is elected from the assistant professor ranks and this person serves a one year term. All elections will take place at the first faculty meeting of the academic year. The Executive Committee will hold regularly scheduled meetings at least twice a month. Either the DEO or a majority of the Committee can call for additional meetings. The DEO can cancel any regularly scheduled meeting for lack of business unless a majority of the Committee objects.

Section 5: Other Committees to recommend or implement policies of the department may be created by the voting faculty or the DEO. Committees that last beyond the academic year in which their work begins must be reauthorized by the voting faculty or the DEO if they are to continue in operation. Invitations or commitments issued by a committee do not bind its successors unless endorsed (in the specific case or as a matter of policy) by the voting faculty. Recommendations from all departmental committees come to the floor of faculty meetings as motions already made but in need of seconds from voting faculty members not on the committees. A majority of the members for each departmental committee must come from the department's voting faculty. When a faculty meeting addresses a committee recommendation, any other members of the committee may attend and speak to that item of business. The DEO may not serve on Tenure or

Promotion Committees. The DEO may not serve on a Recruitment Committee without the approval of a majority of the faculty present and voting. A DEO allowed to serve on a Recruitment Committee may not chair it.

Section 6: Officers to recommend or implement policies of the department may be created by the voting faculty or the DEO. Positions that last beyond the academic year in which their work begins must be reauthorized by the voting faculty or the DEO if they are to continue in operation. Invitations or commitments issued by an officer do not bind any successors unless endorsed (in the specific case or as a matter of policy) by the voting faculty. Decisions that an officer makes as part of the regular responsibilities of the position are endorsed as a matter of policy and do commit the department past the officer's service.

ARTICLE II: THE DEPARTMENTAL EXECUTIVE OFFICER (DEO)

Section 1: Selection of the Departmental Executive Officer is made by the Dean of Liberal Arts and Sciences in response to advice from individual members of the department's voting faculty and with the approval of the Provost. Prior to the time for making recommendations to the Dean, the DEO schedules a series of informal conversations among members of the voting faculty, to provide opportunities for them to discuss the future of the department in connection with the next DEO appointment.

Section 2: Powers and Duties of the DEO are specified by the university's *Operations Manual*, the Liberal Arts and Sciences *Manual of Procedure*,¹ instructions from the Provost or the Dean of Liberal Arts and Sciences, and actions of the department's voting faculty. The prime responsibility of the DEO is to help achieve the department's priorities through effecting its policies as determined by the voting faculty and the university. The

DEO conveys the judgments of the voting faculty to the Dean and to other university officials. The DEO appoints the directors of graduate study, placement, undergraduate study, honors, and internships as well as other officers of the department that the DEO deems desirable. Complaints or disputes that involve a member of the faculty or staff should be brought to the attention of the DEO. The DEO should inform all individuals involved in the complaint or dispute and endeavor to resolve it, observing college and university procedures. Before acting for the department, the DEO should consult all relevant members of the department. When a DEO recommendation on faculty tenure,

¹See Article XI (<http://www.clas.uiowa.edu/faculty/handbook/11/xi.shtml>).

promotion, or recruitment is contrary to a faculty vote, the DEO shall tell the faculty by the time when the recommendation is made.

Section 3: Acting DEO. The DEO shall recommend to the dean of Liberal Arts and Sciences a member of the voting faculty who will serve as the acting DEO when the DEO is unavailable to the college for short periods. Long-term absence of the DEO requires faculty advice to the dean on the selection of a replacement chair. Faculty members are welcome to advise the DEO on his or her recommendation. The DEO shall notify the faculty of the person he or she recommends.

ARTICLE III: THE STAFF

Section 1: Members of the staff in political science include all departmental employees not on the faculty.

Section 2: Powers and Duties of the staff vary by position. The administrative assistant works with the DEO and other faculty officers to supervise members of the departmental

staff as designated by the DEO. Specific powers and duties of each staff member are determined by the DEO, pursuant to policies of the university and the voting faculty, and in consultation with the administrative assistant.

ARTICLE IV: GRADUATE ASSISTANTS

Section 1: Graduate Assistants for teaching and research in the department receive assignments from the DEO and the Director of Graduate Study. In those assignments, their specific responsibilities come from their faculty supervisors -- consistent with policies of the university, the voting faculty, the DEO, and the Director of Graduate Study.

ARTICLE V: UNDERGRADUATE PROGRAMS

Section 1: The Guide to Undergraduate Study specifies standards and procedures for completing an undergraduate concentration, a minor, a bachelor of arts degree (B.A.), or a bachelor of science degree (B.S) in political science. It also specifies the standards and procedures for graduating with honors in political science. The voting faculty decides all these standards and procedures.

Section 2: The Director of Undergraduate Study superintends the opportunities and requirements for all kinds of undergraduate study in political science. The Director advises the faculty and the DEO on the operation of the undergraduate programs in political science and rules on satisfaction of departmental requirements for undergraduate advising, courses, concentrations, and degrees. In consultation with the Director of Graduate Study and the voting faculty, the Director of Undergraduate Study advises the

DEO on coordinating undergraduate course offerings to distribute them appropriately across faculty and fields.

Section 3: The Director of Honors superintends the opportunities and requirements for graduating with honors in political science. The Director of Honors advises the faculty, the DEO, and the Director of the University Honors Program on the operation of the honors program in political science and its connection with the university program. The Director of Honors encourages qualified students to pursue honors in political science, advising them on related courses, activities, and careers. The Director of Honors chairs committees appointed by the DEO to nominate or select undergraduate students for awards connected with the department.

Section 4: The Director of Internships superintends opportunities and requirements for internships related to political science, advising students, the faculty, and the DEO on arrangements for internships. The Director facilitates appropriate student use of internships and rules on academic credit available in connection with some internships.

ARTICLE VI: GRADUATE PROGRAMS

Section 1: The Guide to Doctoral Study specifies the standards and procedures for admission to graduate study in the department, for completing the department's fields of graduate study, and for conducting comprehensive examinations in those fields. It specifies the standards and procedures for constituting committees to supervise the completion of theses for the masters degree and for the doctoral degree, including defense of the prospectus and defense of the completed thesis. The voting faculty decides all these standards and procedures.

Section 2: The Director of Graduate Study superintends the opportunities and requirements for all fields of graduate study in political science. The Director advises the faculty and the DEO on the operation of the graduate programs in political science and rules on satisfaction of departmental requirements for graduate study. The Director advises graduate students on required courses, comprehensive examinations, and all other dimensions of the department's graduate programs. The Director works with individual students to arrange faculty advising and mentoring in their fields of study. The Director chairs the committees appointed by the DEO to admit graduate students, nominate them, or select them for awards connected with the department. The Director assigns teaching and research assistants to their duties, advising and assisting faculty in supervising individual assistants. In consultation with the Director of Undergraduate Study and the voting faculty, the Director of Graduate Study advises the DEO on coordinating graduate course offerings to distribute them appropriately across faculty and fields.

Section 3: The Director of Placement superintends the procedures and opportunities for attaining appropriate professional positions for graduate students in the department. The Director advises the students, faculty, and DEO on placement prospects and results. The Director also encourages students to take the steps, early as well as late, crucial to placement and professional success.

ARTICLE VII: PROCEDURE FOR AMENDMENT

Revisions to the departmental operations and procedures covered herein must be approved as amendments to this *Manual* at a meeting of the voting faculty. Proposed amendments are placed on the agenda of a faculty meeting in accord with the procedures

in Article I, section 3 of this *Manual*. A majority of those present and voting is required for passage of an amendment. Voting is by show of hands, counted and announced by the presiding officer, unless the faculty in attendance vote to approve a different voting procedure. All amendments are subject to approval by the College of Liberal Arts and Sciences.