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**DEPARTMENT OF RELIGIOUS STUDIES  
MANUAL OF OPERATIONS AND PROCEDURES  
COLLEGE OF LIBERAL ARTS AND SCIENCES**

**APPROVED BY THE DEPARTMENT DECEMBER, 2006  
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**I. Authority of the Manual of Operations and Procedures**

This manual of operations and procedures formulates the procedures for faculty governance of the Department of Religious Studies. The Department shall follow the operating rules of the University and the College of Liberal Arts and Sciences, and shall follow the procedures in this document as a supplement thereto. Once approved by the department and the College, this document becomes effective immediately.

**II. Faculty Membership, Eligibility to Vote, Rights and Responsibilities**

**A. Definitions:**

- a) "Regular faculty" refers to individuals holding tenure-track or tenured appointments to the Department of Religious Studies at the level of 50% or higher, with the rank of Professor Associate Professor, Assistant Professor or Instructor.
- b) "Affiliated faculty" refers to individuals holding unsalaried secondary appointments of 0-49%, while holding a tenured or tenure-track appointment to some other department of the University of Iowa, where the Department of Religious Studies does not contribute to the individual's salary.

**B. Voting Rights:**

Both regular faculty and affiliated faculty have the right to attend meetings wherein votes are taken on matters pertaining to departmental business. However, only regular faculty members have voting rights. Affiliated faculty may speak at meetings, but they may not vote.

**C. Rights and responsibilities of faculty**

Both individually and as a body the faculty is responsible for carrying out the department's mission in accordance with the policies and procedures of the College of Liberal Arts and Sciences, the Graduate College, and the University. Individual faculty members fulfill these responsibilities in accordance with the University's policy on professional ethics and academic responsibility.

The Department distributes teaching and service assignments to faculty and provides guidance through periodic reviews to ensure that all faculty members are participating appropriately and equitably in the teaching, research, and service missions of the department, College, and University.

### **III. Officers and Standing Committees**

#### **A. Delegated powers and duties of the DEO.**

The DEO is appointed by the Dean of the College of Liberal Arts and Sciences, with the advice from the regular faculty and the approval of the Provost. The DEO is chief executive officer of the department and therefore administers policies established by the departmental faculty and the College.

The DEO will work with the faculty and within its committee structure, in accordance with procedural rules, to fulfill these primary responsibilities:

- Serving as representative to the administration of the College and University. As such the DEO acts as advocate of the department's needs, priorities, and policies to the College and University, and communicates collegiate and university needs, priorities, and policies to the departmental faculty, staff, and students.
- Presiding over faculty meetings
- Appointing faculty committees
- Developing faculty hiring plans and facilitating faculty appointments
- Recommending faculty promotions and salary raises
- Mentoring faculty and reviewing faculty work
- Overseeing, developing, and implementing the departmental curriculum
- Ensuring student advising at all levels
- Admitting graduate students to degree programs in accordance with the Graduate Committee recommendations as approved by faculty vote
- Appointing graduate teaching and research assistants
- Preparing course schedules
- Establishing teaching assignments to promote both the teaching and research mission of the department
- Submitting reports to the College and University as requested
- Reviewing and editing departmental publications and website
- Evaluating P&S and merit staff employees and recommending them for promotion
- Procuring and managing departmental equipment and resources
- Managing the department's budget, records, and office staff
- Communicating with constituencies outside the department, especially including the Board of Fellows

B. Other Officers—Titles, duties, and procedures for election or appointment.

- Director of Graduate Studies.

The Director of Graduate Studies (DGS) oversees the proper functioning of the graduate program. The DGS reports at departmental faculty meetings and brings to the regular faculty both motions and agenda items concerning the graduate program and its students. The DGS performs necessary tasks connected to 1) the matriculation of new graduate students and 2) the administering of presently enrolled graduate students. These tasks are as follows:

- 1) Tasks associated with arrival of new graduate students
  - a) Responding to inquiries from prospective students
  - b) Overseeing the application folders
  - c) Implementing the Graduate College block allocation for RA appointments and related awards to entering students
  - d) Planning the orientation for new graduate students
- 2) Tasks associated with presently enrolled students
  - a) Chairing meetings of the Graduate Committee
  - b) Attending meetings of the Directors of Graduate Studies called by the Dean of the Graduate College
  - c) Overseeing the annual review of graduate students
  - d) Recommending students for TA appointments to the DEO
  - e) Updating the Information for Graduate Studies booklet in print version and on the departmental webpage
  - f) Tracking the progress of graduate students
  - g) Networking beyond the University of Iowa to the Council on Graduate Studies in Religion (CGSR) and other bodies
  - h) Being available to address unforeseen matters related to graduate studies

The Director of Graduate Studies is selected by the DEO prior to the beginning of the academic year for a one-year renewable term. A job description for the DGS is included in the appendix to this document.

- Director of Undergraduate Studies

The Director of Undergraduate Studies (DUS) is responsible for ensuring that the undergraduate program functions smoothly. The DUS reports at departmental faculty meetings and brings to the regular faculty both motions and agenda items concerning the undergraduate program and its students. The main duty of the DUS is to supervise the progress of all religion majors in fulfilling the requirements for the degree. This task involves three major components:

- 1) Disseminating information about the religion major to undergraduate students
  - a) Ensuring that the booklet on the Religious Studies Major both in printed version and on the departmental webpage is accurate and up-to-date
  - b) Issuing an undergraduate newsletter as needed via electronic listserve or webpage link
- 2) Guiding the students toward the successful completion of their degree
  - a) Advising students as needed
  - b) Overseeing advising of students by other faculty members by assigning advisees to regular faculty
- 3) Advocating for the students
  - a) Appealing to Graduation Analysis in the Office of the Registrar concerning legitimate claims to exceptions in the rules concerning departmental requirements for the major
  - b) Nominating students for departmental awards by soliciting names from faculty members, ranking the names in consultation with the Undergraduate Committee, and presenting the ranked list to the full faculty for approval by voting
- 4) Representing the department at admissions and orientation events
- 5) Informing the faculty about undergraduate student matters at regular faculty meetings

The Director of Undergraduate Studies is selected by the DEO prior to the beginning of the academic year for a one-year renewable term. A full job description is included in the appendix to this document.

- C. Acting DEO— The DEO will recommend, subject to approval by the Dean, an individual to whom administrative responsibility will be delegated in the DEO's absence.
- D. Standing Committees
  - Executive Committee

The Executive Committee is convened by the DEO as needed to review curricular needs and to assess program development; to develop, review, and prioritize departmental business; and to advise the DEO about all relevant matters. The committee consists of the Director of Graduate Studies, the Director of Undergraduate Studies, and a probationary faculty of the department appointed by the DEO. The Executive Committee meets at least once a semester and other times as called by the DEO.

- Graduate Committee

The Graduate Committee is convened by the DGS as needed to advise and assist the DGS in fulfilling the responsibilities of that office. The Graduate Committee consists of the DGS and two other members of the regular faculty as appointed by the DEO prior to the beginning of the academic year, for a one-year renewable term.

- Undergraduate Committee

The Undergraduate Committee is convened by the DUS as needed to advise and assist the DUS in fulfilling the responsibilities of that office. The Undergraduate Committee consists of the DUS and two other members of the regular faculty as appointed by the DEO prior to the beginning of the academic year, for a one-year renewable term.

- Programs Committee

The Programs Committee is appointed by the DEO at the start of each academic year. One individual will serve as chair of the committee. The committee's charge is to plan, schedule, and administer the departmental colloquium, lecture series, and other ad hoc educational programs. The Programs Committee chair will report to the faculty at regular faculty meetings, submitting proposals to the faculty for approval.

#### **IV. Departmental Meetings**

Departmental meetings are called by the DEO as needed to conduct departmental business. Meetings are called at least once a month during the academic year, more frequently when needed. A meeting may be called by faculty acclamation, if at least one-half of the regular faculty request the meeting. All regular faculty members are expected to attend the meetings. Affiliated faculty members are invited to attend unless the DEO determines otherwise. Regular faculty who cannot attend should notify the DEO in advance of the meeting. Minutes will be taken by the administrative assistant, or a proxy should she or he not be present.

The DEO will circulate an agenda at least 3 days prior to the meeting. Regular faculty members may submit agenda items at any time. The DEO will chair meetings, unless an acting DEO has that responsibility. The duties of the chair are as follows:

- A. Opening the meeting at the scheduled time and calling the meeting to order
- B. Reviewing and approving minutes of previous meetings
- C. Reviewing and approving the agenda of the day's meeting
- D. Stating any proper motions put before the faculty, leading discussion on the motions, and putting the motions to a vote. A quorum of at least 50% of regular faculty is required to take a vote. Ordinarily a vote is taken by a simple showing of hands, with a simple majority required to carry the vote. When requested by a

faculty member or determined by the DEO, a secret ballot will be used. The DEO votes only to break a tie.

- E. Announcing the results of the votes
- F. Enforcing the rules of order during the meetings
- G. Adjourning the meetings

Meetings of the Departmental Consulting Group for promotion and tenure cases, meetings to review probationary faculty reviews, and meetings to review the academic progress of graduate students are not considered departmental meetings and are not governed by this section of the department's manual of operations and procedures. The DEO appoints such special committees to search for new faculty appointments, to evaluate individual faculty members for promotion, tenure, and peer reviews, to evaluate P&S staff, and to consider special departmental business not normally covered by the standing committees.

#### **V. Amendment of the Manual of Operations and Procedures**

Amendments to the Manual of Operations and Procedures may be proposed for adoption. The procedure is as follows: A proposed amendment shall be written and signed by at least two regular faculty members and submitted to the DEO. The proposed amendment must state the precise section and sentences to be amended. The proposed amendment will specify the words to be added, deleted, or replaced. Moreover, the proposed amendment will give a complete statement of the wording of the section in the amended form.

On receipt of the proposed amendment, the DEO will either place the proposed amendment on the agenda for the next faculty meeting or call a special meeting. If a simple majority of the regular faculty vote in favor of the proposed amendment, the DEO will submit the amended manual of operations and procedures to the Dean of the College for approval. The amended manual becomes effective immediately upon approval by the Dean.