

Rhetoric Department
Manual of Operations and Procedures
Approved by CLAS August 2019

I. Authority of the Manual of Operations and Procedures

This manual describes the operating procedures for faculty governance of the Department of Rhetoric. The department shall follow these guidelines and operating rules of the University of Iowa [UI] and the College of Liberal Arts and Sciences [CLAS]. Once approved by the Department and the College, this manual becomes effective immediately. No practices or decisions that vary from these bylaws will be implemented without a formal faculty vote and subsequent approval by the College.

II. Faculty Membership and Eligibility to Vote

- A. Faculty membership in the Department of Rhetoric consists of faculty on the Department budget (tenured faculty, tenure-track faculty and instructional faculty), and any zero percent faculty on the budgets of other departments.
- B. 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 CLAS, the Graduate College, and the University (for example, for reviews of Adjuncts, VAPs and other faculty). Individual faculty members fulfill these responsibilities in accordance with the university's policy on professional ethics and academic responsibility.
- C. The Department distributes teaching and service assignments to faculty and provides guidance through periodic reviews to ensure that all faculty are participating appropriately in the teaching, scholarly, creative, professional, and/or service missions of the department, college, and university.
- D. Eligible faculty, as defined above, at all levels as well as all Adjuncts and Visitors may attend faculty meetings. The Departmental Executive Officer [DEO] may restrict attendance during discussion of confidential issues. All faculty appointed at greater than zero percent in Rhetoric may vote on issues raised at department meetings, within restrictions set by CLAS and UI rules. Elected representatives of the graduate teaching assistants may attend but do not have voting rights. All faculty and teaching assistants may serve on departmental committees.

III. Officers and Standing Committees

- A. Delegated powers and duties of the DEO.
 - 1. The DEO is appointed by the Dean in consultation with the faculty in the department and approved by the Provost.

2. The DEO is appointed to serve a 3-5 year term and may be reappointed.
3. The DEO is charged with the following duties:
 - a. Allocating funding from the department's general expense budget and seeking additional funding as necessary, including responsibility for departmental foundation accounts.
 - b. Approving graduate instructor hiring decisions.
 - c. Overseeing advising of new graduate instructors.
 - d. Representing the Rhetoric Department's interests to the college and university.
 - e. Overseeing complaints by graduate students or faculty, other graduate instructors or departmental procedures.
 - f. Initiating or coordinating departmental nominations of students, support staff and faculty for departmental, College and University awards.
 - g. Leading the faculty in overseeing and revising curriculum and course offerings.
 - h. Scheduling, establishing agenda, and chairing faculty meetings.
 - i. Making faculty teaching and service assignments in consultation with faculty individually and as a group, attempting to accommodate faculty strengths, needs and interests whenever possible.
 - j. Constituting and charging Ad Hoc committees, other than Standing Committees, with specific duties.
 - k. During the absence of the DEO from campus, a member of the Executive Committee [see Section F] may be appointed as acting DEO.
- B. The Department shall have Standing Committees as well as Directors of its several Centers, and a Hiring Officer. These persons and bodies shall collectively assist the faculty and DEO in the conduct of the business of the Department as indicated.
 - a. Each Standing Committee shall elect annually (normally in Spring semester) from within its current members, a person to become Chair-Elect. The Chair-Elect shall assume the chair of the committee at the end of Spring Semester for one year. A chair may be reelected for more than one term of office.
 - b. Each committee shall establish and modify its own rules of procedure ("standing orders") as rules subsidiary to this Departmental Manual of Operations and Procedure.
- C. The Standing Committees shall be as follows:
 - a. There shall be a Core Curriculum Committee that shall take primary and delegated responsibility for matters concerning the curriculum of the CLAS Core [General Education] courses offered by the Department.
 - b. There shall be a Minor Committee that shall take primary and delegated responsibility for matters concerning the curriculum of

the Minor in Rhetoric and Persuasion courses offered by the Department.

- c. There shall be a Resources and Centers Committee that shall take primary and delegated responsibility for matters concerning the various centers and special resources offered by the Department. Each of the Writing, Speaking and Conversation Centers, IDEAL and SiR shall have a representative on this committee.
 - d. There shall be a Professional and Graduate Committee that shall take primary and delegated responsibility for matters concerning the professional development of the faculty and graduate student TAs, including PDP.
 - i. The chair of this committee shall act *ex officio* as the departmental representative at all meetings relevant to such purposes in the CLAS and Graduate College.
 - ii. Members of this committee shall act as a Colloquium Crew for organizing a schedule of Friday Colloquia for faculty and TA development.
- D. A TA Hiring Officer shall be appointed by the DEO in consultation with the faculty and shall:
- 1. Conduct liaison with academic programs from which the department hires graduate instructors.
 - 2. Respond to inquiries regarding teaching opportunities.
 - 3. Determine whether graduate teaching assistants who have applied for reappointment are graduate students in good standing and making satisfactory progress toward a degree.
 - 4. Coordinate hiring recommendations with staffing requests of Writing, Conversation and Speaking Center Directors.
 - 5. Coordinate split appointments with other teaching units.
 - 6. Review qualifications of candidates and make hiring recommendations to the DEO.
- E. Each Center in the Department shall have a Director appointed by the DEO in consultation with the Executive Committee and charged with:
- i. hiring new and experienced tutors,
 - ii. orienting new tutors,
 - iii. scheduling tutors and overseeing assignment of enrollment students to tutors,
 - iv. overseeing curriculum development and making decisions about Center policy and procedures in consultation with tutors;
 - v. supervising and advising tutors on their work with students;
 - vi. handling complaints about tutors;
 - vii. coordinating with staff and faculty in other departments, units, and programs;

- viii. and calling and chairing Center staff meetings for administrative or in-service training purposes.

F. There shall be an Executive Committee.

1. The Executive Committee is a committee constituted from the chairs of the four Standing Committees, plus two faculty freely elected without restriction to rank or status from among the faculty for alternating overlapping terms.
2. An election for one such member shall occur during the first faculty meeting of the academic year each year, for a two-year term.
3. Previously elected faculty may serve again.
4. Elections to fill an unexpired term may take place as needed upon the resignation or departure from office of an elected member.
5. The chair of the Executive Committee, normally the DEO, is responsible for convening its meetings, and shall set and publish the agenda, preside and ensure timely publication of meeting minutes.
6. The Executive Committee is charged with the following duties:
 - a. Convenes at the request of the DEO and serves in an advisory capacity to the DEO.
 - b. Makes recommendations to the DEO on the disbursement of any available faculty travel funds, except First Year Seminar [FYS] funds accrued by a faculty member.
 - c. Makes recommendations annually to the DEO and the CLAS on faculty merit pay adjustments.
 - d. Acts as a primary body of appeal or referral for decisions made by the DEO during the current academic year. For consideration of such appeals, the DEO shall be recused, and the Executive Committee shall appoint its own chair *pro tempore*.
 - e. The Executive Committee shall meet once per semester without the DEO.

IV. Departmental Meetings

- A. The DEO schedules departmental meetings as needed during the fall and spring semesters.
- B. The duties of the chair include soliciting agenda items, setting the agenda, facilitating discussion of and recording the voting on agenda items.
- C. Faculty members and graduate instructors submit agenda items to the DEO for inclusion on the departmental meeting agenda.
- D. Faculty may submit a written request to the DEO to schedule special meetings as the occasion arises.

- E. The DEO will provide the faculty with an agenda at least two days in advance of scheduled meetings.
- F. The quorum is a majority of total voting eligible faculty membership except for amendments to this Manual for which a quorum shall be three fourths of the eligible faculty.
- G. Minutes of departmental meetings are kept by a faculty member serving as recording secretary; the minutes are copied and distributed for faculty review with the agenda for the next scheduled meeting.
- H. The usual order of business is to accept the minutes of the previous meeting, and thereafter to follow the published agenda; at the end of the meeting the chair will call for new items to be added to the published agenda.
- I. No single member is assigned the role of parliamentarian; in all other respects, the general order of meetings is in accordance with *Robert's Rules of Order* (current edition).
- J. Voting on general items of business is conducted by a show of hands unless any faculty member requests a secret ballot; absentee ballots submitted to the DEO in advance of the meeting will be counted with the votes of faculty members in attendance. Votes on all decisions concerning individual personnel, including offers or renewals of faculty contracts, will be conducted by secret ballot. The secrecy of ballots will be ensured by submission of anonymous paper ballots to two members of the faculty present at the meeting, following discussion of the review, unless otherwise indicated by CLAS rules. Abstentions do count for purposes of establishing a quorum but are not counted in deciding a majority on a question.

V. Procedures for Amendment of this Manual

- A. Any faculty member may propose an amendment of this manual by submitting the proposed change formally to the DEO in due time for inclusion in the agenda for an advertised departmental meeting.
- B. A quorum for discussion of and voting on amendments to this manual shall be three fourths of the eligible constituency. A two-thirds majority of faculty present and voting is required to approve an amendment. Abstentions shall be counted in establishing a quorum but shall not be counted for the purposes of establishing a majority. A majority for or against the amendments shall decide the outcome, with the Chair following Robert's Rules in deciding any vote that has resulted in a tie.

- C. All amendments of the manual approved by the faculty shall be submitted to the College for approval and upon receipt of such approval shall become the policy of the Department.

Adopted by a quorate meeting of the Faculty of the Rhetoric Department 10 May 2019

Forwarded to CLAS for approval and adoption 10 May 2019

Resubmitted to CLAS with corrections 1 July 2019