

**Department of Classics  
Department Manual of Policies and Procedures  
College of Liberal Arts and Sciences**

**Amended by the department September 2023  
Approved by the College of Liberal Arts and Sciences September 2023**

**I. Authority of the Department Manual of Procedures**

This manual of operations and procedures formulates the procedures for faculty governance of the Department of Classics. The Department shall follow the operating rules of the University and the College of Liberal Arts and Sciences, and it 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 and Eligibility to Vote**

- A. Definition of faculty membership: A regular member of the Department of Classics shall be a tenured or tenure-track faculty member (TTF) or instructional-track faculty member (ITF) at the University of Iowa who either currently has a salaried appointment in the Department of Classics or currently is on paid or unpaid leave from such an appointment in the Department of Classics. Adjuncts, visitors, and 0% appointments have certain rights, defined below, but are not considered regular members of the department.
- B. 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 are participating appropriately and equitably in the teaching, research, and service missions of the Department, College, and University.

- C. Rule of eligibility for voting at departmental meetings: The individuals who shall be eligible to vote at departmental meetings are the regular members of the Department of Classics. Eligible voters who are unable to be present at a departmental meeting when the vote is taken on an agenda item may leave a written absentee vote with the DEO before the vote is taken.
- D. A regular member may begin voting on the date that the official appointment begins.
- E. All regular members may vote on matters pertaining to the undergraduate curriculum and programs, and the hiring of ITF and VAPs. Only TTF may vote

on matters pertaining to the graduate curriculum and its programs, and the hiring of TTF.

- F. Visiting assistant professors, adjunct professors, 0% appointments, the department's professional advisor, and a single representative appointed annually by the graduate students may attend and participate in department meetings, but they are ineligible to vote. The DEO shall order the meeting agenda so that (if necessary, due to the sensitivity of topics) the graduate student representative may leave first, followed by VAPs and adjuncts and 0% appointments and the professional advisor, followed by ITF.

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

#### **A. Departmental Executive Officer (DEO)**

1. The DEO is appointed by the Dean of the College with the advice of the faculty and the approval of the Provost.
2. The DEO shall perform the duties prescribed by the Manual of Operations and Procedures and by the parliamentary authority adopted by the Department.
3. The DEO shall have primary administrative responsibilities for recommending faculty appointments, promotions, and salary raises; implementing the department's curriculum; monitoring the work of its undergraduate and graduate students; evaluating its faculty; procuring and regulating equipment; and managing its budget and office staff. The DEO shall also be responsible for scheduling and conducting departmental meetings. In carrying out these responsibilities, the DEO shall consult with appropriate faculty.
4. The DEO shall be the representative of the Department of Classics to the administration of the college and university. The DEO shall have the task of explaining departmental needs to the collegiate and university administration and communicating collegiate and university policies to the students and faculty in the Department.
5. The DEO will recommend, subject to the approval by the Dean, an individual to whom administrative responsibility will be delegated in the DEO's absence.
6. The DEO appoints directors of Undergraduate Studies, Graduate Studies, and the elementary Latin program. Other officers or committees may be established by departmental vote or appointed by the DEO as need arises.

- B. Director of Graduate Studies:** The DEO appoints a Director of Graduate Studies who shall respond to inquiries from applicants and advise new graduate students. As conditions require, the DEO may serve as the DGS. The DGS shall also serve as program liaison to the Associate Dean for Graduate Education and Outreach and Engagement (CLAS) and the Dean of the Graduate College and take responsibility for resolving disputes that arise in the graduate program.

**C. Director of Undergraduate Studies:** The DEO appoints a Director of Undergraduate Studies who shall be responsible for calling to the attention of the DEO unmet needs in the undergraduate community. The DUS shall also serve as program liaison to the Associate Dean for Undergraduate Education (CLAS) and take responsibility for resolving disputes that arise in the undergraduate program.

**D. Curriculum Committee:** This committee is chaired by the DUS of Classics. The 2-3 other members of this committee shall be appointed by the DEO and shall serve three-year terms. This committee shall oversee the undergraduate curriculum and recommend changes to the Department. It also reviews the schedule of courses for the spring and fall semesters and recommends changes to the DEO.

**E. Ad hoc committees** may be appointed by the DEO to consider departmental business not covered by one of the standing committees.

**IV. Tenure of Appointments:** The DEO serves at the pleasure of the Dean. The other officers are appointed by the DEO, typically for an initial term of three years; these individuals may be retained for additional terms at the discretion of the DEO. The DEO shall solicit feedback on the performance of officers before retaining them for additional terms.

## **V. Departmental Meetings**

A. The DEO shall call departmental meetings at least three times a semester to conduct departmental business, or an individual faculty member may request a meeting of the department. Regular department meetings are scheduled at or before the beginning of each new semester. Special meetings may be called, with a one-week notice when practical.

B. The DEO or the person designated by the DEO shall be the chair of a departmental meeting. The duties of the chair of a departmental meeting include the following:

1. Opening the meeting at the required time and calling the meeting to order
2. Announcing business in the appropriate order
3. Stating and putting to a vote any proper motions that are made
4. Announcing the results of the votes

C. The DEO shall request items for the agenda at least a week prior to the meeting. E-mail notification of the agenda shall be sent to all regular members of the Department of Classics at least three (3) days before the meeting.

D. The DEO may invite guests to attend and speak at the meeting on matters of common concern.

- E. A quorum during any semester shall be 2/3 of the number of regular members of the Department of Classics not on leave for that semester. Given a quorum, the passing of a motion made at a departmental meeting and not controlled by other portions of the Manual of Operations and Procedures shall require a 2/3 majority vote of the regular faculty present, which includes any absentee votes received by the DEO before the vote is taken.
- F. A staff member shall record minutes for each departmental meeting and share them with any regular member of the Department of Classics upon request.
- G. The usual order of business shall include the review and approval of minutes of previous meetings.
- H. The voting procedure will be open voting by show of hands only.

***Note:** 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 manual of operations and procedures.*

## **VI. Amendments to the Manual of Operations and Procedures**

- A. The Department of Classics shall consider amendments to the Manual of Operations and Procedures submitted to the DEO by any regular faculty member. The proposed amendment shall state the precise Article, Section and Sentences to be amended. The proposed amendments shall specify the words to be added, deleted, or replaced. Moreover, the proposal shall give a complete statement of the wording of the section in the amended form. Members on leave may indicate in writing their support of an amendment and may vote in absentia on the motion in accordance with usual rules of voting.
- B. A notice of the proposed amendments shall be distributed in written form by the DEO. The proposed amendments shall appear as an agenda item on the written notice of the next departmental meeting.
- C. Adoption of an amendment to the Manual of Operations and Procedures is achieved at a departmental meeting. Passing a motion to amend shall require a 2/3 majority vote of the entire regular membership of the Department including those on leave or not in residence. An amendment to the Manual of Operations and Procedures takes effect upon approval by the College.

Adopted September 2023  
Approved by CLAS September 2023