

CLAS Manual of Policy and Procedure
Revision Proposal
EXECUTIVE SUMMARY
December 13, 2023

Every seven years CLAS has an opportunity to consider revisions to the CLAS Manual of Policy and Procedure (MOPP). The last revision process occurred in 2017. In January 2023, the CLAS Dean's Office brought to the CLAS Executive Committee (EC) the MOPP for consideration of a revision to be completed by July 2024. In consultation with the Office of the Provost and the Office of General Counsel, the college's leadership team identified inconsistencies between current policy and practice. Working with the executive committee and other stakeholders, the proposed revisions create alignment across multiple areas.

EC charged the Office of the Dean with preparing a revision of the document in a manner consistent with past practices of MOPP revisions. EC also requested the Office of the Dean bring in an outside consultant to assist with the process. Caroline Sheerin, Professor of Legal Analysis, Writing & Research from the College of Law graciously accepted the invitation to do so. The Dean presented the CLAS MOPP revision process to EC in March 2023 and to the CLAS Faculty Assembly in April 2023, requesting feedback.

Over the course of summer 2023, the Office of the Dean, in partnership with Caroline Sheerin, conducted four focus groups with members of CLAS shared governance bodies, which are: EC, Undergraduate Educational Policy and Curriculum Committee (UEPCC), Graduate Educational Policy Committee (GEPC), and the Faculty Assembly. Additionally, a survey was distributed to all CLAS Departmental Executive Officers (DEO), Directors of Undergraduate Studies (DUS), and Director of Graduate Studies (DGS) regarding the CLAS MOPP. After examining the results from these efforts, the Office of the Dean engaged in a thorough revision of the CLAS MOPP. The CLAS MOPP revision proposal was presented to EC on September 19, 2023. After some initial revisions to the document by EC and continued discussions during weekly meetings, the CLAS MOPP was then presented in a special meeting to Faculty Assembly (October 11, 2023). During this special meeting EC members were present to listen to the Faculty Assembly's discussion. Additional discussions at UEPCC and GEPC meetings, and with groups of DEOs, occurred during this time frame (October 12-13, 2023). Representatives from EC then attended the regularly scheduled Faculty Assembly meeting on October 18, 2023, to hear further feedback regarding the CLAS MOPP revision proposal.

After receiving feedback from all shared governance groups, EC met six more times to work on the CLAS MOPP revision proposal. EC held additional sessions with DEOs and any departments who requested additional information about the CLAS MOPP revision proposal. They also provided materials detailing why certain changes were made to provide greater clarification.

On November 28, 2023, EC voted on whether to approve the CLAS MOPP revision proposal and to bring the document to a full CLAS faculty vote; the vote tally was 7 in favor (M. Blumberg, M. Correia, E. Irish, B. Lai, T. Mangum, A. Rodriguez-Rodriguez, M. Sauder), 2 opposed (R. Curto, Rx. Curto).

The values presented in the provided PowerPoint presentation regarding concerns and responses around this proposal remind us why this revision is being put forward to faculty for consideration. This next section provides further information about this process, and a summary of the changes and the rationale for each is provided below that.

Why support this revised CLAS Manual of Procedure?

- Creates alignment in current practices between CLAS and campus governing offices
- Amplifies the importance of shared governance
- Ensures the importance of Faculty Assembly by having the co-chair partner with the Dean
- Elevates the voice of CLAS staff
- Elevates the voice of instructional and clinical faculty

Why make these changes now?

- Continues our efforts to provide greater transparency
- Improves alignment with multiple partner entities throughout campus
- Supports a strong shared governance model and enhances active collaboration with the Office of the Dean
- Positions CLAS as a stronger collaborator with campus governing offices

What occurs if we do not move forward with these changes?

- Inconsistencies in the CLAS MOPP will remain and there will be continuing lack of clarity in daily operations
- We will not comply with the request from the Office of the Provost
- CLAS position as a campus collaborator will not be strengthened
- Staff voice will not be elevated
- Instructional or clinical track faculty will not gain a seat on CLAS Executive Committee
- Committee work will not be modernized to better meet current needs of students and faculty

Summary of proposed revisions:

The first edition of this Manual was adopted by the faculty on December 7, 1949, and approved by the President on February 11, 1950.

Subsequent editions appeared in 1960, 1969, 1983, 1986, 1998, 2001, 2002, 2004, 2006, 2007, 2008, 2009, 2017, 2019, 2020, 2021, and 2022. Highlighted years are those in which full revisions were considered and approved.

<p>Amendment, Revisions</p> <p>The MOP revision and amendment voting process has been combined into one process to provide greater consistency and create alignment with the overall charge of the CLAS Executive Committee.</p>
<p>Article References and Redirects</p> <p>Throughout the document, previous errors have been corrected, including article references and redirect links.</p>
<p>CLAS Staff Council</p> <p>Most language referencing CLAS Staff Council has been removed from the manual because CLAS Staff Council is governed by its bylaws, which model the University of Iowa Staff Council structure. The revised language also enables staff to facilitate their own governance body without faculty approval.</p>

<p>Document Name Revision includes changing the name of the document from “Manual of Policy and Procedure” to “Manual of Procedure.” The goal reinforces the use of our policy website and emphasizes the inclusion of policies on our webpage. This enhances transparency and provides more information to aid in the daily operations of the College. In addition, the DEO Selection and Evaluation Process is available on our website and provides information on the process.</p>
<p>Educational Policy and Curriculum Committees The language has been revised to reflect the current committee work of the Undergraduate Educational Policy and Curriculum Committee (UEPCC) and Graduate Educational Policy Committee (GEPC).</p>
<p>Executive Committee Membership has been revised to include a faculty member from the Instructional or Clinical Track. This expands the opportunity for the Instructional Track or Clinical Track faculty to be a part of key shared governance structures.</p>
<p>Faculty Assembly Agenda Planning Committee In the revision, the planning committee is highlighted to more clearly define the college's shared governance structure. The enhancement and reinforcement of the Faculty Assembly Agenda Planning Committee will also allow the voice of faculty within the operation of the Faculty Assembly to remain the primary focus.</p>
<p>Faculty Assembly Composition Proportional representation in the Faculty Assembly has been adjusted to provide a balance between all four areas of the College. This adjustment is recommended as a guideline in the manual each time the document undergoes a revision process.</p>
<p>Faculty Assembly Officer Positions Revised to include the Dean as a co-chair alongside a faculty co-chair. This was done to reaffirm the college’s commitment to shared governance and elevate the Dean’s Office partnership with the Faculty Assembly. The group has more influence when the Dean engages directly with it. Faculty Assembly, as originally established in 1986, listed the dean as the chair for this reason. This changed in 1999.</p>
<p>Non-elected committees Non-elected committee charges will now be found on the policy webpage, except for the General Education Curriculum Committee (GECC), which is now included as part of the Undergraduate Educational Policy and Curriculum Committee (UEPCC) charge in the Revised MOP. Additionally, non-elected committee work is being removed from the manual to allow committees the flexibility to modernize and adjust their charges as needed.</p>
<p>Order of the Articles This has been revised for improved clarity. For example, the administration of the College should be introduced before the shared governance bodies that operate within that College. The order of the shared governance bodies reflects their establishment over the College’s history.</p>
<p>Shared Governance A five-year break for former CLAS Dean and/or Associate Dean(s) to hold a position in a shared governance body has been proposed in this revision. The revised document also clarifies the advisory role of shared governance bodies on campus, in alignment with the University of Iowa's shared governance structures, as detailed in the UI Policy Manual.</p>