



College of Liberal Arts and Sciences

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MANUAL OF POLICY AND PROCEDURE OF THE COLLEGE OF LIBERAL ARTS AND SCIENCES

MISSION STATEMENT PREFACE

The College of Liberal Arts and Sciences (CLAS) at the University of Iowa advances scholarly and creative endeavors through the study of all aspects of human experience and behavior, as well as the properties and behavior of the world around us. The CLAS Manual of Policy and Procedure assists this effort through the development and maintenance of a system of professional communication and dialogue among CLAS professionals and University of Iowa administrators.

PURPOSE: The purpose of the CLAS Manual of Policy and Procedure, often referred to as the MOP, is to provide faculty and staff with policies, procedures, and general information about the decision-making processes in the College. The goal of the MOP is twofold: it contains references to college and university policies for the governance of the academic unit. Policies are specific courses of action adopted to achieve certain ends. Procedures are administrative steps put in place to help implement policies. The procedural steps and all other texts constitute approved courses for implementing each policy. CLAS administrators, the Executive Committee, the Faculty Assembly, and the collegiate faculty have formally adopted the policy statements in this manual. Faculty members and staff should refer to additional college and university manuals, guides and/or handbooks for more complete and detailed coverage of university policies and procedures.

- 1. Define and regularize structure and operating procedures, and
2. Define and distribute responsibility.

In pursuit of these purposes and within the legal framework of the Code of the State and federal law and the university's operationa manual, of Iowa and subject to the authority of the Iowa State Board of Regents, the following Manual of Policy and Procedure has been formulated. This edition of the Manual of Policy and Procedure of the College of Liberal Arts and Sciences is a revision ratified by a ballot of the faculty in December 2018 on DATE and approved by the University President and the Provost in 2019 on DATE. The revision was approved by vote of the Faculty Assembly before being forwarded to the voting faculty for ratification. 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.

DEFINITIONS

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~~**Administration:** CLAS administration consists of individuals involved in a number of planning, organizing, directing, governing, and evaluating activities of major units within the College. Administrative positions are academic and nonacademic positions.~~

~~**Agenda:** an ordered sequence of activities or items to be discussed or accomplished in a meeting.~~

~~**Associate Deans:** Associate Deans support the Dean by providing leadership for and coordination of academic programs, strategic planning, resource allocation, implementation, evaluation and continuous improvement as well as leadership in faculty development through collaboration with the dean, department chairs, school directors, and the director for human resources.~~

~~**Faculty Assembly:** a group of faculty composed of elected representatives of academic departments.~~

~~**Majority:** the number of votes that is more than half of the total number.~~

~~**Minutes:** a written record of notes regarding the events of a meeting.~~

~~**Quorum:** the minimum number of members of a proceeding that must be present in order for the proceeding to be valid is 20 percent of the voting faculty.~~

~~**Referendum:** the practice of submitting to popular vote a measure passed on or proposed by a collegiate body.~~

~~For additional definitions, consult the CLAS Glossary, located at <https://clas.uiowa.edu/deans-office/clas-glossary>.~~

ARTICLE I

THE FACULTY

Section I.1. The ~~CLAS~~ College of Liberal Arts and Sciences Faculty.

The “Faculty” of the College of Liberal Arts and Sciences, ~~often referred to as CLAS, (CLAS)~~ shall consist of the tenure-track ~~faculty at the ranks of assistant professor, associate professor (with or without tenure), and professor (with tenure) and tenured professors, associate professors, and assistant professors~~ appointed in the College. The Faculty also includes clinical-track faculty at the ranks of assistant professor, associate professor, and professor with renewable contract status, and instructional- track faculty ~~at the ranks of lecturer, associate professor of instruction/practice, and professor of instruction/practice with renewable contract status. The Faculty does not include faculty with visiting or adjunct appointments.~~

Section I.2. The Voting Faculty.

Members of the Faculty ~~as defined in Section I.1,~~ who hold ~~regular~~ appointments of 50 percent or more in the College ~~are defined as the “Voting Faculty” and~~ shall have the right to vote upon or consent to any matter ~~upon on~~ which action by the Faculty is taken or required. ~~This includes the dean and associate deans of the College of Liberal Arts and Sciences. The Dean and Associate Deans of the College of Liberal Arts and Sciences shall be included among the voting faculty only when a full faculty vote is called.~~

Section I.3. Faculty Governance of the College of Liberal Arts and Sciences.

~~The Faculty of the College of Liberal Arts and Sciences, as defined above, Members of the Faculty~~ participate in the governance of the College primarily through elected representatives to the Executive Committee, Undergraduate Educational Policy and Curriculum Committee, Graduate Educational Policy Committee, ~~Committee on Diversity,~~ and Faculty Assembly. The ~~Faculty may be~~ Dean will consult ~~withed~~ or ask CLAS shared governance bodies ~~ed~~ to make advisory recommendations concerning curriculum, collegiate or departmental structure, budget, faculty welfare, and a variety of policies and procedures. Aside from participation through representation on the elected committees ~~and the Faculty Assembly,~~ the Faculty may participate directly through two processes, as outlined in Sections I.4_ and I.5_ below. ~~It is expected that all meetings at the College level will follow Robert's Rules of Order, as described at <http://www.rulesonline.com/>.~~

It is expected that all meetings at the College level will follow Robert's Rules of Order.

Section I.4. Secret Ballot.

~~On petition of ten percent of the voting faculty of the College, submitted to the Dean within four weeks of the distribution of the minutes of a meeting of the Faculty Assembly, any decision taken by the Assembly shall be submitted to the voting faculty for their approval or disapproval by a secret ballot. The decision of the Assembly shall stand unless it is disapproved by a majority of the votes cast in the secret ballot. The ballots must remain open for voting for at least two weeks. In a secret ballot, votes are to be gathered and counted by a University office external to the College and independent of the College administration. The office conducting the secret ballot must take measures to ensure that only eligible voting faculty vote, that each eligible voter votes only once, and that the individual votes must remain anonymous.~~

Section I.45. Meetings of the Faculty.

~~A meeting of the Faculty shall be called at least once each academic year. Meetings shall be conducted according to Robert's Rules of Order, as described at ~~the Dean shall invite members of the Faculty to attend an annual faculty meeting, which shall be held every year with the Dean presiding. The Dean shall set the agenda for this meeting.~~~~

~~A special meeting of~~ In addition to the annual faculty meeting, the entire Faculty of the College may be called to a special session by the Dean, by the Executive Committee after consultation with the Dean, by the Faculty Assembly, by the university's Faculty Senate, by the Provost, by the President of the University, or on petition of ten percent of the Voting Faculty. ~~Decisions taken at such a meeting shall be submitted to the voting faculty for their approval or disapproval by a secret ballot, as described in Section I.4, and shall not be binding unless approved by a majority of the votes cast in the secret ballot. This procedure shall not apply to revisions of or amendments to this Manual, which are governed by the procedures in Article XII.~~

The presiding officer of the Faculty Assembly shall preside over special ~~meetings~~ sessions of the Faculty in collaboration with the entity that called the meeting, and the secretary of the Faculty Assembly shall serve as the secretary ~~for Faculty meetings.~~

Notification of ~~the meetings~~ special sessions shall be governed by Section ~~IV~~ X.4_ ~~as for the Faculty Assembly. Minutes shall be kept, as provided in Section II.5.~~ Twenty percent of the Voting Faculty, as defined in Section I.2_ shall constitute a quorum. ~~If a quorum is raised at a meeting, no actions shall~~

~~continue unless actions have been precisely set forth in a notice sent to members of the Faculty. If no quorum is called the meeting shall proceed. If a point of order or question of procedure is raised, the issue shall be resolved according to provisions in this Manual or according to standard parliamentary procedure required to conduct official business.~~

ARTICLE II

THE STAFF

Section II.1. The **CLAS-College of Liberal Arts and Sciences Staff.**

The College of Liberal Arts and Sciences (**CLAS**) "Staff" is composed of staff members that are non-organized Professional and Scientific and Merit Exempt personnel holding a regular appointment of 50 percent% or more within the College. Members of the CLAS Staff have the right to vote on or consent to matters on which action by the Staff is taken or required. Staff are represented through CLAS Staff Council and are governed by the CLAS Staff Council Bylaws.

~~Section II.2. The Voting Staff.~~

~~Members of the CLAS Staff as defined in Section II.1, have the right to vote upon or consent to matters upon which action by the Staff is taken or required.~~

~~Section II.3. Meetings of the Staff.~~

~~The CLAS Staff Council operational year shall be from June 1 to the following May 31. Meetings convene once per month.~~

ARTICLE ~~III~~ IV

ELECTED CLAS GOVERNANCE **ADVISORY** BODIES

Section ~~III~~ IV.1. Elected Faculty Governance Bodies. The College shall have ~~an elected general representative body~~ **Faculty governance bodies consisting of three elected committees**, the Faculty Assembly (~~see Article IV~~), the Executive Committee (~~see Article V~~), the Undergraduate Educational Policy and Curriculum Committee (~~see Article VI~~), and the Graduate Educational Policy Committee (~~see Article VII~~) **and an elected general representative body (the Faculty Assembly).** Collectively, these four advisory Faculty groups may be referred to as the CLAS "governance bodies." ~~The members of these governance bodies shall be chosen according to the provisions specifically designated in this Manual (See Article V).~~ **The members of these bodies shall be elected according to the provisions specifically designated in this Manual (see Article III).** Four collegiate representatives to the Graduate Council shall be elected by the graduate faculty of the College of Liberal Arts and Sciences according to the provisions of Article III. The Liberal Arts and Sciences seats on the Graduate College shall be filled by one eligible faculty member from each of the four electoral Voting Groups (~~see Section III.2 and Section III.3, paragraph c, below~~). The College shall have appointed standing

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~~committees as established in this Manual (see Article VII). The members of standing committees shall be appointed by the Dean or an associate dean designated by the Dean, with the consent of the Executive Committee, except that the members of the General Education Curriculum Committee will be appointed by the Undergraduate Educational Policy and Curriculum Committee with the advice of the Dean. The College shall have short-term ad hoc committees and task forces established by the Dean on the advice of either of the elected committees, to advise the College on specific issues as defined in the charge to the committee.~~

Although College ~~A~~associate ~~D~~eans can serve ex officio in collegiate governance, they are not eligible to be elected to any collegiate committee or Faculty Assembly while serving in that capacity. ~~Moreover, Similarly, currently serving A~~associate ~~D~~eans may not be elected to any CLAS departmental committees, or vote on departmental matters of significant substance; ~~however, associate deans may serve on ad hoc departmental committees, if appointed by the department chair, such as Promotion & Tenure.~~

Section III IV.2. Staff Governance.

~~Membership is based upon representation from Job Function Categories as defined in Section IV.2.~~

~~The College shall have an elected committee composed of CLAS staff, which shall be called the "CLAS Staff Council" of the University of Iowa. The CLAS Staff Council is governed by the Staff Council Bylaws.~~

~~To ensure a structured and transparent governance process, the CLAS Staff Council has delineated specific guidelines for its operations. All components not explicitly detailed in the MOPP shall be dictated by the bylaws of the Staff Council. These include, but are not limited to, meeting requirements of the staff council, duties of ex-officio members, process for nominations and the selection of Staff Council Representatives, protocol for filling vacancies during the operational year, and elections. This approach ensures a consistent and standardized method of operation, fostering trust and clarity among all CLAS staff members.~~

Section III IV.3. Faculty Governance Terms of Office.

The terms of the members of the Faculty elected governance bodies shall be three years. ~~New~~ ~~members~~ Elections shall take place each spring academic semester. ~~One may not succeed oneself on any elected committee, except when filling a vacancy for not more than one year. Newly elected members shall take office beginning July 1 immediately following their election. office at the beginning of the academic year following their election. One-third of the membership of each elected governance body shall be elected each year. The terms of the members of standing appointed committees shall be as designated in Article VIII of this Manual.~~

~~Section III. 4. Staff Terms of Office.~~

~~1. Staff Council term of membership~~

~~a. Councilor terms shall be three years unless a vacated term is being completed, or if the Vice President/President Elect or President is in the last year of their Council term, in which case this councilor's term is extended in order to fulfill the duties of President and/or Past President.~~

~~b. Councilors shall serve no more than two consecutive elected three-year terms.~~

~~c. Re election can be sought after a one-year leave.~~

~~2. Duties of membership~~

~~a. Regularly attend meetings and participate in discussions.~~

~~b. Solicit information/opinions from constituents and share with CLAS Staff Council.~~

~~c. Disseminate Council information to constituents.~~

Section III.45. Faculty Committee Officers.

~~The officers of the Faculty Assembly shall be as defined in Section IV.3. The Dean or the Dean's designee an Associate Dean designated by the Dean shall chair the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee. Each of these committees shall choose a secretary from one person among its members and specify the term of service, to serve as a member of the Faculty Assembly Agenda Planning Committee. Leadership of the Faculty Assembly shall be as defined in Section IX.3. The secretary of each of these committees (or the secretary's designate) shall serve as a member of the Faculty Assembly Agenda Committee. The chairs of the standing appointed committees shall be as defined in Article VIII.~~

Section III.6. Staff Council Officers.

~~CLAS Staff Council Executive Committee (Officers) are President, Vice President/President Elect, and Secretary.~~

Section III.57. Faculty Committee Meetings.

~~Each elected committee shall establish a regular meeting schedule. The Executive Committee shall meet at least once a year without the Dean and the Associate Deans and shall choose one of its elected members to preside at such meetings. The co-chair of Faculty Assembly (or the chair's designate) shall be invited and shall participate in these meetings. Each appointed committee shall meet as determined by the appointing authority or upon the call of its chair.~~

Section IV.6. Collegiate Faculty Votes.

~~The Faculty (Article I) has a determinative vote only on amendments to the MOP and revisions of the MOP. All other Faculty votes are advisory to the Dean, consistent with the University of Iowa Operations Manual (see Article II.8).~~

Section III.8. Staff Council Meetings.

~~1. Meetings shall be held monthly. Regularly scheduled meetings may be cancelled or rescheduled at the discretion of the President.~~

~~2. Regular meetings shall be open to CLAS Staff. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council and the Dean of the College or a representative designated by the Dean of the College. Some portion of~~

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~~each regular meeting must be open. A report of each executive session must be made in the next open meeting.~~

~~3. Special meetings may be called by the President.~~

~~4. The Council should be notified of all absences from meetings.~~

~~Council members missing more than two of the regularly scheduled meetings during the year may be sent a letter reminding them of their obligations to represent their constituents on the CLAS Staff Council. Members missing three or more of the regularly scheduled meetings during the year shall be subject to replacement upon the recommendation of the CLAS Staff Council Executive Committee. The Secretary shall notify the President of a member missing two meetings and shall notify the CLAS Staff Council Executive Committee of a member missing three meetings.~~

Section ~~III~~ IV. 79. Minutes and Reports.

~~Each elected committee and the Faculty Assembly shall take and approve minutes of their meetings, to be made available to all members of the Faculty after approval. A permanent file of all such reports shall be kept in the Office of the Dean.~~

~~Faculty Assembly minutes also shall be sent to the Office of the Registrar. Each appointed committee shall report in writing to its appointing authority upon completion of a specific assignment. Each appointed committee, on its own initiative or on request of the Faculty Assembly or the Executive Committee or the Dean, shall make progress reports to its appointing authority or to any of these requesting authorities. Each ad hoc committee or task force shall report in writing to the Dean or an associate dean designated by the Dean upon completion of its assignment. Each elected committee and the Staff Council shall take and approve minutes of their meetings, to be made available to all staff members. A permanent file of all such reports shall be kept. Each appointed committee shall report in writing to its appointing authority upon completion of a specific assignment. Each appointed committee, on its own initiative or on request of the Staff Council or the CLAS Staff Council Executive Committee or the Dean, shall make progress reports to its appointing authority or to any of these requesting authorities.~~

~~Each ad hoc committee or task force shall report in writing to the Dean or Dean's designee upon completion of its assigned scope of work.~~

Section ~~III~~ IV. 810. Vacancies.

~~A vacancy in an elected governance body shall be filled for the remainder of the term, or for only the period of absence in the case of a leave, by the available candidate who did not get elected but obtained the next largest number of votes within the corresponding Electoral Voting Group, as defined below in Section V.2. If no such candidate is available to fill a vacant position on an elected committee or on the Faculty Assembly, the Dean shall consult with Executive Committee to fill the vacancy for the remainder of the term or period of absence, with the highest vote for the position in the immediately preceding election. Preference will be given to the candidate who obtained the largest number of votes within the relevant Electoral Voting Group, but did not receive enough votes to be selected in the first place. If no~~

~~such candidate is available for a vacated position on an elected committee or a vacated CLAS seat on Graduate Council, the Executive Committee shall select a person to fill the vacancy for the remainder of the term or period of absence. If no candidate from the previous election is available and willing to serve in a vacated position as electoral voting group representative on Faculty Assembly, four officers of the Faculty Assembly can appoint a new member who shall serve for the remainder of the term. If a member of the Assembly elected by a voting unit resigns, that voting unit shall select a new member to serve for the remainder of the term. A vacancy on an appointed committee shall be filled by the authority that appointed the committee. In the event of a Staff Council vacancy during the year, the CLAS Staff Council Executive Committee will fill the position.~~

ARTICLE IV COLLEGIATE ELECTIONS

Section IV.1. Voting Units.

The "~~F~~voting ~~U~~units" are ~~(a) each individual school and or department in the College of Liberal Arts and Sciences, and (b) each program in the College of Liberal Arts and Sciences that has budget line faculty and offers courses in the College. The staff voting units are grouped by Job Function Categories.~~

Section IV.2. Electoral Voting Groups.

For the purpose of election, the ~~V~~voting ~~F~~faculty shall be divided into four electoral Voting Groups, ~~of similar size~~. The Electoral Voting Groups include representatives from the Arts, the Humanities, the Natural and Mathematical Sciences, the Social Sciences, ~~and in some committees, undergraduate/graduate students. Every ten years~~At the time of the MOP revision, the Executive Committee will review the ~~numbers of voting faculty in each~~ Electoral Voting Groups ~~and election process. The goal of this review is to ensure a proportional representation of Faculty in each area of the College, and may reassign voting units to Electoral Voting Groups, in consultation with units and with the following goals in mind:~~

- To ensure that the elected bodies continue to include a range of perspectives that represent the breadth of the College,
- To ensure a similar number of voting faculty in each Electoral Voting Group, and
- To disturb the existing assignment of voting units to electoral voting groups as little as is reasonably possible.

In addition, every time that this MOPP is subject to review, the chart establishing the number of representatives from each Electoral Voting Group that represent the groups in the elected committees of the College will also be reviewed, to determine if the distribution of seats in each elected committee requires re-balancing. For the purpose of the Staff Council election, the staff shall be divided into Job Function voting groups. Groups with 45+ staff members will have two representatives on the Council, voting groups with 44 or fewer staff will have one representative on the Council. Voting groups will be broken down to represent the staff by the following Job Function Categories:

Group 1: Academic Support, Libraries, and Information Technology

Group 2: Administration

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~~Group 3: Arts Culture & Entertainment and Marketing Communications & Outreach~~

~~Group 4: Business and Finance, Human Resources, Engineering & Architecture, and Facilities Operations~~

~~Group 5: Research and Health Care~~

Section IV.3. Faculty ~~Voting and~~ Nomination Eligibility.

The Office of the Dean shall maintain a record of members of the Faculty. Each fall semester, the Office of the Dean shall prepare a list of the Voting Faculty ~~(see Section I.2)~~ for use during that academic year. The list shall be annotated to indicate nomination eligibility, according to the provisions below.

a. Faculty who hold a current administrative role in the Office of the Dean or have held an administrative role as a Dean or Associate Dean in the past five years are not eligible to serve on faculty governance bodies.

a.b. Elected Governance Committees.

~~Only voting faculty at the ranks of tenured associate professor, tenured professor, and clinical professor shall be eligible to serve on the Executive Committee, and on the Graduate Educational Policy Committee. Only voting faculty at the ranks of tenured associate professor, tenured professor, clinical professor, associate professor of instruction, and professor of instruction shall be eligible to serve on the Undergraduate Educational Policy and Curriculum Committee. Only one member of a voting unit shall be eligible to serve on a particular elected committee at any one time. An individual shall not be eligible to serve on two or more of the elected committees at any one time. One may not succeed oneself on any elected committee, except a person filling a vacancy for not more than one year. Faculty may serve on only one elected committee at a time. A Voting Unit may only be represented by one Faculty per elected governance committee.~~

b.c. Faculty Assembly.

~~Except for those excluded by Section V.3.a above, aAll Voting Faculty are eligible to serve on the Faculty Assembly, including those currently serving as Departmental Executive Officers (DEOs). Only two members of a voting unit shall be eligible to serve as Electoral Voting Group representatives on the Faculty Assembly at any one time. Units that will continue to have two Electoral Voting Group representatives on the Assembly shall be marked on the voting list as ineligible for nomination. Other units will be allowed to have only as many nominees on the ballot as there are remaining positions on the Assembly without exceeding two representatives from that unit.~~

c. CLAS Seats on Graduate Council.

~~Tenured members of the College's voting faculty, as defined in Section I.2, are eligible for the College's seats on the Graduate Council. Clinical track faculty are not members of the graduate faculty and therefore are not eligible to nominate, be nominated as, or vote for candidates for Graduate Council seats. Instructional track faculty are not members of the graduate faculty and therefore are not eligible to nominate, be nominated as, or vote for candidates for Graduate Council seats. An individual shall not be eligible to hold a CLAS seat on Graduate Council at the same time that he or she is serving on one of the College's~~

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~~elected committees. One may not succeed oneself in a CLAS seat on Graduate Council, except for a person filling a vacancy for not more than one year.~~

~~Section IV.4. Staff Voting and Nomination Eligibility.~~

~~Eligibility shall be based on a report annually prepared by CLAS Human Resources.~~

~~Section IV.4.5. Nominations.~~

~~Nominations are conducted by secret ballot.~~

~~, as described in Section I.4, paragraph 2. The voting faculty as a whole shall nominate, from among the eligible members in each Electoral Voting Group, three times the number of representatives to be elected to any committee position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee or the CLAS seats on Graduate Council. The voting faculty in each Electoral Voting Group shall nominate the candidates for elected seats on Faculty Assembly from that Electoral Voting Group. Each member of the voting faculty may nominate twice the number of representatives to be elected from the faculty member's Electoral Voting Group. Those with the highest number of votes for each position shall be the nominees.~~

~~For each vacant position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee, and for each vacant elected seat of the Faculty Assembly, the Voting Faculty shall nominate three eligible Faculty members from each Electoral Voting Group. Of the three nominated Faculty members, the one with the highest number of nominations for each position shall be that Electoral Voting Group's nominee for that position.~~

~~The eligible Faculty members who receive the highest number of nominating votes in their respective Electoral Voting Group shall be advised thereof notified by the Dean prior to the preparation of the ballots for the election of the faculty governance bodies. In the absence of their dissent in writing submitted Unless a candidate declines their nomination in writing to the Dean, they shall will be candidates for the respective positions on the committees on the ballots for the designated position(s). If a person elects not to be a candidate candidate declines nomination, that place on the election ballot shall be filled by the person who receives the next highest number of nominating votes in the Electoral Voting Group and accepts candidacy. of those not otherwise nominated and who is willing to be a candidate. A faculty member may not accept nomination for more than one of the governance committees (following: Executive Committee, Undergraduate Educational Policy and Curriculum Committee, Graduate Educational Policy Committee) in any given election., or a CLAS seat on Graduate Council. If nominated for more than one, the Faculty member shall designate the committee of choice and shall be replaced as a nominee for the other committee(s) by the person receiving the next highest number of nominating votes in their Electoral Voting Group. In case of a tie, the nominee shall be determined by lot. Those eligible for nomination to Staff Council shall be staff, as defined in section II.1.~~

~~Section IV.56. Faculty Election.~~

Following completion of the nomination process, an election will be held ~~in accordance with Section I.4, with a secret ballot listing the nominees for all committee positions to be filled, for the elected CLAS faculty governance bodies. Measures will be taken to ensure that only eligible Voting Faculty vote, that each eligible voter votes only once, and that the individual votes remain anonymous. The ballots shall remain open for voting for at least two weeks.~~

Each member of the voting faculty may vote for one, two, or three candidates for each open position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee, ~~and elect the Faculty Assembly seats and may vote for one, two, or three candidates for the vacant CLAS seat on Graduate Council. Each member of the voting faculty may vote for as many eligible candidates for Faculty Assembly from the voter's Electoral Voting Group as the voting member wishes.~~ The candidate receiving the highest number of votes for each position shall be declared elected. In case of a tie, the choice shall be determined by lot.

~~Section IV.7. Selection of Faculty Assembly Representatives.~~

~~Members of the Faculty Assembly to be selected by the voting units shall be nominated and selected according to the procedure adopted for that purpose by each voting unit. The selection of unit representatives shall be held following the announcement of the results of the election of members of the Assembly by the Electoral Voting Groups defined in Section III.2. Each unit shall select a member and an alternate member, the latter to attend and vote in the Assembly when the regular member is unable to attend. A faculty member may vote in only one unit and may be selected as a unit representative only from the unit in which he or she votes. A faculty member who belongs to more than one unit may choose the unit in which he or she shall vote. Voting units that have fewer than five voting faculty members may combine with another unit or units for purposes of selecting a unit representative, after consultation with and approval by the Dean and the Executive Committee.~~

~~Section IV.8. Selection of Staff Council Representatives.~~

~~The Staff Council elections shall be as follows:~~

- ~~a. The names of all eligible nominees shall be placed on the ballot.~~
- ~~b. Ballots will be electronically distributed to all staff in the Job Function Categories.~~

~~Election results will be verified and reported as follows:~~

- ~~a. Following the Job Function Categories election, results will be approved and certified by ITS. In case of a tie, the winner shall be chosen by lot.~~

~~Any candidate listed on the official ballots for annual election may ask for an audit of the election within seven days of the date of mailing of the election summary. Said audit request must be presented in writing to the CLAS Staff Council Executive Committee.~~

~~All newly elected councilors will begin at the start of the operational year.~~

~~If a councilor changes positions within the College of Liberal Arts and Sciences to another represented Job Function Category, the councilor may continue to serve on the Council until the end of the operational year, with the approval of the CLAS Staff Council Executive Committee.~~

ARTICLE ~~IX~~**FACULTY ASSEMBLY****Section ~~VIX.1. Powers and Duties. Membership~~**

~~The purpose of the College of Liberal Arts and Sciences Faculty Assembly shall be to serve as the representative body of the faculty of the College, to speak for the faculty on matters of importance to the College, and to consider and act, or recommend action, as appropriate, on all matters affecting the academic and professional concerns of the faculty. The Faculty Assembly provides a means of participation by the faculty in the CLAS decision-making process affecting academic matters and provides a forum for the expression of concerns regarding faculty welfare. It is the responsibility of elected members of the Faculty Assembly to solicit input from their constituents with regard to matters under consideration by the Faculty Assembly. All the powers and duties of the faculty shall be exercised by the Faculty Assembly, except when a petition to hold a referendum on a decision of the Assembly is presented under the provision of Section I.4 or when the procedure for calling a special meeting of the entire Faculty is invoked under the provisions of Section I.5. Specifically, the Faculty Assembly has the following duties and powers:~~

- ~~a. The Faculty Assembly will discuss and deliberate on issues of importance to CLAS faculty, including but not limited to
 - faculty welfare including tenure, promotion, and review policies, undergraduate educational policies, curriculum, and related issues;
 - graduate educational issues;
 - issues of diversity, campus climate, and other related concerns; and
 - CLAS facilities, including classrooms, research and teaching space, and technology.~~
- ~~b. The Faculty Assembly will discuss and make recommendations on matters referred to Faculty Assembly by the Dean, the Executive Committee, or the Undergraduate Educational Policy and Curriculum Committee or the Graduate Educational Policy Committee.~~

~~The Faculty Assembly will identify topics for the Dean, the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee to consider, with the expectation that these groups will report back to the Faculty Assembly with information or recommendations. Proposals approved by CLAS elected committees come to the Assembly as motions made and seconded.~~

~~Members of the Faculty Assembly shall be determined as follows:~~

- ~~• Each Faculty Voting Unit (as defined in Section V.1) shall appoint one "Unit Representative." If a Unit Representative resigns or is unavailable, an alternate member shall be identified to serve for the period of absence.~~
- ~~• Voting Units with 25 or more Voting Faculty shall appoint a second Unit Representative.~~

- In addition to the appointed Unit Representatives, a total of eight “At-Large” members shall be elected with a distribution that ensures proportional representation across the Electoral Voting Groups. The current distribution is as follows and shall be re-evaluated at each MOP revision: 2 Natural and Mathematical Sciences, 4 Humanities. 1 Arts, and 1 Social Sciences.

The process for determining proportionality was based on the formula below:

	Voting Group				
	<u>Natural Sciences and Math</u>	<u>Social Sciences</u>	<u>Humanities</u>	<u>Arts</u>	<u>Total</u>
<u>No. of faculty</u>	<u>250</u>	<u>100</u>	<u>200</u>	<u>100</u>	<u>650</u>
<u>Percent of total faculty</u>	<u>38%</u>	<u>15%</u>	<u>31%</u>	<u>15%</u>	<u>100%</u>
<u>Each dept has at least 1 seat</u>	<u>10</u>	<u>8</u>	<u>9</u>	<u>5</u>	<u>32</u>
<u>Add 1 seat for depts > 25 faculty</u>	<u>7</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>32</u>
<u>Distribute at-large seats to achieve proportional representation</u>	<u>2</u>	<u>1</u>	<u>4</u>	<u>1</u>	<u>8</u>
<u>Final no. of seats per voting group</u>	<u>19</u>	<u>9</u>	<u>14</u>	<u>8</u>	<u>50</u>
<u>Final representation</u>	<u>38%</u>	<u>17%</u>	<u>30%</u>	<u>17%</u>	<u>100%</u>

The process of appointing Unit Representatives shall occur following the announcement of the results of the election of Faculty Assembly members.

If a Unit Representative is unable to attend a Faculty Assembly meeting, it is the responsibility of that Unit Representative’s Voting Unit DEO(s) to notify the Faculty Assembly officers and provide the name of the alternate for that meeting.

A Faculty member may represent only one Voting Unit and may be selected as a Unit Representative only from the Voting Unit in which they hold their primary appointment.

Section ~~IXV.2.~~ Composition-Duties.

~~The Faculty Assembly shall be composed of six faculty members At Large. Additionally, it shall be composed of four faculty members from the Natural and Mathematical Sciences, four from the Humanities, two from the Social Sciences, and two from the Arts. There will be a total of 18 persons from the Electoral Voting Groups, with no more than eight from any one Electoral Voting Group; no more than two elected from any one voting unit, plus one faculty member selected by and from each voting unit as defined in Section III.1. Units outside the College that offer an undergraduate major for which the degree is granted by Liberal Arts and Sciences (i.e., Biochemistry, Economics, Education, and Microbiology) are eligible to select a unit representative to Faculty Assembly.~~

The duties of Faculty Assembly are as followed:

- provide advice and recommendations to the Office of the Dean on matters that impact Faculty welfare
 - policies, curriculum,
 - College climate,
 - Other related concerns brought forward by Faculty
- Identify topics for further discussion among the elected committees Solicit input from constituents regarding matters being discussed in the Faculty Assembly
- When appropriate, review proposals from other CLAS elected committees for additional discussion prior to the committee's submission of advice or recommendations to the Dean or other relevant decision-maker.
- Provide advice and recommendations on revisions of and amendments to the MOP prior to an Executive Committee vote.

Section IXV.3. Officers.

The officers of the Faculty Assembly are the past chair, the chair, the vice chair, and the secretary. They become members ex officio of the Assembly. Their terms are for one year and begin with the adjournment of the Assembly's organizational meeting, held toward the end of each spring semester. At this organizational meeting, the Assembly elects a vice chair and a secretary and the previous vice chair becomes chair at the end of the meeting. No one may hold any two of these offices simultaneously. Candidates who expressly agree to serve may be nominated from the floor at the organizational meeting. Toward the start of each spring semester, the chair, the vice chair, and the Dean each choose a tenured Liberal Arts and Sciences faculty member to form a three person nominating committee. It acts to insure that there will be at least one candidate nominated for each open office, and the nominating committee's recommendations come to the floor as nominations already made and seconded. The vice chair presides over the Faculty Assembly when the chair is unavailable, the secretary when the vice chair is unavailable, and the Dean when these officers are unavailable. The Provost may call meetings and preside at them. If the office of chair becomes vacant, the vice chair presides for the remainder of that term and continues as chair in the next term. If the office of vice chair becomes vacant, it remains so until the end of the term, when the Assembly fills both offices anew by election. If the office of chair becomes vacant when the office of vice chair already is vacant, the Dean convenes a special meeting of the Assembly within fourteen days to elect a chair to serve the rest of the vacated term. The person elected chair then is eligible for election as chair for the next term. Otherwise no person may be elected as an officer the year after serving as chair. The chair may appoint ad hoc committees to help with aspects of the Assembly's work outside the purviews of the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee, or other standing committees of the College.

Faculty Assembly will be chaired by the Dean and one faculty co-chair. Faculty Assembly will elect officers: the co-chair, the past co-chair, the vice co-chair, and the secretary. The officers will be selected through an open call for nominations of faculty who have served on Faculty Assembly for at least one year at some point in time. The nomination and voting process will be managed through the presiding officers of the Assembly. The co-chair and vice co-chair shall be tenured faculty. The secretary will be selected among faculty of all ranks and tracks. All officers have voting rights except for the presiding

officer who only votes in a tie. The officer terms are for one year and begin with the annual adjournment of the Assembly's organizational meeting, held toward the end of each spring semester. At the organizational meeting of the Assembly, voting on the officers shall occur. No one may hold any two of these offices simultaneously. The Dean will meet with the group of officers at least monthly to discuss matters of importance to the Faculty.

The vice co-chair shall preside over the Faculty Assembly when the co-chair is unavailable; the secretary shall preside when the vice co-chair is unavailable; and the Dean shall preside when these officers are all unavailable. The Provost may call meetings and preside at them. If the office of co-chair becomes vacant, the vice co-chair shall preside for the remainder of that term and continue as chair in the next term. If both the office of co-chair and vice co-chair become vacant, an election in Faculty Assembly will occur to fill the roles.

No person may serve as chair for more than one year without a one-year break between officer positions.

The Dean and the co-chair may appoint ad hoc committees to help with aspects of the Assembly's work outside the purview of the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee, or other standing committees of the College. The ad hoc committee work product should be presented to the Dean as advice or recommendations.

Section IXV.4. Meeting Procedure.

The chair prepares and sends an agenda to each Faculty Assembly member and the Dean at least one week before each meeting, except in emergencies. Any voting member of the Liberal Arts and Sciences Faculty may propose items for the agenda. The agenda also provides for the Dean to have officials of the College address matters of interest. The agenda includes as a motion already made and seconded any item proposed through a previous vote of the Assembly, the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee, or a meeting of the Faculty, or through a petition signed by at least ten percent of the voting faculty.

The Faculty Assembly co- Chair meets with the Agenda Planning Committee to prepare agenda items to bring to the assembly. The Faculty Assembly Agenda Planning Committee consists of all Faculty Assembly officers, one representative from the Executive Committee, one representative from the Undergraduate Education Policy and Curriculum Committee, and one representative from the Graduate Educational Policy Committee. The co-chairs prepare and send an agenda to each Faculty Assembly member and the Dean at least one week before each scheduled meeting. Any Voting Faculty member may also propose items for the next agenda. The agenda may provide for the Dean to have collegiate officials matters of interest.

-A majority of the Faculty Assembly members constitute a quorum. Meetings are open to all collegiate Faculty, and Faculty who are not Assembly members may address the Faculty Assembly with prior permission of its presiding officer. At least two regular meetings shall be held each semester. Meetings shall be conducted according to Robert's Rules of Order.

~~, and Liberal Arts and Sciences faculty who are not members may address the Faculty Assembly with the permission of its presiding officer. At least two regular meetings are held each semester. Meetings shall be conducted according to Robert's Rules of Order, as described at <http://www.rulesonline.com/>.~~

~~Additional meetings may be called by the Dean and co-chair, Executive Committee after consultation with the Dean, the Provost, or by petition from at least ten members of the Faculty Assembly. the Faculty Assembly, the Dean, the Executive Committee after consultation with the Dean, the Provost, or by petition from at least ten members of the Faculty Assembly.~~ If a question of procedure arises, the chair and the Faculty Assembly resolve it according to this Manual and standard parliamentary rules.

ARTICLE VI

THE EXECUTIVE COMMITTEE

Section VI.1. Membership.

The Executive Committee, often referred to as the "EC" shall be composed of: the Dean; ~~and of~~ nine members elected from and by the tenured Faculty of the Electoral Voting Groups (two from each of the four Electoral Voting Groups, and one At Large member irrespective of their Electoral Voting Group); one instructional or clinical Faculty at the rank of clinical/instructional full professor appointed by the Dean after consultation with Executive Committee and who shall be designated an ex-officio non-voting member; and each of the College's Associate Deans, who shall be designated ex officio non-voting members.

Only Voting Faculty at the ranks of tenured associate professor or tenured professor shall be eligible for election to the Executive Committee. At the time of the next MOP revision, the Clinical and Instructional Track membership in the Executive Committee will be reviewed.

~~. Two members shall represent the Natural and Mathematical Sciences, two members shall represent the Humanities, one member shall represent the Social Sciences, and one member shall represent the Arts. Three remaining members will be elected by the faculty At Large from any Electoral Voting Group, but there may be no more than three members from any one Electoral Voting Group. The associate deans shall be designated ex-officio non-voting members of the Executive Committee.~~

Section VI.2. Duties.

The duties of the committee shall be as follows:

- a. To confer, provide recommendations, with and assist and advise the Dean in the formulation of collegiate administrative decisions and judgments. ~~The agenda of the committee shall be set jointly by the Dean and the committee.~~ Ordinarily the Dean shall consult the committee on at least the following:
 1. Departmental reviews, and major problems of departments between reviews.
 2. General policy governing the review of departmental executive officers.
 3. Establishment of or change in professional positions in the Office of the Dean.
 4. Collegiate Review (see Operations Manual 28.2). ~~Reviews of the College.~~

5. Major items of budget policy ~~falling within the jurisdiction of the Dean that fall within the Dean's jurisdiction.~~

6. Major changes in the Collegiate organization ~~and of the College and in collegiate administrative policy.~~

7. Allocation of faculty and staff positions.

~~8. Appointments to standing and ad hoc committees of the College, as provided in Section II.1, above.~~

~~b. To assist and advise the Dean in the conduct of College business as specifically designated in other sections of this Manual.~~

~~b.e. To confer with consult the Dean on matters of policy regarding the professional welfare of the all Faculty, Staff, and Students in the College of Liberal Arts and Sciences.~~

~~cd. To review the standing and reputation of the College and its individual departments and units and to make recommendations to the Faculty for improvement.~~

~~de. To supervise codification of advise on all existing Faculty rules and regulations of the Faculty.~~

~~ef. To act upon proposals for the establishment or disestablishment of programs or departments.~~

~~fg. To confer consult with the Provost when ever a new Dean is to be appointed and to assist by in ascertaining and transmitting communicating Faculty attitudes regarding the candidate(s) of candidates being under consideration.~~

~~gh. To consult with the Provost when an interim or acting dean is to be appointed. The Committee shall may nominate candidates from among the College's tenured full professors of the College and advise on the candidates' qualifications.~~

~~h. To conduct such other business as may be assigned to it, except that it shall not assume or be asked to assume authority on any matter clearly delegated elsewhere. The committee shall advise the Dean regarding the referral of any problems and responsibilities to an appropriate committee, or for the potential creation of a task force or working group when such matters are not clearly within the province scope of any existing committee.~~

Section VI.3. Meetings.

The committee meeting agendas shall be set by the Dean and include items put forward by members of the committee.

ARTICLE VII

THE UNDERGRADUATE EDUCATIONAL POLICY AND CURRICULUM COMMITTEE

Section VII.1. Membership.

The Undergraduate Educational Policy and Curriculum Committee, often referred to as the "UEPCC" shall be composed of: the Dean or an Associate Dean designated by the Dean; and of ten members elected from and by the Voting Faculty (two from each of the four Electoral Voting Groups, and one irrespective of their Electoral Voting Group); and an undergraduate student whose primary program of study is in CLAS appointed by the Dean or the Dean's designated Associate Dean, and who shall be designated an ex-officio voting member.

~~Two faculty members shall represent the Natural and Mathematical Sciences, two members shall represent the Humanities, one member shall represent the Social Sciences, and one member shall represent the Arts. Three faculty members shall be elected by the faculty At Large, from any Electoral Voting Group, but there may be no more than four faculty members from any one Electoral Voting Group. No more than one instructional track faculty member shall represent each Electoral Voting Group. One undergraduate student representative shall be chosen by the Associate Dean for Undergraduate Programs and Curriculum.~~

~~The student representative shall be appointed from among students in good standing in the College of Liberal Arts and Sciences by the Dean or an associate dean designated by the Dean, on the basis of nominations from one or more appropriate student groups and organizations and with the guidance of the Undergraduate Educational Policy and Curriculum Committee. The student representative has the same rights and privileges as the elected faculty members, including the right to vote. The term of the student member shall be one year. The Dean or associate dean designated by the Dean votes only in the case of a tie. Any member of the committee may place an item on the agenda.~~

~~Only Voting Faculty at the ranks of tenured associate professor, tenured professor, clinical associate professor, clinical professor, associate professor of instruction/practice, and professor of instruction/practice shall be eligible to serve on the Undergraduate Educational Policy and Curriculum Committee.~~

~~No more than one instructional or clinical-track faculty member shall represent each Electoral Voting Group. Only one member of a Voting Unit shall be represented on the UEPC at any given time. The term of the appointed undergraduate student member shall be one year.~~

~~Any member of the committee may place an item on the agenda. The Dean or designated Associate Dean votes only in the case of a tie.~~

Section VII.2. Duties.

~~The Undergraduate Educational Policy and Curriculum Committee advises and assists the Dean and associate deans in formulating policies and procedures relating to the College's educational mission, curriculum, and teaching. The duties of the committee shall be as follows:~~

- a. ~~To advise the deans and to make and provide recommendations to the Dean and Associate Deans for formulating policies and procedures relating to the College's undergraduate educational mission, curriculum, and teaching, as appropriate to the deans, to the Faculty~~

~~Assembly, to other collegiate committees, and to College or University offices on issues relating to the educational policies of the College, including but not limited to policies on majors, minors, and certificates; matters relating to instruction; collegiate registration issues; credit by examination; advising; requirements for good standing; degree requirements; and other educational policy issues.~~

b. To advise ~~the deans and departments and to~~ and make recommendations as appropriate to the Deans, departments, to the Faculty Assembly, or to other collegiate committees, and relevant University officers on issues relating to collegiate undergraduate educational policies, including but not limited to policies on majors, minors, and certificates; matters relating to instruction; collegiate registration issues; credit by examination; academic advising; requirements for good standing; degree requirements; and other educational policy issues.

~~on issues relating to the undergraduate curriculum, including but not limited to the creation or dissolution of degree programs and of major, minor and certificate programs and other significant aspects of the curriculum.~~

e. ~~To oversee the General Education Program of the College and to appoint members of the General Education Curriculum Committee (with the advice of the Dean); to work with the General Education Curriculum Committee on the review of and recommendations for new courses within the General Education Program; to make recommendations concerning changes to General Education Program policies and requirements; and, in conjunction with the deans and the General Education Curriculum Committee, to formulate or make recommendations as appropriate to the deans, the Faculty Assembly, departments, or to other offices on changes to the General Education Program.~~

~~-c~~d. To advise ~~the deans and departments and to~~ make recommendations as appropriate to the Deans, departments, and Faculty Assembly, and other collegiate committees on issues relating to significant aspects of the undergraduate curriculum, including but not limited to the creation or dissolution of undergraduate major, minor, and certificate programs, regarding selective admissions policies and to review those policies within departments and programs according to CLAS guidelines.

e. ~~To advise the deans and to make recommendations as appropriate to the deans, the Office of Admissions, and other University offices regarding admissions standards to the College and admissions practices, including those for special categories of students.~~

~~-f. To oversee the creation and maintenance of policy for all non-departmental College courses, Liberal Arts and Sciences courses in Continuing Education, and all other such academic programs.~~

g. ~~To monitor the implementation of the undergraduate educational policies of the College, including in special circumstances the evaluation of specific courses and programs.~~

h. ~~To consider and make recommendations concerning the educational policies of the College with respect to the needs and the requirements of other colleges and the University as a whole.~~

~~i. To encourage activities that enhance the effectiveness of teaching and its evaluation, including course development, faculty performance, experimental programs, training for teaching assistants, and testing programs for placement of students.~~

~~j. To act ad interim in the name of the Faculty in emergency situations on matters of curricula and instruction.~~

~~d. To manage the member composition and charge of the General Education Curriculum Committee (GECC) and collaborate with the GECC to oversee the General Education Program.~~

~~e. To advise and make recommendations as appropriate to the Deans, departments, and collegiate elected governance bodies regarding selective admissions policies, and to review corresponding department and program policies in accordance with collegiate guidelines.~~

~~f. To advise and make recommendations as appropriate to the Deans, the Office of Admissions, and other University offices regarding collegiate admissions standards and practices, including those for special categories of students.~~

~~g. To consider and make recommendations concerning collegiate educational policies with respect to the needs and requirements of other colleges and the University as a whole.~~

~~h. To encourage activities that support effective teaching and teaching evaluation.~~

~~i. To act ad interim in the name of the Faculty in emergency situations on matters of curricula and instruction.~~

Section VII.3. UEPCC Subcommittee: The General Education Curriculum Committee.

The General Education Curriculum Committee, often referred to as "GECC" shall be composed of at least six Faculty members representing all four Electoral Voting Groups, and at least one undergraduate CLAS student. The GECC also may include faculty from other colleges that use the CLAS General Education program, and/or academic Staff as deemed appropriate.

All members of the committee shall be appointed by the Chair of the Undergraduate Educational Policy and Curriculum Committee. Faculty appointees shall have terms of three years. Student appointees shall have terms of one academic year.

The principal duties of the committee are as follows:

a. To review department or program requests for approval of General Education status for courses.

b. To periodically assess courses in each area of the General Education program.

c. To make recommendations to the Undergraduate Educational Policy and Curriculum Committee regarding courses that should be approved for General Education status.

e. To develop, periodically review, and suggest necessary modifications to the student learning outcomes in each area of the General Education program and to the comprehensive student learning outcomes for the program as a whole.

f. To develop, periodically review, and suggest necessary modifications of the procedures for course approval and review.

g. To undertake special review tasks as requested by the Undergraduate Educational Policy and Curriculum Committee.

h. To advise the Undergraduate Educational Policy and Curriculum Committee on possible improvements to the General Education Program.

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ARTICLE VIII

THE GRADUATE EDUCATIONAL POLICY COMMITTEE

Section VIII.1. Membership.

The Graduate Educational Policy Committee, often referred to as the "GEPC" shall be composed of the Dean or an Associate Dean designated by the Dean; six and of seven members elected Faculty members from and by the Faculty. One faculty member representative shall be elected from each of the four Electoral Voting Groups: the Arts, Humanities, Natural and Mathematical Sciences, and the Social Sciences. Two faculty members shall be elected by the faculty At Large, from any Electoral Voting Group, but there may be no more than two faculty members from any one Electoral Voting Group. A graduate student member is appointed for one academic year by the Dean or Associate Dean on the basis of nominations from one or more appropriate student groups and organizations. The student is a full member of the committee. The Dean of the Graduate College shall identify an Associate Dean of the Graduate College who will serve as an ex officio member of the CLAS Graduate Policy Committee. The Dean or associate dean designated by the Dean votes only in the case of a tie. Any member of the committee may place an item on the agenda:

(one from each of the four Electoral Voting Groups, and two irrespective of their Electoral Voting Group); and a graduate student appointed by the Dean or designated Associate Dean, and who shall be designated an ex-officio voting member.

Only Voting Faculty at the ranks of tenured associate professor and tenured professor shall be eligible to serve on the Graduate Educational Policy Committee. One faculty member representative shall be elected from each of the four Electoral Voting Groups: The Arts, Humanities, Natural and Mathematical Sciences, and the Social Sciences. Two faculty members shall be elected by the Voting Faculty At Large, from any Electoral Voting Group. There may be no more than two Faculty members from any one Electoral Voting Group. There may be no more than one Faculty member from any Voting Unit.

The graduate student committee member shall be appointed for a term of one academic year based on nominations from one or more student groups and organizations. Any member of the committee may place an item on the agenda. The Dean or designated Associate Dean votes only in the case of a tie.

Section VIII.2. Duties.

~~The Graduate Educational Policy Committee advises and assists the Dean and associate deans in formulating policies and procedures relating to the graduate programs administered by units in the College, including matters relating to curriculum, teaching, and graduate student welfare. The duties of the committee shall be as follows:~~

~~a. To advise and provide recommendations to the Dean and Associate Deans for formulating policies and procedures related to the graduate programs administered by collegiate units, including matters relating to curriculum, teaching, and graduate student professional development.~~

~~b. To advise and provide recommendations to the Dean and Associate Deans related to the creation or dissolution of graduate-level degree and certificate programs administered by CLAS or in which CLAS participates as an interdisciplinary partner.~~

~~b. To advise and provide recommendations to the Dean and Associate Deans, collegiate departments, the Office of Admissions, the Graduate College, and other University offices regarding admissions standards to graduate programs administered by CLAS.~~

~~c. To advise and provide recommendations to the Dean and Associate Deans regarding special CLAS initiatives supporting graduate student and postdoctoral scholar education and professional development.~~

~~d. To advise and provide recommendations to the Associate Dean for Graduate Education regarding graduate program oversight and the awarding of competitive CLAS fellowships and assistantships.~~

~~e. To advise and provide recommendations to the Dean and Associate Deans regarding upholding standards of time to degree, completion rates, outcomes, and career placement for the CLAS graduate degree and certificate programs.~~

~~a. To advise the deans and to make recommendations as appropriate to the deans, to the Faculty Assembly, to other collegiate committees, and to College or University offices on issues relating to the graduate programs administered by units in the College, including but not limited to policies on degree programs, and certificates; periodic reviews of departments and programs; matters relating to graduate instruction; advising; requirements for good standing; degree requirements; approval of new courses, and other educational policy issues.~~

~~b. To advise the deans and departments and to make recommendations as appropriate to the deans, to the Faculty Assembly, or to other committees on issues relating to the curriculum, including but not limited to the creation or dissolution of degree programs and certificate programs and other significant aspects of the graduate curriculum.~~

~~c. To advise the deans and to make recommendations as appropriate to the deans, the Office of Admissions, the Graduate College and other University offices regarding admissions standards to graduate programs administered by CLAS units and admissions practices, including those for special categories of students.~~

- ~~-d. To monitor and evaluate the success of graduate programs with respect to time to degree, completion rates, outcomes and career placement.~~
- ~~-e. To consider and make recommendations concerning the graduate educational policies of the College and units administered within the College, with respect to the needs and the requirements of other colleges and the University as a whole.~~
- ~~-f. To encourage activities that enhance the effectiveness of graduate instruction and its evaluation, including course development, experimental programs, and initiatives to increase the quality and scope of programs designed to improve the classroom effectiveness of teaching assistants.~~
- ~~-g. To advise the deans about the merits of proposals submitted to CLAS for graduate student funding, including, but not limited to, graduate fellowships and travel funds.~~
- ~~-h. To act ad interim in the name of the Faculty in emergency situations on matters of curricula and instruction.~~

ARTICLE IX

THE COLLEGE OF LIBERAL ARTS AND SCIENCES STAFF COUNCIL

Section IX.1. Membership.

The Council will be comprised of 11 voting members: nine representing Job Function/combined Job Function Categories, herein referred to as Job Function Categories as defined in Section IV.2 and two at large members. Ex Officio Members will be the Past CLAS Staff Council President, CLAS UI Staff Council Organization Representative, CLAS Human Resources Representative, CLAS Administrative Services Group Representative, and the CLAS Dean's Representative.

a. Executive Committee (Officers)

- ~~1. The officers of the Council are President, Vice President/President Elect, and Secretary.~~
- ~~2. Nominations for the officers of the Council are made at the meeting one month prior to the operational year. The officers are elected by the Council at the following meeting.~~
- ~~3. All officers of the Council assume their duties at the beginning of the operational year.~~

Section IX.2. Duties.

The mission of the College of Liberal Arts and Sciences Staff Council is to provide a venue for staff members in the College to participate in collegiate and university level shared governance. The duties of the Council shall be as follows:

a. Advocacy

- ~~1. Serve in an advisory role and make recommendations regarding university/college planning and policy decisions that impact staff to the Dean.~~

~~2. To confer with the Dean at least three-four times per year on matters of policy regarding the professional welfare of the staff.~~

~~3. Promote nominations and opportunities for professional development and awards that actively support programs that improve staff recognition and retention and provide organizational and professional development opportunities to staff.~~

~~4. Identify need for staff involvement on collegiate committees.~~

~~b. Communication~~

~~1. Enhance staff communication with CLAS Administration and colleagues across departments and campus.~~

~~2. Document the concerns and ideas of the staff, and communicate decisions and policies, which affect not only them, but the University as a whole.~~

~~3. Communicate with other shared governance groups on campus.~~

~~4. Provide effective, timely, and inclusive communications via the CLAS Staff Council website.~~

~~5. Provide the "official" response / representation of CLAS staff when appropriate.~~

~~c. Supplementary~~

~~1. Review and revise bylaws and address changes as needed.~~

~~2. To conduct such other business as may be assigned to it, except that it shall not assume or be asked to assume authority on any matter clearly delegated elsewhere. The committee shall advise the Dean regarding the referral of any problems and responsibilities to an appropriate committee, when such matters are not clearly within the province of any committee.~~

ARTICLE X

THE APPOINTED STANDING COMMITTEES

Section X.1. The General Education Curriculum Committee.

~~The General Education Curriculum Committee recommends to the Undergraduate Educational Policy and Curriculum Committee approval or rejection of courses submitted for General Education, performs periodic review of courses approved for General Education, and performs other activities as requested by the Undergraduate Educational Policy and Curriculum Committee or the Dean. General Education Curriculum Committee members are appointed by the Undergraduate Educational Policy and Curriculum Committee with the advice of the Dean and serve in an advisory capacity to that committee and the Dean. The committee shall include six faculty members from the Electoral Voting Groups. Two faculty members shall represent the Natural and Mathematical Sciences, two from Humanities, one from the Social Sciences, and one from the Arts. The committee shall include one student member who has~~

~~completed all General Education Requirements. The student member shall serve for one academic year. The General Education Curriculum Committee has as its principal duties the following:~~

- ~~a. To review requests from departments or programs for approval of courses for General Education credit.~~
- ~~b. To review periodically each course approved for General Education credit.~~
- ~~c. To make recommendations to the Undergraduate Educational Policy and Curriculum Committee of courses that should be approved for General Education credit, following review of newly proposed courses and of previously approved courses.~~
- ~~d. To encourage instructors of each course approved for General Education credit to give special attention to the development of students' oral and written language skills.~~
- ~~e. To develop, review periodically, and when necessary suggest modification in the criteria statements and the guidelines that define the standards for courses to be approved in each area of General Education.~~
- ~~f. To develop, review periodically, and when necessary suggest modification of the procedures for approval and review of courses.~~
- ~~g. To undertake special review tasks as requested by the Undergraduate Educational Policy and Curriculum Committee.~~
- ~~h. To advise the Undergraduate Educational Policy and Curriculum Committee on possible improvements to the General Education Program and to prepare an annual report on its work for the Undergraduate Educational Policy and Curriculum Committee.~~

~~Section X.2. The Collegiate Committee on Faculty Promotion and Tenure.~~

~~This Committee (a.k.a. the "Collegiate Consulting Group" (CCG) consists of faculty selected according to the College's written Procedures governing promotion decision making. These Procedures establish guidelines for the membership of the Group and how it will function within the boundaries of these Procedures in section VIII.2. This Committee is appointed by the Dean. The duty of this committee shall be to review departmental recommendations for tenure and for promotion to the ranks of associate professor and professor in the tenure, clinical and instructional tracks, departmental recommendations for appointment with tenure, and departmental recommendations or decisions to deny tenure or promotion. The Dean shall consult the committee on every departmental recommendation before making a recommendation to the Provost. The procedures to be followed by the Committee shall be determined by the Dean in consultation with the Executive Committee and shall accord with University policy. The Committee will strictly adhere to the CLAS Procedural Guidelines for Promotion and Tenure Decision Making, as described in https://clas.uiowa.edu/faculty/faculty_appointments_review.~~

~~Section X.3. Named and Distinguished Professors Committee.~~

~~The duty of this committee shall be to review nominations for Collegiate Fellow and for appointments to named chairs and professorships. The Dean shall consult the committee on all candidates for named~~

~~faculty appointments before making a recommendation to the Provost. The members of the committees shall be selected by the Dean, in consultation with the Executive Committee. The procedures to be followed by the committee shall be determined by the Dean in consultation with the Named and Distinguished Professors Committee and shall accord with University policy.~~

~~Section X.4. The Information Technologies Committee.~~

~~The committee shall include nine faculty and student members appointed by the Dean as provided under Section II.1 from the Electoral Voting Groups. Two faculty members shall be appointed to represent the Natural and Mathematical Sciences, two from the Humanities, one from the Social Sciences, and one from the Arts. The Dean or an associate dean designated by the Dean shall chair the committee and shall serve as an ex officio non-voting member. The College staff member responsible for technology support services shall serve as an ex officio non-voting member. Faculty members shall be appointed for three-year terms. A member may be reappointed only after being off the committee for at least two years. Each year, the appointed members will select at least one graduate student and one undergraduate student to serve as voting members.~~

~~The duties of this committee shall be as follows:~~

- ~~a. To advise the Dean on collegiate planning for the introduction, support, and renewal of technologies for teaching, research, and administration.~~
- ~~b. To advise the Dean and the College's elected committees on the development of policy related to technologies for teaching, research, and administration.~~
- ~~c. To make recommendations to the Dean on the award of any competitively allocated funds for technology innovation and support.~~
- ~~d. To pursue partnerships with other technology groups at the University level and to ensure that the College has appropriate input on critical decisions.~~

~~Section X.5. The Student Academic Standards Committee.~~

~~This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include four faculty members, one from each Electoral Voting Group: the Arts, Humanities, Natural and Mathematical Sciences, and the Social Sciences. The University Registrar shall serve as an ex officio member with voting privileges. The Dean or the Associate Dean who chairs the committee shall appoint the faculty members of the committee as provided under Section II.1. The faculty members shall serve three-year terms.~~

~~The duties of this committee shall be as follows:~~

- ~~a. To review petitions from undergraduate students for exceptions to the academic policies and requirements of the College and to recommend appropriate action to the Dean or associate dean.~~
- ~~b. To review petitions from undergraduate students that their dismissal from the College for unsatisfactory academic progress be revoked and to recommend appropriate action to the Dean or associate dean.~~

~~e. To form a subcommittee when necessary to review student grievances and recommend appropriate action to the Dean. When an undergraduate student has a complaint concerning grading or has been charged with academic misconduct and the issue has not been resolved by the department or the College to the student's satisfaction, two faculty members of the Student Academic Standards Committee will form a subcommittee to review the grievance. Neither of the faculty members may hold an appointment in the department in which the student complaint originated. In complaints that involve alleged student academic misconduct, the subcommittee shall also include an undergraduate student appointed by the Dean or an associate dean.~~

Section X.6. The Scholarship Committee.

~~This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include at least four faculty members appointed by the Dean as provided under Section II.1. There shall be one faculty member from each Electoral Voting Group: the Arts, Humanities, Natural and Mathematical Sciences, and the Social Sciences. The faculty members shall serve three-year terms.~~

~~The duties of this committee shall be as follows:~~

- ~~a. To make recommendations to the Dean for the use of scholarships, loans, and awards that are supported by private gifts to the College.~~
- ~~b. To make recommendations to the Dean for naming and allocating scholarships supported by the General Scholarship Fund.~~
- ~~c. To review applications from continuing students for scholarships and to make recommendations to the Dean regarding the award of those scholarships.~~
- ~~d. To participate in efforts to increase the number of outstanding students who enroll at The University of Iowa.~~

Section X.7. The Teaching Awards Committee.

~~The committee shall include eight faculty members and students appointed by the Dean as provided under Section II.1 from the Electoral Voting Groups. Two faculty members shall be appointed to represent the Natural and Mathematical Sciences, two from the Humanities, one from the Social Sciences, and one from the Arts. The executive associate dean and the associate dean for undergraduate programs and curriculum shall serve as ex officio non-voting members. Faculty members shall be appointed for three-year terms. A member may be reappointed only after being off the committee for at least two years. The associate dean for undergraduate programs and curriculum will chair the committee. Each year, the appointed members will select at least one undergraduate student and will select at least one graduate student who has recently received a Teaching Assistant Award to serve for one academic year as voting members in judging nominations. No member of the committee shall vote on a nomination from the committee member's department or on a nomination on which the committee member has advised (see below, part b).~~

~~The duties of this committee shall be as follows:~~

- a. To work with the associate deans and departmental executive officers to broaden the pool of candidates for various teaching awards.
- b. To strengthen the quality of the nominations for teaching awards by advising nominators during the preparation of the nomination forms.
- c. To review nominations for the College's teaching awards and to vote on the awardees.
- d. To recommend to the Dean the development of new categories for teaching awards based in the College.

Section X.8. The Faculty Advisory Committee for Interdepartmental Studies.

The committee shall seven faculty members who shall be appointed by the Dean or the associate dean designated by the Dean as provided under Section II.1 One faculty member from each Electoral Voting Group: the Arts, Humanities, Natural and Mathematical Sciences, and the Social Sciences. Additionally the committee shall have one faculty member from the Tippie College of Business, one from College of Education, and one from the College of Nursing. Faculty members shall serve three year terms. The duties of this committee shall be as follows: a. To oversee the requirements, pre-approved study plans, policies, and outcomes assessments for the major in interdepartmental studies. b. To review the qualifications of and approve the appointment of adjunct faculty to teach courses for the interdepartmental studies major. c. To review the proposals submitted by students seeking approval for an individualized plan of study within the interdepartmental studies major.

ARTICLE XI

COMMITTEE ON DIVERSITY, EQUITY, AND INCLUSION

The CLAS Committee on Diversity, Equity, and Inclusion comprises between 13-17 voting members. The committee composition includes: 1). five representatives selected by CLAS Faculty Assembly, including at least one instructional track faculty and at least one tenure track faculty; 2). two representatives selected by CLAS Staff Council; 3). at least four faculty members appointed by the CLAS Dean's Office, including one faculty member from each rank or track, and 4). one undergraduate student, one graduate student, and a staff member of the CLAS Dean's Office. The Dean or an associate dean designated by the Dean who acts as the College's Director of Diversity, Equity, and Inclusion shall chair the committee and serve as an ex officio non-voting member. Members appointed by Faculty Assembly are required to be elected members of Faculty Assembly at the time of appointment and for their length of service on the DEI Committee. Each of these members will serve 1-3 year terms, depending on their length of service on Faculty Assembly. If an individual leaves Faculty Assembly, they will be replaced on the DEI Committee by another Faculty Assembly member, who will serve a 1-3 year term depending on their time remaining in Faculty Assembly. Members appointed by CLAS Staff Council must be on CLAS Staff Council. These members will serve 1-3 year terms. Should a member leave CLAS Staff Council, they will be replaced on the DEI Committee. Members appointed by the Dean's office will serve 1-3 year terms.

The committee shall meet at least once each month during the academic year or at other times (including during the summer) as the chair may request. Once a year, it should provide a report to the Dean and Faculty Assembly about the state of diversity, equity, and inclusion in the College. This report should engage the recruitment and retention of faculty, staff, and students, make curriculum recommendations with regard to DEI, and contextualize the College's DEI efforts in relation with the UI Division of Diversity, Equity, and Inclusion. As it operates, the Committee of Diversity, Equity, and

~~Inclusion should be both diagnostic and visionary. It should examine the College's DEI structure, and at the same time, it should identify leading edge initiatives that could benefit CLAS and the University of Iowa.~~

ARTICLE ~~XII~~ III

THE OFFICE OF THE DEAN ADMINISTRATION OF COLLEGE

Section ~~XII~~ III.1. The Dean.

The Dean shall possess the powers and exercise the duties that are vested in that office by the Iowa State Board of Regents, the President of the University, the Provost, and the Faculty of the College of Liberal Arts and Sciences, each acting within its lawful authority. The Dean shall exercise the powers and perform the duties specifically designated by this Manual.

Among the powers and duties of the Dean are the following:

- a. To provide educational leadership and set high standards for the College's instructional and research programs.
- b. To promote the academic quality and welfare of the College's faculty, through the authorization of new faculty positions, the diversification of the faculty, oversight of faculty development and review, and recommendations to the Provost concerning faculty reappointment, promotion, and tenure.
- c. To represent the College in its relations with central administration and with other colleges and units within the University and to advocate for the resources necessary to fulfill the College's mission.
- d. To direct the College's strategic planning processes, developing a vision for the College's future, setting priorities among highly desirable objectives, and allocating resources to those with the highest priorities.
- e. To review and assess the quality of the College's departmentalized and non- departmentalized units, their effectiveness in clarifying, developing, and achieving their missions, and their participation in the College's mission; and to use these assessments as the bases for budget decisions and decisions affecting the units' instructional programs.
- f. To promote and maintain dialog within the College concerning policies and resources, in regular consultation with the departmental executive officers of the College.
- g. To exercise control over the internal budget of the College, allocating and reallocating faculty and staff lines, graduate teaching assistantships, and other resources.
- h. To facilitate collegiate self-governance by chairing the College's Executive Committee and appointing executive officers for the College's ~~subdivisions directing the processes of self-governance within those~~ units.
- i. To determine and oversee collegiate administrative structure and activities, including the associate ~~Deanships~~ and the ~~necessary nonacademic~~ Staff.

j. To oversee and promote external fundraising and the acquisition of grants and contracts in support of the College’s instructional and research programs.

k. The Dean or Dean’s designee shall establish ad hoc committees and task forces as deemed necessary to further the College’s operations or mission.

Section ~~XIII~~ III.2. Associate Deans and Assistant Deans.

~~The Dean may delegate some of the powers and duties of the Dean to associate deans and assistant deans.~~ When an appointment of an ~~A~~ associate dean or an ~~A~~ assistant dean is to be made, the Dean shall advertise the opening within the College and shall consult the Executive Committee concerning the candidates to be considered. After such consultation, the Dean shall make a recommendation to the Provost. The Dean may delegate some of the powers and duties of the Dean to Associate Deans and Assistant Deans.

Section III.3. Departmental Executive Officers

Departments or Schools are led by Departmental Executive Officers (DEO) who serves as a bridge between the dean’s office and departmental staff and faculty. The DEO provides leadership and strategic direction to the department in collaboration with faculty governance structures.

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ARTICLE ~~XIII~~
SEARCH COMMITTEE FOR A DEAN OF THE COLLEGE

Section XIII.1. Formation of a Dean’s Search Committee.

When a vacancy occurs in the ~~D~~eanship of the College, the Provost may appoint an interim Dean prior to conducting ~~conducts~~ a search for a new ~~D~~ean. The collegiate precedent is that the Provost meets first with the Executive Committee and then ~~in the College is that the Provost meets first with the College’s Executive Committee and then~~ with the Faculty Assembly to discuss how the search committee shall be constituted, ~~by election and appointment~~. The search committee shall be diverse and broadly representative of the collegiate ~~F~~aculty ~~in the College~~ and shall include a representative of the Provost. The search committee shall also include representatives of the collegiate student body and of the ~~College’s non-academic staff~~ Staff and may include other members designated by the Provost.

Section XIII.2. Duties.

~~The committee shall recommend candidates to be interviewed for the position. It shall ascertain and transmit to the Provost the assessments by faculty, staff, and students regarding the candidate or candidates being considered. The Office of the Provost shall establish a decanal search committee that shall consider and interview candidates for the position. It further shall ascertain and transmit to the Provost the Faculty, Staff, and student assessments of the candidate(s) being considered and recommend candidates to be interviewed for the position by the Provost. The search committee also~~ ~~shall~~ make recommendations to the Provost concerning the offer of the appointment.

ARTICLE ~~XIV~~

SELF-STUDY COMMITTEE FOR A REVIEW OF THE COLLEGE**Section XIV.1. Collegiate Self-Study Committee.**

When the University initiates a review of the College, an ad hoc committee shall be ~~constituted~~created to prepare the College's self-study. The ~~ad hoc~~is committee shall be chaired by the Dean and shall include the ~~A~~associate ~~D~~eans of the College as ex officio members without voting privileges. The Dean, in consultation with the Executive Committee, shall appoint to the ad hoc committee ~~six-eight~~ members of the ~~collegiate~~ Faculty ~~of the College who represent its various disciplinary areas~~with all four Voting Units represented. The ad hoc committee shall prepare the self-study according to the University's published guidelines ~~as stated in 28.2 of the Operations Manual. The ad hoc committee must present the final self-study document to the Executive Committee for approval prior to it being shared with the Faculty Assembly for comment and CLAS Staff Council.~~

~~and shall consult broadly with the College's departments, faculty, staff, and students and with other members of the University community it deems appropriate, as well as with the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee and the Graduate Educational Policy Committee. The self-study shall be approved by the Faculty Assembly before being submitted to the Provost.~~

ARTICLE XV**THE ADMINISTRATION OF THE COLLEGE'S ACADEMIC UNITS****Section XV.1. ~~Departments, Schools, and Departmentalized Programs.~~**

~~Members of the Faculty holding appointments in the College of Liberal Arts and Sciences hold those appointments in the duly constituted departments, schools, and departmentalized programs of the College. Each such unit shall hold regular meetings and shall have a current departmental manual of procedure, approved by the Dean, which establishes the manner in which its business shall be transacted and communications handled. Matters of policy, including matters relating to the curriculum that come within the jurisdiction of the unit, shall be decided by the methods so established. No unit may, however, adopt policies contrary to the letter and spirit of College or University policy. The College of Liberal Arts and Sciences, in association with the Graduate College where appropriate, shall carry out periodic reviews of its departments, schools, and programs.~~

Section XV.2. ~~Departmental Executive Officers.~~

~~The executive officer of a department, school, or departmentalized program (DEO) shall be either a director or a chair. The initial term of a DEO appointment ordinarily shall be three to five years. The DEO provides vision and leadership for the department, working both with the faculty and with the Dean's Office to fulfill the department's teaching and research mission. The DEO ensures that the department focuses its energies and resources on progress toward academic goals and priorities. The DEO is accountable both to the department and to the College in attending to the deadlines of everyday administrative tasks, dealing with personnel issues, and ensuring that faculty and staff cooperate in the work of the department. The DEO's chief duties are to oversee the processes of faculty appointment,~~

mentoring, review, and promotion, consistent with current College and University policies; develop the curriculum; direct the work of the department's teaching assistants and staff; and manage the budget. Under procedures established by the unit, these administrative duties may be delegated to associate chairs, executive committees, or other specialized officers or faculty committees established for the governance of the unit.

When a vacancy in the position of DEO occurs or is impending, the Dean shall consult with the voting members of the unit concerning the candidate or candidates to be considered. The Dean shall recommend the DEO appointment to the Provost. Upon receiving approval, the Dean shall announce the appointment of the new DEO to the members of the unit and to the College.

Section XIII.3. ~~Supra-departmental or Interdepartmental Units.~~

~~Supra-departmental divisions and schools and interdepartmental academic programs, resource centers, and research centers or institutes may be established to enhance the instructional and research programs of the College. Channels of administrative communication shall be defined when such units are established. The Dean shall appoint and evaluate the executive officer of such a unit, in consultation with the unit's advisory board, if one has been established. The members of the advisory board shall be appointed by the Dean. The College of Liberal Arts and Sciences, in association with other colleges or central administrative offices where appropriate, shall carry out periodic reviews of such units. In compliance with the University policy on the multi-year review of administrators, the College may review directors at the time of the collegiate review of their unit or at five-year intervals.~~

**ARTICLE ~~XIII~~^{XIV}
REVISION AND AMENDMENT**

Section ~~XIII~~^{XIV}.1. Procedures for Amendment and Revision of the Manual of Procedure.

The Executive Committee shall, of its own accord, initiate, consider, and undertake any necessary amendments or revisions of this Manual at least once every seven years. An amendment is defined as changes made to only one section of the Manual, whereas a revision includes changes to more than one section. The Office of the Dean or another collegiate-elected governance body may introduce proposed Manual amendments or revisions to the Executive Committee at any time, which it shall consider. If the Executive Committee determines that any of the proposed Manual amendments and/or revisions are necessary, the changes shall be brought to the Faculty Assembly for discussion prior to an Executive Committee vote. Once approved by the Executive Committee, proposed Manual amendments and/or revisions are transmitted to the Faculty of the College for ratification. Ratification requires a three-fifths majority of those Faculty voting on it and the approval of the Provost. The President of the University shall be provided the ratified and approved revised Manual for approval or veto; if, in any event, the University President does not veto any portion of the revised Manual within 60 days of receipt, the revision(s) shall take effect.

The Executive Committee shall consider revision of this Manual at least once every seven years. If the Committee decides that a revision is necessary, it shall prepare a revision which shall be considered by the Faculty Assembly and then presented to the Faculty of the College for ratification. The revision shall be transmitted to the Faculty Assembly at least 10 days in advance of the scheduled vote, which is to be conducted by secret ballot as described in Section I.4. Ratification requires three-fifths majority of those

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voting thereon and the approval of the Provost and the President of the University; if, however, the President does not veto any portion of the revision within 60 days following its approval by the Faculty Assembly, the revision shall take effect.

~~Section XVI.2. Procedures for Amendment of the Manual of Procedure.~~

~~Amendments to the Manual may be introduced at any regular or special meeting of the Faculty or at any regular or special meeting of the Faculty Assembly. If one third of those present and voting so direct, the amendment(s) shall be transmitted to the Faculty at least 10 days in advance of the scheduled vote, which is to be conducted by secret ballot as described in Section I.4. Ratification requires three fifths majority of those voting thereon and the approval of the Provost and the President of the University; if, however, the President does not veto any amendment within 60 days following its approval by the Faculty, it shall become a part of this Manual.~~