

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

### PREFACE

~~**PURPOSE:** The purpose of the CLAS Manual of Procedure, often referred to as the MOP, is to provide Faculty and Staff with procedures and general information about the decision-making processes in the College.~~

The College of Liberal Arts and Sciences (CLAS) at the University 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 Procedure (MOP) supports that mission by clarifying the responsibilities of leadership and governance bodies in the College. The MOP strives to ensure that all members of CLAS have a shared understanding of the decision-making processes in the College by outlining the organization of the College, relationships among governance bodies, and paths of communication across the College in the interest of collectively supporting our mission—the pursuit of excellence in research, teaching, and service.

The goal of the MOP is twofold:

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

In pursuit of these purposes and within the framework of state and federal law and the university's ~~operations-policy~~ manual, and subject to the authority of the Iowa State Board of Regents, the following Manual of Procedure has been formulated. This edition of the Manual of Procedure of the College of Liberal Arts and Sciences is a revision ratified by a ballot of the ~~F~~faculty on **DATE** and approved by the University President and the Provost on **DATE**. 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.

### ARTICLE I

#### THE FACULTY

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

The "Faculty" of the College of Liberal Arts and Sciences, often referred to as CLAS, shall consist of the tenure-track faculty at the ranks of assistant professor, associate professor (with or without tenure), and professor (with tenure) ~~appointed-appointments~~ 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~~, assistant professor of instruction/practice, 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, or instructor appointments.

### Section I.2. The Voting Faculty.

Members of the Faculty 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 on which action by the Faculty is taken or required. 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 Dean will consult with or ask CLAS shared governance bodies to make advisory recommendations concerning curriculum, collegiate or departmental structure, budget, faculty welfare, and a variety of policies and procedures. Members of the Faculty participate in the shared governance of the College primarily ~~through~~ as elected representatives to the Executive Committee, Undergraduate Educational Policy and Curriculum Committee, Graduate Educational Policy Committee, and Faculty Assembly. ~~The Dean will consult with or ask CLAS shared governance bodies 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, Faculty may participate directly as outlined in Sections I.4.

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

### Section I.4. Meetings of the Faculty.

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.

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.

The ~~presiding officer~~ faculty co-chair of the Faculty Assembly shall preside over special 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.

Notification of special sessions shall be governed by Section IX.4. Twenty percent of the Voting Faculty, as defined in Section I.2, shall constitute a quorum. A quorum is required to conduct official business.

## ARTICLE II

### THE STAFF

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

The College of Liberal Arts and Sciences “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](#).

**ARTICLE III****ADMINISTRATION OF COLLEGE****Section 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 also 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 and programs, their effectiveness in clarifying, developing, and achieving their missions, and their ~~participation role in embracing and furthering 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 units.
- i. To determine and oversee collegiate administrative structure and activities, including the Associate Deanships and the 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 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 Associate dean or an Assistant dean is to be made, the Dean shall advertise the opening within the College, follow collegiate search processes, and shall consult the Executive Committee concerning the candidates to be under consideration. 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 and Schools are led by Departmental Executive Officers (DEOs) who provide leadership and strategic direction to the department in collaboration with faculty governance structures and serve as a bridge between the dean's office and departmental staff and faculty. The Office of the Dean values the voice of faculty and staff in the process of selecting a new DEO and will engage in the DEO selection process for the appointment of DEOs. The DEO position is an at-will administrative appointment and serves at the discretion of the Dean; however, the expected duration of a DEO appointment is five years.

## ARTICLE IV

### ELECTED CLAS GOVERNANCE ADVISORY BODIES

#### Section IV.1. Elected Faculty Governance Bodies.

The College shall have Faculty governance bodies consisting of three elected committees (the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee) 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).

Although College Associate Deans 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. Similarly, currently serving Associate Deans may not be elected to any CLAS departmental committees, or vote on departmental matters of significant substance, such as Promotion & Tenure.

**Section IV.2. Staff Governance.**

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 MOP shall be dictated by the bylaws of the CLAS 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 CLAS 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 IV.3. Faculty Governance Terms of Office.**

The terms of the members of the Faculty elected governance bodies shall be three years. 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.

**Section IV. 4. Faculty Committee Officers.**

The Dean or the Dean’s designee shall chair the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee. Each of these committees shall choose one person among its members 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.

**Section IV. 5. 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. At least once a year, the Faculty co-chair of the Faculty Assembly (or the co-chair’s designee) shall be invited to meet with the Executive Committee. Faculty Assembly can choose to meet one time a year without the Dean, who serves as co-chair; the Faculty co-chair (or the Faculty co-chair’s designee) shall preside at this meeting.~~

**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 IV. 7. 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. 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. A permanent file of all such reports shall be kept in the Office of the Dean.

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#### Section IV. 8. Vacancies.

Continuity of service is crucial for effective governance. 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 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. If the period(s) of absence over the three-year term exceeds one semester, the replacement will be for the remainder of the term.

## ARTICLE V

### COLLEGIATE ELECTIONS

#### Section V.1. Voting Units.

The "[Faculty Voting Units](#)" are each individual school or department in the College of Liberal Arts and Sciences.

#### Section V.2. Electoral Voting Groups.

The College values representation from across scholarly disciplines. For the purpose of elections, the Voting Faculty Units shall be divided into four Electoral Voting Groups, as described in Section V.1. The Electoral Voting Groups include representatives from Faculty Voting Units in the Arts, the Humanities, the Natural and Mathematical Sciences, the Social Sciences. ~~At the time of the MOP revision, the Executive Committee will review the 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.~~

#### Section V.3. Faculty 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 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. Faculty currently serving in other university administrative roles will be evaluated by the Office of the Dean and Executive Committee for potential conflict of interest.
- b. **Elected Governance Committees.**

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.

c. **Faculty Assembly.**

Except for those excluded by Section V.3.a above, all Voting Faculty are eligible to serve on the Faculty Assembly, including those currently serving as Departmental Executive Officers (DEOs).

**Section V.4 . Nominations.**

Nominations are conducted by secret ballot that is managed by an entity in CLAS that maintains confidentiality from the Office of the Dean.

For each vacant position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee, and as well as 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 notified by the Dean prior to the preparation of the ballots for the election of the faculty governance bodies. Unless a candidate declines their nomination in writing to the Dean, ~~they will be that~~ candidates will be on the ballots for the designated position~~(s)~~. If a 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. A faculty member may not accept nomination for more than one of the governance committees (Executive Committee, Undergraduate Educational Policy and Curriculum Committee, Graduate Educational Policy Committee) in any given election. 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.

**Section V. 5. 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. Each member of the voting faculty may vote for one, two, or three candidates for each position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee 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 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, as well as the Faculty Assembly's at-large seats. ~~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.

## ARTICLE VI

## THE EXECUTIVE COMMITTEE

**Section VI.1. Membership.**

The Executive Committee, often referred to as the “EC,” shall be composed of: the Dean; eight members elected from and by the tenured Faculty of the Electoral Voting Groups (two from each of the four Electoral Voting Groups); one instructional or clinical Faculty at the rank of clinical/instructional full professor, appointed by the Dean after a Collegiate nomination process and consultation with Executive Committee and who shall be a voting member; and each of the College’s Associate Deans, who shall be designated ex officio non-voting members.

The EC represents the Faculty and provides guidance regarding the College’s research, teaching, and service missions. Accordingly, it is important that its elected members have experiences that reflect all three missions. Thus, only Voting Faculty at the ranks of tenured associate professor or tenured professor shall be eligible for election to the Executive Committee.

**Section VI.2. Duties.**

The duties of the committee shall be as follows:

- a. To confer, provide recommendations, and advise the Dean in the formulation of collegiate administrative decisions and judgments. Ordinarily, the Dean shall confer with 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 Policy Manual 28.2).
  5. Major items of budget policy that fall within the Dean’s jurisdiction
  6. Major changes in collegiate organization and administrative policy.
  7. Allocation of faculty and staff positions.
- b. To confer with the Dean on matters of policy regarding the professional welfare of all Faculty, Staff, and Students in the College of Liberal Arts and Sciences.
- c. To review the standing and reputation of the College and its individual departments and units and to make recommendations for improvement.
- d. To advise on all existing Faculty rules and regulations.
- e. To act on proposals for the establishment or dissolution of programs or departments.
- f. To consult with the Provost when a new Dean is to be appointed and assist by ascertaining and communicating Faculty attitudes regarding the candidate(s) under consideration.



g. To consult with the Provost when an interim or acting Dean is to be appointed. The Committee may nominate candidates from among the College's tenured full professors 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 delegated elsewhere. The committee shall advise the Dean regarding the referral of problems and responsibilities to an appropriate committee, or for the potential creation of a task force or working group when such matters are not within the scope of any existing 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; nine 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.

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. The term of the appointed undergraduate student member shall be one year, with the possibility of reappointment for one additional 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:

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 relating to the College's undergraduate educational mission, curriculum, and teaching.

b. To advise and make recommendations as appropriate to the Deans, departments, the Faculty Assembly, 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.

c. To advise and make recommendations as appropriate to the Deans, departments, the 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.

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 as 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.

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

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

- c. 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.
- d. To develop, periodically review, and suggest necessary modifications of the procedures for course approval and review.
- e. To undertake special review tasks as requested by the Undergraduate Educational Policy and Curriculum Committee.
- f. To advise the Undergraduate Educational Policy and Curriculum Committee on possible improvements to the General Education Program.

## 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 elected Faculty members (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, who shall be designated a voting member. 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.

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, the Humanities, the 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.

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 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.

- c. 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.
- d. 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.
- e. 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.
- f. 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.

## ARTICLE IX

### FACULTY ASSEMBLY

#### Section IX.1. Membership

There shall be 50 members of the Faculty Assembly, and membership shall be distributed in proportion to the number of faculty in each of the electoral voting groups. Members can be either unit representatives, who are appointed by the DEO, or "At-Large" members, who are elected. The number of each type of member and their proportional distribution shall be determined as follows:

- The DEO of Eeach 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 out the term or serve for the period of absence. In Voting Units with 25 or more Voting Faculty, the DEO shall appoint a second Unit Representative.
- The balance of the Faculty Assembly members will be At-Large members. The number of At-Large members from each voting group shall ensure that the Faculty Assembly membership is proportional to the percentage of faculty in each of the four Electoral Voting Groups of CLAS.

To ensure proportional representation as the composition of the College changes, the Executive Committee will update the distribution of Faculty Assembly members in any year that restructuring occurs in the College, and review and update the distribution at least once every three years.

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. The election of At-Large members shall precede the appointment of Unit Representatives to ensure that no member is appointed by a DEO in the same year that they are elected for At-Large membership.

### **Section IX.2. Duties.**

Faculty Assembly is a shared governance body through which faculty:

- Advise and offer recommendations to the Office of the Dean on matters that impact CLAS faculty, including:
  - Faculty welfare
  - Policies and curriculum
  - College climate, diversity, and related concerns
  - Other concerns brought forward by Faculty
- Identify topics for further discussion from other elected governance committees.
- Solicit input from constituents regarding matters to be discussed in the Faculty Assembly.
- Advise and offer recommendations on revisions of and amendments to the MOP prior to an Executive Committee vote.

Faculty Assembly operates under a similar advisory role for CLAS as Faculty Senate does for the University (Ops. Manual I.2.8(1)).

### **Section IX.3. Officers.**

To facilitate a close partnership with the Office of the Dean, the Faculty Assembly shall be co-chaired by a Faculty member and the Dean. Faculty Assembly will have four faculty officers: the faculty co-chair, the past chair, the vice-chair, and the secretary. Once elected, the vice-chair will typically serve for one year, become the faculty co-chair in the second year, and then move to the past chair position for the third year. The Faculty Assembly elects the vice chair and secretary (and the co-chair, if necessary) 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 past chair, faculty co-chair, and vice-chair shall each be a tenured faculty member or a member of the instructional track or clinical track at the ranks of Associate or Full. The secretary will be selected among faculty of all ranks and tracks. All officers have voting rights except for the co-chairs, with the faculty co-chair voting only in the case of a tie. The officers' terms are for one year and begin with the annual adjournment of the Assembly's organizational meeting, held at the April meeting. Voting on the officers shall occur at the organizational meeting of the Assembly. No one may hold two offices simultaneously. The co-chairs will meet with the other officers at least monthly to discuss matters of importance to the Faculty.

The vice-chair shall preside over the Faculty Assembly when the co-chairs are unavailable, and the secretary shall preside when the vice-chair is unavailable. If the office of co-chair becomes vacant, the vice-chair shall preside for the remainder of that term and a new vice-chair shall be elected. In the following year, the new vice-chair will become the faculty co-chair. If both the office of co-chair and vice-chair become vacant, an election in Faculty Assembly will occur to fill

the roles regardless of when this occurs during the academic year. No person may serve as the faculty co-chair for more than one year without a one-year break between officer positions.

The co-chairs 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. An ad hoc committee's work product shall be presented to the Dean as advice or recommendations.

#### **Section IX.4. Meeting Procedure.**

The Faculty Assembly co-chairs meet 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 and vice-chair prepare and send an agenda to each Faculty Assembly member at least one week before each scheduled meeting. Any Voting Faculty member may also propose items for the next agenda. The agenda shall provide for the Dean to have collegiate officials address 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 the co-chairs. At least two regular meetings shall be held each semester.

Additional meetings may be called by the co-chairs, 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, it shall be resolved by the Faculty Assembly officers according to this Manual and standard [Robert's Rules of Order](#) parliamentary rules.

## **ARTICLE X**

### **SEARCH COMMITTEE FOR A DEAN OF THE COLLEGE**

#### **Section X.1. Formation of a Dean's Search Committee.**

When a vacancy occurs in the Deanship of the College, the Provost may appoint an interim Dean prior to conducting a search for a new Dean. When searching for a Dean, the collegiate precedent is that the Provost meets first with the Executive Committee and then with the Faculty Assembly to discuss how the search committee shall be constituted.

The Office of the Provost shall establish a decanal search committee, which shall be diverse and broadly representative of the collegiate Faculty and shall include a representative of the Provost. The search committee shall also include at least one representative of the collegiate student body and of the collegiate Staff and may include other members designated by the Provost.

#### **Section X.2. Duties.**

The decanal search committee shall consider and interview candidates for the open Dean position. The search committee further shall ascertain and transmit to the Provost each committee member's 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.

## ARTICLE XI

### SELF-STUDY COMMITTEE FOR A REVIEW OF THE COLLEGE

#### Section XI.1. Collegiate Self-Study Committee.

When the University initiates a review of the College, an ad hoc committee shall be created to prepare the College's self-study. The ad hoc committee shall be chaired by the Dean and shall include the Associate Deans 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 eight members of the collegiate Faculty with all four Voting Units equally represented. The ad hoc committee shall prepare the self-study according to the University's published guidelines as stated in 28.2 of the Policy Manual. The ad hoc committee must present the final self-study document to the Faculty Assembly and CLAS Staff Council for comment. It is the responsibility of the Faculty Assembly and CLAS Staff Council to submit comments in writing to the Executive Committee. The Executive Committee votes for final approval of the self-study before it is transmitted to the Office of the Provost.

## ARTICLE XII

### REVISION AND AMENDMENT

#### Section XII.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 article of the Manual, whereas a revision includes changes to more than one article. 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.