

**DEPARTMENTAL MANUAL OF OPERATIONS AND PROCEDURES
COLLEGE OF LIBERAL ARTS AND SCIENCES**

Amended by the Rhetoric Department 2/26/2024

Approved by the College of Liberal Arts and Sciences 4/10/2024

I. Authority of the Manual of Operations and Procedures

This manual of operations and procedures formulates the procedures for faculty governance of the Department of Rhetoric. The department shall follow the operating rules of the university and the College of Liberal Arts and Sciences and shall follow the procedures in this document as a supplement thereto. Once approved by the department and the college, this document becomes effective immediately.

II. Faculty Membership and Eligibility to Vote

- A. Definition of faculty membership: tenure-track, tenured, instructional track faculty, and zero percent faculty on the budgets of other departments fall within this definition of faculty membership and have eligibility to vote.
- B. Both individually and as a body, the faculty is responsible for carrying out the department's mission in accordance with the policies and procedures of the College of Liberal Arts and Sciences, the Graduate College, and the university (for example, for reviews of Adjuncts, VAPs, and other faculty). Individual faculty members fulfill these responsibilities in accordance with the university's policy on professional ethics and academic responsibility.
- C. The department distributes teaching and service assignments to faculty and provides guidance through periodic reviews to ensure that all faculty are participating appropriately and in accordance with their rank in the teaching, research, and service missions of the department, college, and university.
- D. Eligible faculty, as defined above, at all levels, as defined above, as well as all adjuncts and visitors may attend faculty meetings. The Departmental Executive Officer [DEO] may restrict attendance during discussion of confidential issues. All faculty appointed at greater than zero percent in Rhetoric may vote on issues raised at department meetings, within restrictions set by CLAS and UI rules. Elected representatives of the graduate teaching assistants may attend but do not have voting rights. All faculty and teaching assistants may serve on departmental committees.

III. Officers and Standing Committees

- A. Delegated powers and duties of the DEO.
 - 1. The DEO is appointed by the dean in consultation with the faculty in the department and approved by the provost.
 - 2. The DEO is appointed to serve a 3-5 year term and may be reappointed.
 - 3. The DEO is charged with the following duties:

- a. Allocating funding from the department's general expense budget and seeking additional funding as necessary, which includes responsibility for departmental foundation accounts, and seeking additional funding as necessary.
- b. Approving graduate instructor hiring decisions.
- c. Overseeing mentoring and supervision of new graduate instructors.
- d. Representing the Rhetoric Department's interests to the college and university.
- e. Overseeing complaints by graduate students, faculty, or other graduate instructors or about departmental procedures.
- f. Initiating or coordinating departmental nominations of students, support staff and faculty for departmental, college, and university awards.
- g. Leading the faculty in overseeing and revising curriculum and course offerings.
- h. Scheduling, establishing the agenda, and chairing faculty meetings.
- i. Making faculty teaching and service assignments in consultation with faculty individually and as a group, attempting to accommodate faculty strengths, needs, and interests whenever possible.
- j. Constituting and charging Ad Hoc committees, other than Standing Committees, with specific duties.
- k. During the absence of the DEO from campus, a member of the Executive Committee [see Section H] may be appointed as acting DEO.

B. The department shall have Standing Committees and an Executive Committee as well as a Director of its Writing Center, a Director or Undergraduate Studies, a Director of Graduate Studies Representative, and a TA Hiring Officer. These persons and bodies shall collectively assist the faculty and DEO in the conduct of the business of the department as indicated.

- a. Each Standing Committee shall elect annually (normally in Spring semester) from within its current members, a person to become Chair-Elect. The Chair-Elect shall assume the chair of the committee at the end of spring semester for one year. A chair may be reelected for more than one term of office.
- b. Each committee shall establish and modify its own rules of procedure ("standing orders") as rules subsidiary to this Departmental Manual of Operations and Procedure.

C. The Standing Committees shall be as follows:

- a. There shall be a Core Curriculum Committee that shall take primary and delegated responsibility for matters concerning the curriculum of the CLAS Core General Education courses offered by the department.
- b. There shall be a Minor Committee that shall take primary and delegated responsibility for matters concerning the curriculum of 3 the Minor in Rhetoric and Persuasion courses offered by the department.
- c. There shall be a Resources and Centers Committee that shall take primary and delegated responsibility for matters concerning the Writing Center and special

resources offered by the department. The Writing Center shall have a representative on this committee.

d. There shall be a Professional and Graduate Committee that shall take primary and delegated responsibility for matters concerning the professional development of the faculty and graduate student TAs, including PDP.

i. The chair of this committee shall act ex officio as the departmental representative all meetings relevant to such purposes in the CLAS and Graduate College.

ii. Members of this committee shall act as a Colloquium Crew for organizing a schedule of Friday Colloquia for faculty and TA development.

C. There shall be an Executive Committee.

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

D. The department shall have a Writing Center Director, who is charged with:

- Hiring new and experienced tutors.
- Orienting new tutors.
- Scheduling tutors and overseeing assignment of enrollment students to tutors.
- Overseeing curriculum development and making decisions about Center policy and procedures in consultation with tutors.

- Supervising and advising tutors on their work with students.
- Handling complaints about tutors.
- Coordinating with staff and faculty in other departments, units, and programs.
- Calling and chairing Center staff meetings for administrative or in-service training purposes.

E. The department will have a Director of Undergraduate Studies, appointed by the DEO in consultation with the faculty:

DUS Responsibilities

Curricular Matters

- Oversees related updates to the General Catalog.
- Oversees implementation of proposed undergraduate changes that have been approved by the college.
- Reviews Catalog and MyUI schedule of course descriptions and remind faculty to update these as needed.
- Brings issues of pedagogy and best practices and/or related workshops, grants, or UI activities to the attention of the faculty.
- Updates the college on related curricular planning issues and ideas.

General Education (GE) and Oversight of Related Service Courses

- Oversees General Education (GE) CLAS Core courses and other service courses, mentoring instructors and helping them to understand obligations and challenges related to these particular courses.
- Suggests and advises on faculty proposals for GE status for departmental courses.
- Encourages involvement with the Center for Teaching and/or with the Division of Online Education about the redesign of essential GE gateway courses, helping to keep these updated and fresh for entering students.

Compliance Issues

- Reviews new or revised syllabi for undergraduate courses.
- Oversees enhancement of classroom experiences for students while raising related issues in pedagogy and best practices in faculty meetings or in other ways.
- Reminds faculty of early textbook ordering policy and syllabus attachment requirement.
- Reminds instructors of undergraduate academic misconduct reporting policies, sanctions, and the importance of reporting.

Student Related Needs

- Mediates student complaints and related issues.
- Informs faculty of updated information and student opportunities or support from CLAS Undergraduate Programs, the Academic Advising Center, University Honors, the Career Center, the office of Supplemental Instruction/Tutoring, or other offices that support students and faculty.

F. The Director of Graduate Studies representative shall be appointed by the DEO in consultation with the faculty. The DGS representative:

- Is a faculty member who advises and mentors graduate students in a graduate program.
- Often plays a key role in the retention of students and is responsible for the enforcement of existing policies as well as the formulation of new ones.
- Takes primary and delegated responsibility for matters concerning the professional development of the faculty and graduate student TAs, including Rhetoric's graduate teaching assistant training program, the Professional Development Program (PDP).
- Shall act ex officio as the departmental representative at all meetings relevant to such purposes in the CLAS and Graduate College.
- Oversees a Colloquium Crew for organizing a schedule of Friday Colloquia for faculty and TA development.
- Oversees TA Performance Improvement Plans (PIPs)

G. A TA Hiring Officer shall be appointed by the DEO in consultation with the faculty and shall:

- Conduct liaison with academic programs from which the department hires graduate instructors.
- Respond to inquiries regarding teaching opportunities.
- Determine whether graduate teaching assistants who have applied for reappointment are graduate students in good standing and making satisfactory progress toward a degree.
- Coordinate hiring recommendations with staffing requests of the Writing Center Director.
- Coordinate split appointments with other teaching units.
- Review qualifications of candidates and make hiring recommendations to the DEO.

H. The Professional Development Program Director shall be appointed by the DEO in consultation with the faculty and:

- Serves as first-point-of-contact for all new instructors in the summer of their contract acceptance.
- Plans and implements the annual pre-semester workshop that introduces the Rhetoric curriculum and helps new instructors to construct the syllabus.
- Oversees the semester-long practicum course.
- Interviews and hires annual graduate co-leaders to assist with the practicum course.
- Holds planning meetings for improvement of the workshop and practicum.
- Otherwise monitors and respond to problems that arise among the diverse pool of graduate student instructors, referring issues to the DGS representative as needed.

IV. Departmental Meetings

- A. The DEO schedules departmental meetings as needed during the fall and spring semesters.

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

Note: Meetings at which confidential personnel issues are discussed (e.g., meetings of the departmental consulting group for tenure and promotion decisions, meetings of the tenured faculty to discuss probationary faculty reviews) are NOT "departmental meetings" and are not governed by this section of the departmental manual of operations and procedures.

V. Amendment of the Manual of Operations and Procedures

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