

# **OPERATIONS AND PROCEDURES MANUAL**

**Department of Communication Sciences and Disorders**  
College of Liberal Arts and Sciences  
University of Iowa

Amended: September 2024

# Table of Contents

I. AUTHORITY.....	3
II. FACULTY/STAFF MEMBERSHIP, RIGHTS AND RESPONSIBILITIES, ELIGIBILITY TO VOTE .....	3
A. CSD FACULTY AND STAFF .....	3
B. RIGHTS AND RESPONSIBILITIES OF FACULTY .....	3
C. ELIGIBILITY TO VOTE.....	3
III. DEPARTMENTAL LEADERSHIP .....	3
A. DEPARTMENTAL EXECUTIVE OFFICER (DEO) .....	3
1. Selection and Term .....	3
2. Duties .....	3
B. DIRECTOR OF UNDERGRADUATE STUDIES (DUS) .....	4
1. Selection and Term .....	4
2. Duties .....	4
C. DIRECTOR OF GRADUATE STUDIES (DGS) .....	4
1. Selection and Term .....	4
2. Duties .....	4
D. DIRECTOR OF SLP STUDIES.....	5
1. Selection and Term .....	5
2. Duties .....	5
E. DIRECTOR OF AUD STUDIES .....	5
1. Selection and Term .....	5
2. Duties .....	5
F. DIRECTOR OF PHD STUDIES.....	6
1. Selection and Term .....	6
2. Duties .....	6
G. CLINICAL PROGRAM DIRECTORS: AUDIOLOGY (DCP-AuD) & SPEECH LANGUAGE PATHOLOGY (DCP-SLP).....	6
1. Selection and Term .....	6
2. Shared Duties .....	6
3. Area Specific Duties.....	7
IV. COMMITTEES .....	7
A. DEPARTMENTAL EXECUTIVE COMMITTEE.....	7
B. AD HOC COMMITTEES AND AREA COORDINATORS .....	7
1. Ad Hoc Committees: .....	7
2. Area Coordinators: .....	7
V. DEPARTMENTAL FACULTY MEETINGS .....	7
VI. PROMOTION AND/OR TENURE REVIEWS .....	8
A. TENURE-TRACK FACULTY .....	8
1. Review frequency and materials required .....	8
2. Promotion of tenure-track faculty .....	8
B. CLINICAL TRACK FACULTY .....	8
1. Review frequency and materials required .....	8
2. Procedures .....	8
C. INSTRUCTIONAL TRACK FACULTY.....	9
1. Review frequency and materials required .....	9
2. Procedures .....	9
VIII. PROCEDURE FOR AMENDING THE MANUAL OF OPERATIONS AND PROCEDURES .....	9

## I. AUTHORITY

This Manual of Operations and Procedures (MOP) outlines the faculty governance structure for the Department of Communication Sciences and Disorders (CSD) at the University of Iowa. The Department shall follow the operating rules of the University and the College of Liberal Arts and Sciences (CLAS) as delineated in the CLAS Manual of Policy and Procedures (<https://clas.uiowa.edu/faculty/clas-manual-policy-and-procedure>) and the [CLAS Professional Policies & Faculty Responsibilities](#) document. They shall also follow the operations and procedures in this document as a supplement thereto. Once approved by the Department and CLAS, this Manual becomes effective immediately.

## II. FACULTY/STAFF MEMBERSHIP, RIGHTS AND RESPONSIBILITIES, ELIGIBILITY TO VOTE

### A. CSD FACULTY AND STAFF

The Faculty of the Department of Communication Sciences and Disorders shall consist of tenure-track and tenured professors, as well as clinical- and instructional-track faculty with renewable contracts.

### B. RIGHTS AND RESPONSIBILITIES OF FACULTY

Both individually and as a body, the faculty is responsible for carrying out the department's mission in accordance with the policies and procedures of the College of Liberal Arts and Sciences, the Graduate College, and the University. Individual faculty members must fulfill these responsibilities in accordance with the University's policy on professional ethics and academic responsibility.

The Department Executive Officer (DEO) or Department "Chair" distributes teaching and service assignments to individual faculty and provides guidance through periodic reviews to ensure that all faculty are participating appropriately and equitably in the teaching, research, and service missions of the department, College, and University.

### C. ELIGIBILITY TO VOTE

All Faculty (tenured, tenure-track, clinical- or instructional-track) are entitled to full participation in departmental affairs; however, only those with appointments greater than or equal to 50% in CSD will have voting rights. Faculty voting rights vary, as follows:

- Tenured and tenure-track faculty: Full voting rights as accorded by CLAS and University guidelines. When serving on departmental committees, full participation is assumed.
- Clinical-track faculty: Voting rights will include any departmental issue except those pertaining to promotion and/or tenure review of tenure-track faculty. They will have voting rights for promotion of clinical-track faculty as accorded by CLAS and University guidelines. When serving on departmental committees, full participation is assumed.
- Instructional-track faculty: Voting rights will include any departmental issue except those pertaining to promotion and tenure review of tenure-track faculty. They will have voting rights for promotion of instructional-track faculty as accorded by CLAS and University guidelines. When serving on departmental committees, full participation is assumed.
- Per CLAS and University guidelines, individuals hired as professional and scientific staff and whose job descriptions involve clinical supervision will not have voting rights, for promotion of clinical- or tenure-track faculty but will be welcome to provide feedback for consideration in the promotion process. When serving on departmental committees, full participation is assumed.

## III. DEPARTMENTAL LEADERSHIP

### A. DEPARTMENTAL EXECUTIVE OFFICER (DEO)

#### *1. Selection and Term*

The DEO (or "Chair") is appointed by the Dean of the College after consultation with the faculty, relevant Associate Deans, and approval of the Provost. The Dean shall specify the term at the time of the appointment. The DEO will be eligible for re-appointment at the discretion of the Dean and with the support of the faculty.

#### *2. Duties*

The primary administrative duties and responsibilities of the DEO are set by the College of Liberal Arts and Sciences (CLAS). Please refer to [Article XV; Section XV.2](#) of the MOPP or the [Role of the DEO](#) for descriptions of these responsibilities.

The DEO has general executive responsibility for all aspects of the Departmental enterprise: is an ex-officio member of all Departmental committees described in this manual and is accountable on all matters to the faculty, the Collegiate Dean,

the Central Administration of the University, and in many cases, also the students and staff. The DEO is also charged with providing vision and leadership for the department and acting as the primary departmental liaison with CLAS. In addition, as outlined in the CLAS administrative manual, the duties of the DEO include the following:

- Work with departmental administrative staff to manage resources creatively
- Guide faculty development
- Direct faculty reviews and make recommendations for merit increases
- Supervise delivery of departmental courses
- Supervise and/or participate in development of departmental curriculum
- Administer personnel policies and supervise staff
- Manage other departmental resources, such as shared services
- With the support of the faculty, lead proposals for new faculty hires, assemble search committees and negotiate start up packages for new faculty hires
- Guide new faculty development, including, in consultation with the new faculty member, assignment of faculty mentor(s), if any
- Communicate and coordinate activities with the UI Center for Advancement
- Coordinate nominations of faculty and staff for college, university, and national awards
- Represent the department to the college, university, alumni, and the public
- Appoint individual faculty members to departmental committees (e.g., promotion & tenure, peer reviews, search committees, etc.)

## ***B. DIRECTOR OF UNDERGRADUATE STUDIES (DUS)***

### ***1. Selection and Term***

The DEO will appoint a Director of Undergraduate Studies (DUS) from among the tenured or tenure-track faculty. The term of the appointment will typically be 2 years (renewable) at the discretion of the DEO.

### ***2. Duties***

- Serve as Departmental Liaison to CLAS Office for Academic Programs and Student Development
- Represent department at CLAS DUS meetings
- Follow guidelines for [DUS duties](#) outlined by CLAS
- Coordinate training for new faculty members re undergraduate student advising
- Meet with prospective majors
- Handle UG student problems/complaints
- Work with DEO to assign UG majors to faculty advisors in Junior year
- Work with Professional Advisors from Advising Center
- Coordinate annual workshop to review grad school application process for UGs.
- Coordinate prospective UG student visits and programs
- Coordinate staffing for Hawkeye visit days and other prospective student programs
- Conduct outcomes assessment of the UG program
- Oversee process used to conduct exit interviews with students graduating from our undergraduate program
- Report to the DEO annually concerning the status of the UG program

## **C. DIRECTOR OF GRADUATE STUDIES (DGS)**

### ***1. Selection and Term***

The DEO will appoint a Director of Graduate Studies (DGS) from among the tenured or tenure-track faculty. The DGS may serve as Director of PhD Studies and, if necessary, the DEO may also serve as DGS. The term of the appointment will typically be 2 years (renewable) but will be set at the discretion of the DEO.

### ***2. Duties***

- Serve as Departmental Liaison to the Graduate College
- Represent department at DGS meetings
- Work with the DEO to provide input or data relative to our department to the Graduate College (surveys, reports, audits etc.) as requested
- Assist with TA training and, as needed, with new graduate student orientation activities.
- Advise new faculty re policies and procedures affecting graduate students

- Work collaboratively with the Graduate Admissions Coordinator in CSD, the DEO and directors of MA SLP, AuD, and PhD Studies committees to address/resolve inquiries and issues affecting graduate students in CSD including, but not limited to, admissions, retention, and student complaints.

#### D. DIRECTOR OF SLP STUDIES

##### *1. Selection and Term*

The DEO, in consultation with the departmental executive committee, will appoint a Director of Speech Language Pathology Studies from among the tenured or tenure-track faculty. This individual will typically be a tenured or tenure-track faculty member but in exceptional instances, with approval of the Dean, can also be instructional track. The term of the appointment typically will be 2 years (renewable) and will be set at the discretion of the DEO.

##### *2. Duties*

- Work with the Graduate Admissions Coordinator to assure that the SLP MA program continues to meet all accreditation standards
- Oversee and update the SLP curriculum annually or as needed, restructuring to accommodate changes in faculty availability (for example, faculty departures and/or hires and modifications of teaching loads)
- Work to ensure course offerings remain current, are offered in a reasonable sequence, coordinated with clinical experiences, and meet or exceed requirements for clinical certification, licensure, and accreditation
- Schedule and lead SLP faculty meetings at least twice per semester to address issues related to the MA SLP program
- Work with the Chair of the SLP admissions committee to address issues related to the SLP admission process
- Present information related to the academic program at the annual SLP student visit day
- Lead the group advising session for MA SLP students offered during orientation week and help orient new faculty to the graduate advising process
- Help the Graduate Admissions Coordinator field inquiries regarding the MA SLP program
- Lead the discussion of awards for MA SLP students
- Assist DEO with decisions related to TA and RA assignments and funding
- Help as needed with MA SLP student issues as they arise.

#### E. DIRECTOR OF AUD STUDIES

##### *1. Selection and Term*

The DEO, in consultation with the departmental executive committee, will appoint a Director of the Doctor of Audiology Program. This individual will typically be a tenured or tenure-track faculty member but in exceptional instances, with approval of the Dean, can also be instructional track. The term of the appointment typically will be 2 years (renewable) and will be set at the discretion of the DEO.

##### *2. Duties*

The Director of AuD Studies works with the AuD faculty and CSD staff to assure the following tasks are completed.

- The clinical audiology program continues to meet or exceed accreditation standards (specifically those set by the CAA and CFCC standards)
- Oversee and update the AuD curriculum annually, restructuring as needed to accommodate changes in faculty availability (e.g faculty departures, new hires, modifications of teaching loads, etc.)
- Work with tenured and tenure track faculty to ensure course offerings remain current, are logically sequenced, coordinated with clinical experiences and meet or exceed requirements for certification, licensure, and accreditation
- Track student progress on capstone projects
- Lead AuD faculty meetings twice per semester
- Work with the DCP-AuD to coordinate the annual AuD visit/interview day
- Assist with all phases of the AuD admission process
- Serve as a contact person for undergraduates interested in pursuing a career in Audiology
- Assist with addressing student issues as they arise
- Meet with undergraduates interested in pursuing the AuD to review the application process
- Work with the DEO and the DCP-AuD to identify creative methods for recruiting AuD students to our program
- Lead the discussion of awards for AuD students.
- Assist DEO with decisions related to TA and RA assignments and funding.

## F. DIRECTOR OF PHD STUDIES

### 1. Selection and Term

The DEO, in consultation with the DCP-SLP and the DGS, will appoint a Director of PhD studies. This individual will be chosen from among the tenure-track faculty. The term of the appointment will normally be 2 years (renewable) and will be set at the discretion of the DEO.

### 2. Duties

- Chair the PhD Admissions Committee and lead faculty discussions related to admission of doctoral candidates
- Correspond with prospective PhD students and help match them with faculty mentors
- Work together with the DGS to insure both faculty and doctoral students are informed about best practices and opportunities available for doctoral students at UIOWA
- Work with staff and faculty to help coordinate prospective PhD student visits
- Explore ways to expand and enrich training and networking opportunities available to PhD students in CSD
- Work with appropriate faculty and the DEO to address issues or complaints that arise from the PhD student body
- Keep DEO and DGS informed about status and challenges associated with the PhD program
- Lead the discussion of awards for PhD students
- Keep track of student progress through the program and successes following graduation.

## G. CLINICAL PROGRAM DIRECTORS: AUDIOLOGY (DCP-AuD) & SPEECH LANGUAGE PATHOLOGY (DCP-SLP)

### 1. Selection and Term

The DEO will appoint two Directors of Clinical Programs, one in Audiology (DCP-AuD) and one in Speech Language Pathology (DCP-SLP). These individuals will typically be clinical track faculty members. They will be selected by the DEO after consultation with faculty (tenure, clinical and instructional track) and staff who are involved in clinical supervision. The term of these appointments will be 3 years and renewable at the discretion of the DEO. In order to reflect added service responsibilities associated with these roles, a stipend will be provided at the discretion of the DEO and the Dean of the CLAS.

### 2. Shared Duties

Both the DCP-AuD and the DCP-SLP will:

- Schedule, chair, and set the agenda for clinical faculty meetings
- Work with the Director of SLP and/or AuD studies to assure both programs meet or exceed certification and accreditation standards
- Assist DEO and the Graduate Admissions Coordinator with accreditation reports for CAA
- Establish and maintain the calendar for clinical education of MA SLP and AuD students
- Work with the DGS and the DEO to maintain and update the graduate student manual and website as needed to insure they reflect current practices, policies, and procedures
- Work with the Graduate Admissions Coordinator and UI general counsel to secure affiliation agreements for Audiology and Speech Pathology outplacement sites
- Manage and oversee use of the Typhon data base to track student clinical experiences
- Help manage Epic access for students and clinical educators
- Work with the department admissions coordinator to oversee student compliance requirements for both the UIHC and other outplacement sites (e.g., background checks, vaccination records, HIPAA training)
- Coordinate and oversee graduate student orientation
- Help onboard new clinical faculty and instructors
- Oversee clinical instructors' caseloads
- Work with the billing and coding committee to educate clinical educators and students on treatment coding changes and reimbursement
- Address patient complaints and resolve problems
- Maintain understanding of and work to assure adherence to all current government regulations (local, state, federal) and health insurance compliances
- Work jointly with the DEO and department administrator to manage and oversee the clinic budget.

### 3. Area Specific Duties

#### DCP-SLP

- Oversee MA SLP student clinician hours/teams/experiences, organize additional student clinical experiences as needed
- Coordinate and oversee outplacements (mini and semester length) for MA-SLP students
- Oversee student progress through the clinical KASA, including insuring grades are submitted and action/remediation plans are implemented as needed
- Ensure students are provided information about Inter Professional Education (IPE)
- Serve on the SLP Studies committee and work collaboratively with the Director of SLP Studies, the DEO, and the admissions committee to organize and help lead the MA-SLP program visit day and orientation activities.

#### DCP-AuD

- Coordinate and oversee AuD clinical placements both in WJSHC and local sites for AuD students
- Collaborate with Director of AuD Studies to ensure all AuD students complete a 4th year externship
- Manage student issues as they arise including advising clinical instructors and assisting with development and implementation of clinical action and remediation plans
- Establish new AuD clinical placement sites as needed
- Monitor and communicate with AuD outplacement clinical instructors throughout semester
- Help organize activities for the AuD interview day, present overview of clinical education program for prospective AuD students and families, help with student interviews and decisions regarding admission
- Work with Director of AuD Studies to coordinate in-house graduation ceremony and celebration for AuD students.

## IV. COMMITTEES

### A. DEPARTMENTAL EXECUTIVE COMMITTEE

The Departmental Executive Committee serves in an advisory capacity to the DEO, who also serves as the committee chair. Membership may vary but will typically include the DGS, DUS, DCP-AuD, DCP-SLP, and the Directors of PhD, AuD and MA SLP Studies. Meetings will be scheduled at the discretion of the chair. Minutes will be maintained. The members of the executive committee will be expected to represent the interests of faculty, staff and students in their respective area. They will also be expected to provide feedback, update, report to, and challenge decisions made by the DEO.

### B. AD HOC COMMITTEES AND AREA COORDINATORS

In addition to the committees described above, the DEO is also charged with identifying individuals or smaller faculty groups to serve on AD HOC committees and/or assume additional leadership roles. The list of Ad Hoc committees and Area Coordinators is likely to vary over time. It may include, but is not limited to, the following:

#### 1. Ad Hoc Committees:

- BILLING/CODING ADMINISTRATION COMMITTEE – monitors billing and coding practices and helps the DCPs keep updated on changes in insurance regulations that impact billing and coding practices.
- CLINIC SAFETY COMMITTEE – This committee, established to develop protocols to constrain spread of the COVID 19 virus, works to ensure the safety of everyone in the WJSHC.
- COLLEGE OF EDUCATION (COE) LIAISON - helps ensure CSD graduate students are eligible for educational licenses in Iowa and informs faculty of changes in licensing requirements.

#### 2. Area Coordinators:

- NSSLHA and SAA ADVISORS – serve as faculty mentors for their respective student groups.
- FACULTY ASSEMBLY REP – attend, represent the interests of the CSD department, and inform CSD faculty about topics discussed at meetings of the CLAS Faculty Assembly.
- HONOR'S ADVISOR – oversees the CSD Honor's program and ensures it meets university guidelines.
- MEDIA CENTER COORDINATOR – oversees students who staff the department media center.
- INTER-PROFESSIONAL EDUCATION (IPE) COORDINATOR - represents our department on the UI IPE team and coordinates student participation in departmental and UI sponsored IPE activities.

## V. DEPARTMENTAL FACULTY MEETINGS

- All faculty will be expected to hold a specified block of time open (historically Wednesdays at 11:30 AM-1:00 PM) for department meetings, faculty meetings, and committee meetings during both fall and spring semesters.
- The DEO will schedule and chair the faculty meetings.

- A schedule of meetings for the semester will be circulated at the beginning of each semester.
- Minutes will be kept by the Departmental Administrator, the Graduate Admissions Coordinator, or as assigned with minutes posted on a shared departmental drive.
- Individual faculty can agenda items they wish to discuss to the DEO by Monday of each week.
- Faculty meetings will typically be held in person but can be scheduled via Zoom as necessary.
- Depending on the topic, voting procedures used may include acclamation, show of hands, or secret ballot. The DEO will make the decision regarding the method of voting, except where procedures are mandated by the College and/or University.

## VI. PROMOTION AND/OR TENURE REVIEWS

### A. TENURE-TRACK FACULTY

#### *1. Review frequency and materials required*

Individual tenure-track faculty members will be reviewed annually. They will be required to submit to the DEO an updated copy of their curriculum vitae, a personal statement reviewing their progress in the areas of Teaching, Research and Service during the past year, and an evaluation of their teaching completed by a peer.

A more extensive review will take place in the third year of employment. For the third-year review, a tenured faculty member at or above rank will be appointed as chair of the review, whose responsibility it is to interview the candidate, review the materials required for the review, and present a summary for discussion to the faculty as a whole. The DEO will listen but not participate. The DEO will meet with the individual reviewed to discuss their recent progress toward promotion and tenure, and to share with the faculty member being reviewed comments regarding adequacy of his or her progress in the areas of teaching, research and service and the performance evaluation form that will then be shared with the Deans. Results of the third-year review will be submitted to the Dean of CLAS and he/she will then provide a summary of their impressions re progress toward tenure in writing – both to the candidate and the DEO. This letter will become part of their promotion materials.

The final review of an assistant professor for promotion and tenure is required within six years of service. Additional information about materials requires for promotion is available online at <https://clas.uiowa.edu/faculty/faculty-appointments-review-promotion-and-tenure-review>.

#### *2. Promotion of tenure-track faculty*

Information about the policies and procedures by which tenure-track faculty in CLAS at the University of Iowa are reviewed, promoted and tenured is available online at <https://clas.uiowa.edu/faculty/faculty-appointments-review-promotion-and-tenure-review>. The DEO is charged with assuring that all faculty are familiar with these procedures. Faculty who are being reviewed and considered for promotion or tenure as well as faculty who will be directing or participating in those reviews will be expected to take advantage of all workshops or instructional courses offered by CLAS to insure there is a clear understanding of the procedures and the process.

### B. CLINICAL TRACK FACULTY

#### *1. Review frequency and materials required*

Initial appointments at the rank of clinical assistant professor are considered probationary with reappointment every three years. Clinical assistant professors are reviewed annually for six years and then only at contract renewal dates (typically every 5 years). Individual clinical track faculty members are required to submit to the DEO annually an updated copy of their curriculum vitae, a personal statement reviewing their progress in the areas of Clinical Teaching, Professional Productivity and Service during the past year as well as teaching evaluations completed by their students. Typically, they will also be asked to submit a peer evaluation of their teaching effectiveness.

#### *2. Procedures*

Information about the policies and procedures by which clinical track faculty in the CLAS as the University of Iowa are reviewed and considered for promotion is available online at <https://clas.uiowa.edu/faculty/faculty-appointments-review-clasui-procedures-clinical-track-promotion>. The DEO is charged with assuring that all faculty and staff participating in the review process are familiar with these procedures. Toward that end, faculty who are being reviewed and considered for promotion as well as faculty who will be directing or participating in those reviews will be expected to take advantage of all available workshops or instructional course offerings by the CLAS prior to serving in this role.



## C. INSTRUCTIONAL TRACK FACULTY

Instructional track faculty positions are academic-year, renewable faculty appointments. Within CLAS, it is generally agreed that the research expectations that exist for tenure-track faculty are inappropriate for instructional track faculty, given the nature and extent of their teaching assignments. Funding for these positions is identified in consultation with the College.

### *1. Review frequency and materials required*

Reviews of instructional track faculty will be conducted annually for the first six years after appointment at the lecturer rank. Tenure is not offered and contract renewals will occur every three years for lecturers and every five years for those at the associate or full Instructor ranks. Annual reviews will require the faculty member to submit syllabi, a curriculum vitae and student evaluations. Classroom observations are required for the first six years after initial appointment and subsequently at reappointment years. Promotion will be based on a substantive evaluation of teaching, professional development, and service. The purpose of the review is to advise the Instructional faculty member on how well they are meeting departmental and collegiate expectations and provide a basis for renewal of the contract and salary recommendations.

### *2. Procedures*

Information about the policies and procedures by which instructional track faculty in the CLAS at the University of Iowa are reviewed and promoted is available at <https://clas.uiowa.edu/faculty/faculty-appointments-review-instructional-track-positions>. The DEO is charged with assuring that all instructional track faculty are familiar with these procedures. Faculty who are being reviewed and considered for promotion as well as faculty who will be directing or participating in those reviews will be expected to take advantage of all workshops or instructional courses offered by the CLAS to insure there is a clear understanding of the procedures and the process.

## VIII. PROCEDURE FOR AMENDING THE MANUAL OF OPERATIONS AND PROCEDURES

The Manual for Operations and Procedures can be amended at any time. To amend these operations and procedures, a written proposal is submitted to the DEO for discussion at a departmental meeting. A 2/3's majority vote is required to approve the amendment. This vote is taken by a show of hands. Amendments of the Manual are subject to approval by the College.

**Amended September 13, 2024  
Approved by CLAS October 7, 2024**