

**Department of History, University of Iowa
Manual of Operations and Procedures**

Approved by the Department: October 25, 2024

Approved by the College of Liberal Arts and Sciences: December 13, 2024

1. Faculty Membership and Eligibility to Vote

- 1.1. Membership in the faculty of the Department of History extends to all persons with tenured, tenure-track, or instructional-track appointments in the department. This includes tenured, tenure-track, or instructional-track members of other departments who hold 0% appointments in this department.
- 1.2. 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 fulfill these responsibilities in accordance with the University's policy on professional ethics and academic responsibility
- 1.3. The Department distributes teaching and service assignments to 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.
- 1.4. Members who hold tenured, tenure-track or instructional-track appointments greater than 0% in the department are eligible to vote in department meetings on issues or policies that come before the faculty. Instructional-track faculty are eligible, but not required, to participate in hiring discussions and decisions.

2. Officers

- 2.1. **The Chair (also known as the DEO)** has primary responsibility for administering the department on a day-to-day basis.
 - 2.1.1. The chair consults on matters of department policy with and is guided by the members of the department as a whole at regularly scheduled department meetings.
 - 2.1.2. The chair appoints all committees, has responsibility for making salary recommendations to the College of Liberal Arts and Sciences, and represents the department in deliberations with other departments and the college or university administration.
 - 2.1.3. The chair, in consultation with other members of the department, appoints the Director of Graduate Studies and the Director of Undergraduate Studies.
 - 2.1.4. The chair has final responsibility for hiring, supervising, and terminating the department's office staff, and makes day-to-day decisions involving the expenditures from the department's General Expense Fund, travel allocations, and research and teaching assistant funds.

- 2.1.5. The chair oversees the hiring of visiting faculty members in accordance with College and University policies.
 - 2.1.6. In the final year of a chair's term, the next chair is selected through a process of consultation among all voting members of the department. When this process is complete, the department presents a candidate (or candidates) to the Dean of the College. The Dean appoints the chair subject to approval by the Provost.
 - 2.1.7. If the chair is temporarily away from the job, the chair will recommend to the Dean a member of the department to whom administrative responsibility will be delegated in the chair's absence.
- 2.2. **The Director of Graduate Studies (DGS)/Associate Chair** is responsible for the day-to-day operation of the Graduate Program in History.
- 2.2.1. Primary duties include chairing the Admissions Committee and Aid & Awards Committee and carrying out other duties connected with graduate admissions and appointments, reappointments and financial aid; advising graduate students on matters of policy and providing initial advising to new graduate students; handling all matters pertaining to graduate students, including: supervising the History Teaching and Writing Center, the orientation for new graduate students, the training of Graduate Instructors (with the GIT Supervisor, below), and the revision as needed of the Graduate Student Handbook and Graduate Program section of the departmental website.
 - 2.2.2. The DGS assigns research assistants and graders in consultation with faculty members.
 - 2.2.3. The DGS is appointed by the chair of the department, normally for a two-year term.
- 2.3. **The Director of Undergraduate Studies (DUS)** supervises the department's undergraduate program.
- 2.3.1. Primary duties include chairing the Undergraduate Committee, managing recruitment to the major and major requirements in collaboration with Academic Advising and the Department's staff advisor, overseeing undergraduate awards and scholarships, organizing special events for undergraduates, promoting undergraduate achievements, providing organizational and programmatic support to the History Club for undergraduate majors, and revision as needed of the Handbook for Undergraduate Majors and the Undergraduate Program section of the departmental website
 - 2.3.2. The DUS is appointed by the chair, normally for a two-year term.
- 2.4. **The Supervisor of the Graduate Instructor-Taught (GIT) courses** participates in training instructors: including reviewing syllabi and teaching evaluations and observing the teaching of all first-year instructors unless observation is arranged with another faculty member. With departmental staff, the Supervisor manages the assignment of sections and consults with instructors if student problems arise.
- 2.5. The **History Honors Director** supervises the Honors Program, the recruitment of new honors students, and the overall participation of history majors in the program. The

Director normally teaches the Honors Thesis seminar, as part of the regular teaching load. The Honors Director is appointed by the department chair.

3. Standing Committees

- 3.1. **The Graduate Admissions Committee**, which serves for one academic year, consists of the DGS (chair) and two other faculty members who are selected by the Chair in consultation with the DGS. The committee has full responsibility for reviewing all applications for admission to the graduate program, reading samples of applicants' written work, and making recommendations as to admission and financial aid to the faculty as a whole at a regular meeting of the department. The DGS may choose to consult with other members of the faculty about particular cases. The Admissions Committee will normally make nominations to the Graduate College of particularly outstanding candidates for relevant admissions fellowships.
- 3.2. **The Graduate Aid & Awards Committee** reviews all applications for departmental and Graduate College research and dissertation awards. The committee presents to the members of the faculty a set of recommendations for departmental awards and departmental nominees for Graduate College dissertation awards. The Committee of three, including the DGS, is appointed by the DEO.
- 3.3. **The Undergraduate Committee** convenes as needed (at the discretion of the DUS) to consider issues related to undergraduate recruitment, curriculum, and extra-curricular activities.
- 3.4. All other committees are appointed on an ad hoc basis as needed by the DEO.

4. Departmental Meetings

- 4.1. The chair sets and announces to all faculty the schedule of department meetings at the beginning of each semester. Normally, the department shall meet once each month during the academic year. Special meetings of the department may be called as needed by the chair or at the request of members.
- 4.2. The DEO chairs all department meetings. In the absence of the DEO meetings are chaired by the associate chair/DGS. The chair sets the agenda for all department meetings, after soliciting agenda items from the members of the department. The chair will honor the request of any member of the department who wishes to have an item placed on the agenda.
- 4.3. The Graduate History Society (GHS) elects a representative to attend all regular meetings of the department. GHS representatives do not have voting rights and are not present during any personnel discussion involving the assessment or employment of graduate students.

- 4.4. The chair appoints a member of the department to serve as secretary for each semester or academic year. The secretary prepares minutes of the meetings for approval by the faculty at the subsequent meeting.
- 4.5. Meetings are conducted according to generally accepted rules of parliamentary procedure. Except where specified otherwise, voting is by acclamation or a show of hands.

5. Appointment of New Tenured, Tenure-Track, or Instructional Track Faculty Members

- 5.1. The Department hiring plan is set and revised at regular meetings of the faculty.
- 5.2. Members and chair of a search committee are selected by the DEO and normally include three faculty members and a senior graduate student. The Committee reviews the candidate's record relevant to the job definition. The Committee presents for approval by the members of the department a short list to be invited for campus interviews.
- 5.3. Voting members of the department (see 1.4) not on research leave are expected to read the work of the finalists, confer with the candidates, and (schedule permitting) attend any public presentation by the candidates. Instructional-track faculty are eligible but not required to participate in this process.
- 5.4. After the conclusion of the interviews, the department will meet to discuss the merits of the various candidates. Graduate representatives will be present to report on graduate student views of the candidates but do not vote. All faculty members present, excluding those with a 0% appointment, have a vote.
- 5.5. In the case of off-cycle hiring requests or opportunities, the Department will follow these procedures as closely as possible.
- 5.6. In all appointments, the department adheres to university's policies regarding nondiscrimination, equal opportunity and equal access.
- 5.7. In all appointments, the department is committed to partner hiring as an important tool of recruitment and retention.

6. Tenure and Promotion

- 6.1. In its proceedings for tenure and promotion, the Department of History abides by the basic policies of the University of Iowa and the College of Liberal Arts and Sciences as set forth in the relevant sections of the CLAS website.
- 6.2. The Departmental criteria for promotion and tenure are outlined in a separate document, a copy of which is available on the CLAS website.

7. Amendment of the Manual of Operations and Procedures (MOP)

- 7.1. The MOP may be amended by the following procedure: Draft language of any proposed change in the MOP must be circulated to all regular faculty before consideration. Written comments will be solicited from faculty on leave. Any change must be discussed at two consecutive and regularly called meetings of the department before a vote is taken. Written comments by absent faculty members will be read in full or circulated in advance of the meeting.
- 7.2. An amendment of the MOP may be adopted only if approved by two-thirds of the members in attendance at a regular meeting of the department. The vote shall be by acclamation or a show of hands. Amendments are subject to the approval by the College of Liberal Arts and Sciences.

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