

The attached is a redlined version of the current CLAS MOPP, annotated to indicate changes that the Executive Committee of the college has made in the proposal dated November 20, 2024.

In what follows, text that has been removed or substantially changed in the proposed MOP revision appears in strike-through format.

Large sections of proposed text that partially replace current language, or sections of text that have been moved to a new location in the proposed MOP with little to no additional revision, appear in purple Times New Roman font.

Text that is new to the proposed revision appears in green Times New Roman font.

The redlined versions of articles that appear in significantly different locations in the current and proposed revised manuals are appended at the end of this document (pages 39-47) for ease of comparison.

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

### MISSION STATEMENT

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

REPLACED WITH: The College of Liberal Arts and Sciences (CLAS) at the University of Iowa advances scholarly and creative endeavors through the study of all aspects of human experience and behavior, as well as the properties and behavior of the world around us. The CLAS Manual of 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.

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

REPLACED WITH: 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 legal framework of the Code of the State of Iowa and subject to the authority of the Iowa State Board of Regents the following Manual of Policy and Procedure has been formulated. This edition of the Manual of Policy and Procedure of the College of Liberal Arts and Sciences is a revision ratified by a ballot of the faculty in

December 2018 and approved by the University President and the Provost in 2019. The revision was approved by vote of the Faculty Assembly before being forwarded to the voting faculty for ratification. The first edition of this Manual was adopted by the faculty on December 7, 1949, and approved by the President on February 11, 1950. Subsequent editions appeared in 1960, 1969, 1983, 1986, 1998, 2001, 2002, 2004, 2006, 2007, 2008, 2009, 2017, 2019, 2020, 2021, and 2022.

REPLACED WITH: In pursuit of these purposes and within the framework of state and federal law and the University's 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 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.

Hyperlinks are provided in this Manual of Procedure for informational purposes; materials referenced therein are defined outside the scope of this MOP.

Details regarding policies of the College can be found here: <https://policy.clas.uiowa.edu/>.

## DEFINITIONS

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

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

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

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

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

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

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

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

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

## ARTICLE I THE FACULTY

### Section I.1. The CLAS Faculty.

The Faculty of the College of Liberal Arts and Sciences (CLAS) shall consist of the tenure-track and tenured professors, associate professors, and assistant professors appointed in the College. The Faculty also includes clinical-track faculty at the ranks of assistant professor, associate professor, and professor with renewable contract status, and instructional-track faculty.

REPLACED WITH: 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) in the College. The Faculty also includes clinical-track faculty at the ranks of assistant professor, associate professor, and professor, and instructional-track faculty at the ranks of assistant professor of instruction/practice, associate professor of instruction/practice, and professor of instruction/practice. The Faculty does not include faculty with visiting, adjunct, or instructor appointments.

**Commented [jj1]:** Changes here update the Manual to accurately reflect the range of faculty ranks and tracks, and to state explicitly the status of visitors, adjuncts, and instructors.

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

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

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

The 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. The Members of the Faculty of the College of Liberal Arts and Sciences, as defined above, participate in the governance of the College primarily through as elected representatives to the Executive Committee, Undergraduate Educational Policy and Curriculum Committee, Graduate Educational Policy Committee, Committee on Diversity, and Faculty Assembly. The Faculty may be consulted on or asked to make recommendations concerning curriculum, collegiate or departmental structure, budget, faculty welfare, and a variety of policies and procedures. Aside from participation through representation on the elected committees and the Faculty Assembly, the Faculty may participate directly through two processes, as outlined in Sections I.4 and I.5, below. It is expected that all meetings at the College level will follow Robert’s Rules of Order, as described at <http://www.rulesonline.com/>, as outlined in Section 1.4.

**Commented [jj2]:** FA is included, throughout this MOP, as an elected shared governance body of CLAS. (See, for example, proposed Section IV.1.)

It is expected that all meetings at the College level will follow [Robert’s Rules of Order](#).

### Section I.4. Secret Ballot.

**Commented [jj3]:** The provisions of this section have been incorporated in Articles V and XII of the proposed MOP.

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

#### **Section I.5-1.4. Meetings of the Faculty.**

A meeting of the Faculty shall be called at least once each academic year. Meetings shall be conducted according to Robert's Rules of Order, as described at <http://www.rulesonline.com/>. A special meeting of the entire Faculty of the College may be called by the Dean, by the Executive Committee after consultation with the Dean, by the Faculty Assembly, by the Provost, by the President of the University, or on petition of ten percent of the voting faculty. Decisions taken at such a meeting shall be submitted to the voting faculty for their approval or disapproval by a secret ballot, as described in Section I.4, and shall not be binding unless approved by a majority of the votes cast in the secret ballot. This procedure shall not apply to revisions of or amendments to this Manual, which are governed by the procedures in Article XII. The presiding officer of the Faculty Assembly shall preside over special meetings of the Faculty, and the secretary of the Faculty Assembly shall serve as the secretary for Faculty meetings. Notification of the meeting shall be governed by Section IV.4 as for the Faculty Assembly. Minutes shall be kept, as provided in Section II.5. Twenty percent of the voting faculty as defined in Section I.2 shall constitute a quorum. If a quorum is raised at a meeting, no actions shall continue unless actions have been precisely set forth in a notice sent to members of the Faculty. If no quorum is called the meeting shall proceed. If a point of order or question of procedure is raised, the issue shall be resolved according to provisions in this Manual or according to standard parliamentary procedure.

REPLACED WITH: 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 by petition of ten percent of the Voting Faculty.

The chair of Faculty Assembly shall preside over special sessions of the entire Faculty in collaboration with the entity that called the meeting, and the secretary of the Faculty Assembly shall serve as the secretary. Twenty percent of the Voting Faculty, as defined in Section I.2, shall constitute a quorum. A quorum is required to conduct official business in special sessions of the entire Faculty.

## **ARTICLE II**

## THE STAFF

### Section II.1. The CLAS Staff.

The College of Liberal Arts and Sciences (CLAS) Staff is composed of staff that are non-organized Professional and Scientific and Merit Exempt personnel holding a regular appointment of 50% or more within the College.

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

### Section II.2. The Voting Staff.

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

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

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

Commented [j4]: The material in these current sections is covered in the sources hyperlinked in the proposed Section II.1.

## ARTICLE III

### ADMINISTRATION OF THE 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:

- k. To provide educational leadership and set high standards for the College's instructional and research programs.
- l. 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.
- m. 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.
- n. 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.

o. To review and assess the quality of the College's units and programs, their effectiveness in clarifying, developing, and achieving their stated missions, and their role in embracing and furthering the College's mission; and to use these assessments as the basis for budget decisions and decisions affecting the units' instructional programs.

p. To promote and maintain dialogue within the College concerning policies and resources, in regular consultation with the departmental executive officers of the College.

q. To exercise control over the internal budget of the College, allocating and reallocating Faculty and Staff lines, graduate teaching assistantships, and other resources.

r. To facilitate collegiate self-governance by chairing the College's Executive Committee and appointing departmental executive officers for the College's units.

s. To determine and oversee collegiate administrative structure and activities, including the Associate Deanships and the Staff.

t. To oversee and promote external fundraising and the acquisition of grants and contracts in support of the College's instructional and research programs.

u. 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 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.

### **Section III.3. Departments and Schools.**

Members of the Faculty holding appointments in the College of Liberal Arts and Sciences hold those appointments in the duly constituted Departments and Schools of the College. Each such unit shall have a current departmental manual of procedure, approved by the Dean.

### **Section III.4. 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 DEO provides vision and leadership for the department, working both with the faculty and with the Dean's Office to fulfill the department's teaching and research mission. The DEO ensures that the department focuses its energies and resources on progress toward academic goals and priorities. The DEO is accountable both to the department and to the College in attending to the deadlines of everyday administrative tasks, dealing with personnel issues, and ensuring that faculty and staff cooperate in the work of the department.

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

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 BODIES

**Section III.1. Faculty Governance.** The College shall have an elected general representative body, the Faculty Assembly (see Article IV). The College shall have three elected committees, the Executive Committee (see Article V), the Undergraduate Educational Policy and Curriculum Committee (see Article VI), and the Graduate Educational Policy Committee (see Article VII). The members of these bodies shall be elected according to the provisions specifically designated in this Manual (see Article III). Four collegiate representatives to the Graduate Council shall be elected by the graduate faculty of the College of Liberal Arts and Sciences according to the provisions of Article III. The Liberal Arts and Sciences seats on the Graduate College shall be filled by one eligible faculty member from each of the four electoral Voting Groups (see Section III.2 and Section III.3, paragraph c, below). The College shall have appointed standing committees as established in this Manual (see Article VII). The members of standing committees shall be appointed by the Dean or an associate dean designated by the Dean, with the consent of the Executive Committee, except that the members of the General Education Curriculum Committee will be appointed by the Undergraduate Educational Policy and Curriculum Committee with the advice of the Dean. The College shall have short-term ad hoc committees and task forces established by the Dean on the advice of either of the elected committees, to advise the College on specific issues as defined in the charge to the committee. Although College associate deans can serve ex officio in collegiate governance, they are not eligible to be elected to any collegiate committee. Moreover, associate deans may not be elected to any CLAS departmental committees, or vote on departmental matters of significant substance; however, associate deans may serve on ad hoc departmental committees, if appointed by the department chair.

REPLACED WITH:

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

The College shall have Faculty shared 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

**Commented [j5]:** Articles XII and XV of the current MOPP, providing key information about the role of the Dean and associate and assistant deans, departmental executive officers, and the administration of the college's academic units, have been combined in a single article here.

Please see pages 44-47 of this document for a close comparison of the current and proposed articles.

“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 shared 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 III-IV.2. Staff Governance.**

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

The College shall have an elected committee composed of CLAS staff, which shall be called the “CLAS Staff Council” of the University of Iowa. The CLAS Staff Council is governed by the [Staff Council Bylaws](#).

To ensure a structured and transparent governance process, the CLAS Staff Council has delineated specific guidelines for its operations. All components not explicitly detailed in the 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, procedures 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, and fosters trust and clarity among all CLAS staff members.

### **Section III-IV.3. Faculty Governance Terms of Office.**

~~The terms of the members of the elected governance bodies shall be three years. New members shall take office at the beginning of the academic year following their election. One-third of the membership of each elected governance body shall be elected each year. The terms of the members of standing appointed committees shall be as designated in Article VIII of this Manual.~~

REPLACED WITH:-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 III- 4. Staff Terms of Office.**

#### **1. Staff Council term of membership**

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

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

**Commented [j6]:** The material in this section has been removed in the proposed MOP, as it is covered in the Staff Council Bylaws.

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

## ~~2. Duties of membership~~

- ~~a. Regularly attend meetings and participate in discussions.~~
- ~~b. Solicit information/opinions from constituents and share with CLAS Staff Council.~~
- ~~c. Disseminate Council information to constituents.~~

### **Section III.5. IV.4. Faculty Committee Officers.**

~~The officers of the Faculty Assembly shall be as defined in Section IV.3. The Dean or an Associate Dean designated by the Dean 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 a secretary from among its members and specify the term of service. The secretary of each of these committees (or the secretary's designate) shall serve as a member of the Faculty Assembly Agenda Committee. The chairs of the standing appointed committees shall be as defined in Article VIII. 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 III.6. Staff Council Officers.**

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

Commented [j7]: The material in this section has been removed, as it is covered in the Staff Council Bylaws.

### **Section III.7. 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 chair of Faculty Assembly (or the chair's designate) shall be invited and shall participate in these meetings. Each appointed committee shall meet as determined by the appointing authority or upon the call of its chair. At least once a year, the chair of the Faculty Assembly (or the chair's designee) shall be invited to meet with the Executive Committee.~~

### **Section III.8. Staff Council Meetings.**

- ~~1. Meetings shall be held monthly. Regularly scheduled meetings may be cancelled or rescheduled at the discretion of the President.~~
- ~~2. Regular meetings shall be open to CLAS Staff. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council and the Dean of the College or a representative designated by the Dean of the College. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting.~~
- ~~3. Special meetings may be called by the President.~~

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

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

**Section 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, unless superseded by the University of Iowa Policy Manual.

**Section III.9. 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. ~~A permanent file of all such reports shall be kept in the Office of the Dean. Faculty Assembly minutes also shall be sent to the Office of the Registrar. Each appointed committee shall report in writing to its appointing authority upon completion of a specific assignment. Each appointed committee, on its own initiative or on request of the Faculty Assembly or the Executive Committee or the Dean, shall make progress reports to its appointing authority or to any of these requesting authorities. Each ad hoc committee or task force shall report in writing to the Dean or an associate dean designated by the Dean upon completion of its assignment. Each elected committee and the Staff Council shall take and approve minutes of their meetings, to be made available to all staff members. A permanent file of all such reports shall be kept. Each appointed committee shall report in writing to its appointing authority upon completion of a specific assignment. Each appointed committee, on its own initiative or on request of the Staff Council or the CLAS Staff Council Executive Committee or the Dean, shall make progress reports to its appointing authority or to any of these requesting authorities. Each ad hoc committee or task force shall report in writing to the Dean or Dean's~~ designee upon completion of its assigned scope of work. A permanent file of all such reports shall be kept by the Office of the Dean.

**Section III.10. IV.8 Vacancies.**

A vacancy in an elected governance body shall be filled for the remainder of the term, or for only the period of absence in the case of a leave, by the available candidate with the highest vote for the position in the immediately preceding election. Preference will be given to the candidate who obtained the largest number of votes within the relevant Electoral Voting Group, but did not receive enough votes to be selected in the first place. If no such candidate is available for a vacated position on an elected committee or a vacated CLAS seat on Graduate Council, the Executive Committee shall select a person to fill the vacancy for the remainder of the term or

Commented [j8]: The material in this section has been removed, as it is covered in the Staff Council Bylaws.

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

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 leave, by the candidate who was not 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 IV-V

### COLLEGIATE ELECTIONS

#### Section IV.1-V.1. Voting Units.

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

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

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

For the purpose of election, the voting faculty shall be divided into four electoral Voting Groups of similar size. The Electoral Voting Groups include representatives from the Arts, the Humanities, the Natural and Mathematical Sciences, the Social Sciences, and in some committees, undergraduate/graduate students. Every ten years, the Executive Committee will review the numbers of voting faculty in each Electoral Voting Group, and may reassign voting units to Electoral Voting Groups, in consultation with units and with the following goals in mind:

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

In addition, every time that this MOPP is subject to review, the chart establishing the number of representatives from each Electoral Voting Group that represent the groups in the elected committees of the College will also be reviewed, to

determine if the distribution of seats in each elected committee requires re-balancing. For the purpose of the Staff Council election, the staff shall be divided into Job Function voting groups. Groups with 45+ staff members will have two representatives on the Council, voting groups with 44 or fewer staff will have one representative on the Council. Voting groups will be broken down to represent the staff by the following Job Function Categories:

Group 1: Academic Support, Libraries, and Information Technology

Group 2: Administration

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

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

Group 5: Research and Health Care

REPLACED WITH: The College values representation from across scholarly disciplines. For the purpose of elections, the Voting Faculty Units, as described in Section V.1, shall be divided into four Electoral Voting Groups. The Electoral Voting Groups include representatives from Faculty Voting Units in the Arts, Humanities, Natural and Mathematical Sciences, and Social Sciences.

Commented [j9]: Text here has been pared down to reflect the coverage of staff-related elements in the Staff Council Bylaws.

### Section IV.3. V.3. Faculty Voting and Nomination Eligibility.

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

- a. Faculty who hold an administrative role in the Office of the Dean or who 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.**

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

REPLACED WITH: Faculty may serve on only one elected committee (including CLAS

seats on Graduate Council; Section V.3.d) at a time. A Voting Unit may only be represented by one faculty member on the Undergraduate Educational Policy and Curriculum Committee and the Graduate Educational Policy Committee. (A Voting Unit may be represented on the Executive Committee by two faculty members only if the two faculty members are representing different faculty tracks.)

**c. Faculty Assembly.**

All voting faculty are eligible to serve on the Faculty Assembly, including those currently serving as DEOs. Only two members of a voting unit shall be eligible to serve as Electoral Voting Group representatives on the Faculty Assembly at any one time. Units that will continue to have two Electoral Voting Group representatives on the Assembly shall be marked on the voting list as ineligible for nomination. Other units will be allowed to have only as many nominees on the ballot as there are remaining positions on the Assembly without exceeding two representatives from that unit.

REPLACED WITH: 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).

**d. CLAS Seats on Graduate Council.**

Tenured members of the College's voting faculty, as defined in Section I.2, are eligible for the College's seats on the Graduate Council. Clinical-track faculty are not members of the graduate faculty and therefore are not eligible to nominate, be nominated as, or vote for candidates for Graduate Council seats. Instructional-track faculty are not members of the graduate faculty and therefore are not eligible to nominate, be nominated as, or vote for candidates for Graduate Council seats. An individual shall not be eligible to hold a CLAS seat on Graduate Council at the same time that he or she is serving on one of the College's elected committees. One may not succeed oneself in a CLAS seat on Graduate Council, except for a person filling a vacancy for not more than one year.

REPLACED WITH: Tenure-track members of the College's graduate faculty are eligible for election to the College's seats on the Graduate Council, in accordance with the [Graduate College Manual of Rules and Regulations](#).

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

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

**Section IV.5. V.4. Nominations.**

Nominations are conducted by secret ballot, as described in Section I.4, paragraph 2. The voting faculty as a whole shall nominate, from among the eligible members in each Electoral Voting

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

REPLACED WITH: Nominations are conducted by a secret ballot that is managed by an independent entity outside of CLAS that maintains confidentiality from the Office of the Dean. Measures will be taken to ensure that only eligible Voting Faculty vote, that each eligible voter votes only once, that individual votes remain anonymous, and that the vote totals reported are accurate and complete. The voting period shall remain open for at least two weeks. For each vacant position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee, as well as for each vacant at-large elected seat of the Faculty Assembly, the Voting Faculty shall nominate three eligible faculty members from within their own Electoral Voting Group.

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 finalization of the ballots for the election of the faculty governance bodies. Unless a candidate declines the nomination in writing to the Dean, that candidate will be on the ballot for the designated position. 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 elected committees (Executive Committee, Undergraduate Educational Policy and Curriculum Committee, Graduate Educational Policy Committee, CLAS seats on Graduate Council) in any given election. If nominated for more than one, the Faculty member shall select the committee for which they wish to stand for election 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 IV.6. 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 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.

REPLACED WITH: Following completion of the nominating process, an election will be conducted by secret ballot for the elected CLAS faculty governance bodies, again by an independent entity outside of CLAS, to elect members of the CLAS faculty governance bodies (and CLAS seats on Graduate Council) from among the selected nominees. Measures will be taken to ensure that only eligible Voting Faculty vote, that each eligible voter votes only once, and that the individual votes remain anonymous. The election shall remain open for voting for at least two weeks.

Each member of the voting Faculty may vote for one, two, or three candidates for each open position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee, as well as the Faculty Assembly's at-large seats. 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. (See the Graduate College Manual of Rules and Regulations, Section XVI.F, for election procedures governing the election of collegiate representatives to the Graduate Council.)

#### **Section IV.7. Selection of Faculty Assembly Representatives.**

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

#### **Section IV.8. Selection of Staff Council Representatives.**

The Staff Council elections shall be as follows:

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

Election results will be verified and reported as follows:

Commented [j10]: This is superseded by language in the proposed Article IX.

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

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

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

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

Commented [j11]: This material in this section is covered in the Staff Council Bylaws.

## ARTICLE V

### FACULTY ASSEMBLY

#### Section V.1. Powers and Duties.

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

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

Educational Policy and Curriculum Committee or the Graduate Educational Policy Committee.

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

### **Section V.2. Composition.**

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

### **Section V.3. Officers.**

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

Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee, or other standing committees of the College.

#### **Section V.4. Meeting Procedure.**

The chair prepares and sends an agenda to each Faculty Assembly member and the Dean at least one week before each meeting, except in emergencies. Any voting member of the Liberal Arts and Sciences Faculty may propose items for the agenda. The agenda also provides for the Dean to have officials of the College address matters of interest. The agenda includes as a motion already made and seconded any item proposed through a previous vote of the Assembly, the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee, or a meeting of the Faculty, or through a petition signed by at least ten percent of the voting faculty. A majority of the Faculty Assembly members constitute a quorum. Meetings are open, and Liberal Arts and Sciences faculty who are not members may address the Faculty Assembly with the permission of its presiding officer. At least two regular meetings are held each semester. Meetings shall be conducted according to Robert's Rules of Order, as described at <http://www.rulesonline.com/>. Additional meetings may be called by the chair, the Faculty Assembly, the Dean, the Executive Committee after consultation with the Dean, the Provost, or by petition from at least ten members of the Faculty Assembly. If a question of procedure arises, the chair and the Faculty Assembly resolve it according to this Manual and standard parliamentary rules.

## ARTICLE VI

### THE EXECUTIVE COMMITTEE

#### **Section VI.1. Membership.**

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

REPLACED WITH: The Executive Committee, often referred to as the "EC," shall be composed of: the Dean; eight members elected by the Faculty of the Electoral Voting Groups (two tenured faculty from each of the four Electoral Voting Groups), one elected instructional or clinical Faculty at the rank of instructional/clinical full professor representing this sector of the professoriate, rather than any particular department; 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, tenured professor, or instructional/clinical full professor shall be eligible for election to the Executive Committee.

**Commented [j12]:** Faculty Assembly has been moved to Article IX in the proposed MOP.

Please refer to pages 39-43 in this redlined document for a close comparison of the current and proposed FA articles.

**Section VI.2. Duties.**

The duties of the committee shall be as follows:

~~a. To confer with and assist the Dean in the formulation of collegiate administrative decisions and judgments. The agenda of the committee shall be set jointly by the Dean and the committee. Ordinarily the Dean shall consult the committee on at least the following:~~ 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. Reviews of the College.
5. Major items of budget policy falling within the jurisdiction of the Dean's jurisdiction.
6. Major changes in the organization of the College collegiate organization and in collegiate administrative policy.
7. Allocation of faculty and staff positions.
8. Appointments to standing and ad hoc committees of the College, as provided in Section II.1, above.

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

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

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

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

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

f. To confer ~~consult~~ with the Provost whenever a new Dean is to be appointed and to assist in ~~by~~ ascertaining and ~~transmitting faculty~~ communicating Faculty attitudes regarding the candidate(s) or candidates being considered under consideration.

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

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

## ARTICLE VII

### THE UNDERGRADUATE EDUCATIONAL POLICY AND CURRICULUM COMMITTEE

#### Section VII.1. Membership.

~~The Undergraduate Educational Policy and Curriculum Committee shall be composed of the Dean or an associate dean designated by the Dean and of ten members elected from and by the Faculty.~~

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

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

REPLACED WITH: 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 (subject to the disciplinary eligibility restrictions of Section V.3.b)); 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 an 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:~~

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

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

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

#### REPLACED WITH:

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; Section VII.3) and collaborate with the GECC to oversee the General Education Program.
- e. To advise ~~the deans and departments and to make recommendations as appropriate to the Deans, departments, and Faculty Assembly~~ ~~collegiate elected governance bodies regarding selective admissions policies and to review those policies within departments and programs according to CLAS guidelines~~ corresponding department and program policies in accordance with collegiate guidelines.
- f. To advise ~~the deans and to make recommendations as appropriate to the Deans, the Office of Admissions, and other University offices regarding~~ collegiate admissions standards to the College and admissions practices, including those for special categories of students.
- f. ~~To oversee the creation and maintenance of policy for all non-departmental College courses, Liberal Arts and Sciences courses in Continuing Education, and all other such academic programs.~~
- g. ~~To monitor the implementation of the undergraduate educational policies of the College, including in special circumstances the evaluation of specific courses and programs.~~
- g. To consider and make recommendations concerning the educational policies of the College with respect to the needs and the requirements of other colleges and the University as a whole.
- h. To encourage activities that ~~support effective teaching and teaching evaluation. enhance the effectiveness of teaching and its evaluation, including course development, faculty performance, experimental programs, training for teaching assistants, and testing programs for placement of students.~~
- i. To act ad interim in the name of the Faculty in emergency situations on matters of curricula and instruction.

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

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

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

REPLACED WITH: 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 (subject to the disciplinary eligibility restrictions of Section V.3.b)); 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 Graduate Educational Policy Committee advises and assists the Dean and associate deans in formulating policies and procedures relating to the graduate programs administered by units in the College, including matters relating to curriculum, teaching, and graduate student welfare. The duties of the committee shall be as follows:

- ~~a. To advise the deans and to make recommendations as appropriate to the deans, to the Faculty Assembly, to other collegiate committees, and to College or University offices on issues relating to the graduate programs administered by units in the College, including but not limited to policies on degree programs, and certificates; periodic reviews of departments and programs; matters relating to graduate instruction; advising; requirements for good standing; degree requirements; approval of new courses, and other educational policy issues.~~
- ~~b. To advise the deans and departments and to make recommendations as appropriate to the deans, to the Faculty Assembly, or to other committees on issues relating to the curriculum, including but not limited to the creation or dissolution of degree programs and certificate programs and other significant aspects of the graduate curriculum.~~
- ~~c. To advise the deans and to make recommendations as appropriate to the deans, the Office of Admissions, the Graduate College and other University offices regarding admissions standards to graduate programs administered by CLAS units and admissions practices, including those for special categories of students.~~
- ~~d. To monitor and evaluate the success of graduate programs with respect to time to degree, completion rates, outcomes and career placement.~~
- ~~e. To consider and make recommendations concerning the graduate educational policies of the College and units administered within the College, with respect to the needs and the requirements of other colleges and the University as a whole.~~
- ~~f. To encourage activities that enhance the effectiveness of graduate instruction and its evaluation, including course development, experimental programs, and initiatives to increase the quality and scope of programs designed to improve the classroom effectiveness of teaching assistants.~~
- ~~g. To advise the deans about the merits of proposals submitted to CLAS for graduate student funding, including, but not limited to, graduate fellowships and travel funds.~~
- ~~h. To act ad interim in the name of the Faculty in emergency situations on matters of curricula and instruction.~~

**REPLACED WITH:**

- 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 Dean and Associate Deans 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

### THE COLLEGE OF LIBERAL ARTS AND SCIENCES STAFF COUNCIL

#### Section IX.1. Membership.

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

##### a. Executive Committee (Officers)

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

#### Section IX.2. Duties.

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

##### a. Advocacy

- 1. Serve in an advisory role and make recommendations regarding university/college planning and policy decisions that impact staff to the Dean.
- 2. To confer with the Dean at least three-four times per year on matters of policy regarding the professional welfare of the staff.
- 3. Promote nominations and opportunities for professional development and awards that actively support programs that improve staff recognition and retention and provide organizational and professional development opportunities to staff.
- 4. Identify need for staff involvement on collegiate committees.

**b. Communication**

- 1. Enhance staff communication with CLAS Administration and colleagues across departments and campus.
- 2. Document the concerns and ideas of the staff, and communicate decisions and policies, which affect not only them, but the University as a whole.
- 3. Communicate with other shared governance groups on campus.
- 4. Provide effective, timely, and inclusive communications via the CLAS Staff Council website.
- 5. Provide the "official" response / representation of CLAS staff when appropriate.

**c. Supplementary**

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

**Commented [j13]:** This material is covered in the Staff Council Bylaws.

**ARTICLE IX  
FACULTY ASSEMBLY**

**Section IX.1. Membership.**

Membership of the Faculty Assembly, often referred to as "FA," shall be distributed in proportion to the number of Voting Faculty in each of the Electoral Voting Groups (Section V.2) and shall consist of both Unit Representatives and At-Large members. The number of each type of member and their proportional distribution shall be determined as follows:

**Commented [j14]:** Please see pages 39-43 of this document for a close comparison of the existing and proposed articles.

- a. Each Faculty Voting Unit (as defined in Section V.1) shall select one member of the Voting Faculty with a primary appointment in that unit to serve as Unit Representative based upon

departmental procedures. 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 Voting Unit shall select an additional member of the Voting Faculty with a primary appointment in the unit to serve as a second Unit Representative based upon departmental procedures.

- b. There will be 12 elected At-Large members representing the four Electoral Voting Groups of CLAS, serving staggered three-year terms. The number of these elected At-Large members from each Voting Group shall ensure that the Faculty Assembly membership is proportional to the percentage of faculty holding primary appointments in that Electoral Voting Group (Section I.1). Faculty numbers, and the proportional distribution of Faculty within Electoral Voting Groups, will be based upon the Provost's annual headcount census of faculty in years when elections for At-Large members are to be held.
- c. 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 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 selection of Unit Representatives to ensure that no member is selected by their Voting Unit's departmental procedures in the same year that they are elected for At-Large membership.

#### **Section IX.2. Powers and Duties.**

Faculty Assembly is a representative and deliberative shared-governance body within CLAS, with a role analogous to that of the Faculty Senate for the University (Policy Manual I.2.8(1)). In accordance with Robert's Rules of Order, the Faculty Assembly may consider, deliberate, take a position, and make recommendations, as appropriate, on any matters affecting the academic and professional concerns of the collegiate faculty.

Specifically, the Faculty Assembly has the following powers and duties:

- a. Advise and offer recommendations to the Office of the Dean on matters that impact CLAS faculty, including:
  1. Faculty welfare
  2. Policies and curriculum
  3. College climate and related concerns
  4. Other concerns brought forward by Faculty.
- b. Solicit input from constituents regarding matters to be discussed in the Faculty Assembly, thereby ensuring participation of CLAS faculty in collegiate shared governance.
- c. Identify topics for further discussion by other elected collegiate governance committees.
- d. Advise and offer recommendations on revisions of and amendments to the MOP prior to an Executive Committee vote (Section XII.1).

- e. Propose amendments to the MOP (Section XII.1).
- f. Discuss and make recommendations on matters referred to Faculty Assembly by the Dean, or any of the elected committees of the college. Proposals on the Faculty Assembly agenda from collegiate elected committees come to the Assembly as motions made and seconded; such motions may be discussed and debated by the Assembly prior to taking a vote (in accordance with Robert's Rules of Order).

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

The officers of the Faculty Assembly are the chair, the past chair, the vice chair, and the secretary. They become members ex-officio of the Assembly. Their terms are for one year and begin at the adjournment of the Assembly's annual organizational meeting, held toward the end of each spring semester. At this organizational meeting, the Assembly elects a vice chair and a secretary, and the previous vice chair becomes chair at the end of the meeting. No individual may hold any two of these offices simultaneously.

Candidates who expressly agree to serve may be nominated from the floor at the organizational meeting. Near the start of each spring semester, the chair, the vice chair, and the Dean each choose a Liberal Arts and Sciences faculty member at the rank of Associate or above to serve on a three-person nominating committee. The nominating committee acts to ensure that there will be at least one candidate nominated for each open office. The committee's recommendations come to the floor as nominations already made and seconded. Only faculty who have served on Faculty Assembly for at least one year at some prior time are eligible to be nominated and serve as an officer of Faculty Assembly.

The vice chair presides over the Faculty Assembly when the chair is unavailable; the secretary when the vice chair is unavailable; the past chair when the chair, vice chair, and secretary are unavailable; and a Faculty Assembly member selected by the chair when all of these officers are unavailable. The Provost may also call meetings of the Faculty Assembly and preside at them.

If the office of vice chair or secretary becomes vacant, the chair may call an election to fill the office at the next regularly-scheduled FA meeting, provided that at least ten days' notice of the election has been given to FA membership. Otherwise, an election is held at the beginning of the following term.

If the office of chair becomes vacant, the vice chair presides for the remainder of that term and continues as chair for the next term. If there is no vice chair at the time the office of the chair becomes vacant, the Dean convenes a special meeting of FA within fourteen days to elect a chair to serve the rest of the vacated term. The person elected chair then is eligible for election as chair for the next term. Otherwise, no person may be elected as an officer in the year after serving as chair.

The chair may appoint ad hoc committees to help with aspects of the Assembly's work.

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

The Faculty Assembly officers 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 Educational Policy and Curriculum Committee, and one representative from the Graduate Educational Policy Committee.

The chair prepares and sends an agenda to each Faculty Assembly member and the Dean at least one week before each scheduled Faculty Assembly meeting. Any Voting Faculty member may also

propose items for the next agenda. The Faculty Assembly Agenda Planning Committee may invite the Dean or a representative of the Dean's office to address matters of interest at any FA meeting.

A majority of the Faculty Assembly members constitute a quorum, with meetings to be conducted according to Robert's Rules of Order. A quorum is required for any meeting business, including voting, to occur. Meetings are open, and Liberal Arts and Sciences Faculty who are not members may address the Faculty Assembly with the permission of its presiding officer. At least two regular meetings shall be held each semester.

Additional meetings may be called by the chair, the Faculty Assembly, the Dean, the Executive Committee after consultation with the Dean, the Provost, or by petition from at least ten members of the Faculty Assembly. If a question of procedure arises, it shall be resolved by the Faculty Assembly officers according to this Manual and standard Robert's Rules of Order parliamentary rules.

## ARTICLE X

### THE APPOINTED STANDING COMMITTEES

#### Section X.1. The General Education Curriculum Committee.

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

- a. To review requests from departments or programs for approval of courses for General Education credit.
- b. To review periodically each course approved for General Education credit.
- c. To make recommendations to the Undergraduate Educational Policy and Curriculum Committee of courses that should be approved for General Education credit, following review of newly proposed courses and of previously approved courses.
- d. To encourage instructors of each course approved for General Education credit to give special attention to the development of students' oral and written language skills.
- e. To develop, review periodically, and when necessary suggest modification in the criteria statements and the guidelines that define the standards for courses to be approved in each area of General Education.

f. To develop, review periodically, and when necessary suggest modification of the procedures for approval and review of courses.

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

h. To advise the Undergraduate Educational Policy and Curriculum Committee on possible improvements to the General Education Program and to prepare an annual report on its work for the Undergraduate Educational Policy and Curriculum Committee.

**Commented [j15]:** GECC is now included in Article VII of the proposed manual.

Language re: other standing committees has been removed from the manual as it does not align well with current and recent practice for many of these entities—and it's logistically challenging to keep the manual current as the needs and practices of these bodies evolve.

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

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

### **Section X.3. Named and Distinguished Professors Committee.**

The duty of this committee shall be to review nominations for Collegiate Fellow and for appointments to named chairs and professorships. The Dean shall consult the committee on all candidates for named faculty appointments before making a recommendation to the Provost. The members of the committees shall be selected by the Dean, in consultation with the Executive Committee. The procedures to be followed by the committee shall be determined by the Dean in consultation with the Named and Distinguished Professors Committee and shall accord with University policy.

### **Section X.4. The Information Technologies Committee.**

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

appointed members will select at least one graduate student and one undergraduate student to serve as voting members

The duties of this committee shall be as follows:

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

#### **Section X.5. The Student Academic Standards Committee.**

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

The duties of this committee shall be as follows:

- a. To review petitions from undergraduate students for exceptions to the academic policies and requirements of the College and to recommend appropriate action to the Dean or associate dean.
- b. To review petitions from undergraduate students that their dismissal from the College for unsatisfactory academic progress be revoked and to recommend appropriate action to the Dean or associate dean.
- c. To form a subcommittee when necessary to review student grievances and recommend appropriate action to the Dean. When an undergraduate student has a complaint concerning grading or has been charged with academic misconduct and the issue has not been resolved by the department or the College to the student's satisfaction, two faculty members of the Student Academic Standards Committee will form a subcommittee to review the grievance. Neither of the faculty members may hold an appointment in the department in which the student complaint originated. In complaints that involve alleged student academic misconduct, the subcommittee shall also include an undergraduate student appointed by the Dean or an associate dean.

#### **Section X.6. The Scholarship Committee.**

This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include at least four faculty members appointed by the Dean as provided under Section II.1. There shall be one faculty member from each Electoral Voting Group: the Arts, Humanities,

Natural and Mathematical Sciences, and the Social Sciences. The faculty members shall serve three-year terms.

The duties of this committee shall be as follows:

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

**Section X.7. The Teaching Awards Committee.**

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

The duties of this committee shall be as follows:

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

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

The committee shall seven faculty members who shall be appointed by the Dean or the associate dean designated by the Dean as provided under Section II.1 One faculty member from each Electoral Voting Group: the Arts, Humanities, Natural and Mathematical Sciences, and the Social Sciences. Additionally the committee shall have one faculty member from the Tippie College of Business, one from College of Education, and one from the College of Nursing.

Faculty members shall serve three-year terms. The duties of this committee shall be as follows:

a. To oversee the requirements, pre-approved study plans, policies, and outcomes assessments for the major in interdepartmental studies.

b. To review the qualifications of and approve the appointment of adjunct faculty to teach courses for the interdepartmental studies major.

c. To review the proposals submitted by students seeking approval for an individualized plan of study within the interdepartmental studies major.

## ARTICLE XI

### COMMITTEE ON DIVERSITY, EQUITY, AND INCLUSION

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

The committee shall meet at least once each month during the academic year or at other times (including during the summer) as the chair may request. Once a year, it should provide a report to the Dean and Faculty Assembly about the state of diversity, equity, and inclusion in the College. This report should engage the recruitment and retention of faculty, staff, and students, make curriculum recommendations with regard to DEI, and contextualize the College's DEI efforts in relation with the UI Division of Diversity, Equity, and Inclusion. As it operates, the Committee of Diversity, Equity, and Inclusion should be both diagnostic and visionary. It should examine the College's DEI structure, and at the same time, it should identify leading edge initiatives that could benefit CLAS and the University of Iowa.

## ARTICLE XII

### THE OFFICE OF THE DEAN

#### Section XII.1. The Dean.

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

Commented [j16]: Removed in order to ensure compliance with state law.

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

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

#### **Section XII.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 and shall consult the Executive Committee concerning the candidates to be considered. After such consultation, the Dean shall make a recommendation to the Provost.

### **ARTICLE XIII ARTICLE X**

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

**Commented [j17]:** Subsumed in Article III of the proposed revised MOP. Please see pages 44-47 of this document for a close comparison of the current and proposed articles.

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

When a vacancy occurs in the deanship of the College, the Provost conducts a search for a new dean. The precedent in the College is that the Provost meets first with the College's Executive Committee and then with the Faculty Assembly to discuss how the search committee shall be constituted, by election and appointment. The search committee shall be diverse and broadly representative of the faculty in the College and shall include a representative of the Provost. The search committee shall include representatives of the student body and of the College's non-academic staff and may include other members designated by the Provost.

REPLACED WITH: 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 Provost may meet with the Executive Committee and other CLAS faculty governance bodies. The Office of the Provost shall establish a process for selecting a Dean.

**Commented [j18]:** Decanal selection procedures are determined by the Office of the Provost and are not the purview of CLAS. Language here has been revised to reflect this reality.

**Section XIII.2. Duties.**

The committee shall recommend candidates to be interviewed for the position. It shall ascertain and transmit to the Provost the assessments by faculty, staff, and students regarding the candidate or candidates being considered. It shall make recommendations to the Provost concerning the offer of the appointment.

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

When the University initiates a review of the College, an ad hoc committee shall be constituted created to prepare the College's self-study. This-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 six eight members of the Faculty of the College who represent its various disciplinary areas with all four Voting Groups equally represented. The ad hoc committee shall prepare the self-study according to the University's published guidelines as stated in Section 28.2 of the Policy Manual-and shall consult broadly with the College's departments, faculty, staff, and students and with other members of the University community it deems appropriate, as well as with the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee and the Graduate Educational Policy Committee. The self-study shall be approved by the Faculty Assembly before being submitted to the Provost.-The ad hoc committee must present the final self-study document to the Faculty Assembly and CLAS Staff Council for comment. Faculty Assembly and CLAS Staff Council may review and submit comments in writing to be appended to the self-study. The Executive Committee votes to provide final approval of the self-study before it is transmitted to the Office of the Provost.

**ARTICLE XV****THE ADMINISTRATION OF THE COLLEGE'S ACADEMIC UNITS**

**Section XV.1. Departments, Schools, and Departmentalized Programs.**

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

**Section XV.2. Departmental Executive Officers.**

The executive officer of a department, school, or departmentalized program (DEO) shall be either a director or a chair. The initial term of a DEO appointment ordinarily shall be three to five years. The DEO provides vision and leadership for the department, working both with the faculty and with the Dean's Office to fulfill the department's teaching and research mission. The DEO ensures that the department focuses its energies and resources on progress toward academic goals and priorities. The DEO is accountable both to the department and to the College in attending to the deadlines of everyday administrative tasks, dealing with personnel issues, and ensuring that faculty and staff cooperate in the work of the department. The DEO's chief duties are to oversee the processes of faculty appointment, mentoring, review, and promotion, consistent with current College and University policies; develop the curriculum; direct the work of the department's teaching assistants and staff; and manage the budget. Under procedures established by the unit, these administrative duties may be delegated to associate chairs, executive committees, or other specialized officers or faculty committees established for the governance of the unit.

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

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

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

**ARTICLE XVI-XII**

**Commented [j19]:** This material is subsumed in Article III of the proposed MOP.

Please see pages 44-47 of this document for a close comparison of the current and proposed articles.

**REVISION AND AMENDMENT****Section XVI.1. Procedures for Amendment and Revision of the Manual of Procedure.**

The Executive Committee shall consider revision of this Manual at least once every seven years. If the Committee decides that a revision is necessary, it shall prepare a revision which shall be considered by the Faculty Assembly and then presented to the Faculty of the College for ratification. The revision shall be transmitted to the Faculty Assembly at least 10 days in advance of the scheduled vote, which is to be conducted by secret ballot as described in Section I.4. Ratification requires three-fifths majority of those voting thereon and the approval of the Provost and the President of the University; if, however, the President does not veto any portion of the revision within 60 days following its approval by the Faculty Assembly, the revision shall take effect.

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

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

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.

Amendments to the Manual may be introduced at any regular or special meeting of the Faculty or at any regular or special meeting of the Faculty Assembly. If three-fifths of the Faculty Assembly membership so direct, the amendment(s) shall be transmitted to the Faculty at least 10 days in advance of the scheduled vote, which is to be conducted by secret ballot as described in Article V. Ratification requires 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, if the University President does not veto any portion of the revised Manual within 60 days of receipt, the amendment(s) shall take effect.

## Current Article V, proposed Article IX

~~ARTICLE V~~  
ARTICLE IX  
FACULTY ASSEMBLY

**Section IX.1. Membership.**

Membership of the Faculty Assembly, often referred to as “FA,” shall be distributed in proportion to the number of Voting Faculty in each of the Electoral Voting Groups (Section V.2) and shall consist of both Unit Representatives and At-Large members. The number of each type of member and their proportional distribution shall be determined as follows:

- a. Each Faculty Voting Unit (as defined in Section V.1) shall select one member of the Voting Faculty with a primary appointment in that unit to serve as Unit Representative based upon departmental procedures. 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 Voting Unit shall select an additional member of the Voting Faculty with a primary appointment in the unit to serve as a second Unit Representative based upon departmental procedures.
- b. There will be 12 elected At-Large members representing the four Electoral Voting Groups of CLAS, serving staggered three-year terms. The number of these elected At-Large members from each Voting Group shall ensure that the Faculty Assembly membership is proportional to the percentage of faculty holding primary appointments in that Electoral Voting Group (Section I.1). Faculty numbers, and the proportional distribution of Faculty within Electoral Voting Groups, will be based upon the Provost’s annual headcount census of faculty in years when elections for At-Large members are to be held.
- c. 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 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 selection of Unit Representatives to ensure that no member is selected by their Voting Unit’s departmental procedures in the same year that they are elected for At-Large membership.

**Section V.1. IX.2. Powers and Duties.**

~~The purpose of the College of Liberal Arts and Sciences Faculty Assembly shall be to serve as the representative body of the faculty of the College, to speak for the faculty on matters of importance to the College, and to consider and act, or recommend action, as appropriate, on all matters affecting the academic and professional concerns of the faculty. The Faculty Assembly provides a means of participation by the faculty in the CLAS decision-making process affecting academic matters and provides a forum for the expression of concerns regarding faculty~~

**Commented [j20]:** Language in this section replaces the Composition section, V.2, of the current manual.

It provides for proportional representation within FA, through a combination of unit representatives and elected At-Large members, that aligns with the proportional distribution of voting faculty in Electoral Voting Groups throughout CLAS .

welfare. It is the responsibility of elected members of the Faculty Assembly to solicit input from their constituents with regard to matters under consideration by the Faculty Assembly. All the powers and duties of the faculty shall be exercised by the Faculty Assembly, except when a petition to hold a referendum on a decision of the Assembly is presented under the provision of Section I.4 or when the procedure for calling a special meeting of the entire Faculty is invoked under the provisions of Section I.5. Specifically, the Faculty Assembly has the following duties and powers:

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

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

[REPLACED WITH: Faculty Assembly is a representative and deliberative shared-governance body within CLAS, with a role analogous to that of the Faculty Senate for the University (Policy Manual I.2.8(1)). In accordance with Robert's Rules of Order, the Faculty Assembly may consider, deliberate, take a position, and make recommendations, as appropriate, on any matters affecting the academic and professional concerns of the collegiate faculty.]

Specifically, the Faculty Assembly has the following powers and duties:

- a. Advise and offer recommendations to the Office of the Dean on matters that impact CLAS faculty, including:
1. Faculty welfare
  2. Policies and curriculum
  3. College climate and related concerns
  4. Other concerns brought forward by Faculty.
- b. Solicit input from constituents regarding matters to be discussed in the Faculty Assembly, thereby ensuring participation of CLAS faculty in collegiate shared governance.
- c. Identify topics for further discussion by other elected collegiate governance committees.

**Commented [j21]:** Language here and below has been explicitly modeled on the Faculty Senate Constitution.

Here and in the following list, EC has endeavored to encode key duties and powers included in the current MOP, albeit with slightly different order or formatting in some instances.

For example, "It is the responsibility of elected members of the Faculty Assembly to solicit input from their constituents with regard to matters under consideration by the Faculty Assembly" is now IX.2.b, which also expresses the key role of FA in providing a venue for the participation of CLAS faculty in collegiate shared governance.

- d. Advise and offer recommendations on revisions of and amendments to the MOP prior to an Executive Committee vote (Section XII.1).
- e. Propose amendments to the MOP (Section XII.1).
- f. Discuss and make recommendations on matters referred to Faculty Assembly by the Dean, or any of the elected committees of the college. Proposals on the Faculty Assembly agenda from collegiate elected committees come to the Assembly as motions made and seconded; such motions may be discussed and debated by the Assembly prior to taking a vote (in accordance with Robert's Rules of Order).

Commented [jj22]: This language was added to reflect discussion of the draft proposed Article IX at the November 13 meeting of Faculty Assembly.

#### Section V.2. Composition.

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

#### Section V.3. IX.3. Officers.

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

~~Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee, or other standing committees of the College.~~

~~REPLACED WITH:~~ The officers of the Faculty Assembly are the chair, the past chair, the vice chair, and the secretary. They become members ex-officio of the Assembly. Their terms are for one year and begin at the adjournment of the Assembly's annual organizational meeting, held toward the end of each spring semester. At this organizational meeting, the Assembly elects a vice chair and a secretary, and the previous vice chair becomes chair at the end of the meeting. No individual may hold any two of these offices simultaneously.

Candidates who expressly agree to serve may be nominated from the floor at the organizational meeting. Near the start of each spring semester, the chair, the vice chair, and the Dean each choose a Liberal Arts and Sciences faculty member at the rank of Associate or above to serve on a three-person nominating committee. The nominating committee acts to ensure that there will be at least one candidate nominated for each open office. The committee's recommendations come to the floor as nominations already made and seconded. Only faculty who have served on Faculty Assembly for at least one year at some prior time are eligible to be nominated and serve as an officer of Faculty Assembly.

The vice chair presides over the Faculty Assembly when the chair is unavailable; the secretary when the vice chair is unavailable; the past chair when the chair, vice chair, and secretary are unavailable; and a Faculty Assembly member selected by the chair when all of these officers are unavailable. The Provost may also call meetings of the Faculty Assembly and preside at them.

If the office of vice chair or secretary becomes vacant, the chair may call an election to fill the office at the next regularly-scheduled FA meeting, provided that at least ten days' notice of the election has been given to FA membership. Otherwise, an election is held at the beginning of the following term.

If the office of chair becomes vacant, the vice chair presides for the remainder of that term and continues as chair for the next term. If there is no vice chair at the time the office of the chair becomes vacant, the Dean convenes a special meeting of FA within fourteen days to elect a chair to serve the rest of the vacated term. The person elected chair then is eligible for election as chair for the next term. Otherwise, no person may be elected as an officer in the year after serving as chair.

The chair may appoint ad hoc committees to help with aspects of the Assembly's work.

#### ~~Section V-4. IX.4. Meeting Procedure.~~

~~The chair prepares and sends an agenda to each Faculty Assembly member and the Dean at least one week before each meeting, except in emergencies. Any voting member of the Liberal Arts and Sciences Faculty may propose items for the agenda. The agenda also provides for the Dean to have officials of the College address matters of interest. The agenda includes as a motion already made and seconded any item proposed through a previous vote of the Assembly, the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee, or a meeting of the Faculty, or through a petition signed by at least ten percent of the voting faculty. A majority of the Faculty Assembly members constitute a quorum. Meetings are open, and Liberal Arts and Sciences faculty who are not members may address the Faculty Assembly with the permission of its presiding officer. At least two regular meetings are held each semester. Meetings shall be conducted according~~

**Commented [j23]:** Reformatted to enhance readability.

Key changes: A requirement that FA officers must have had at least one year of prior FA experience in order to stand for election as an officer.

Added language governing procedures for filling vacancies in the offices of vice chair and secretary.

The Dean-as-co-chair provision included in the Spring 2024 proposed revision of the manual has been removed in the current proposal.

to Robert's Rules of Order, as described at <http://www.rulesonline.com/>. Additional meetings may be called by the chair, the Faculty Assembly, the Dean, the Executive Committee after consultation with the Dean, the Provost, or by petition from at least ten members of the Faculty Assembly. If a question of procedure arises, the chair and the Faculty Assembly resolve it according to this Manual and standard parliamentary rules.

**REPLACED WITH:** The Faculty Assembly officers 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 Educational Policy and Curriculum Committee, and one representative from the Graduate Educational Policy Committee.

The chair prepares and sends an agenda to each Faculty Assembly member and the Dean at least one week before each scheduled Faculty Assembly meeting. Any Voting Faculty member may also propose items for the next agenda. The Faculty Assembly Agenda Planning Committee may invite the Dean or a representative of the Dean's office to address matters of interest at any FA meeting.

A majority of the Faculty Assembly members constitute a quorum, with meetings to be conducted according to Robert's Rules of Order. A quorum is required for any meeting business, including voting, to occur. Meetings are open, and Liberal Arts and Sciences Faculty who are not members may address the Faculty Assembly with the permission of its presiding officer. At least two regular meetings shall be held each semester.

Additional meetings may be called by the chair, the Faculty Assembly, the Dean, the Executive Committee after consultation with the Dean, the Provost, or by petition from at least ten members of the Faculty Assembly. If a question of procedure arises, it shall be resolved by the Faculty Assembly officers according to this Manual and standard Robert's Rules of Order parliamentary rules.

**Commented [j24]:** Section has been reformatted/reorganized to enhance readability, and updated to include the Agenda Planning Committee.

**Current Articles XII and XV, proposed Article III****ARTICLE XII****THE OFFICE OF THE DEAN****Section XII-1. III.1. The Dean.**

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

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

- a. To provide educational leadership and set high standards for the College's instructional and research programs.
- b. To promote the academic quality and welfare of the College's faculty, through the authorization of new faculty positions, the diversification of the faculty, oversight of faculty development and review, and recommendations to the Provost concerning faculty reappointment, promotion, and tenure.
- c. To represent the College in its relations with central administration and with other colleges and units within the University and to advocate for the resources necessary to fulfill the College's mission.
- d. To direct the College's strategic planning processes, developing a vision for the College's future, setting priorities among highly desirable objectives, and allocating resources to those with the highest priorities.
- ~~e. To review and assess the quality of the College's departmentalized and non-departmentalized units, their effectiveness in clarifying, developing, and achieving their missions, and their participation in the College's mission; and to use these assessments as the bases for budget decisions and decisions affecting the units' instructional programs.~~  
REPLACED WITH: e. To review and assess the quality of the College's units and programs, their effectiveness in clarifying, developing, and achieving their stated missions, and their role in embracing and furthering the College's mission; and to use these assessments as the basis for budget decisions and decisions affecting the units' instructional programs.
- f. To promote and maintain ~~dialog~~ dialogue 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~~ Faculty and ~~staff~~ Staff lines, graduate teaching assistantships, and other resources.

- h. To facilitate collegiate self-governance by chairing the College's Executive Committee and appointing ~~departmental~~ executive officers for the College's ~~units~~ ~~subdivisions~~ directing the processes of self-governance within those units.
- i. To determine and oversee collegiate administrative structure and activities, including the ~~associate deanships~~ ~~Associate Deanships~~ and the ~~necessary nonacademic staff~~ ~~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 XII.2. III.2. Associate Deans and Assistant Deans.

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

## ARTICLE XV

### THE ADMINISTRATION OF THE COLLEGE'S ACADEMIC UNITS

#### Section XV.1. Departments, Schools, and Departmentalized Programs.

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

**REPLACED WITH: Section III.3. Departments and Schools.**

Members of the Faculty holding appointments in the College of Liberal Arts and Sciences hold those appointments in the duly constituted [Departments and Schools](#) of the College. Each such unit shall have a current departmental manual of procedure, approved by the Dean.

#### Section XV.2. Departmental Executive Officers.

The executive officer of a department, school, or departmentalized program (DEO) shall be either a director or a chair. The initial term of a DEO appointment ordinarily shall be three to five years. The DEO provides vision and leadership for the department, working both with the faculty and with the Dean's Office to fulfill the department's teaching and research mission. The DEO

**Commented [j25]:** This brings the manual into alignment with the CLAS unit criteria (hyperlinked in the the section text).

ensures that the department focuses its energies and resources on progress toward academic goals and priorities. The DEO is accountable both to the department and to the College in attending to the deadlines of everyday administrative tasks, dealing with personnel issues, and ensuring that faculty and staff cooperate in the work of the department. The DEO's chief duties are to oversee the processes of faculty appointment, mentoring, review, and promotion, consistent with current College and University policies; develop the curriculum; direct the work of the department's teaching assistants and staff; and manage the budget. Under procedures established by the unit, these administrative duties may be delegated to associate chairs, executive committees, or other specialized officers or faculty committees established for the governance of the unit.

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

**REPLACED WITH: Section III.4. 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 DEO provides vision and leadership for the department, working both with the faculty and with the Dean's Office to fulfill the department's teaching and research mission. The DEO ensures that the department focuses its energies and resources on progress toward academic goals and priorities. The DEO is accountable both to the department and to the College in attending to the deadlines of everyday administrative tasks, dealing with personnel issues, and ensuring that faculty and staff cooperate in the work of the department.

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

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.

**Commented [jj26]:** Updated language aligns with CLAS unit criteria and conveys expectations for DEO term of service.

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

Supra-departmental divisions and schools and interdepartmental academic programs, resource centers, and research centers or institutes may be established to enhance the instructional and research programs of the College. Channels of administrative communication shall be defined when such units are established. The Dean shall appoint and evaluate the executive officer of such a unit, in consultation with the unit's advisory board, if one has been established. The members of the advisory board shall be appointed by the Dean. The College of Liberal Arts and

~~Sciences, in association with other colleges or central administrative offices where appropriate, shall carry out periodic reviews of such units. In compliance with the University policy on the multi-year review of administrators, the College may review directors at the time of the collegiate review of their unit or at five-year intervals.~~

