



January 8, 2025

Dear CLAS Faculty,

The [CLAS Executive Committee \(EC\)](#) is once again submitting a revised Manual of Procedure (MOP) for faculty consideration and vote of approval in January 2025. The Manual of Procedure defines and makes clear the structure and operating procedures of the college, as well as the responsibilities of leadership and governance bodies of CLAS.

Executive Committee met in August to discuss producing a revised version based on the Spring 2024 proposed MOP. The Executive Committee's goal, in that meeting and throughout this process, has been to arrive at a clear, concise, up-to-date, and fully functional Manual of Procedure for CLAS, thereby establishing a solid foundation for the operations of the college for years to come. Our guiding principles throughout have been:

- Clarity
- Concision
- Internal Consistency
- Alignment with University policy
- Responsiveness to faculty feedback and concerns shared during the Spring 2024 MOP revision and referendum process
- Consultation with the Faculty Assembly officers in developing new language for Article V (current MOPP)/Article IX (proposed MOP), the article pertaining to Faculty Assembly

Drawing on feedback that we received during the Fall of 2023 and Spring of 2024 about the Spring 2024 proposed MOP, Executive Committee discussed and revised sections of the MOP in August and September. In October, Executive Committee met twice with the leadership of Faculty Assembly to work on the sections of the MOP related to Faculty Assembly. Those two collaborative and productive work sessions led to the revised Faculty Assembly section of the new MOP proposal. Faculty Assembly subsequently received a draft of the Faculty Assembly section of the MOP on Monday, Nov. 11, 2024, for discussion at the Wednesday, Nov. 13, Faculty Assembly meeting. Members of the Executive Committee attended to listen and answer any questions.

This proposed MOP was drafted via the careful, thoughtful, and consultative process just described, and was unanimously approved, 9-0, by the members of the Executive Committee on Nov. 19, 2024. On Nov. 20, the Executive Committee forwarded the proposed MOP to the leaders of Faculty Assembly for discussion and vote at a special session of the FA on Dec. 11, 2024. Members of the Executive Committee attended that session to listen and answer any questions. In that special session, Faculty Assembly members approved the proposed MOP 35-0-1 (abstention).

Executive Committee is now submitting the proposed MOP to the College for a full faculty vote of approval, which will open on Jan. 27, 2025, and close on Feb. 10. We have linked two documents. One

is the [proposed MOP](#) and the other is a [redlined version of the current CLAS MOPP](#), annotated to indicate changes that the Executive Committee has made in the proposal dated November 20, 2024.

Below, we call attention to a number of the changes in this proposed MOP with respect to the Spring 2024 proposed MOP.

- Preface- Added a sentence to clarify that materials referenced in hyperlinks are not part of the manual.
- Section III.4 Departmental Executive Officers- Language from the current MOPP describing the DEO's roles and duties was added back in.
- Section IV.6 Collegiate Faculty Votes- a phrase was added to indicate that full faculty votes are not advisory if superseded by the Policy Manual (as in the case of the Instructional-Track Policy).
- Section V.4 and V.5 Nominations and Elections for the Elected Shared Governance Bodies will be run by "an independent entity outside of CLAS that maintains confidentiality from the Office of the Dean."
- Section VI.1 Executive Committee includes a member who is a full instructional- or clinical-track professor and is elected (rather than appointed).
- Section IX.1 Faculty Assembly Membership- There is a clearer discussion of the nomination and election procedures for At-Large members. Unit representatives are selected by departmental procedures (as in the current MOPP) rather than appointed by the DEO (Spring 2024 MOP).
- Section IX.2 The Faculty Assembly Powers and Duties- This section was revised to more closely mirror that of the Faculty Senate.
- Section IX.3 Faculty Assembly Officers- The Dean was removed as co-chair of Faculty Assembly.
- Article XI Collegiate Self-Study- A sentence was added to indicate that Faculty Assembly and Staff Council may "submit comments in writing to be appended to the Self-Study."
- Article XII Revision and Amendment- Faculty Assembly may send an amendment of the MOP to the Faculty for ratification with a vote of 60% of its membership.

We encourage you to read through the proposed MOP and the redlined version of the current MOPP, and to vote in the referendum. Please feel free to reach out to any of the Executive Committee members if you have questions about the MOP or the revision process.

Sincerely,

CLAS Executive Committee

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