

DEPARTMENTAL MANUAL OF OPERATIONS AND PROCEDURES

DEPARTMENT OF THEATRE ARTS

COLLEGE OF LIBERAL ARTS AND SCIENCES

AMENDED BY THE DEPARTMENT MARCH 2024

APPROVED BY THE COLLEGE OF LIBERAL ARTS AND SCIENCES JANUARY 2025

For specific information about faculty qualifications for promotion, tenure, and searches see: Faculty Qualifications, Expectations, Standards for Evaluation, and Related Procedures

I. Authority of the Manual of Operations and Procedures

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

II. Faculty membership and eligibility to vote

A. Definition of faculty membership

The “voting faculty” is defined, for the purposes of this document, to include tenured and tenure-track faculty; instructional-track faculty with appointments expected to last more than one year; and adjunct faculty who have contracted with the university for more than two consecutive semesters. Visiting faculty are not members of the general voting faculty but may be consulted on matters related to their primary functions in the department, including matters of the curriculum.

Normally, all members of the Theatre Arts community – faculty, staff, and students (through student representatives) are consulted on matters of consequence.

B. Rights and responsibilities of faculty

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

The department distributes teaching and service assignments to faculty and provides guidance through periodic reviews to ensure that all faculty are participating appropriately and equitably in the teaching, research, and service missions of the department, college, and university.

C. Rule of eligibility for voting

Appointments:

Tenure-track faculty appointments are voted on by the voting faculty. Instructional-track faculty may serve on tenure-track search committees.

Instructional-track faculty appointments are voted on by the voting faculty.

Adjunct appointments do not require a vote; they are made by the DEO in consultation with the appropriate program head.

Reappointments:

Tenure-track reappointments are voted on by tenure-track faculty at the same rank or higher than the reappointed.

Instructional-track reappointments are recommended by the DEO in consultation with faculty members in the instructor's primary program area.

Promotion:

Promotion recommendations for tenure-track faculty are determined by vote of tenured faculty senior to the faculty member to be promoted.

Curriculum:

Substantive changes in curriculum within a program that affect other programs are made by vote of the voting faculty.

Mainstage production season:

The mainstage production season is proposed by the Director of Theatre in consultation with the Season Selection Committee and approved by vote of the voting faculty and the Production Director.

Scholarships:

Scholarships are typically recommended by the scholarship committee and voted on by the voting faculty.

Other matters of consequence:

The DEO may call for a vote on other matters as they arise. A faculty member may call for a vote on a matter if seconded by another faculty member.

Modification of this document:

Modification of this document, as well as the document "Faculty Appointments, Evaluations, and Promotions in the Department of Theatre Arts," is made by vote of the voting faculty.

III. Officers and Standing Committees

A. The Department

1. Final responsibility for the actions and welfare of the department rests with the faculty. The department's mission, goals and aspirations are stated in the departmental strategic plan and in the faculty's formal actions in pursuance of its mission. The officers of the department are charged with dual responsibilities to facilitate achievement of the mission

and to lead the faculty and staff in practical and conceptual definition of the mission. Thus, the officers will see it as their responsibility to manage the resources of the department, to carry out the expressed intentions of the faculty, and to direct and develop those intentions.

2. The faculty includes all persons holding academic rank. (See II-A for voting privileges.)

3. Officers of the Department

DEO

Director of Undergraduate Studies

Director of Graduate Studies

Director of Theatre (DOT)

Program Heads

4. Primary Standing Committees

Executive Committee. The Executive Committee is concerned primarily with the long-term health and vitality of the department. Matters to come before the committee will include strategic planning, intermediate range planning (including programs, hiring priorities, etc.) collegiate and accreditation reviews, etc.

The committee is advisory to the DEO. It is composed of:

DEO

Director of Theatre

Director of Undergraduate Studies

Director of Graduate Studies

Head of the Acting Program

Head of the Directing Program

Head of the Playwriting Program

Head of the Dramaturgy Program

Head of the Design Program

Head of the Stage Management Program

Curriculum Committee. Responsibilities include overseeing the approval of courses to be added or deleted; initiating and carrying out periodic reviews of the curriculum and initiating changes as needed; and other issues related to curriculum.

The committee has the authority, in cooperation with the DEO, to make modest changes such as adding and deleting courses, etc. Changes which substantially affect the department are brought before the voting faculty with a recommendation from the committee. Curriculum changes proposed are approved in consultation with the appropriate program head.

The committee is appointed by the DEO and is composed of:

Director of Graduate Studies, co-chair

Director of Undergraduate Studies, co-chair

Mainstage Season Selection Committee. Advises DOT in development of mainstage production season. Maintains balance between artistic vision and educational needs.

The DEO, in consultation with the DOT, appoints the committee. It is normally composed of:

Director of Theatre
Production Director
Company Manager (Rights/Royalties)
One faculty representative from Stage Management
One faculty representative from Design
One faculty representative from Acting
CLAS Performing Arts Events Marketing Manager
2-3 Fourth Year Undergraduate Students
2-3 Third Year Graduate Students

Program Committees. Under the leadership of the program head, these committees review issues relating to their field. It is comprised of:

Program Head
Faculty of the program
Staff directly associated with the program's curriculum.

B. The DEO

1. The most important responsibility of the DEO is to lead the faculty and staff in their curricular and production efforts to achieve the department's mission. The DEO will initiate discussions, propose strategies, coordinate efforts, and encourage each branch of the department to realize the mission. The DEO will also initiate periodic examinations of the mission itself and of the way it relates to the profession and the university. Finally, the DEO will articulate the mission to students, faculty, staff, administration, alumni, and others in order to coordinate efforts to fulfill the mission.
2. The DEO is expected to lead the department within an environment of advice and consent. The DEO may offer or facilitate initiatives on all matters of consequence; decisions are made by the faculty and (when appropriate) the staff and students. An exception to this principle is preparation of the department budget (see 4, below). When necessary, it is the responsibility of the DEO to appoint ad hoc committees to deal with specific issues; committees so established report to the DEO. The faculty may also initiate ad hoc committees, which report to the faculty as a whole.
3. All department administrative officers report to the DEO. The DEO has the right and the responsibility to review and approve decisions they make which affect the department as a whole; if the DEO and an officer cannot come to an agreement on a matter which affects the department as a whole, the DEO will normally take the issue to the faculty for deliberation and decision.
4. If the DEO is to be absent, they will recommend an individual to whom administrative responsibility will be delegated, with approval by the Associate Dean for the Arts and Humanities.
5. Appointment of Directors of Graduate and Undergraduate Studies is proposed by the DEO and approved by vote of the voting faculty.
6. Appointment of Director of Theatre is proposed by the DEO and approved by vote of the voting faculty in consultation with the Production Director.
7. Handles enrollment management issues in consultation with the Scheduling and Facilities Manager.

C. The Director of Theatre

1. The Director of Theatre provides vision and leadership for the production arm of the department. They are responsible for planning, overseeing, and administering the Department of Theatre Arts production events. The DOT works closely with the faculty, staff, and DEO to ensure that the department's theatrical mission and practices are consistent with the curricular arm of the department and the university.
2. The Director of Theatre has the responsibility and authority to develop a season of plays and the entire production calendar. They will seek the advice of faculty, staff, and students with reference to curriculum and production requirements, resources, and anticipated outcomes. In particular, the DEO, program heads, and production staff will be involved in the development of the season. The DOT will develop a mainstage season proposal in conjunction with the Mainstage Season Selection Committee. If there is a difference of opinion between the DOT and the committee, this difference is presented when the season is proposed to the committee for approval. The committee has the right to accept or reject the proposed season, but a majority negative vote returns the season to the DOT for further development. Once the committee approves the Mainstage Season, it is presented to the entire voting faculty for approval. The faculty have the right to accept or reject the proposed season, but a majority negative vote returns the season to the DOT and the committee for further development. Faculty may make suggestions to the DOT but cannot amend the proposal made by the DOT.
3. The DOT is responsible for ensuring that artistic leadership is provided to all mainstage and other primary departmental productions. This includes appointment of directors, designers, advisors (for student productions), and guest artists. The DOT also approves all casting in consultation with the Head of Acting. The DOT will develop a staffing plan in coordination with the DEO, Program Heads, Production Director, and Production Stage Manager.
4. The DOT, in collaboration with the Production Director, is responsible for proposing a budget for all production-related operations. This proposal goes to the DEO who includes it as part of the overall departmental budget. Day-to-day decisions and smaller budget issues, as well as subsequent budgetary changes within the season, will be made by the DOT in consultation with affected parties.
5. The DOT is responsible for all aspects of the season. They are expected to make suggestions regarding individual productions whenever appropriate. At the same time, once plays, production teams, and casts are approved, the faculty, staff, guest artists and students selected are vested with authority over their areas of production within limits defined by the DOT.
6. The DOT works closely with the Production Director, to whom all production staff report, to manage personnel issues within the production staff, to ensure that maintenance and usage of the theatre facility is successful, and to propose production-facilities initiatives.

D. The Director of Graduate Studies

1. The Director of Graduate Studies (DGS) co-chairs the Curriculum Committee with the Director of Undergraduate Studies. In this capacity, the DGS:

- Approves courses to be added or deleted from the department's offerings.
 - Initiates and carries out periodic reviews of the graduate curriculum
 - Monitors the relationship between the curriculum and department production program
 - Fosters connections among graduate programs
 - Develops procedures for graduate advising (for example, plans of study) and disseminates them to relevant faculty and graduate students
2. The DGS oversees the academic progress of graduate students. The DGS:
 - Oversees academic progress evaluations with reference to standards and outcomes
 - Reviews and approves changes to graduate students' plans of study
 - Coordinates efforts related to students in academic difficulty or on probation
 - Reviews and approves advanced standing, either at admission or subsequently; and in consultation with the Executive Committee
 - oversees the administration and certification of comprehensive examinations
 - Formally approves thesis projects and formats in consultation with program heads
 - Regularly communicates professional development opportunities to students
 3. In consultation with the DEO and the program heads, the DGS coordinates graduate recruiting and admissions, The DGS:
 - Reviews recruiting materials to be certain they are consistent, complete and clear
 - Reviews application procedures to ensure consistency across programs in terms of communication with applicants and the timeline for admissions decisions
 - Develops a holistic recruitment and application review process
 4. In consultation with the DEO and the program heads, the DGS coordinates fellowships, assistantships, and scholarships for incoming students. The DGS:
 - Oversees TA and RA Offers
 - Organizes Departmental TA Orientation
 - Arranges necessary TAPE Testing
 - Requests Permission for TAs to Teach Courses at or above the 3000 Level
 - Makes requests for TA or GA overloads
 - Oversees bi-annual TA or RA contract evaluation
 - Assists course supervisors in developing Professional Improvement Plans
 - Oversees departmental ranking and submission of applications for competitive CLAS, Graduate College, and department funding
 5. The DGS serves as a liaison between the graduate programs of the department, the Graduate College, and CLAS. The DGS:
 - Attends CLAS and Graduate College DGS meetings
 - Responds to departmental inquiries re: Graduate College and CLAS policies and procedures
 - Responds to Graduate College and CLAS inquiries re: department policies and procedures
 - Reports concerns to the Office of Civil Rights Compliance (OCRC)

E. Director of Undergraduate Studies

The Director of Undergraduate Studies (DUS) has the following responsibilities:

1. Curriculum

- Co-chairs the curriculum committee along with the Director of Graduate Studies
- Proposes or considers changes to the requirements for the undergraduate programs of study administered by the department or program, helping to keep programs updated and responsive to student needs
- Oversees related updates to the General Catalog
- Oversees implementation of proposed undergraduate changes that have been approved by the College (i.e., that website is updated; electronic signage is updated; advising informed; and related publicity handled, for example)
- Brings issues of pedagogy and best practices and/or related workshops, grants, or UI activities to the attention of the faculty
- Works with the DEO on curricular planning issues and ideas and updates the college when applicable
- Suggests and advises on faculty proposals for GE status for departmental courses
- Encourages involvement with the Center for Teaching and/or with the Division of Online Education about the redesign of essential GE gateway courses, helping to keep these updated and fresh for entering students
- Monitors the relationship between curriculum and production, promoting a balance of academic rigor with artistic opportunity
- In tandem with the DEO, reviews and approves all undergraduate proposals for independent study.

2. Compliance

- Coordinates assessment of the undergraduate major or majors
- Oversees enhancement of classroom experiences for students while raising related issues in pedagogy and best practices in faculty meetings or in other ways
- Reminds instructors of undergraduate academic misconduct reporting policies, sanctions, and the importance of reporting

3. Student Related Needs

- Advises undergraduate students as needed and/or works with area's professional academic advisor on related advising approaches and issues
- Authorizes petitions for exceptions and substitutions for requirements of the programs of study with their administrative home in the department or program and submits these to the Registrar's office
- Reviews student requests to evaluate transfer credit to apply for the major, minor, or certificate offered by the department or program
- Reviews student requests for study abroad credit to apply to the programs of study offered by the unit
- Promotes Honors in the Major and consults with the faculty advisor and the student pursuing Honors, as needed
- Informs faculty of updated information and student opportunities or support from CLAS Undergraduate Programs, the Academic Advising Center, University Honors, the Career Center, the office of Supplemental Instruction/Tutoring, or other offices that support students and faculty

4. Engagement and Outreach Activities

- Helps with outreach activities, such as involvement in community events, performances and other activities, such as on-campus fairs or open houses
- Works with the Academic Services Coordinator regarding questions and events related to the Office of Admissions

- Helps with alumni outreach, including newsletters and surveys

G. Appointment of Departmental Officers

1. The DEO is appointed by the Dean of the College with the approval of the provost.
2. The Director of Theatre, the Director of Graduate Studies, and the Director of Undergraduate Studies are appointed by the DEO, with the consent of the faculty. If consent is denied, the DEO will seek other candidates until approval is forthcoming. Normally these positions will be appointed or re-appointed in February for a term beginning the following academic year. If a vacancy occurs, the DEO will make an appointment to fill the remainder of the term.
3. The DEO normally appoints program heads for a term of three years. In preparation for an appointment the DEO will conduct a review of the program or area – a formal review every six years, an informal review otherwise.

Departmental Meetings

- Departmental meetings are normally held once a month
- Executive Committee Meetings are normally held once a month
- The DEO chairs department meetings and meetings of the Executive Committee
- The DEO establishes the agenda for departmental and Executive Committee meetings. Opportunity is provided at all meetings for faculty or staff members to raise issues and ask questions.
- Departmental meetings are normally open to all faculty members and staff, including part-time, temporary and visiting personnel. Representatives from the undergraduate and graduate student body are also eligible to attend.
- Minutes for departmental meetings are taken and kept by the Academic Services Coordinator.
- Meetings at which confidential personnel issues are discussed (e.g. meetings of the Departmental Consulting Group, or meetings of the tenured faculty to discuss probationary reviews) are not “departmental meetings.”

Procedures for Amendment of the Manual of Operations and Procedures

Modification of this manual is made by vote of the voting faculty via show of hands or electronic ballot via email. Two-thirds majority is required for approval, and amendments are subject to approval by the college.

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