

**Department of Spanish and
Portuguese, The University of Iowa
Manual of Operations and Procedures**

Approved by the College of Liberal Arts and Sciences, 5/16/2025

Last revised 5/1/2025

Preamble

The principles that inform this MOP are 1) shared departmental governance; 2) tenure-track faculty (TT) and instructional-track faculty (ITF) participation in shared governance; 3) Robert's Rules of Order (RRO) governing discussion and voting in faculty meetings to ensure good departmental function.

I. Authority of the Bylaws

This manual of operations and procedures formulates the procedures for faculty governance of the Department of Spanish and Portuguese (the department). 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, these operating procedures become effective immediately.

II. Faculty Membership and Eligibility to Vote

Members of the faculty of the department include TT, ITF, visiting faculty, and adjunct faculty.

A. Definition of Faculty Membership for Voting Purposes

Tenured/tenure-track faculty shall include those individuals holding salaried tenure-track academic appointments in one of the ranks Professor, Associate Professor, or Assistant Professor.

Instructional-track faculty shall include those individuals holding salaried instructional-track appointments in one of the ranks Professor of Instruction, Associate Professor of Instruction, or Assistant Professor of Instruction.

B. Voting Rights

TT holding primary appointments of 25% or more in the department are eligible to vote on all department business.

ITF holding primary appointments of 50% or more in the department are

eligible to vote on all department business, with the exception of graduate policies and hiring of TT (including votes on hiring plan, job proposal, job advertisement and hiring). See policies for promotion.

Visiting faculty, adjunct faculty, emeritus faculty and tenured, TT, ITF who do not meet the criteria above are not eligible to vote.

1. Voting Process

Approval of the minutes takes place by voice vote in faculty meetings.

All other voting takes place by ballot in faculty meetings with quorum (51% of eligible members physically present). Faculty members on leave can be exempted from the quorum count. The expectation is that all voting faculty attend all faculty meetings.

Faculty should recuse themselves when there is a conflict of interest.

For establishing the Departmental Consulting Group (DCG) for matters of promotion of TT and ITF, see CLAS policies.

2. Proxy Voting

Proxy voting will not be allowed. For promotion cases we follow CLAS policies.

III. Officers and Standing Committees

A. Administrative Officers

1. **Departmental Executive Officer (DEO):** The DEO is primarily responsible for all the routine administrative duties associated with the position as outlined in CLAS policies.

The DEO represents the department to the administration of the college and university, supports research of faculty, and oversees the operation of the department, including teaching and service assignments for the faculty. In carrying out these responsibilities, the DEO shall consult with appropriate faculty.

2. **Director of Undergraduate Studies (DUS):** The DUS chairs the Undergraduate Committee in the department and represents the department's undergraduate programs to CLAS. The DUS attends CLAS DUS meetings, leads advancement of the undergraduate pedagogical mission of the department, is responsible for the Outcomes Assessment, and oversees the catalog and website content related to

undergraduate programs. The DUS collaborates with the departmental Academic Advisor to oversee advising of departmental majors and minors and recruitment of majors and minors (i.e. Hawkeye Visit Days, and other events organized by CLAS and meetings with prospective students and parents). The DUS collaborates with the departmental Administrative Services Specialist and the Undergraduate Committee to oversee curriculum planning and development, including the review and approval of new courses and changes to existing courses. In consultation with the Undergraduate Studies Committee, the DUS reviews and implements departmental and CLAS policies.

- 3. Director of Graduate Studies (DGS):** The DGS chairs the Graduate Committee and represents the department's graduate programs to CLAS and the Graduate College. The DGS carries out the responsibilities of the DGS as specified in the departmental Graduate Manual. The DGS is responsible for recruiting and admitting graduate students, overseeing advising of graduate students (i.e. course selection, progress through degree, supervision of exam process, preparation of grant application material and job application material), and overseeing the catalog and website content related to the graduate programs. The DGS convenes and chairs the annual graduate student progress meeting. In consultation with the Graduate Studies Committee, the DGS reviews and implements departmental and CLAS policies.

B. Academic Program Coordinators

- 1. Director of Spanish CLAS Core:** The Director of Spanish CLAS Core oversees the elementary and intermediate Spanish program. Responsibilities include: curriculum development and assessment; supervision of program assistant; supervision and evaluation of language instructors; selection, orientation, ongoing training, supervision, and professional development of TAs; advising the DEO on granting TAs; assigning TAs within the first-and second-year program; serving on the Undergraduate Committee.
- 2. Director of Spanish Creative Writing MFA:** The Director of Spanish Creative Writing MFA is responsible for promoting and recruiting students, serving on the Graduate Committee, preparing and submitting nominations for the Iowa Arts Fellowship, advising first-year MFA students, organizing outreach and public events, and supervising formation of Spanish MFA Thesis committees. In consultation with other MFA faculty members, the Director of the Spanish Creative Writing MFA oversees curriculum, and evaluation of student progress.

C. Standing Committees

1. **Executive Committee:** The Executive Committee consists of the DEO (chair), the DUS, the DGS, a TT member, to be elected by TT faculty and an ITF member, to be elected by ITF. The Executive Committee shall serve as a consulting body to the DEO and may help prepare the agenda for department meetings. The DEO may seek advice, and the Executive Committee may offer advice, on any matters pertaining to the administrative duties of the DEO as listed above.
2. **Undergraduate Committee:** The Undergraduate Committee consists of the DUS (chair), Director of Spanish CLAS Core, the Study Abroad Advisor, one appointed TT, and one appointed ITF. Duties of the Undergraduate Committee include assessing learning outcomes for the major; overseeing requirements, implementing policies and procedures of undergraduate programs; recruitment for majors; assessing new course proposals; assessing study abroad courses for application to the major and minor and liaising with Study Abroad office. Recommendations for revisions to policies and procedures are brought to the full faculty for discussion and vote.
3. **Graduate Committee:** The Graduate Committee consists of the DGS (chair), Director of MFA, appointed Graduate Coordinator of Literature, appointed Graduate Coordinator of Linguistics. As a non-voting member of the Graduate Committee, the graduate student representative (elected by graduate students) will be consulted on graduate matters. Duties of the Graduate Committee include overseeing requirements, implementing policies and procedures of the graduate programs according to the departmental Graduate Manual; recruitment; reviewing graduate admission applications. Recommendations for revisions to policies and procedures are brought to the graduate faculty for discussion and vote.

IV. Department Meetings

- A. **Faculty Meetings:** Meetings of the department shall be called by the DEO or the person designated by the DEO as needed to conduct departmental business. The department will meet a minimum of twice per semester. The DEO will provide dates for scheduled department meetings at the beginning of the academic year. Meetings will be chaired by the DEO or the person designated by the DEO. The Executive Committee may assist the DEO with the preparation of the agenda, which shall normally be distributed at least three days prior to a meeting. The announcement will usually contain agenda items; however, agenda items may be added after the initial announcement is distributed. Faculty who wish to have certain items placed on the agenda should communicate this to the DEO as soon as possible

before the meeting occurs. These meetings are open to all departmental faculty. Voting rights are extended as defined in II.B. Minutes are taken by the DEO or designated other.

The duties of the chair of a departmental meeting include: 1) opening the meeting at the required time and calling the meeting to order; approving minutes from the previous faculty meeting, 2) announcing business in the appropriate order, 3) stating and putting to a vote any proper motions that are made, 4) announcing the results of the votes, 5) enforcing the rules of order on all occasions, 6) deciding all questions of order, 7) adjourning the meeting after all agenda items have been addressed or the meeting time expires.

B. Committee Meetings: Committee meetings shall be called by committee chairs as needed to conduct committee business. The chair of the committee convenes and chairs the meeting and ensures there is a written record from the meeting provided to the DEO.

V. Acting DEO

In the case of the DEO's absence, the DEO will recommend, subject to the approval of the dean, an individual to whom administrative responsibility will be delegated. The Acting DEO serves at the pleasure of the DEO, and a new Acting DEO can be named at any time.

VI. Procedures for Amendment of the Manual of Operations and Procedures

Amendments to these operating rules can be proposed by any member of the departmental faculty with voting rights and will be approved by two-thirds majority via ballot vote with quorum as defined above. All changes must be approved by the Dean of the College of Liberal Arts and Sciences.