

**DEPARTMENTAL MANUAL OF OPERATIONS AND PROCEDURES
DEPARTMENT OF HEALTH, SPORT, AND HUMAN PHYSIOLOGY
COLLEGE OF LIBERAL ARTS AND SCIENCES**

**Amended by the department Of Health, Sport, and Human Physiology
(September 2025)**

**Approved by the College of Liberal Arts and Sciences
(December 2025)**

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 Health, Sport, and Human Physiology (HSHP). The department shall follow the operating rules of the University and the College of Liberal Arts and Sciences (CLAS) 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.

For the purpose of this document, "instructional-track faculty" shall include all Professors of Instruction/Practice, Associate Professors of Instruction/Practice, Assistant Professors of Instruction/Lecturers. Common abbreviations used in this document include the following: DEO is the Department Executive Officer; DUS is the Director of Undergraduate Studies; DGS is the Director of Graduate Studies; DRO is the Director of Research Operations.

II. Faculty membership and eligibility to vote

A. Faculty membership is defined as:

The voting faculty of the Department of Health, Sport, and Human Physiology shall consist of tenured or tenure-track (TTF) faculty members, instructional-track (IT) faculty members, and instructors at the University of Iowa who either currently has a salaried appointment in the Department of Health, Sport, and Human Physiology or currently is on paid or unpaid leave from such an appointment in the Department of Health, Sport, and Human Physiology. Adjuncts, visitors, and 0% appointments have certain rights, defined below, but are not considered regular members of the department.

B. Rights and responsibilities of faculty

All tenure-track and instructional-track faculty holding 50% or greater appointments in the department are eligible to participate in faculty meeting discussions and shall hold voting rights on matters pertaining specifically to undergraduate curriculum in their primary program area as identified by the DEO. All IT faculty nominated as graduate faculty members are also eligible to vote on graduate curriculum matters in their primary program area as identified by the DEO (see Section XV. Membership and Procedures of Graduate College Manual of Rules and Regulations). Adjunct faculty and Visiting Instructors may participate in faculty meeting discussions but are not eligible to vote.

In the event that a voting faculty member has a conflict of interest, voting members should recuse themselves during the discussion of the topic and abstain from voting. Written proxy votes on specific issues on the agenda may be submitted to the DEO prior to the meeting. Some issues may be decided by confidential electronic ballots sent to the appropriate voting members by the department administrator. Individuals holding secondary faculty appointments in HSHP of less than 50%, including 0%, are eligible to participate in faculty meeting discussions, but are not eligible to vote on departmental issues.

For new TT faculty appointments, the DEO requests a vote by secret ballot (paper or electronic) by the TT faculty concerning the recommendation by the search committee to offer the top ranked candidate. A two-thirds affirmative vote of the TT faculty is required in order to advise the DEO in making a recommendation to the College to offer to the top ranked TT faculty candidate. If a two-thirds vote is not achieved, then the search committee chair will propose an alternative ranking for discussion. Additional discussion will be followed by a second vote. Should this second proposed ranking fail to achieve a two-thirds affirmative vote of those voting and if there are more than two acceptable candidates, the meeting chair will propose a third alternative ranking for discussion until a two-thirds majority vote is achieved for a top ranked candidate. For new IT faculty appointments, the DEO takes the search committee's advisement under consideration and makes a recommendation to the College which candidate the position should be offered (without a full faculty vote).

Secondary unsalaried (0%) appointments in HSHP are possible. The faculty nominated will already hold a TT faculty appointment at the University of Iowa in a primary department, and the rank in HSHP of the appointee will be the same as that in the primary department. A group of two (2) or more faculty may sponsor a faculty member from another department for the unsalaried secondary (0%) appointment. Approval of the appointment will require a two-thirds vote of the tenured and TT faculty. The appointee will be a non-voting member of the faculty. The appointee may be a PhD/MS thesis committee member but may not be a chair of a PhD/MS thesis committee. Voting members with a conflict of interest should recuse themselves during any discussion about the candidate and abstain from voting on the appointment. Responsibilities and expectations of the joint appointee must be stated in a written agreement signed by the DEO of both departments or a Dean of each College.

III. Officers and standing committees

A. The Department Executive Officer (DEO)

1. The DEO, also known as the "Department Chair", is appointed by the dean of the college with the advice of the faculty and the approval of the Provost. If the DEO is to be selected internally, the dean will consult with the voting members of the faculty and will request each faculty member's confidential assessment of candidates' strengths and weaknesses. The length of the appointment of the DEO is at the discretion of the dean, and the DEO is eligible for re-appointment at the end of the term. The DEO appointments are 'at

will' and the DEO serves at the discretion of the dean. Details of the DEO selection process by CLAS can be found on the CLAS website.

2. Delegated powers and duties of the DEO. The DEO has general executive responsibility for all aspects of the departmental enterprise and is an ex-officio member of all departmental committees. For a complete description of all roles of the DEO set by CLAS please see the following "Role of the DEO" on the CLAS website.

3. The activities of primary importance and concern for the DEO for HSHP include but not limited to the following:

- a) Perform critical review of departmental goals, programs, and priorities; analyze the extent to which objectives are being achieved; initiate or review proposals for changes in objectives, programs, and priorities.
- b) Allocate financial resources; develop short-term and long-range budget proposals in line with strategic priorities.
- c) Develop faculty personnel plans; prepare guidelines related to the recruitment of faculty members; monitor the conduct of recruiting efforts; make recommendations to the collegiate dean regarding faculty appointments.
- d) Implement curricular needs by approval of teaching assignments of faculty members.
- e) Implement faculty evaluation procedures; supervise the conduct of evaluations by appropriate faculty groups; provide feedback to individuals under evaluation; recommend to the dean concerning annual merit-based salary increases, reappointment, termination, and promotion actions.
- f) Develop and implement plans to maintain the vitality of the faculty, to stimulate their scholarly activity, and to maximize their contribution to the department, to the college, to the university, to the profession, and to society generally.
- g) Allocate space and facilities; develop proposals regarding modification, reassignment or expansion of space and facilities, and formulate space and facilities requests.
- h) Assign faculty members to committees and other departmental duties. Implement policies regarding appointments of adjunct faculty, visiting scholars, etc.
- i) Maintain a continuing review of departmental needs for staff; supervise the selection, assignment, and evaluation of staff members.

Supervise and conduct annual performance evaluations of Department Administrator

- j) Respond to proposals or requests from individuals or groups within the department or from outside agencies.
- k) Establish agendas for faculty meetings, chair department faculty meetings. Distribute reports, minutes, memoranda, etc.
- l) Maintain departmental records and files.
- m) Review and address complaints by students, staff and faculty in a timely fashion.

B. Associate Department Executive Officer (DEO)

The Associate DEO is appointed by the DEO and will serve a 3-year term, unless otherwise noted. The primary responsibilities for the Associate DEO include, but are not limited to, the following:

1. Collaborate with the DEO and administrator to onboard new faculty, including adjunct faculty, with departmental expectations for teaching.
2. Develop and maintain new faculty teaching manual.
3. Assist new and junior faculty with instructional resources such as ICON, Panopto, DOE, Student Disability Services, Honorlock, TopHat, Gradescope, SPOT evals, etc.
4. Facilitate connection with staff of the Center for Teaching and the Office of Teaching, Learning and Technology.
5. Assist the DEO with mentoring and professional development of new and junior faculty.
6. Setting up mentoring committee of two senior instructional or tenured faculty and tracking mentorship by senior faculty of the mentee.
7. Collaborate with the DEO and review committee to perform annual evaluations of IT faculty.
8. Assist DEO and executive committee in nominating faculty for teaching awards.
9. Assist the DEO in determining teaching allocations of instructional track faculty.
10. Assist Instructional Services Coordinator, as needed, with assigning TA appointments.
11. Together with DUSs and DEO collaborate on learning outcomes.

12. Chair/co-chair IT Faculty Ad-Hoc Advisory Committee
 - a) Draft policies in collaboration with Ad-Hoc Committee that address overload teaching assignments, summer teaching assignments, and winter session teaching assignments.
 - b) Develop and oversee policies for sharing course instructional material including recorded lectures of PowerPoints or other material between faculty that are consistent with UI Policy for intellectual property.
 - c) Oversee strategies or policies to develop shared ICON sites for core classes with multiple sections that are taught by multiple faculty.

C. Program Area Heads

1. A program, either undergraduate or graduate, is a collection of courses and requirements that, when completed, leads to a degree from the college. Programs are housed within departments and may be administered by a 'Program Area Head', also known as "Program Director", who coordinates the curriculum and other related duties as assigned. Program Area Heads are appointed by and report to the DEO of the program's home department and direct each of the degree granting or non-degree granting programs below. Program Area Heads over see the following four programs: 1) Human Physiology; 2) Exercise Science, Health Promotion, Health Studies; 3) Sport and Recreation Management; and 4) Therapeutic Recreation.

a) The undergraduate degree granting major programs are:

- (1) Human Physiology (BS)
- (2) Exercise Science (BS)
- (3) Health Promotion (BS)
- (4) Health Studies (BA)
- (5) Sport and Recreation Management (BS)
- (6) Therapeutic Recreation (BS)

b) The graduate degree granting programs are:

- (1) Health and Human Physiology (MS with thesis)
- (2) Health and Human Physiology (PhD with thesis)
- (3) Health and Human Physiology (MS non-thesis)
 - (a) Sub-track in Clinical Exercise Physiology*
 - (b) Sub-track in Child Life*
- (4) Sport and Recreation Management (MA non-thesis)

- c) *The current non-degree granting program is:*
 - (1) Health and Physical Activity Skills (HPAS)

- 2. Program Area Heads may also jointly hold position as DUS or DGS:
 - a) Term of Program Area Heads: 3 years with the possibility of reappointment.
 - b) Minimum rank: Associate Professor (Tenure or Instructional Track) or in the year going up for promotion to Associate Professor or Associate Professor of Instruction. Exceptions can be made. When an exception is made, then a faculty member beyond their successful 3-year reappointment review can be considered.
 - c) Process of appointment: Call for interest of candidates to apply. Provide written statement to DEO. DEO will determine appointment in consultation with CLAS Area Associate Dean.
 - d) The Program Area Head of undergraduate or graduate majors will coordinate activities related to their programs with the DUS or DGS and be specifically responsible for the following:
 - (a) Conducting outcomes assessment of the undergraduate major, developing and revising printed and web-based materials related to degree requirements (university catalog copy)
 - (b) Handling undergraduate student problems/complaints, advising on cases of student academic misconduct (plagiarism, cheating) brought by faculty, and consult with DEO as needed on these issues
 - (c) Implementing policies on requirements for the major, including decisions (and communications with Academic Advising, the Registrar's office and students) on transfer courses, course substitutions, and waivers of requirements for good academic reason
 - (d) Maintaining communication with other academic departments and with offices throughout the University that serve undergraduate students
 - (e) Report to the DEO annually concerning the status of their program
 - (f) Making recommendations to the DEO concerning teaching assignments, TA assignments, scheduling courses, creating new courses and sunsetting courses no offered any longer

D. Director(s) of Graduate Studies (DGS)

1. A DGS will be appointed to each of the following graduate major programs:
 - a) Health and Human Physiology (MS, PhD)
 - b) Sport and Recreation Management (MA)
 - c) Child Life (MS)
2. Term of DGS: 3 years with the possibility of reappointment.
3. Minimum rank: Associate Professor (Tenure or Instructional-track) or in the year going up for promotion to Associate Professor or Associate Professor of Instruction. Exceptions can be made. When an exception is made, then a faculty member beyond their successful 3-year reappointment review can be considered. IIT faculty should have a complimentary appointment with the Graduate College.
4. Process of appointment: Call for interest of candidates to apply. Candidate provides written statement to DEO. In consultation with Program Head, DEO will determine final appointment.
5. The DGS(s), in consultation with graduate faculty in each of the departmental graduate programs, and the Departmental Graduate Coordinator, will be responsible for overseeing the:
 - a) Development and revision of the handbook for each of the graduate programs in the department, and ensure departmental policies are followed. Ensure most current version of handbook is posted on department website.
 - b) Recruitment and admission of new graduate students and monitor student academic progress toward degree completion.
 - c) Oversee new graduate student applications and prepare a worksheet of all applicants for review by faculty. Seek input from HSHP faculty if graduate student applicant is a former HSHP undergraduate student.
 - d) Identify graduate applicants that may be eligible for recruitment fellowships through the Graduate College or CLAS
 - e) Attend monthly DGS meetings with the Dean of Graduate College and the CLAS Associate Deans and CLAS Graduate Affairs Manager; Communicate pertinent information from these meetings to the Executive Committee and all faculty
 - f) Coordination of nominations of graduate students for

departmental, college and university awards and fellowships

- (1) Notify eligible graduate students about CLAS and Graduate College fellowships/scholarship deadlines (typically Oct and March)
 - (2) Work with departmental Graduate Coordinator ensuring that fellowship/scholarship applications are submitted into workflow by deadline
 - (3) Rank student applications for fellowships/scholarships when two or more applicants apply for same award
- g) Work with administrative staff, DUS, DEO and Instructional Services Coordinators in coordination of graduate students for departmental Teaching Assistantships each semester
 - h) Review petitions for extensions for graduate TA funding beyond 2 years for MS thesis and 4 years for PhD students
 - i) Handling of graduate student problems and complaints; consult with the DEO as necessary on these issues
 - j) Report to the DEO annually concerning the status of department graduate programs
 - k) Approves annual plans of study for MS and PhD students that are developed by the mentor and student
 - l) Collect annual data on graduate program for Higher Learning Outcomes and Assessments, submit report to the Graduate College, and report to graduate faculty in first faculty meeting of fall semester
 - m) Confirm that comprehensive exam(s) are completed, and final exam reports are submitted for non-thesis program (MS Clinical Exercise Physiology and MS Child Life) students each year/semester
 - n) Work with graduate coordinator in planning and directing new graduate student orientation and TA training in their respective programs in August of each year
 - o) Serve as a department liaison between the DEO and the Graduate Student Advisory Committee (GSAC)
 - p) Additional information related to DGS duties can be found on the CLAS website.

E. Director(s) of Undergraduate Studies (DUS)

1. A DUS will be appointed to each of the following major programs:
 - a) BS Human Physiology
 - b) BS Exercise Science/BS Health Promotion/BA Health Studies

- c) BS Therapeutic Recreation
 - d) BS Sport and Recreation Management
2. Term of DUS: 3 years with the possibility of reappointment.
 3. Minimum rank: Associate Professor (Tenure-track or Instructional Track) or in the year going up for promotion to Associate Professor or Associate Professor of Instruction. Exceptions can be made. When an exception is made, then a faculty member beyond their successful 3-year reappointment review can be considered.
 4. Process of appointment: Call for interest of candidates to apply. Candidate provides written statement to DEO. DEO will determine final appointment.
 5. A detailed list of duties and responsibilities of the DUS can be found on the CLAS website.

F. Director of Research Operations (DRO) - The DEO will appoint a DRO from the tenured faculty to serve a three- year term, unless otherwise noted, executing the following duties:

1. Research strategy and mission of the department
 - a) Collaborate with the DEO to identify areas of strategic research focus in hiring and investment
 - b) Assist the DEO in soliciting philanthropic and extramural research funds that support the department's research mission
 - c) Identify potential large program grants (e.g., PPG, T32, AHA SFRN) to support the research mission of the department
 - d) Chair the departmental committee that allocates indirect cost returns to best support faculty and the research mission of the department
 - e) Assist DEO and the Administrator in collecting research metrics for the department's annual strategic plan report
 - f) Serve as a member of the Department Executive Committee
2. Research space and infrastructure decisions
 - a) Assist the DEO in determining research space allocation for new tenure-track faculty hires or requests by current faculty for additional research space
 - b) Coordinate usage for shared research resources in the core labs in the department
 - c) Assist faculty with environmental health and safety guidelines and

regulatory compliance to support research activities, reporting to the DEO on systemic barriers to research

d) Identify funding opportunities to purchase shared research equipment and annual maintenance contracts of shared research equipment in core labs

3. Faculty research mentoring and development

a) Assist DEO in mentoring junior tenure-track faculty in grant development (e.g., give feedback on grants; facilitate journal clubs, chalk talks; identify grant writing seminars and pre-review opportunities, etc.)

b) Assist faculty in identifying research funding opportunities and career development awards

c) Assist new faculty in identifying extra-collegiate infrastructure necessary for success and navigating barriers

d) Remain aware of faculty research achievements/awards, research foci, and potential for cross-disciplinary collaboration

4. Graduate and undergraduate student research opportunities

a) Facilitate graduate student participation in research and academic endeavors that complement their career goals

b) Coordinate the process for HSHP undergraduate students to identify research opportunities in research labs within and outside the HSHP department

c) Promote HSHP undergraduate students to participate in UI fall and spring Undergraduate Research Festivals (FURF and SURF)

d) Communicate deadlines to faculty and students for the Office of Undergraduate Research Iowa Center for Research by Undergraduates (ICRU) fellowships (usually March and April)

e) Help coordinate the research component of the annual end-of-the-year departmental research and experiential learning showcase

G. CLAS Faculty Assembly Representative (non-elected)

1. A CLAS Faculty Assembly Representative and an alternate from HSHP will be appointed by the DEO:

a) Term: 1 year with the possibility of reappointment

b) Minimum rank: Associate Professor (Tenure or Instructional Track) or in the year going up for tenure & promotion to Associate Professor or Associate Professor of Instruction

c) Process for appointment: Call for interest of candidates to apply.

Candidates provide a written statement of interest to DEO if more than one candidate is interested. DEO will determine the final appointment.

H. Faculty Coordinator for Undergraduate Honors in the Major

1. The Faculty Coordinator of the department undergraduate honors in the major program will be appointed by the DEO:

- a) Term: 3 years with possibility of reappointment
- b) Minimum rank: Associate Professor (tenured) or Assistant Professor after successful 3-year reappointment. IT faculty at Associate Professor of Instruction rank.
- c) Process for appointment: Call for interest of candidates to apply. Candidates provide a statement of interest to the DEO if more than one candidate is interested. DEO will determine the final appointment. Duties of the Honors in the Major Coordinator include:
 - (1) Mentoring all honors in major students to be sure they meet requirements in their individual major to achieve honors in the major
 - (2) Consult with the area DUS to ensure honors in the major requirements are clearly articulated on departmental webpages and within the UI General Catalog
 - (3) Identify HSHP faculty mentors to be liaison for students performing research in faculty labs outside of HSHP
 - (4) Coordinating end-of-the year oral honors presentations to the faculty for students
 - (5) Confirm submission of the student's final honors thesis document to UI Iowa Research Online portal.
- d) Students may also achieve University Honors separately or in addition to Honors in the Major in HSHP. The University Honors program is coordinated by the Honors at Iowa office.

I. Acting DEO:

1. The DEO will recommend, subject to approval by the dean, an individual to whom administrative responsibility will be delegated in the DEO's absence.

J. Standing Committees

The Department shall have the following standing committees. The DEO shall serve ex officio on all committees. Each committee shall meet as often as necessary to conduct the business with which it is charged.

1. Executive Committee

- a) The departmental Executive Committee will consist of the following HSHP faculty and staff members:
- (1) DEO
 - (2) Associate DEO
 - (3) DUS(s)
 - (4) DGS(s)
 - (5) Program Area Heads who are not also DUS or DGS
 - (6) DRO
 - (7) Chair of HSHP Strategic Planning Committee
 - (8) CLAS Faculty Assembly Representative(s)
 - (9) Department administrator
- b) The Executive Committee primary duties include the following:
- (1) advise the DEO on a variety of departmental matters as needed
 - (2) advise DEO on faculty searches
 - (3) advise DEO on the appointment of ad-hoc committees
 - (4) advise DEO on nominations for faculty, student and staff for Collegiate and University awards
 - (5) advise DEO on revisions to the manual of operating procedures
 - (6) advise DEO on departmental budgetary decisions
 - (7) advise DEO on curricular needs, changes and outcome assessments within undergraduate and graduate programs
 - (8) advise DEO on research infrastructure, equipment and space needs for faculty

2. Curriculum Committees (for each major or program):

- a) Committees appointed by DEO and Program Area Heads
- b) Committees are responsible for updating curriculum, modifying course requirements, deciding on course caps and number of sections or a course, and assisting DEO in making teaching assignments and developing new courses needed for the major. Ad hoc subcommittees may be formed related to specific curriculum issues.
- c) Consists of TT and IT faculty within each of the following programs/majors, the Academic Success Administrator and the Administrative Service Curriculum Coordinator:

- (1) Human Physiology
- (2) Exercise Science/Health Promotion/Health Studies
- (3) Sport and Recreation Management
- (4) Therapeutic Recreation/Child Life

K. Ad Hoc or Other Committees

Other committees may be created by the DEO as needed, at the recommendation of the Executive Committee, or at the DEO's discretion, as specific needs dictate. The department committees listed below are not all inclusive but are representative of committees currently active or routinely appointed. Faculty will serve on their assigned committees for the academic year and then can be re-appointed. Extenuating circumstances may dictate a longer rotation period.

IV. Departmental Meetings

A. Participation and Schedule

All department-wide faculty meetings (all faculty) will occur at least once per semester (typically the Friday before fall and spring semester starts in August and January, respectively) and attendance is required by all departmental faculty (TT, IT, adjunct faculty, visiting instructors) and staff. Faculty meetings where personnel decisions are to be made, will include only those with voting rights. Faculty meetings for TT only or IT faculty only may occur separately, and these may occur more frequently (e.g., monthly). Agendas for tTT and IT faculty meetings will be sent out at least 3 business days in advance for agenda items to be added by faculty. Individual program faculty meetings, such as for Human Physiology, Exercise Science/ Health Promotion/Health Studies, SRM and TR/CL, may have their separate faculty meetings more frequently or less, as needed. There are also specific faculty meetings related to graduate education and research topics and should be attended by any faculty with an interest in these topics. Current type and frequency (may be altered as needed) of faculty meetings in the department (not including curriculum committees) include the following:

1. All faculty meetings (twice per academic year)
2. Executive committee faculty meeting (monthly or every other month during academic year or as needed)
3. TT faculty meetings (monthly or every other month)
4. IT faculty meetings (twice per semester, e.g., mid-semester and end of semester)
5. Graduate Education and Research faculty meeting
(every other month during academic year)
6. Therapeutic Recreation/Child Life faculty meeting (weekly during academic year)

7. Sport and Recreation Management faculty meeting (monthly during academic year)

Additional faculty meetings are called when the DEO identifies important issues for discussion of the entire faculty, or when a request is made by multiple faculty members to hold a meeting on a specific issue. A Program Area Head may also call a meeting of the faculty within that program as needed to address specific issues relevant to that program.

B. Chair

The DEO, Associate DEO, or acting DEO serves as the chair of all departmental faculty meetings, exceptions for Program Area Meetings where the Program Area Head may chair these meetings.

C. Agenda

A call for agenda items for the faculty meeting will be made 3-5 business days prior to the meeting. Items to be addressed at each faculty meeting are submitted to the DEO at least three business days prior to the upcoming meeting. The DEO then transmits the agenda to the faculty in writing at least 24 hours prior to the meeting.

D. Quorum

Faculty meetings where attendance is required may not be convened unless a quorum consisting of at least 2/3 of all tenure-track faculty and at least 2/3 of all instructional-track faculty in the department are present. Program-specific curriculum committee meetings may not be convened unless a quorum consisting of at least 2/3 of the faculty on that committee is present.

E. Voting Procedures

Routine matters of business are voted upon by acclamation, show of hands or by electronic survey. Issues of a confidential nature are voted upon by secret ballot or anonymous electronic survey (e.g., Qualtrics). However, any faculty member may request a secret ballot on any issue. The DEO is charged with deciding the manner of voting for any specific issue.

Faculty recommendations to the DEO related to changes in departmental policies and procedures shall be determined by a majority of the eligible voting faculty members, excluding the DEO, present at the meeting. In case of a tie vote, the DEO casts the deciding vote.

Meetings at which confidential personnel issues are discussed (e.g., meetings of the departmental consulting group for tenure and promotion decisions, meetings of the tenured faculty to discuss probationary faculty reviews) are not "departmental meetings" and are not governed by this section of the

departmental by-laws.

F. Minutes

Written minutes shall be kept at each faculty meeting by the departmental administrator or another designated staff member. If there are no departmental staff members available to take minutes, the DEO will assign a faculty member to take minutes. The minutes will be archived electronically and made available to the faculty within one week of the meeting.

V. Amendment of the Manual of Operations and Procedures

Any faculty member may propose an amendment to the Manual of Operations and Procedures by providing the faculty with a written proposal for such an amendment at least one week prior to a faculty meeting. The amendment will then become part of the agenda for the meeting and voted upon by the voting members present as described above. If the proposed amendment is approved by the faculty, it, along with the recommendation of the DEO, will be submitted to the CLAS. If approved by the CLAS, the amendment will be incorporated in the department's Manual of Operations and Procedures.

In any situation where a waiver of any element of these procedures is requested due to extenuating circumstances, it will be reviewed and considered by the DEO and Executive Committee for the DEO final decision.