



Office of the Dean

240 Schaeffer Hall
Iowa City, Iowa 52242-1409
319-335-2611 Fax 319-335-3755
clas@uiowa.edu www.clas.uiowa.edu

MANUAL OF PROCEDURE OF THE COLLEGE OF LIBERAL ARTS & SCIENCES

This edition of the *Manual of Procedure* of the College of Liberal Arts & Sciences incorporates amendments ratified by a ballot of the faculty in March 2008 and approved by the University President and the Provost in April 2008. The amendments were approved by vote of the Faculty Assembly before being forwarded to the entire 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, and 2007.

Preface. The major objective of a manual of procedure of the College of Liberal Arts & Sciences is to facilitate the work of administration and faculty in the realization of the purposes of the College. This manual should

1. promote effective cooperation between administration and faculty by providing definite agencies for free discussion of matters of common concern,
2. define and regularize structure and operating procedures,
3. define and distribute responsibility, and
4. provide for the accumulation of recorded experience.

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 Procedure* has been formulated.

ARTICLE I THE FACULTY

Section 1. The Faculty. The Faculty of the College of Liberal Arts & Sciences shall consist of the tenure-track and tenured professors, associate professors, and assistant professors appointed in this College and in other colleges of the University as specified in section 7. Also members of the Faculty of the College of Liberal Arts & Sciences are those appointed at the rank of instructor whose contracts include the provision for tenure-track appointment upon completion of the terminal degree, as well as those holding clinical-track faculty appointments at the ranks of instructor, assistant professor, associate professor, and professor with renewable contract status. All members of the Faculty, as herein defined, shall have the right to vote upon or consent to any matter upon which action by the Faculty is taken or required, except the Dean of the College of Liberal Arts & Sciences and other faculty from Liberal Arts & Sciences voting units with full-time positions in the administration of the University or one of its colleges.

Section 2. Faculty Membership List. The Office of the Dean shall maintain a list of members of the faculty. Each year the Office of the Dean shall prepare a revised faculty membership list for use during that academic year.

Section 3. Faculty Governance of the College of Liberal Arts & Sciences. The Faculty of the College of Liberal Arts & Sciences, as defined above, participate in the governance of the College primarily through elected representatives to the Executive Committee, Educational Policy Committee, and Faculty Assembly. The Faculty may be

2 COLLEGE OF LIBERAL ARTS AND SCIENCES

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 4 and 5, below.

Section 4. Secret Ballot. On petition of 10 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.

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 cannot be associated with specific voters.

Section 5. Meetings of the Faculty. A meeting of the Faculty shall be called at least once each academic year.

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 chief academic officer of the University, by the president of the University, or on petition of 10 percent of the voting members of the 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 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 xi.

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 and distribution of minutes shall be governed by section 11 as for the Faculty Assembly. Twenty percent of the Faculty shall constitute a quorum. Unless the point of no quorum is raised at a meeting, no action taken at any meeting shall be

invalid for the lack of a quorum, provided the action taken shall have been precisely set forth in the notice of the meeting sent to members of the Faculty and provided the action taken at the meeting is in precisely the form contained in the notice. 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.

ARTICLE II FACULTY ASSEMBLY

Section 6. Powers and Duties. 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 4, or when the procedure for calling a special meeting of the entire Faculty is invoked under the provisions of section 5.

The Assembly may identify topics for the Dean, the Executive Committee, or the Educational Policy Committee to report back to the Assembly with information or recommendations, which come to the floor as motions already made and seconded.

The purpose of the College of Liberal Arts & Sciences Faculty Assembly shall be to serve as the representative body of faculty in 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.

Specifically, the Faculty Assembly may:

- a. Discuss and deliberate on issues of importance to CLAS faculty, including
 - faculty welfare (tenure and promotion, review policies),
 - education (undergraduate and graduate education),
 - diversity, and
 - CLAS facilities (classrooms, research and teaching space, technology)
- b. Discuss and make recommendations on matters referred to Faculty Assembly by the

Dean, Executive Committee, or Educational Policy Committee.

- c. Identify topics for the Dean, the Executive Committee, or the Educational Policy Committee to consider, with the expectation that these groups would report back to the Assembly with information or recommendations.

It is the responsibility of elected members of the Faculty Assembly to solicit input from their constituents with regard to both setting the Faculty Assembly agenda and matters under consideration by the Faculty Assembly. Optimally time would be set aside at departmental faculty meetings to provide an opportunity for exchange of ideas on Faculty Assembly agenda items.

Section 7. Composition. The Assembly shall be composed of (a) 6 faculty members elected by and from each of the three electoral groups defined in section 18 for a total of 18 persons from the electoral groups, with no more than two elected from any one voting unit, plus (b) 1 faculty member appointed by and from each voting unit.

The voting units are (a) each school and department in the College of Liberal Arts & Sciences and (b) each program in the College that has budget line faculty and offers courses in the College. To be eligible to vote or be a candidate in CLAS elections, a faculty member must hold an appointment of 50 percent or more on the budget of the College of Liberal Arts & Sciences. All voting faculty are eligible to serve on the Faculty Assembly, including those currently serving as DEOs.

Voting units that have fewer than five faculty members may be combined with another unit or units for purposes of appointing a unit representative after consultation with and approval by the Dean and the Executive Committee.

Units outside the College that offer an undergraduate major for which the degree is granted by Liberal Arts & Sciences (i.e., Biochemistry, Economics, Education, and Microbiology) are eligible to appoint a unit representative to Faculty Assembly.

Section 8. Election. All members of the Assembly shall be elected by secret ballot. Units that will continue to have two electoral group representatives on the Assembly will be marked on the ballot 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.

Members of the Assembly to be elected by the electoral groups defined in section 18 shall be nominated by the faculty in each group who shall select by secret ballot from among the faculty members in that group. The number of nominees shall be twice the number of representatives to be elected. Each member of the Faculty may vote for as many persons as are to be nominated, and those candidates with the highest number of votes shall be the nominees. Candidates who have been nominated shall be advised thereof by the Dean prior to the preparation of the ballots for the election of members of the Assembly and shall be considered candidates for election unless they inform the Dean in writing of their unwillingness to serve. If a person elects not to be a nominee, that person shall be replaced on the ballot by the person having the next highest number of votes. Faculty members in each of the electoral groups shall vote among the candidates who have been nominated by their electoral group, voting by secret ballot for as many candidates as they wish. Candidates with the highest number of votes shall be declared elected.

Members of the Assembly to be elected by the voting units shall be nominated and elected according to the procedure adopted for that purpose by each voting unit. Such elections shall be held following the announcement of the results of the election of members of the Assembly elected by the electoral groups defined in section 18. Prior to each election, each voting unit shall report the members belonging to its unit to the Office of the Dean. Each unit shall elect 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 elected as a 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.

Section 9. Term of Office. All elected members of the Faculty Assembly shall serve for terms of three years and until their successors have been elected and taken office. They shall take office at the beginning of the academic year following their election.

If a member of the Assembly who has been elected by one of the electoral groups resigns, the nominee in that electoral group with the next

4 COLLEGE OF LIBERAL ARTS AND SCIENCES

highest number of votes in the previous election shall serve for the remainder of the term. If no nominee from the previous election is available and willing to serve as a member of the Assembly, the resigning electoral group representative shall nominate a replacement, who with the concurrence of the Assembly's elected officers shall serve for the remainder of the term.

If a member of the Assembly elected by a voting unit resigns, that voting unit will elect a new member to serve for the remainder of the term.

Section 10. Presiding Officer. The officers of the Faculty Assembly are the past chair, chair, vice chair, and 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. Then the Assembly elects a vice chair and a secretary from its members. The previous vice chair becomes chair at the end of the organizational meeting. No one may hold any two of these offices simultaneously.

The chair may appoint ad hoc committees to help with aspects of the Assembly's work outside the purviews of the Executive Committee, the Educational Policy Committee, or other standing committees of the College. The vice chair presides when the chair is unavailable, the secretary when the vice chair is unavailable, and the Dean when these officers are unavailable. The chief academic officer of the University may call meetings and preside at them.

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 & 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.

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 serve as an officer the year after serving as chair.

Section 11. Meeting Procedure. The chair prepares and sends an agenda to each Assembly member and the Dean at least one week before each meeting, except in emergencies. Any voting member of the Liberal Arts & Sciences Faculty may propose items for the agenda. It includes as a motion already made and seconded any item proposed through a previous vote of the Assembly, the Executive Committee, the Educational Policy Committee, a meeting of the entire Faculty, or through a petition signed by at least ten percent of the voting Faculty. It also provides for the Dean to have officials of the College address matters of interest.

A majority of the Assembly members constitute a quorum. Meetings are open, and Liberal Arts & Sciences faculty who are not members may address the Assembly with the permission of its presiding officer. At least two regular meetings are held each semester. Additional meetings may be called by the chair, the Assembly, the Dean, the Executive Committee after consultation with the Dean, the chief academic officer of the University, or petition from at least ten members of the Assembly. If a question of procedure arises, the chair and the Assembly resolve it according to this *Manual* and standard parliamentary rules.

The secretary prepares minutes of each meeting for approval by the Assembly. The secretary sends approved minutes to members of the Faculty, the Registrar, and the Office of the Dean, which keeps them in a permanent file.

ARTICLE III COMMITTEES

Section 12. Elected and Appointed Committees. The College shall have two elected committees: the Executive Committee and the Educational Policy Committee. The members shall be elected according to the provisions specifically designated by this *Manual*.

The College shall have appointed committees established by the Faculty Assembly or by the elected committees or by the Dean. The members of all appointed 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 Educational Policy Committee with the advice of the Dean.

Section 13. Terms of Office. The terms of the members of elected committees shall be three years. New members shall take office at the beginning of the academic year following their election. One-third of each elected committee shall be elected each year. If a vacancy is known in advance of the election, a new member shall be elected to fill the position for the remainder of the term.

The terms of the members of appointed committees shall be as designated in this *Manual*.

Section 14. Officers. The Dean or an associate dean designated by the Dean shall chair each elected committee. The Dean or an associate dean designated by the Dean shall chair the Admissions Committee and the Student Appeals Committee. The chairs of other appointed committees will be selected from among their members.

Each elected committee shall choose a secretary from among its members and specify the term of service. The secretary of each elected committee (or his/her designate) shall serve as a member of the Faculty Assembly agenda committee.

Section 15. Meetings. Each elected committee shall establish a regular meeting schedule. The Executive Committee shall meet at least once a semester 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 his/her 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.

Section 16. Reports. Each elected committee shall make prompt written reports on all committee proceedings, to be made available to all members of the faculty. A permanent file of all such reports shall be kept in the Office of the Dean. In addition, each elected committee shall submit an annual report to the Faculty Assembly.

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.

Section 17. Vacancies. A vacancy on an elected committee 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 composite vote for the position in the immediately preceding election. If no such candidate is available, the Executive Committee shall select a person to fill the vacancy for the remainder of the term or period of absence.

A vacancy on an appointed committee shall be filled by the authority that appointed the committee.

ARTICLE IV

ELECTION OF MEMBERS OF ELECTED COMMITTEES

Section 18. Electoral Groups. For the purpose of election, the Faculty shall be divided into three voting groups of similar size. Every ten years, the Executive Committee will review the number of voting faculty in each voting group and may reassign voting units to 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 voting group, and
- to disturb the existing assignment of voting units to voting groups as little as is reasonably possible.

Section 19. Nominations. During the second semester, the College shall provide each member of the Faculty with a list of the members in each voting group eligible for nomination. Only one member of a voting unit shall be eligible to serve on a particular elected committee at any one time.

The Faculty shall then nominate by secret ballot, from among the eligible members in each group, three times the number of representatives to be elected to any committee.

6 COLLEGE OF LIBERAL ARTS AND SCIENCES

For each position to be filled from the membership of a group, each member of the Faculty may name three persons bearing in mind that not more than one member of a voting unit shall serve on any particular elected committee. 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 committee members. In the absence of their dissent in writing submitted to the Dean, they shall be nominated as candidates for the respective positions on the committees. If a person elects not to be a nominee, 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 committee; if nominated for more than one, the 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 ties, the nominee shall be determined by lot.

Section 20. Election. Following completion of the nomination process, an election will be held in accordance with Section 4, with a secret ballot listing the nominees for all committee positions to be filled. Voting faculty may vote for one, two, or three candidates. The candidate receiving the highest number of votes for each position shall be declared elected. In case of ties, the choice shall be determined by lot. No one may serve on two elected committees at the same time. One may not succeed oneself on any elected committee, except a person filling a vacancy for not more than one year.

ARTICLE V

THE EXECUTIVE COMMITTEE

Section 21. Membership. The Executive Committee shall be composed of the Dean and of nine members elected from and by the Faculty. Three members shall be elected from each of the three voting groups.

The associate deans shall be designated ex officio non-voting members of the Executive Committee.

Section 22. 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:
 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.
 6. Major changes in the organization of the College and in collegiate administrative policy.
- b. To assist and advise the Dean in the conduct of College business as specifically designated in other sections of this *Manual*.
- c. To confer with the Dean on matters of policy regarding the professional welfare of the Faculty.
- d. To review the standing and reputation of the College and its individual departments and units and to make recommendations to the Faculty for improvement.
- e. To supervise codification of all existing rules and regulations of the Faculty.
- f. To act upon proposals for the establishment or disestablishment of programs or departments.
- g. To confer with the chief academic officer of the University whenever a new Dean is to be appointed and to assist in ascertaining and transmitting the faculty attitudes regarding the candidate or candidates being considered.
- h. To consult with the chief academic officer of the University when an interim or acting dean is to be appointed. The Committee shall nominate candidates from among the tenured full professors of the College and advise on the candidates' qualifications.
- i. 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.

ARTICLE VI
THE EDUCATIONAL POLICY
COMMITTEE

Section 23. Membership. The Educational Policy Committee shall be composed of the Dean or an associate dean designated by the Dean and of nine members elected from and by the Faculty. Three members shall be elected from each of the three voting groups.

A student representative and alternate shall be appointed annually from among students in good standing in the College of Liberal Arts & Sciences by an appropriate student group designated by the Dean with the guidance of the Educational Policy Committee. Both the representative and the alternate shall be invited to attend meetings. The student representative, or in the absence of the representative the alternate, has the same rights and privileges as the elected faculty members, including the right to vote.

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.

Section 24. Duties. The duties of the committee shall be as follows:

- a. To consider and make recommendations to the Faculty Assembly on the College's educational policies, including general policies on majors, minors, and certificates; collegiate registration issues; credit by examination; advising; grading; requirements for good standing; and degree requirements.
- b. To oversee the General Education Program of the College, appoint members of the General Education Curriculum Committee (with the advice of the Dean); work with that committee on procedures for the approval and review of General Education courses; and formulate proposals to the Faculty Assembly on changes in General Education policies.
- c. To recommend to the Faculty Assembly approval of new degree programs and of

- d. major, minor, and certificate programs and the dissolution of existing programs.
- d. To consider and make recommendations to the Faculty Assembly regarding major changes in curricula and selective admissions policies within departments and programs.
- e. To oversee the creation and maintenance of policy for all nondepartmental College courses, the Honors Program, Liberal Arts & Sciences courses in Continuing Education (i.e., Saturday and Evening Classes, Guided Independent Study), and all other such academic programs.
- f. To monitor the implementation of the 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 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.

ARTICLE VII
SEARCH COMMITTEE
FOR A DEAN OF THE COLLEGE

Section 25. Formation of a Dean's Search Committee. When a vacancy occurs in the deanship of the College, the chief academic officer of the University conducts a search for a new dean. The precedent in the College is that the chief academic officer 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 chief academic officer. The search committee shall include representatives of the student body and of the College's non-academic staff and may include other members

8 COLLEGE OF LIBERAL ARTS AND SCIENCES

designated by the chief academic officer of the University.

Section 26. Duties. The committee shall recommend candidates to be interviewed for the position. It shall ascertain and transmit to the chief academic officer of the University the assessments by faculty, staff, and students regarding the candidate or candidates being considered. It shall make recommendations to the chief academic officer of the University concerning the offer of the appointment.

ARTICLE VIII

THE COLLEGE'S SEATS ON THE GRADUATE COUNCIL

Section 27. Composition. Three collegiate representatives to the Graduate Council are elected by the graduate faculty of the College of Liberal Arts & Sciences. A faculty member may serve concurrently on the Graduate Council and on a Liberal Arts & Sciences elected committee. The Liberal Arts & Sciences seats on the Graduate College shall be filled by one eligible faculty member from each of the three electoral groups defined in section 18, above.

The composition and duties of the Graduate Council are defined in the *Manual of Rules and Regulations of the Graduate College*.

Section 28. Eligibility. Faculty in the College of Education and in departments outside the College of Liberal Arts & Sciences that constitute voting units under section 7 above are represented by other seats on the Graduate Council. These faculty are therefore not eligible to nominate, be nominated as, or vote for candidates for Liberal Arts & Sciences seats on the Graduate Council, unless they hold joint appointments of 50% or more in Liberal Arts & Sciences. Clinical-track faculty and tenure-track instructors 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.

Section 29. Nomination. The procedures for nomination to Liberal Arts & Sciences seats on the Graduate Council are those defined in section 19, above.

Section 30. Election. The procedures for election to Liberal Arts & Sciences seats on the

Graduate Council are those defined in section 20, above.

Section 31. Vacancies. The procedures for filling vacant Liberal Arts & Sciences seats on the Graduate Council are those defined in section 17, above.

ARTICLE IX

THE APPOINTED COMMITTEES

Section 32. The General Education Curriculum Committee. The General Education Curriculum Committee recommends to the Educational Policy 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 Educational Policy Committee or the Dean. General Education Curriculum Committee members are appointed by the EPC 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, two appointed from each of the College's three voting divisions. The term of appointment is for three years and these terms are adjusted so that two faculty members are newly appointed every year. The committee shall include a student member who has completed his/her General Education Program requirements. The term of the student member shall be one 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 Educational Policy 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 Educational Policy Committee.
- h. To advise the Educational Policy Committee on possible improvements to the General Education Program and to prepare an annual report on its work for the Educational Policy Committee.

Section 33. The Collegiate Committee on Faculty Promotion and Tenure. The duty of this committee shall be to review departmental recommendations for tenure and for promotion to the ranks of associate professor and professor, 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 chief academic officer of the University. 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.

Section 34. Collegiate Self-Study Committee. When the University initiates a review of the College, an ad hoc committee shall be constituted to prepare the College's self-study. This 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 members of the Faculty of the College who represent its various disciplines. The ad hoc committee shall prepare the self-study according to the University's published guidelines 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 and the Educational Policy Committee. The self-study

shall be approved by the Faculty Assembly before being submitted to the chief academic officer of the University.

The duties of the ad hoc self-study committee shall not include assessment of the Dean as executive officer of the College. The performance assessment of the Dean shall be undertaken by the internal review committee appointed by the chief academic officer of the University and consisting of faculty from outside the College.

Section 35. The Admissions Committee. This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include four faculty members, a student representative, and the Director of Admissions (ex officio without voting privileges). Other professional staff members from the Office of Admissions may be invited to serve ex officio without voting privileges. The Dean or the associate dean who chairs the committee shall appoint the faculty members of the committee as provided under section 12, and the faculty members shall represent each of the three voting divisions of the College. The faculty members shall serve three-year terms, and the student representative shall serve at the invitation of the Dean or the associate dean who chairs the committee.

The duties of this committee shall be as follows:

- a. To recommend standards for admission to the College.
- b. To review and monitor the College's admission practices, including those for special categories of students.
- c. To serve as a liaison between the Faculty of the College and the Office of Admissions in the recruitment of students who show promise of high academic achievement.

Section 36. The Information Technologies Committee. The committee shall include six faculty members appointed by the Dean as provided under section 12. The associate dean for research and the College staff member responsible for technology support services shall serve as ex officio non-voting members. Two appointed faculty members shall represent each of the three voting divisions of the College. 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

10 COLLEGE OF LIBERAL ARTS AND SCIENCES

dean for research will chair the committee. 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 37. The Student Appeals

Committee. This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include three faculty members, the University Registrar (ex officio), and the Vice President for Student Services (ex officio). The Dean or the associate dean who chairs the committee shall appoint the faculty members of the committee as provided under section 12. The faculty members shall serve three-year terms.

The duties of this committee shall be as follows:

- a. To consider and recommend to the Dean action regarding requests from students for exceptions to the rules, regulations, and requirements of the College.
- b. To review petitions referred to it by the Dean regarding the probationary status of students.

Section 38. The Scholarship Committee.

The committee shall include three faculty members appointed by the Dean as provided under section 12 and one professional staff member from the Office of Academic Programs. The faculty members shall represent each of the three voting divisions of the College. Faculty members shall serve three-year terms. At the first fall meeting each year, the committee selects a chair from among the faculty members.

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 39. The Teaching Awards

Committee. The committee shall include six faculty members appointed by the Dean as provided under section 12. The executive associate dean and the associate dean for academic programs shall serve as ex officio non-voting members. Two appointed faculty members shall represent each of the three voting divisions of the College. 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 academic programs 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 Teaching Assistant Awards to serve as a voting member in judging nominations. No member of the committee shall vote on a nomination from his or her department or on a nomination on which s/he 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 recommend to the Dean the development of new categories for teaching awards based in the College.

Section 40. The Faculty Advisory Committee for Interdepartmental Studies.

The committee shall include at least three CLAS faculty members, representing the various disciplinary areas of the College, who shall be appointed by the Dean or the associate dean designated by the Dean as provided under section 12. Representatives from the Tippie College of Business, the College of Education, and the College of Nursing, which support the pre-approved plans of study for this major, shall also be invited to serve on the Committee. 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 bachelor of arts program 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.

Section 41. The Committee to Resolve Student Grievances. The committee shall be convened when students have grievances concerning grading issues or charges of academic misconduct that have not been resolved by a department or the College to the student's satisfaction. The committee shall consider evidence and recommend to the Dean or the associate dean who chairs the committee appropriate action in cases involving grading issues or charges of student plagiarism, cheating, falsification of laboratory experiments, and other instances of academic dishonesty.

The committee shall consist of two faculty members from outside the department in which the instance of alleged academic misconduct or the grading grievance occurred. In instances of alleged academic misconduct, the committee shall also include a student member. The members shall be appointed by the Dean or the associate dean designated by the Dean as provided in section 12.

ARTICLE X

THE OFFICE OF THE DEAN

Section 42. 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 chief academic officer of the University, and the Faculty of the College of Liberal Arts & 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 chief academic officer of the University 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.

12 COLLEGE OF LIBERAL ARTS AND SCIENCES

- h. To facilitate the process of collegiate self-governance by chairing the College's Executive Committee and appointing executive officers for the College's subdivisions, who directs 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 43. 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 consult the Executive Committee concerning the candidates to be considered. After such consultation, the Dean shall make a recommendation to the chief academic officer of the University.

ARTICLE XI THE ADMINISTRATION OF THE COLLEGE'S ACADEMIC UNITS

Section 44. Departments, Schools, and Departmentalized Programs. Members of the Faculty holding appointments in the College of Liberal Arts & 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 establish, with the approval of the Dean, 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 & Sciences, in association with the Graduate College where appropriate, shall carry out periodic reviews of its departments, schools, and programs.

Section 45. 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's chief duties are to oversee the processes of faculty appointment, mentoring, review, and promotion; develop the curriculum; oversee the work of the department's teaching assistants and staff; ensure that non-academic staff are evaluated; 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. Each departmentalized unit must have a current set of written procedures governing the appointment, review, reappointment, promotion, and tenure of faculty, which must be consistent with current College and University policies.

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 chief academic officer of the University. Upon receiving approval, the Dean shall announce the appointment of the new DEO to the members of the unit and to the College. In compliance with the University policy on the multi-year review of administrators, the College reviews DEOs who are serving their second or subsequent consecutive term at the time of the collegiate review of their unit.

Section 46. Supradepartmental or Interdepartmental Units. Supradepartmental divisions and schools and interdepartmental academic programs, resource centers, and research centers or institutes may be established to expedite 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 & 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 XII
REVISION AND AMENDMENT

Section 47. Procedures for Revision of the *Manual of Procedure*. The Executive Committee shall consider revision of the *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 at least 10 days in advance of the scheduled vote, which is to be conducted by secret ballot as described in Section 4. Ratification requires three-fifths majority of those voting thereon and the approval of the president; if, however, the president does not veto any

portion of the revision within 60 days following its approval by the Faculty, the revision shall take effect.

Section 48. 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 4. Ratification requires three-fifths majority of those voting thereon and the approval of the president; 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*.