



March 6, 2020

MANUAL OF POLICY AND PROCEDURE OF THE COLLEGE OF LIBERAL ARTS AND SCIENCES

MISSION STATEMENT

The College of Liberal Arts and Sciences (CLAS) at the University of Iowa advances scholarly and creative endeavors through the study of all aspects of human experience and behavior, as well as the properties and behavior of the world around us. The CLAS Manual of Policy and Procedure assists this effort through the development and maintenance of a system of professional communication and dialogue among CLAS professionals and University of Iowa administrators.

PURPOSE: The purpose of the CLAS Manual of Policy and Procedure is to provide faculty and staff with policies, procedures, and general information about the College. It contains references to college and university policies for the governance of the academic unit. Policies are specific courses of action adopted to achieve certain ends. Procedures are administrative steps put in place to help implement policies. The procedural steps and all other texts constitute approved courses for implementing each policy. CLAS administrators, the Executive Committee, the Faculty Assembly, and the collegiate faculty have formally adopted the policy statements in this manual.

Faculty members and staff should refer to additional college and university manuals, guides and/or handbooks for more complete

and detailed coverage of university policies and procedures.

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 Policy and Procedure has been formulated.

This edition of the Manual of Policy and Procedure of the College of Liberal Arts and Sciences is a revision ratified by a ballot of the faculty in December 2018 and approved by the University President and the Provost in 2019. The revision was approved by vote of the Faculty Assembly before being forwarded to the voting 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, 2007, 2008, 2009, 2017, 2019, and 2020.

DEFINITIONS

Administration: CLAS administration consists of individuals involved in a number of planning, organizing, directing, governing, and evaluating activities of major units within the College. Administrative positions are academic and nonacademic positions.

Agenda: an ordered sequence of activities or items to be discussed or accomplished in a meeting.

Associate Deans: Associate Deans support the Dean by providing leadership for and coordination of academic programs, strategic planning, resource allocation, implementation, evaluation and continuous improvement as well as leadership in faculty development through collaboration with the dean, department chairs, school directors, and the director for human resources.

Faculty Assembly: a group of faculty composed of elected representatives of academic departments.

Majority: the number of votes that is more than half of the total number.

Minutes: a written record of notes regarding the events of a meeting.

Quorum: the minimum number of members of a proceeding that must be present in order for the proceeding to be valid is 20 percent of the voting faculty.

Referendum: the practice of submitting to popular vote a measure passed on or proposed by a collegiate body.

For additional definitions, consult the CLAS Glossary, located at <https://clas.uiowa.edu/deans-office/clas-glossary>.

ARTICLE I

THE FACULTY

Section I.1. The CLAS Faculty.

The Faculty of the College of Liberal Arts and Sciences (CLAS) shall consist of the tenure-track and tenured professors, associate professors, and assistant professors appointed in the

College. The Faculty also includes clinical-track faculty at the ranks of assistant professor, associate professor, and professor with renewable contract status, and instructional-track faculty.

Section I.2. The Voting Faculty.

Members of the Faculty as defined in Section I.1, who hold appointments of 50 percent or more in the College shall have the right to vote upon or consent to any matter upon which action by the Faculty is taken or required. This includes the dean and associate deans of the College of Liberal Arts and Sciences.

Section I.3. Faculty Governance of the College of Liberal Arts and Sciences.

The Faculty of the College of Liberal Arts and Sciences, as defined above, participate in the governance of the College primarily through elected representatives to the Executive Committee, Undergraduate Educational Policy and Curriculum Committee, Graduate Educational Policy Committee, Committee on Diversity, and Faculty Assembly. The Faculty may be 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 I.4 and I.5, below.

It is expected that all meetings at the College level will follow Robert's Rules of Order, as described at <http://www.rulesonline.com/>.

Section I.4. Secret Ballot.

On petition of ten 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. The ballots must remain open for voting for at least two weeks.

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 must remain anonymous.

Section I.5. Meetings of the Faculty.

A meeting of the Faculty shall be called at least once each academic year. Meetings shall be conducted according to Robert's Rules of Order, as described at <http://www.rulesonline.com/>.

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 Provost, by the President of the University, or on petition of ten percent of the voting 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 I.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 XII.

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 shall be governed by Section IV.4 as for the Faculty Assembly. Minutes shall be kept, as provided in Section II.5.

Twenty percent of the voting faculty as defined in Section I.2 shall constitute a quorum. If a quorum is raised at a meeting, no actions shall continue unless actions have been precisely set forth in a notice sent to members of the Faculty. If no quorum is called the meeting shall proceed. 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

THE STAFF

Section II.1. The CLAS Staff.

The College of Liberal Arts and Sciences (CLAS) Staff is composed of staff that are non-organized Professional and Scientific and Merit Exempt personnel holding a regular appointment of 50% or more within the College.

Section II.2. The Voting Staff.

Members of the CLAS Staff as defined in Section II.1, have the right to vote upon or consent to matters upon which action by the Staff is taken or required.

Section II.3. Meetings of the Staff.

The CLAS Staff Council operational year shall be from June 1 to the following May 31. Meetings convene once per month.

ARTICLE III**ELECTED CLAS GOVERNANCE BODIES****Section III.1. Faculty Governance.**

The College shall have an elected general representative body, the Faculty Assembly (see Article IV). The College shall have three elected committees, the Executive Committee (see Article V), the Undergraduate Educational Policy and Curriculum Committee (see Article VI), and the Graduate Educational Policy Committee (see Article VII). The members of these bodies shall be elected according to the provisions specifically designated in this *Manual* (see Article III).

Four collegiate representatives to the Graduate Council shall be elected by the graduate faculty of the College of Liberal Arts and Sciences according to the provisions of Article III. The Liberal Arts and Sciences seats on the Graduate College shall be filled by one eligible faculty member from each of the four electoral Voting Groups (see Section III.2 and Section III.3, paragraph c, below).

The College shall have appointed standing committees as established in this *Manual* (see Article VII). The members of standing 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 Undergraduate Educational Policy and Curriculum Committee with the advice of the Dean.

The College shall have short-term ad hoc committees and task forces established by the Dean on the advice of either of the elected committees, to advise the College on specific issues as defined in the charge to the committee. Although College associate deans can serve ex officio in collegiate governance,

they are not eligible to be elected to any collegiate committee. Moreover, associate deans may not be elected to any CLAS departmental committees, or vote on departmental matters of significant substance; however, associate deans may serve on ad hoc departmental committees, if appointed by the department chair.

Section III.2. Staff Governance.

Membership is based upon representation from Job Function Categories as defined in Section IV.2.

Section III.3. Faculty Terms of Office.

The terms of the members of the elected governance bodies shall be three years. New members shall take office at the beginning of the academic year following their election. One-third of the membership of each elected governance body shall be elected each year.

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

Section III. 4. Staff Terms of Office.

1. Staff Council term of membership
 - a. Councilor terms shall be three years unless a vacated term is being completed, or if the Vice President/President Elect or President is in the last year of their Council term, in which case this councilor's term is extended in order to fulfill the duties of President and/or Past President.
 - b. Councilors shall serve no more than two consecutive elected three-year terms.

- c. Re-election can be sought after a one-year leave.
2. Duties of membership
- a. Regularly attend meetings and participate in discussions.
 - b. Solicit information/opinions from constituents and share with CLAS Staff Council.
 - c. Disseminate Council information to constituents.

Section III.5. Faculty Committee Officers.

The officers of the Faculty Assembly shall be as defined in Section IV.3.

The Dean or an Associate Dean designated by the Dean shall chair the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee. Each of these committees shall choose a secretary from among its members and specify the term of service. The secretary of each of these committees (or the secretary's designate) shall serve as a member of the Faculty Assembly Agenda Committee.

The chairs of the standing appointed committees shall be as defined in Article VIII.

Section III.6. Staff Council Officers.

CLAS Staff Council Executive Committee (Officers) are President, Vice President/President Elect, and Secretary.

Section III.7. Faculty Committee Meetings.

Each elected committee shall establish a regular meeting schedule. The Executive Committee shall meet at least once a year 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 the chair's 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 III.8. Staff Council Meetings.

1. Meetings shall be held monthly. Regularly scheduled meetings may be cancelled or rescheduled at the discretion of the President.
2. Regular meetings shall be open to CLAS Staff. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council and the Dean of the College or a representative designated by the Dean of the College. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting.
3. Special meetings may be called by the President.
4. The Council should be notified of all absences from meetings.

Council members missing more than two of the regularly scheduled meetings during the year may be sent a letter reminding them of their obligations to represent their constituents on the CLAS Staff Council. Members missing three or more of the regularly scheduled meetings during the year shall be subject to replacement upon the recommendation of the CLAS Staff Council Executive Committee. The Secretary shall notify the President of a member missing two meetings and shall notify the CLAS Staff Council Executive Committee of a member missing three meetings.

Section III.9. Minutes and Reports.

Each elected committee and the Faculty Assembly shall take and approve minutes of their meetings, to be made available to all members of the Faculty after approval. A permanent file of all such reports shall be kept in the Office of the Dean. Faculty Assembly minutes also shall be sent to the Office of the Registrar.

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.

Each ad hoc committee or task force shall report in writing to the Dean or an associate dean designated by the Dean upon completion of its assignment.

Each elected committee and the Staff Council shall take and approve minutes of their meetings, to be made available to all staff members. A permanent file of all such reports shall be kept.

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 Staff Council or the CLAS Staff Council Executive Committee or the Dean, shall make progress reports to its appointing authority or to any of these requesting authorities.

Section III.10. Vacancies.

A vacancy in an elected governance body 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 vote for the position in the immediately preceding election. Preference will be given to the candidate who obtained the largest number of votes within the relevant Electoral Voting Group, but did not receive enough votes to be selected in the first place.

If no such candidate is available for a vacated position on an elected committee or a vacated CLAS seat on Graduate Council, the Executive Committee shall select a person to fill the vacancy for the remainder of the term or period of absence.

If no candidate from the previous election is available and willing to serve in a vacated position as electoral voting group representative on Faculty Assembly, four officers of the Faculty Assembly can appoint a new member who shall serve for the remainder of the term.

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

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

In the event of a Staff Council vacancy during the year, the CLAS Staff Council Executive Committee will fill the position.

ARTICLE IV**COLLEGIATE ELECTIONS****Section IV.1. Voting Units.**

The faculty voting units are (a) each school and department in the College of Liberal Arts and Sciences, and (b) each program in the College of Liberal Arts and Sciences that has budget line faculty and offers courses in the College.

The staff voting units are grouped by Job Function Categories.

Section IV.2. Electoral Voting Groups.

For the purpose of election, the voting faculty shall be divided into four electoral Voting Groups of similar size. The Electoral Voting Groups include representatives from the Arts, the Humanities, the Natural and Mathematical Sciences, the Social Sciences, and in some committees, undergraduate/graduate students. Every ten years, the Executive Committee will review the numbers of voting faculty in each Electoral Voting Group, and may reassign voting units to Electoral 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 Electoral Voting Group, and
- To disturb the existing assignment of voting units to electoral voting groups as little as is reasonably possible.

In addition, every time that this MOPP is subject to review, the chart establishing the number of representatives from each Electoral Voting Group that represent the groups in the elected committees of the College will also be reviewed, to determine if the distribution of seats in each elected committee requires re-balancing.

For the purpose of the Staff Council election, the staff shall be divided into Job Function voting groups. Groups with 45+ staff members will have two representatives on the Council, voting groups with 44 or fewer staff will have one representative on the Council. Voting groups will be broken-down to represent the staff by the following Job Function Categories:

Group 1: Academic Support, Libraries, and Information Technology

Group 2: Administration

Group 3: Arts Culture & Entertainment and Marketing Communications & Outreach

Group 4: Business and Finance, Human Resources, Engineering & Architecture, and Facilities Operations

Group 5: Research and Health Care

Section IV.3. Faculty Voting and Nomination Eligibility.

The Office of the Dean shall maintain a record of members of the Faculty. Each fall the Office of the Dean shall prepare a list of the voting faculty (see Section I.2) for use during that academic year. The list shall be annotated to indicate nomination eligibility, according to the provisions below.

- a. **Elected Committees.** Only voting faculty at the ranks of tenured associate professor, tenured professor, and clinical professor shall be eligible to serve on the Executive Committee, and on the Graduate Educational Policy Committee. Only voting faculty at the ranks of tenured associate professor, tenured professor, clinical professor, associate professor of instruction, and professor of instruction shall be eligible to serve on the Undergraduate Educational Policy and Curriculum Committee. Only one member of a voting unit shall be eligible to serve on a particular elected committee at any one time. An individual shall not be eligible to serve on two or more of the elected committees at any one time. One may not succeed oneself on any elected committee, except a person filling a vacancy for not more than one year

- b. **Faculty Assembly.** All voting faculty are eligible to serve on the Faculty Assembly, including those currently serving as DEOs. Only two members of a voting unit shall be eligible to serve as Electoral Voting Group representatives on the Faculty Assembly at any one time. Units that will continue to have two Electoral Voting Group representatives on the Assembly shall be marked on the voting list 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.
- c. **CLAS Seats on Graduate Council.** Tenured members of the College's voting faculty, as defined in Section I.2, are eligible for the College's seats on the Graduate Council. Clinical-track faculty 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. Instructional-track faculty 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. An individual shall not be eligible to hold a CLAS seat on Graduate Council at the same time that he or she is serving on one of the College's elected committees. One may not succeed oneself in a CLAS seat on Graduate Council, except for a person filling a vacancy for not more than one year.

Section IV.4. Staff Voting and Nomination Eligibility.

Eligibility shall be based on a report annually prepared by CLAS Human Resources.

Section IV.5. Nominations.

Nominations are conducted by secret ballot, as described in Section I.4, paragraph 2.

The voting faculty as a whole shall nominate, from among the eligible members in each Electoral Voting Group, three times the number of representatives to be elected to any committee position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee or the CLAS seats on Graduate Council.

The voting faculty in each Electoral Voting Group shall nominate the candidates for elected seats on Faculty Assembly from that Electoral Voting Group. Each member of the voting faculty may nominate twice the number of representatives to be elected from the faculty member's Electoral Voting Group.

Those with the highest number of votes for each position shall be the nominees. 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 faculty governance bodies. In the absence of their dissent in writing submitted to the Dean, they shall be candidates for the respective positions on the committees. If a person elects not to be a candidate, 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 of the following: Executive Committee, Undergraduate Educational Policy and Curriculum Committee, Graduate Educational Policy Committee, or a CLAS seat on Graduate Council. If nominated for more than one, the faculty 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 a tie, the nominee shall be determined by lot.

Those eligible for nomination to Staff Council shall be staff, as defined in section II.1.

Section IV.6. Faculty Election.

Following completion of the nomination process, an election will be held in accordance with Section I.4, with a secret ballot listing the nominees for all committee positions to be filled. Each member of the voting faculty may vote for one, two, or three candidates for each position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee and may vote for one, two, or three candidates for the vacant CLAS seat on Graduate Council. Each member of the voting faculty may vote for as many eligible candidates for Faculty Assembly from the voter's Electoral Voting Group as the voting member wishes. The candidate receiving the highest number of votes for each position shall be declared elected. In case of a tie, the choice shall be determined by lot.

Section IV.7. Selection of Faculty Assembly Representatives.

Members of the Faculty Assembly to be selected by the voting units shall be nominated and selected according to the procedure adopted for that purpose by each voting unit. The selection of unit representatives shall be held following the announcement of the results of the election of members of the Assembly by the Electoral Voting Groups defined in Section III.2.

Each unit shall select 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 selected as a unit

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.

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

Section IV.8. Selection of Staff Council Representatives.

The Staff Council elections shall be as follows:

- a. The names of all eligible nominees shall be placed on the ballot.
- b. Ballots will be electronically distributed to all staff in the Job Function Categories.

Election results will be verified and reported as follows:

- a. Following the Job Function Categories election, results will be approved and certified by ITS. In case of a tie, the winner shall be chosen by lot.

Any candidate listed on the official ballots for annual election may ask for an audit of the election within seven days of the date of mailing of the election summary. Said audit request must be presented in writing to the CLAS Staff Council Executive Committee.

All newly elected councilors will begin at the start of the operational year.

If a councilor changes positions within the College of Liberal Arts and Sciences to another represented Job Function Category, the councilor may continue to serve on the Council

until the end of the operational year, with the approval of the CLAS Staff Council Executive Committee.

ARTICLE V

FACULTY ASSEMBLY

Section V.1. Powers and Duties.

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

It is the responsibility of elected members of the Faculty Assembly to solicit input from their constituents with regard to matters under consideration by the Faculty Assembly. 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 I.4 or when the procedure for calling a special meeting of the entire Faculty is invoked under the provisions of Section I.5.

Specifically, the Faculty Assembly has the following duties and powers:

- a. The Faculty Assembly will discuss and deliberate on issues of importance to CLAS faculty, including but not limited to
 - faculty welfare including tenure, promotion, and review policies,

undergraduate educational policies, curriculum, and related issues;

- graduate educational issues;
- issues of diversity, campus climate, and other related concerns; and
- CLAS facilities, including classrooms, research and teaching space, and technology.

- b. The Faculty Assembly will discuss and make recommendations on matters referred to Faculty Assembly by the Dean, the Executive Committee, or the Undergraduate Educational Policy and Curriculum Committee or the Graduate Educational Policy Committee.

The Faculty Assembly will identify topics for the Dean, the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee to consider, with the expectation that these groups will report back to the Faculty Assembly with information or recommendations. Proposals approved by CLAS elected committees come to the Assembly as motions made and seconded.

Section V.2. Composition.

The Faculty Assembly shall be composed of six faculty members At Large. Additionally, it shall be composed of four faculty members from the Natural and Mathematical Sciences, four from the Humanities, two from the Social Sciences, and two from the Arts. There will be a total of 18 persons from the Electoral Voting Groups, with no more than eight from any one Electoral Voting Group; no more than two elected from any one voting unit, plus one faculty member selected by and from each voting unit as defined in Section III.1.

Units outside the College that offer an undergraduate major for which the degree is

granted by Liberal Arts and Sciences (i.e., Biochemistry, Economics, Education, and Microbiology) are eligible to select a unit representative to Faculty Assembly.

Section V.3. Officers.

The officers of the Faculty Assembly are the past chair, the chair, the vice chair, and the 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. At this organizational meeting, the Assembly elects a vice chair and a secretary and the previous vice chair becomes chair at the end of the meeting. No one may hold any two of these offices simultaneously.

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 and 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.

The vice chair presides over the Faculty Assembly when the chair is unavailable, the secretary when the vice chair is unavailable, and the Dean when these officers are unavailable. The Provost may call meetings and preside at them.

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 be elected as an officer the year after serving as chair.

The chair may appoint ad hoc committees to help with aspects of the Assembly's work outside the purviews of the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee, or other standing committees of the College.

Section V.4. Meeting Procedure.

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

A majority of the Faculty Assembly members constitute a quorum. Meetings are open, and Liberal Arts and Sciences faculty who are not members may address the Faculty Assembly with the permission of its presiding officer. At least two regular meetings are held each semester. Meetings shall be conducted according to Robert's Rules of Order, as described at <http://www.rulesonline.com/>.

Additional meetings may be called by the chair, the Faculty Assembly, the Dean, the Executive Committee after consultation with the Dean,

the Provost, or by petition from at least ten members of the Faculty Assembly. If a question of procedure arises, the chair and the Faculty Assembly resolve it according to this *Manual* and standard parliamentary rules.

ARTICLE VI

THE EXECUTIVE COMMITTEE

Section VI.1. Membership.

The Executive Committee shall be composed of the Dean and of nine members elected from and by the tenured Faculty of the Electoral Voting Groups. Two members shall represent the Natural and Mathematical Sciences, two members shall represent the Humanities, one member shall represent the Social Sciences, and one member shall represent the Arts. Three remaining members will be elected by the faculty At Large from any Electoral Voting Group, but there may be no more than three members from any one Electoral Voting Group.

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

Section VI.2. 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.
- 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 Provost whenever a new Dean is to be appointed and to assist in ascertaining and transmitting faculty attitudes regarding the candidate or candidates being considered.
- h. To consult with the Provost when an interim or acting dean is to be appointed. The Committee shall nominate candidates
 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.
 7. Allocation of faculty and staff positions.
 8. Appointments to standing and ad hoc committees of the College, as provided in Section II.1, above.

from among the tenured full professors of the College and advise on the candidates' qualifications.

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 VII

THE UNDERGRADUATE EDUCATIONAL POLICY AND CURRICULUM COMMITTEE

Section VII.1. Membership.

The Undergraduate Educational Policy and Curriculum Committee shall be composed of the Dean or an associate dean designated by the Dean and of ten members elected from and by the Faculty.

Two faculty members shall represent the Natural and Mathematical Sciences, two members shall represent the Humanities, one member shall represent the Social Sciences, and one member shall represent the Arts. Three faculty members shall be elected by the faculty At Large, from any Electoral Voting Group, but there may be no more than four faculty members from any one Electoral Voting Group. No more than one instructional-track faculty member shall represent each Electoral Voting Group. One undergraduate student representative shall be chosen by the Associate Dean for Undergraduate Programs and Curriculum.

The student representative shall be appointed from among students in good standing in the

College of Liberal Arts and Sciences by the Dean or an associate dean designated by the Dean, on the basis of nominations from one or more appropriate student groups and organizations and with the guidance of the Undergraduate Educational Policy and Curriculum Committee. The student representative has the same rights and privileges as the elected faculty members, including the right to vote. The term of the student member shall be one year.

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 VII.2. Duties.

The Undergraduate Educational Policy and Curriculum Committee advises and assists the Dean and associate deans in formulating policies and procedures relating to the College's educational mission, curriculum, and teaching. The duties of the committee shall be as follows:

- a. To advise the deans and to make recommendations as appropriate to the deans, to the Faculty Assembly, to other collegiate committees, and to College or University offices on issues relating to the educational policies of the College, including but not limited to policies on majors, minors, and certificates; matters relating to instruction; collegiate registration issues; credit by examination; advising; requirements for good standing; degree requirements; and other educational policy issues.
- b. To advise the deans and departments and to make recommendations as appropriate to the deans, to the Faculty Assembly, or to other committees on issues relating to the undergraduate curriculum, including but not limited to the creation or dissolution of degree programs and of major, minor and certificate programs and

- other significant aspects of the curriculum.
- c. To oversee the General Education Program of the College and to appoint members of the General Education Curriculum Committee (with the advice of the Dean); to work with the General Education Curriculum Committee on the review of and recommendations for new courses within the General Education Program; to make recommendations concerning changes to General Education Program policies and requirements; and, in conjunction with the deans and the General Education Curriculum Committee, to formulate or make recommendations as appropriate to the deans, the Faculty Assembly, departments, or to other offices on changes to the General Education Program.
 - d. To advise the deans and departments and to make recommendations as appropriate to the deans, departments, and Faculty Assembly regarding selective admissions policies and to review those policies within departments and programs according to CLAS guidelines.
 - e. To advise the deans and to make recommendations as appropriate to the deans, the Office of Admissions, and other University offices regarding admissions standards to the College and admissions practices, including those for special categories of students.
 - f. To oversee the creation and maintenance of policy for all non-departmental College courses, Liberal Arts and Sciences courses in Continuing Education, and all other such academic programs.
 - g. To monitor the implementation of the undergraduate educational policies of the College, including in special circumstances
- the evaluation of specific courses and programs.
- h. 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.
 - i. 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.
 - j. To act *ad interim* in the name of the Faculty in emergency situations on matters of curricula and instruction.

ARTICLE VIII

THE GRADUATE EDUCATIONAL POLICY COMMITTEE

Section VIII.1. Membership.

The Graduate Educational Policy Committee shall be composed of the Dean or an associate dean designated by the Dean and of seven members elected from and by the Faculty. One faculty member representative shall be elected from each of the four Electoral Voting Groups: the Arts, Humanities, Natural and Mathematical Sciences, and the Social Sciences. Two faculty members shall be elected by the faculty At Large, from any Electoral Voting Group, but there may be no more than two faculty members from any one Electoral Voting Group. A graduate student member is appointed for one academic year by the Dean or Associate Dean on the basis of nominations from one or more appropriate student groups and organizations. The student is a full member of the committee. The Dean of the Graduate

College shall identify an Associate Dean of the Graduate College who will serve as an *ex officio* member of the CLAS Graduate Policy Committee.

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 VIII.2. Duties.

The Graduate Educational Policy Committee advises and assists the Dean and associate deans in formulating policies and procedures relating to the graduate programs administered by units in the College, including matters relating to curriculum, teaching, and graduate student welfare. The duties of the committee shall be as follows:

- a. To advise the deans and to make recommendations as appropriate to the deans, to the Faculty Assembly, to other collegiate committees, and to College or University offices on issues relating to the graduate programs administered by units in the College, including but not limited to policies on degree programs, and certificates; periodic reviews of departments and programs; matters relating to graduate instruction; advising; requirements for good standing; degree requirements; approval of new courses, and other educational policy issues.
 - b. To advise the deans and departments and to make recommendations as appropriate to the deans, to the Faculty Assembly, or to other committees on issues relating to the curriculum, including but not limited to the creation or dissolution of degree programs and certificate programs and other significant aspects of the graduate curriculum.
 - c. To advise the deans and to make recommendations as appropriate to the deans, the Office of Admissions, the Graduate College and other University offices regarding admissions standards to graduate programs administered by CLAS units and admissions practices, including those for special categories of students.
 - d. To monitor and evaluate the success of graduate programs with respect to time to degree, completion rates, outcomes and career placement.
 - e. To consider and make recommendations concerning the graduate educational policies of the College and units administered within the College, with respect to the needs and the requirements of other colleges and the University as a whole.
 - f. To encourage activities that enhance the effectiveness of graduate instruction and its evaluation, including course development, experimental programs, and initiatives to increase the quality and scope of programs designed to improve the classroom effectiveness of teaching assistants.
 - g. To advise the deans about the merits of proposals submitted to CLAS for graduate student funding, including, but not limited to, graduate fellowships and travel funds.
 - h. To act *ad interim* in the name of the Faculty in emergency situations on matters of curricula and instruction.
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ARTICLE IX

THE COLLEGE OF LIBERAL ARTS AND SCIENCES
STAFF COUNCIL**Section IX.1. Membership.**

The Council will be comprised of 11 voting members: nine representing Job Function/combined Job Function Categories, herein referred to as Job Function Categories as defined in Section IV.2 and two at large members.

Ex-Officio Members will be the Past CLAS Staff Council President, CLAS UI Staff Council Organization Representative, CLAS Human Resources Representative, CLAS Administrative Services Group Representative, and the CLAS Dean's Representative.

a. Executive Committee (Officers)

1. The officers of the Council are President, Vice President/President Elect, and Secretary.
2. Nominations for the officers of the Council are made at the meeting one month prior to the operational year. The officers are elected by the Council at the following meeting.
3. All officers of the Council assume their duties at the beginning of the operational year.

Section IX.2. Duties.

The mission of the College of Liberal Arts and Sciences Staff Council is to provide a venue for staff members in the College to participate in collegiate and university-level shared governance. The duties of the Council shall be

as follows:

a. Advocacy

1. Serve in an advisory role and make recommendations regarding university/college planning and policy decisions that impact staff to the Dean.
2. To confer with the Dean at least three-four times per year on matters of policy regarding the professional welfare of the staff.
3. Promote nominations and opportunities for professional development and awards that actively support programs that improve staff recognition and retention and provide organizational and professional development opportunities to staff.
4. Identify need for staff involvement on collegiate committees.

b. Communication

1. Enhance staff communication with CLAS Administration and colleagues across departments and campus.
2. Document the concerns and ideas of the staff, and communicate decisions and policies, which affect not only them, but the University as a whole.
3. Communicate with other shared governance groups on

campus.

4. Provide effective, timely, and inclusive communications via the CLAS Staff Council website.
 5. Provide the “official” response / representation of CLAS staff when appropriate.
- c. Supplementary
1. Review and revise bylaws and address changes as needed.
 2. 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.

Policy and Curriculum Committee 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 from the Electoral Voting Groups. Two faculty members shall represent the Natural and Mathematical Sciences, two from Humanities, one from the Social Sciences, and one from the Arts. The committee shall include one student member who has completed all General Education Requirements. The student member shall serve for one academic 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 Undergraduate Educational Policy and Curriculum 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

ARTICLE X

THE APPOINTED STANDING COMMITTEES

Section X.1. The General Education Curriculum Committee.

The General Education Curriculum Committee recommends to the Undergraduate Educational Policy and Curriculum 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 Undergraduate Educational Policy and Curriculum Committee or the Dean. General Education Curriculum Committee members are appointed by the Undergraduate Educational

procedures for approval and review of courses.

- g. To undertake special review tasks as requested by the Undergraduate Educational Policy and Curriculum Committee.
- h. To advise the Undergraduate Educational Policy and Curriculum Committee on possible improvements to the General Education Program and to prepare an annual report on its work for the Undergraduate Educational Policy and Curriculum Committee.

Section X.2. The Collegiate Committee on Faculty Promotion and Tenure.

This Committee (a.k.a. the “**Collegiate Consulting Group**” (CCG) consists of faculty selected according to the College’s written Procedures governing promotion decision making. These Procedures establish guidelines for the membership of the Group and how it will function within the boundaries of these Procedures in [section VIII.2](#). This Committee is appointed by the Dean.

The duty of this committee shall be to review departmental recommendations for tenure and for promotion to the ranks of associate professor and professor in the tenure, clinical and instructional tracks, 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 Provost. 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. The Committee will strictly adhere to the CLAS Procedural

Guidelines for Promotion and Tenure Decision Making, as described in <https://clas.uiowa.edu/faculty/faculty-appointments-review>.

Section X.3. Named and Distinguished Professors Committee.

The duty of this committee shall be to review nominations for Collegiate Fellow and for appointments to named chairs and professorships. The Dean shall consult the committee on all candidates for named faculty appointments before making a recommendation to the Provost. The members of the committees shall be selected by the Dean, in consultation with the Executive Committee. The procedures to be followed by the committee shall be determined by the Dean in consultation with the Named and Distinguished Professors Committee and shall accord with University policy.

Section X.4. The Information Technologies Committee.

The committee shall include nine faculty and student members appointed by the Dean as provided under Section II.1 from the Electoral Voting Groups. Two faculty members shall be appointed to represent the Natural and Mathematical Sciences, two from the Humanities, one from the Social Sciences, and one from the Arts. The Dean or an associate dean designated by the Dean shall chair the committee and shall serve as an ex-officio non-voting member. The College staff member responsible for technology support services shall serve as an ex officio non-voting member. 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. 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 X.5. The Student Academic Standards Committee.

This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include four faculty members, one from each Electoral Voting Group: the Arts, Humanities, Natural and Mathematical Sciences, and the Social Sciences. The University Registrar shall serve as an ex officio member with voting privileges. The Dean or the Associate Dean who chairs the committee shall appoint the faculty members of the committee as provided under Section II.1. The faculty members shall serve three-year terms.

The duties of this committee shall be as follows:

- a. To review petitions from undergraduate students for exceptions to the academic policies and requirements of the College and to recommend appropriate action to the Dean or associate dean.
- b. To review petitions from undergraduate students that their dismissal from the

College for unsatisfactory academic progress be revoked and to recommend appropriate action to the Dean or associate dean.

- c. To form a subcommittee when necessary to review student grievances and recommend appropriate action to the Dean. When an undergraduate student has a complaint concerning grading or has been charged with academic misconduct and the issue has not been resolved by the department or the College to the student's satisfaction, two faculty members of the Student Academic Standards Committee will form a subcommittee to review the grievance. Neither of the faculty members may hold an appointment in the department in which the student complaint originated. In complaints that involve alleged student academic misconduct, the subcommittee shall also include an undergraduate student appointed by the Dean or an associate dean.

Section X.6. The Scholarship Committee.

This committee shall be chaired by the Dean or an associate dean designated by the Dean and shall include at least four faculty members appointed by the Dean as provided under Section II.1. There shall be one faculty member from each Electoral Voting Group: the Arts, Humanities, Natural and Mathematical Sciences, and the Social Sciences. The faculty members shall serve three-year terms.

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 X.7. The Teaching Awards Committee.

The committee shall include eight faculty members and students appointed by the Dean as provided under Section II.1 from the Electoral Voting Groups. Two faculty members shall be appointed to represent the Natural and Mathematical Sciences, two from the Humanities, one from the Social Sciences, and one from the Arts. The executive associate dean and the associate dean for undergraduate programs and curriculum shall serve as ex officio non-voting members. 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 undergraduate programs and curriculum 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 a Teaching Assistant Award to serve for one academic year as voting members in judging nominations. No member of the committee shall vote on a nomination from the committee member's department or on a nomination on which the committee member 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 review nominations for the College's teaching awards and to vote on the awardees.
- d. To recommend to the Dean the development of new categories for teaching awards based in the College.

Section X.8. The Faculty Advisory Committee for Interdepartmental Studies.

The committee shall seven faculty members who shall be appointed by the Dean or the associate dean designated by the Dean as provided under Section II.1 One faculty member from each Electoral Voting Group: the Arts, Humanities, Natural and Mathematical Sciences, and the Social Sciences. Additionally the committee shall have one faculty member from the Tippie College of Business, one from College of Education, and one from the College of Nursing. 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 major 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.

ARTICLE XI

COMMITTEE ON DIVERSITY,
EQUITY, AND INCLUSION

The CLAS Committee on Diversity, Equity, and Inclusion comprises eleven voting members: five representatives selected by the CLAS Faculty Assembly, including at least one instructional-track faculty member and one tenure-track faculty member; two representatives selected by the CLAS Staff Council; and four members appointed by the CLAS Dean's Office, including one faculty member (instructional-track, clinical-track, or tenure-track), one undergraduate student, one graduate student, and an associate director from CLAS Academic Programs and Student Development. The Dean or an associate dean designated by the Dean who acts as the College's Director of Diversity, Equity, and Inclusion shall chair the committee and serve as an ex officio non-voting member.

The committee shall meet on a monthly basis during the academic year and, once a year, it should provide a clear report to the Dean and the Faculty Assembly about the state of diversity, equity, and inclusion (DEI) in the College. This report should engage the recruitment and retention of faculty, staff and students, make curriculum recommendations with regard to DEI, and explain the purpose of the College's DEI efforts in relation with the UI Division of Diversity, Equity, and Inclusion. As it operates, the Committee on Diversity, Equity, and Inclusion should be both diagnostic and visionary. It should examine the College's DEI structure, and at the same time, it should identify leading edge initiatives that could benefit CLAS and the University of Iowa.

ARTICLE XII

THE OFFICE OF THE DEAN

Section XII.1. 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 Provost, and the Faculty of the College of Liberal Arts and 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 Provost 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.
- h. To facilitate collegiate self-governance by chairing the College's Executive Committee and appointing executive officers for the College's subdivisions directing 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 XII.2. 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 advertise the opening within the College and shall consult the Executive Committee concerning the candidates to be considered.

After such consultation, the Dean shall make a recommendation to the Provost.

ARTICLE XIII

SEARCH COMMITTEE FOR A DEAN OF THE COLLEGE

Section XIII.1. Formation of a Dean's Search Committee.

When a vacancy occurs in the deanship of the College, the Provost conducts a search for a new dean. The precedent in the College is that the Provost 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 Provost. The search committee shall include representatives of the student body and of the College's non-academic staff and may include other members designated by the Provost.

Section XIII.2. Duties.

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

ARTICLE XIV**SELF-STUDY COMMITTEE FOR A REVIEW OF
THE COLLEGE****Section XIV.1. 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 disciplinary areas. 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, the Undergraduate Educational Policy and Curriculum Committee and the Graduate Educational Policy Committee. The self-study shall be approved by the Faculty Assembly before being submitted to the Provost.

ARTICLE XV**THE ADMINISTRATION OF THE COLLEGE'S
ACADEMIC UNITS****Section XV.1. Departments, Schools, and
Departmentalized Programs.**

Members of the Faculty holding appointments in the College of Liberal Arts and 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 have a current departmental manual of procedure, approved by the Dean, which establishes 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 and Sciences, in association with the Graduate College where appropriate, shall carry out periodic reviews of its departments, schools, and programs.

Section XV.2. 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 provides vision and leadership for the department, working both with the faculty and with the Dean's Office to fulfill the department's teaching and research mission. The DEO ensures that the department focuses its energies and resources on progress toward academic goals and priorities. The DEO is accountable both to the department and to the College in attending to the deadlines of everyday administrative tasks, dealing with personnel issues, and ensuring that faculty and staff cooperate in the work of the department.

The DEO's chief duties are to oversee the processes of faculty appointment, mentoring, review, and promotion, consistent with current College and University policies; develop the curriculum; direct the work of the department's teaching assistants and staff; 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.

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 Provost. Upon receiving approval, the Dean shall announce the appointment of the new DEO to the members of the unit and to the College.

Section XIII.3. Supra-departmental or Interdepartmental Units.

Supra-departmental divisions and schools and interdepartmental academic programs, resource centers, and research centers or institutes may be established to enhance 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 and 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 XVI

REVISION AND AMENDMENT

Section XVI.1. Procedures for Revision of the Manual of Procedure.

The Executive Committee shall consider revision of this 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 Assembly at least 10 days in advance of the scheduled vote, which is to be conducted by secret ballot as described in Section I.4.

Ratification requires three-fifths majority of those voting thereon and the approval of the Provost and the President of the University; if, however, the President does not veto any portion of the revision within 60 days following its approval by the Faculty Assembly, the revision shall take effect.

Section XVI.2. 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 I.4. Ratification requires three-fifths majority of those voting thereon and the approval of the Provost and the President of the University; 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.