

**MANUAL OF OPERATIONS AND PROCEDURES  
OF THE  
UNIVERSITY OF IOWA  
DEPARTMENT OF ANTHROPOLOGY**

*(Revised and Approved by Anthropology faculty on April 10, 2020;  
Approved by CLAS August 2020)*

**I. Authority of the Manual of Operations and Procedures**

This Manual of Operations and Procedures contains the operating procedures for faculty governance in the Department of Anthropology. The Department shall follow the by-laws and operating rules of the University and the College of Liberal Arts and Science, and shall follow the rules in this document as a supplement thereto.

**II. Department Membership and Voting Eligibility**

A. A faculty member of the Department of Anthropology shall be a person with a tenured, tenure-track, instructional track, visiting, or adjunct appointment in the Department of Anthropology. The State Archaeologist is a member of the Anthropology faculty by legislation (Iowa Code IAC 685—10.1[263B]).

B. An emeritus faculty member of the Department of Anthropology shall be any person who has retired from being a faculty member of the Department of Anthropology and has been given emeritus status by the University of Iowa.

C. Tenured or tenure-track faculty holding appointments of 25% or more in the Department of Anthropology (or who are currently on paid or unpaid leave from such an appointment) are eligible to vote on all Department business, including graduate policies and hiring. Only tenured faculty are eligible to vote, as appropriate to their rank, on decisions related to promotion and tenure.

D. Instructional track faculty holding primary appointments of 50-100% or more in the Department of Anthropology (or who are currently on paid or unpaid leave from such an appointment) are eligible to vote on all Department business, except hiring, tenure and promotion. When appointed as a temporary member of the Graduate Faculty, Instructional track faculty may vote on graduate student matters.

E. The State Archaeologist is eligible to vote on all Department business, except hiring, tenure and promotion. When appointed as a temporary member of the Graduate Faculty, the State Archaeologist may vote on graduate student matters.

F. Visiting faculty, adjunct faculty, emeritus faculty, and tenured, tenure-track, and instructional track faculty who do not meet the criteria above are not eligible to vote.

G. Eligible voters who are unable to be present at a departmental meeting when the vote is taken on an agenda item may leave a written absentee vote with the Departmental Administrator or designee

before the vote is taken.

H. Eligible voters may begin voting on the date that the official appointment begins and continue until the date the appointment terminates.

I. In faculty hiring decisions, all faculty members (tenured and tenure-track) not on research leave are normally expected to attend the candidates' talks and confer with the candidates in interviews.

### **III. Departmental Administrative Structure**

#### **A. Departmental Executive Officer (DEO)**

##### **1. Selection and Term**

The chief officer of the Department of Anthropology shall be the Chair of the Department, also known as the Departmental Executive Officer (DEO). The Chair shall perform the duties prescribed by this Manual of Operations and Procedures and by the parliamentary authority adopted by the Department. The DEO shall be appointed by the Dean of the College of Liberal Arts and Sciences following consultation with the members of the Department faculty and with other persons the Dean may regard as appropriate, and with approval of the Provost. If the DEO is absent or unable to carry out their duties, a faculty member, selected by the DEO, will be recommended to the Dean as Acting DEO, with the Director of Graduate Studies recommended to serve in that capacity when both the DEO and the assigned faculty member are absent.

##### **2. Duties**

The Chair shall have primary administrative responsibilities for recommending faculty appointments, promotions and salary raises, procuring and regulating equipment, overseeing the work of the department's teaching assistants, monitoring complaints from its undergraduate and graduate students, and managing its budget and office staff. The Chair shall also be responsible for scheduling and conducting departmental meetings. In carrying out these responsibilities, the Chair will consult when needed with appropriate faculty and staff.

The Chair shall be the representative of the Department of Anthropology to the administration of the college and university. The Chair shall have the task of explaining departmental needs to the collegiate and university administration and communicating collegiate and university policies to the students and faculty in the Department.

The Chair is *ex-officio* member of the Advisory Committee to the Office of the State Archaeologist (OSA) but can delegate the responsibility of OSA Liaison to a faculty member.

### **IV. Directors and Executive Committee**

A. The Chair shall appoint a Director of Graduate Studies, a Director of Undergraduate Studies, and a Curriculum Coordinator. All director appointments are for one year, although they are normally renewed for up to 3 years. These faculty, plus the Departmental Administrative staff, constitute the Executive Committee, who shall informally advise the Chair on graduate student issues, undergraduate student issues, and on matters concerning the Department's curriculum. The

Executive Committee will meet whenever any member has a need to discuss matters that require coordination among other members; meetings are scheduled for each week, though can be cancelled if there is nothing to discuss. Executive Committee meetings will not have a formal agenda.

B. The duties of the Director of Graduate Studies (DGS) shall be as follows: serving as a resource for graduate students and faculty, establishing, communicating, and enforcing the rules and requirements of the graduate curriculum, coordinating the admissions of new graduate students, assigning TAs to courses, and supervising the annual review of graduate students. The DGS will chair the Graduate Committee and also represent the Department to the Graduate College. In carrying out these responsibilities, the DGS will consult with the DEO and other appropriate faculty. The DGS will teach the Grad Pro-Seminar each fall, observe new TAs in the classroom, and consult with them on feedback activities with their students.

C. The duties of the Director of Undergraduate Studies (DUS) shall be as follows: The DUS serves as a resource for undergraduate majors and minors in Anthropology, assisting the academic advisor to help students meet degree requirements, encouraging career development in anthropology-related fields, and participating in outreach and major recruitment. This position is the faculty advisor for the undergraduate Anthropology Club and the faculty coordinator for Honors in the Major, teaching the Honors Research Seminar in fall semesters. In carrying out these responsibilities, the DUS will consult with the DEO and other appropriate faculty.

D. The Coordinator of Curriculum coordinates and makes decisions on all matters concerning the undergraduate and graduate curriculum. The Coordinator's primary duty is to work with faculty, staff, and the Executive Committee to plan class offerings in upcoming semesters to meet curricular needs. The Coordinator reviews new courses, deletes seldom-taught courses from the curriculum, addresses cross-listed courses, and approves courses taught during Summer term and through Continuing Education. The Coordinator works in consultation with the DEO and Executive committee to meet departmental needs for course enrollments.

## **V. Standing Committees, Coordinators, and Ad Hoc Committees**

There shall be the following standing committees - Graduate Admissions, Colloquium, and Merit Review – and coordinators - Diversity, Space and Equipment, Website/Newsletter/Social Media, Museum Studies Program, HRAF Representative, and Human Subjects Office/IRB Liaison. The Department Chair will designate review and search committees for whenever needed. The Chair might designate ad hoc committees when needed. All director and committee/coordinator appointments are for one year, although they are normally renewed for up 3 years.

A. The composition and duties of the directors and standing committees of the Department shall be as follows:

1. Graduate Admissions Committee. This committee shall consist of all faculty from the subfields: cultural anthropology, linguistic anthropology, archaeology, and biological anthropology. The committee is made up of 3 subcommittees (cultural anthropology and linguistic anthropology, archaeology, and biological anthropology). Each subcommittee evaluates, recommends, and ranks students for admission to the graduate program and for funding. The Director of Graduate Studies in consultation with the Executive Committee shall determine final funding rankings of applicants.

2. Colloquium Committee. This committee works with the faculty to arrange the colloquium program of the Department of Anthropology and shall make decisions regarding the colloquium budget. The Chair of the Colloquium Committee has primary responsibility for arranging the schedules of speakers throughout the academic year.

3. Merit Review Committee. This committee will assist the DEO in carrying out merit-raise reviews. Normally, this committee will be made up of the Full Professors of the Department.

4. Diversity Coordinator. The Diversity Coordinator will serve as a resource for the Department regarding issues that arise surrounding diversity, equity and inclusion, with a special focus on coordinating diversity efforts in curriculum planning and faculty/student recruitment.

5. Space and Equipment Coordinator. The Space and Equipment Coordinator serves as a resource for the DEO, faculty, and students in the Department of Anthropology to ensure that the department's physical spaces (offices, labs, teaching spaces) and the equipment and materials housed in each are optimized and adequately maintained to carry out the teaching and research missions of the department. The Coordinator also works with the DEO on maintaining the display cases in Macbride Hall with work showcasing the research of faculty, graduate students, and undergraduates.

6. Website, Newsletter, and Social Media Coordinator. This Coordinator helps to disseminate news about departmental activities, lectures, publications, grants, and awards on the Anthropology website and social media accounts (Facebook, e.g.) and assists in preparing the Department Newsletter in the spring.

7. Museum Studies Program Coordinator. The Museum Studies Program Coordinator assesses and reviews the undergraduate museum studies curriculum and works interdepartmentally to build and market the program. The Program Coordinator advises and supports students seeking the certificate and chairs meetings of the Museum Studies advisory board, that meets no less than twice a semester.

8. HRAF Representative. Serving on the Board of Directors of HRAF (the Human Relations Area Files) based at Yale University, the representative reviews all materials from the director and staff regarding the running of the company. The Board of Directors attends the annual meeting in April in New Haven for a day of meetings (or attends virtually). As a member of the Executive Committee of the Board of Directors, the representative also attends meetings in November at the annual meeting of the American Anthropological Association.

9. Human Subjects Office/IRB Liaison. The IRB Liaison will maintain a useful line of communication between the department and HSO staff, in order to help expedite HSO processing of applications from students and faculty; this may include periodic events that bring an HSO staff member to meet with faculty and graduate students.

## **VI. Meetings of the Department**

A. Regular meetings of the Department faculty will be scheduled by the Chair as needed, generally

once each month, but at least four times per semester, to conduct departmental business.

B. Special meetings shall be called by the Chair of the Department in a timely manner upon receipt of a petition requesting a meeting, which bears the signatures of at least five faculty members of the Department of Anthropology. If a specific issue is involved, no action will be taken on that issue before the departmental meeting scheduled to discuss it.

C. A Graduate Student Representative will be in attendance at each meeting, but asked to leave if there is student business, personnel issues, or promotion and tenure matters being discussed. At the beginning of each academic year, a list of post-comps students interested in serving as Graduate Student Representative will be provided to the faculty for their consideration and approval. The Graduate Representative will receive the meeting agenda and meeting minutes, with any student business redacted. The Graduate Student Representative does not vote [see II. voting eligibility above].

D. An email notice of meetings will be sent to all regular members of the Department of Anthropology and the Graduate Student Representative at least four (4) full days before a regular or special meeting. This notice shall request items to be placed on the agenda. An agenda will be sent via email one or two days before the meeting. Non-agenda items raised under new business that require a vote, will be voted on at the next scheduled meeting as a regular agenda item.

E. The Chair of the Department or the person designated by the Chair shall be the chair of a departmental meeting.

F. The duties of the chair of a departmental meeting include the following:

- 1). Opening the meeting at the required time and calling the meeting to order
- 2). Announcing business in the appropriate order
- 3). Stating and putting to a vote any proper motions that are made
- 4). Announcing the results of the votes
- 5). Enforcing the rules of order on all occasions
- 6). Deciding all questions of order according to the parliamentary authority
- 7). Adjourning the meeting after business has been completed.

G. A quorum during any semester shall be 60% of the number of voting faculty members of the Department of Anthropology not on leave for that semester. The quorum count shall include those who have left absentee ballots on important issues.

H. The Departmental Meeting Secretary shall be the Departmental Administrator. This person shall record and prepare minutes for each departmental meeting. These minutes shall include precise wordings of motions voted on, the outcomes of the votes, and the main points of discussion. The Departmental Meeting Secretary shall arrange for the minutes to be distributed to the faculty. A file shall be kept in the Departmental Office for official documents such as the Manual of Operations and Procedures. A file shall also be kept in the Departmental Office for minutes of all previous Departmental Meetings.

I. The usual order of business shall include the review and approval of minutes of previous meetings.

J. A secret ballot shall be used to vote anytime anyone asks for a secret ballot. The secret ballot shall then take place without further discussion of the balloting process.

### **VII. Parliamentary Authority**

A loose and flexible interpretation of *Robert's Rules of Order Newly Revised*, DaCapo Press, 2011, shall govern this organization in all parliamentary situations that are not explicitly provided for in this Manual of Operations and Procedures and its amendments.

### **VIII. Amendments to this Manual of Operations and Procedures**

Any faculty member can propose amendments to the Manual of Operations and Procedures of the Department of Anthropology. An amendment can be proposed at a faculty meeting and voted on by the members present at that meeting if it is already on the agenda, with appropriate information having been circulated among the faculty prior to the meeting. A simple majority vote will result in a change being implemented. The proposed amendment shall state the precise Article, Section and Sentences to be amended. The proposed amendments shall specify the words to be added, deleted or replaced. Moreover, the proposal shall give a complete statement of the wording of the section in the amended form. These amendments are subject to approval by the College. The Departmental Administrator will be responsible for updating the Master Manual of Operations and Procedures document with any amendments passed by the faculty and approved by the College.