

# Department of Cinema and Comparative Literature Manual of Operations and Procedures

*Approved by the College of Liberal Arts and Sciences, April 2002.*

*Amended by faculty vote February 2022, approved by the College of Liberal Arts and Sciences, June 2022*

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

This manual of operations and procedures contains the operating procedures for faculty governance of the Department of Cinema and Comparative Literature. The Department shall follow the operating rules and procedures of the University and the College of Liberal Arts and Sciences, and shall follow the operating rules and procedures in this document as a supplement thereto. Once approved by the department and the College, this manual of operations and procedures becomes effective immediately.

## **II. Faculty Membership and Eligibility to Vote**

### **A. Types of Faculty Appointment:**

See the *Handbook for CLAS Faculty*, chapter 2 (Tenure-track and Tenured Appointments) and chapter 3 (Non-tenure-track Faculty Appointments). The *Handbook* is on-line for your convenience at <http://www.clas.uiowa.edu/faculty/handbook/>.

a. Regular Faculty: refers to individuals holding salaried tenured or tenure-track appointments in CCL at the rank of Professor, Associate Professor, Assistant Professor, or Instructor, or currently are on unpaid leave from such an appointment.

b. 0% Appointment Faculty: refers to individuals holding tenured/tenure-track appointments at the rank of Professor, Associate Professor, Assistant Professor, or Instructor in another department at The University of Iowa and where Cinema and Comparative Literature does not contribute toward the individual's salary. All zero percent appointments rest upon a written agreement between the department and the individual faculty member, for a term of one to three years, renewable, and subject to approval of the tenured faculty of C.C.L. The faculty member holding an unsalaried secondary appointment will have voting rights only if such rights are explicitly granted in the written agreement. Zero percent faculty members are welcome participants in faculty meetings. See the *Handbook for CLAS Faculty*, chapter 2, section on "Unsalaries Secondary Appointments" (<http://www.clas.uiowa.edu/faculty/handbook/2/c.shtml>).

### **B. Faculty Rights and Responsibilities:**

Both individually and as a body, the faculty is responsible for carrying out the mission of the department in accordance with the policies and procedures of the College of Liberal Arts and Sciences, the Graduate College, and the University. Individual faculty members fulfill these responsibilities in accordance with the University's policy on professional ethics and academic responsibility. All regular faculty are expected to attend and participate in all faculty meetings. Non-tenure track faculty may attend faculty meetings, but not those dealing with admissions, financial aid, or hiring decisions. The department distributes teaching and service assignments to faculty. It provides guidance through periodic reviews to ensure that all faculty participate appropriately and equitably in the teaching, research, and service missions of the department, the College, and the University.

### **C. Rules of Eligibility for Voting** (on issues raised at departmental faculty meetings):

- a. All regular tenured and tenure-track faculty members as defined in section I.A.a above have full voting rights.
- b. Tenured and tenure-track faculty members holding unsalaried secondary appointments will have voting rights only if such rights are explicitly granted in the written agreement.
- c. Instructional-track faculty members will have voting rights on faculty hires, provided they were not an applicant for the position in question.

- d. Visiting Assistant Professors do not have voting rights in the Department.

### **III. Officers and Standing Committees**

#### **A. Delegated powers and duties of the DEO:**

a. Selection, Term, and Conditions of Appointment: The DEO is appointed by the Dean with the advice of the faculty and the approval of the Provost. In the normal course of events the new DEO shall take office at the beginning of the academic year and shall serve for a three-year term with the possibility of renewal for an additional consecutive term, normally of three years.

The DEO is the chief administrative officer of the department. Her or his primary responsibilities are 1) to administer the policies established by the departmental faculty and the College; and 2) execute, review, and revise objectives, priorities, and programs of the department.

b. Administrative responsibilities: The DEO ensures the general operations of the Department. DEO has primary administrative responsibility for and is accountable to the faculty for: 1. developing faculty hiring plans; 2. recommending faculty appointments, promotions, and salary raises; 3. reviewing faculty; 4. overseeing faculty development; 5. mentoring junior faculty; 6. ensuring the development, implementation, and evaluation of the department's curriculum at graduate and undergraduate levels; 7. reviewing the departmental sections in all publications related to the curriculum (e.g. UI General Catalog); 8. ensuring supervision of student advising at graduate and undergraduate levels; 9. admitting graduate students to degree programs in accordance with recommendations forwarded by the Graduate Admissions Committee; 10. appointing graduate Teaching and Research assistants funded directly by CCL; 11. appointing, overseeing and evaluating the work of non-academic staff, as needed; 12. assigning faculty and staff to offices; 13. preparing course schedules; 14. establishing teaching assignments; 15. procuring and regulating equipment; 16. overseeing submission of reports and other documents requested by collegiate and University offices; 17. supervising the maintenance of departmental records and files; 18. managing the department's budget.

e. Representation of CCL: The DEO shall be the representative of the department to the administration of the College of Liberal Arts and Sciences and the University. The DEO shall have the task of explaining departmental needs, priorities, and policies to the collegiate and university administration and communicating collegiate and university policies to the students and faculty in the department.

d. Acting DEO: the DEO in advance appoints an acting DEO from the tenured faculty for the expected period of absences from campus.

#### **B. Other Officers (all officers are appointed by and report to the DEO):**

- a. Director of Film Studies (DFS)
- b. Director of Film and Video Production (DFVP)
- c. Director of Comparative Literature (DCL)
- d. Director of Translation Studies (DTS)
- e. Director of Undergraduate Studies (DUS)

#### **C. Standing Committees:**

a. Executive: convened by DEO; consists of Director of Film Studies, Director of Production, Director of Comparative Literature, Director of Translation Studies, and a probationary faculty member elected by the probationary faculty of CCL; meets once or twice per semester and when needed to develop, review, and prioritize departmental business.

b. Graduate Admissions: separate committees for admission in Comparative Literature, Film Studies, and Film and Video Production monitor and respond to incoming inquiries; each works with staff to process incoming applications; and is convened by its chair in January-March to discuss and forward recommendations to the DEO.

c. Lecture: works with DEO to schedule colloquia, outside speakers, and related events.

#### **IV. Departmental Meetings**

Departmental meetings are held at least once per month and chaired by the DEO. Whenever possible, they are scheduled for the entire semester at the same time on a given day of the week. Items are placed on the agenda by email call sent to the faculty and graduate student representatives approximately a week before each scheduled meeting. Minutes are kept on a rotating basis. They are discussed and approved at the start of the following meeting for future reference. The departmental office maintains an archive of these minutes for ten years. The usual order of business includes approval of the minutes, discussion of items placed on the agenda, and new business, as time permits. Voting during meeting usually occurs by simple majority based on a show of hands. The DEO votes only in order to break a tie. A quorum consists of a number of voting faculty equal to at least 50% of voting faculty teaching during the semester in question. Any faculty member may call for and schedule a special faculty meeting by contacting the DEO. Meetings of the Departmental Consulting Group for promotion and tenure cases, meetings to review probationary faculty reviews, and meetings to review the academic progress of graduate students are not considered departmental meetings and are not governed by this section of the department's manual of operations and procedures.

#### **V. Tenure and Promotion**

See the College's website at [http://www.clas.uiowa.edu/faculty/promotion\\_tenure/](http://www.clas.uiowa.edu/faculty/promotion_tenure/) and the Provost's website at <http://www.uiowa.edu/~provost/faculty.htm>.

#### **VI. Amendments to Manual of Operations and Procedures**

A. Department shall consider amendments to the manual of operations and procedures proposed in a petition signed by at least two regular departmental faculty and submitted to the DEO. The proposed amendment shall state the precise 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.

B. A notice of the proposed amendments shall be distributed in written form by the DEO. The proposed amendments shall appear as an agenda item at the next departmental meeting.

C. Adoption of an amendment to the manual of operations and procedures requires a simple majority vote at the departmental meeting, and the approval of the Dean of the College. However, if the Dean does not veto the amendment within 10 business days of receiving the amendment from the DEO, the amendment shall take effect. The Department shall be notified by the DEO of all College and University policy changes affecting this document.