



April 26, 2017

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 March 2017 and approved by the University President and the Provost in March 2017. 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 and 2009.

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>.