MANUAL OF OPERATIONS AND PROCEDURES
OF THE
UNIVERSITY OF IOWA
DEPARTMENT OF ANTHROPOLOGY
Approved by the College of Liberal Arts and Sciences, May 2002

ARTICLE I. Membership and Voting Eligibility

A. A regular member of the Department of Anthropology shall be a fully or joint-appointed tenured or tenure-track faculty member at the University of Iowa who either currently has a positive salary appointment in the Department of Anthropology or currently is on paid or unpaid leave from such an appointment in the Department of Anthropology. A non-tenure-track member of the Department of Anthropology shall be any person who is a visiting or adjunct faculty member in the Department of Anthropology. An emeritus member of the Department of Anthropology is one recognized as emeritus by the University of Iowa.

B. The individuals who shall be eligible to vote at departmental meetings are the regular members of the Department of Anthropology. 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 chair of the meeting before the vote is taken.

C. A regular member may begin voting on the date that the official appointment begins and continue until the date the appointment terminates.

ARTICLE II. Officers

A. The chief officer of the Department of Anthropology shall be the Chair of the Department, also known as the Departmental Executive Officer (DEO).

B. The Chair shall perform the duties prescribed by this Manual of Operations and Procedures and by the parliamentary authority adopted by the Department.

C. The voting faculty, after discussion among themselves, submit individual votes to the Dean of the College of Liberal Arts and Sciences, proposing one person to serve as Chair, or DEO. The Dean appoints the DEO, with the approval of the Provost. The DEO will recommend, subject to approval by the Dean, an individual to whom administrative responsibility will be delegated in the DEO’s absence. In most cases, the immediate past 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 past DEO are absent.

D. The duties of the Chair shall be as follows:

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 shall consult with all appropriate faculty.

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.

**ARTICLE III. Meetings of the Department**

A. Regular meetings of the Department faculty will be scheduled by the Chair as needed, generally twice 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 regular 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. An email notice of meetings will be sent to all regular members of the Department of Anthropology 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 placed in the mailboxes of all faculty and sent via email one or two days before the meeting.

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

E. 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.

F. A quorum during any semester shall be 60% of the number of regular members of the Department of Anthropology not on leave for that semester.

G. The Departmental Meeting Secretary shall be the head secretary of the Department. 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.

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

I. 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.

ARTICLE IV. Directors and Committees

A. The Chair shall appoint a Director of Graduate Studies, a Director of Undergraduate Studies, and a Chair of the Curriculum Committee. These faculty informally advise the Chair on graduate student issues, undergraduate student issues and on matters concerning the Department’s curriculum. 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. There shall be the following standing committees: Graduate Admissions, Curriculum, Colloquium, Teaching Resource, Space, Computer Equipment & Fiber Optics, Museum Liaison and Web-Site. The Department Chair will designate search committees for new positions whenever needed. The Chair might designate other committees when needed. All director and committee appointments are for one year.

B. The composition and duties of the principal committees of the Department shall be as follows:

1). Graduate Admissions Committee. This committee shall consist of eight members: 4 from cultural anthropology and linguistics and 4 from archaeology/biological anthropology. The Chair of this Committee shall be the Director of Graduate Studies. This committee evaluates and recommends students for admission to the graduate program.

2). Curriculum Committee. This committee shall consist of five members. The Department Chair appoints the Chair of this committee. This committee makes decisions on all matters concerning the undergraduate and graduate curriculum. It reviews new courses, deletes seldom-taught courses from the curriculum, addresses the issue of cross-listed courses and approves courses taught during Saturday/Evening, Summer and as Correspondence courses through Continuing Education. In general, the Curriculum Committee manages the entire curriculum.

3). Colloquium Committee. This committee shall consist of three members. 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. The appointment of the Colloquium Committee Chair takes place during the April preceding the academic year in which the committee will serve. This facilitates the selection of speakers for the Fall semester.
ARTICLE V. Parliamentary Authority


ARTICLE VI. Authority of this Manual of Operations and Procedures

The Department of Anthropology shall follow the Manual of Procedure of the College of Liberal Arts and Sciences and the Operations Manual of the University of Iowa as they apply to departmental business. This Manual of Operations and Procedures of the Department of Anthropology supplements the College’s Manual of Procedure.

ARTICLE VII. Amendments to this Manual of Operations and Procedures

Any regular 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. 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 meeting secretary 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.