I. Authority of the Manual of Operations and Procedures

This manual of operations and procedures provides the operating procedures for faculty governance of the Department of German. The Department shall follow the operating rules of the University and the College of Liberal Arts and Sciences, and shall follow the operating 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. The faculty of the Department of German shall include those individuals holding tenured and tenure-track academic appointments in the Department. In addition, individuals holding the following appointments shall be included among the faculty: instructors, lecturers, visiting faculty, and adjunct faculty.

B. Tenured and tenure-track faculty with budgeted appointments in the Department of German are eligible to vote on all issues raised at departmental meetings. Lecturers are eligible to vote on all issues raised at departmental meetings except faculty personnel issues. Tenured and tenure-track faculty who have unsalaried secondary appointments (0%) in the Department of German do not have voting rights.

III. Officers and Standing Committees

A. Departmental Executive Officer (DEO)

The duties of the DEO are described in Article XI of the *Manual of Procedure* of the College of Liberal Arts and Sciences, unless delegated to other individuals in the Department, as described in this document.

B. Other Officers

1. Director of Graduate Studies. The DEO shall ordinarily serve as the Director of Graduate Studies. The duties of the Director of Graduate Studies are described in the *Graduate Student Handbook* of the Department of German. If the DEO delegates this responsibility to another faculty member, this faculty member shall consult regularly with the DEO and keep the DEO informed of graduate program matters.

2. Director of Undergraduate Studies. The Director of Undergraduate Studies shall serve as the Department’s primary contact person for prospective students and shall have the principal responsibility for advising students.
enrolled in the Department’s major or minor programs. These advising duties are described in the *Handbook for CLAS Faculty* (chapter 9, Student Advising and Registration). The Director of Undergraduate Studies shall consult regularly with the DEO and keep the DEO informed of matters such as course substitutions and waivers of requirements. The Director of Undergraduate Studies shall be appointed by the DEO.

3. Acting DEO. The DEO shall recommend, subject to approval by the Dean, a faculty member to whom administrative responsibility will be delegated in the DEO’s absence.

C. Standing Committees. The Department shall have the following standing committees: Curriculum Committee; Faculty Affairs and Library Committee; Special Events Committee; TA Selection and Evaluation Committee; Graduate Student Affairs Committee. The DEO shall serve ex officio on all committees. Each committee shall meet as often as necessary to conduct the business with which it is charged.

1. Curriculum Committee. The DEO shall appoint the faculty members of the Curriculum Committee on an annual basis; the graduate students in the Department shall select a student member. The members of the Curriculum Committee shall determine the chair of the committee. The Curriculum Committee is charged with making recommendations to the faculty on matters involving departmental curriculum.

2. Faculty Affairs and Library Committee. The DEO shall appoint the faculty members of the Faculty Affairs and Library Committee on an annual basis. The members of the Faculty Affairs and Library Committee shall determine the chair of the committee. The Faculty Affairs and Library Committee is charged with making recommendations to the faculty regarding faculty and library matters.

3. Special Events Committee. The DEO shall appoint the faculty members of the Special Events Committee on an annual basis; the graduate students in the Department shall select a student member. The members of the Special Events Committee shall determine the chair of the committee. The Special Events Committee is charged with making recommendations to the faculty regarding special events sponsored by the Department.

4. TA Selection and Evaluation Committee. The DEO shall appoint the faculty members of the TA Selection and Evaluation Committee on an annual basis; the graduate students in the Department shall select a student member. The members of the TA Selection and Evaluation Committee shall determine the chair of the committee. The TA Selection and Evaluation Committee is charged with making recommendations to the faculty regarding the selection and evaluation of teaching assistants.
5. Graduate Student Affairs Committee. The graduate students in the Department shall select the faculty and student members of the Graduate Student Affairs Committee. The members of the Graduate Student Affairs Committee shall determine the chair of the committee. The Graduate Student Affairs Committee deals with graduate student concerns.

IV. Departmental Meetings

A. Departmental meetings shall be held on a regular basis and as often as is necessary to conduct the business of the Department. Ordinarily, there will be one meeting each month.

B. The business of the Department shall be to consider and take action on recommendations of departmental committees and on issues brought before the faculty by the DEO or any member of the voting faculty.

C. The DEO, in consultation with the faculty, determines the agenda for departmental meetings.

D. A member of the voting faculty other than the DEO shall take minutes of each departmental meeting. This responsibility shall rotate alphabetically from meeting to meeting. The minutes shall be given to the DEO for correction of fact and then copied and circulated to the faculty prior to the following faculty meeting. Minutes shall be corrected as necessary and formally approved by a simple majority vote at the start of that meeting.

E. The DEO shall chair all departmental meetings. The duties of the chair of a departmental meeting shall include the following:

1. Distributing the agenda in advance of the meeting.
2. Opening the meeting at the appointed time.
3. Soliciting approval of the minutes of the previous faculty meeting.
4. Sharing information, news, concerns.
5. Announcing and overseeing business from the agenda.
6. Stating and putting to a vote any proper motion that is made and seconded by members of the voting faculty.
7. Announcing the results of the votes.
8. Adjourning the meeting.

F. The DEO shall have the right to vote in the event of a tie vote.
V. Procedures for Amendment of the Manual of Operations and Procedures

A. Amendments to this manual of operations and procedures may be proposed at any faculty meeting, provided that a discussion of the manual is on the agenda for that meeting. If a proposed amendment receives a simple majority vote at such a meeting, it is enacted following approval by the College.