

## CLAS Manual of Procedure 2015

### ARTICLE I

#### THE FACULTY

This edition of the Manual of Procedure of the College of Liberal Arts and Sciences is a revision ratified by a ballot of the faculty in March 2009 and approved by the University President and the Provost in March 2009. 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, and 2008.

**Preface.** The major objective of a manual of procedure of the College of Liberal Arts and Sciences is to facilitate the work of administration and faculty in the realization of the purposes of the College. This manual should:

1. Promote effective cooperation between administration and faculty by providing definite agencies for free discussion of matters of common concern;
2. Define and regularize structure and operating procedures;
3. Define and distribute responsibility, and;
4. Provide for the accumulation of recorded experience.

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 Procedure has been formulated.

#### **Section 1. The Faculty.**

The Faculty of the College of Liberal Arts and Sciences (CLAS) shall consist of the tenure-track and tenured professors, associate professors, and assistant professors appointed in the College. Also members of the Faculty of the College of Liberal Arts and Sciences are those holding clinical-track faculty appointments at the ranks of assistant professor, associate professor, and professor with renewable contract status.

#### **Section 2. The Voting Faculty.**

Members of the Faculty as defined in section 1 who hold appointments of 50 percent or more in the College shall have the right to vote upon or consent to any matter upon which action by the Faculty is taken or required, except that the Dean and associate deans of the College of Liberal Arts and Sciences and other faculty from CLAS voting units with full-time positions in the administration of the University or one of its colleges are not members of the voting faculty.

#### **Section 3. Faculty Governance of the College of Liberal Arts and Sciences.**

The Faculty of the College of Liberal Arts and Sciences, as defined above, participate in the governance of the College primarily through elected representatives to the Executive Committee, Undergraduate Educational Policy & Curriculum Committee, Graduate Educational Policy Committee, and Faculty Assembly. The Faculty may be consulted on or asked to make recommendations concerning curriculum, collegiate or departmental structure, budget, faculty welfare, and a variety of policies and procedures. Aside from participation through representation on the elected committees and the Faculty Assembly, the Faculty may participate directly through two processes, as outlined in sections 4 and 5, below.

#### **Section 4. Secret Ballot.**

On petition of 10 percent of the voting faculty of the College, submitted to the Dean within four weeks of the distribution of the minutes of a meeting of the Faculty Assembly, any decision taken by the Assembly shall be submitted to the voting faculty for their approval or disapproval by a secret ballot. The decision of the Assembly shall stand unless it is disapproved by a majority of the votes cast in the secret ballot.

In a secret ballot, votes are to be gathered and counted by a University office external to the College and independent of the College administration. The office conducting the secret ballot must take measures to ensure that only eligible voting faculty vote, that each eligible voter votes only once, and that the individual votes cannot be associated with specific voters.

#### **Section 5. Meetings of the Faculty.**

A meeting of the Faculty shall be called at least once each academic year.

A special meeting of the entire Faculty of the College may be called by the Dean, by the Executive Committee after consultation with the Dean, by the Faculty Assembly, by the Provost, by the President of the University, or on petition of 10 percent of the voting faculty.

Decisions taken at such a meeting shall be submitted to the voting faculty for their approval or disapproval by a secret ballot, as described in section 4, and shall not be binding unless approved by a majority of the votes cast in the secret ballot. This procedure shall not apply to revisions of or amendments to this *Manual*, which are governed by the procedures in Article XII.

The presiding officer of the Faculty Assembly shall preside over special meetings of the Faculty, and the secretary of the Faculty Assembly shall serve as the secretary for Faculty meetings.

Notification of the meeting shall be governed by section 21 as for the Faculty Assembly. Minutes shall be kept, as provided in section 10.

Twenty percent of the voting faculty as defined in section 2 shall constitute a quorum. Unless the point of no quorum is raised at a meeting, no action taken at any meeting shall be invalid for the lack of a quorum, provided the action taken shall have been precisely set forth in the notice of the meeting sent to members of the Faculty and provided the action taken at the meeting is in precisely the form contained in the notice. If a point of order or question of procedure is raised, the issue shall be resolved according to provisions in this *Manual* or according to standard parliamentary procedure.