I. Authority of the Manual of Operations and Procedures

This Manual of Operations and Procedures is the operating procedures for faculty governance of the Department of Physics and Astronomy. The Department shall follow the operating rules of the University and the College of Liberal Arts and Sciences as delineated in the Operations Manual and the Handbook for CLAS Faculty, and shall follow the operations and procedures in this document as a supplement thereto. Once approved by the Department and the College, this Manual becomes effective immediately.

II. Faculty Membership and Eligibility to Vote

A. Definition of faculty membership

- All tenure and tenure track faculty are considered members of the departmental faculty.
- Faculty with zero percent joint appointments and visiting faculty are also considered members of the departmental faculty.

B. Voting members of the faculty

- All tenured and tenure track faculty are eligible to attend departmental meetings and vote.

C. Non-voting member of the faculty

- Faculty with zero percent appointments and visiting faculty members may attend the faculty meetings and participate in the discussions and deliberations. They are not eligible to vote.

III. Officers and Standing Committees

A. The DEO is the Chief Administrative Officer of the Department. The DEO is appointed by the Dean of the College in consultation with the faculty of the Department and with approval of the Provost. The primary administrative duties and responsibilities of the DEO are set by the College. Please refer to Article XI of the College's Manual of Procedure, which describes the chief duties of the DEO. (http://www.clas.uiowa.edu/faculty/handbook/11/xi.shtml) The DEO recommends to the Dean merit salary increases for faculty and P&S staff. The departmental handbook provides the DEO guidance on administrative methods (http://www.physics.uiowa.edu/department/handbook/).
B. Other Officers

**Associate Chair:**
A full time faculty member appointed by the chair for a term decided on by the chair, not to exceed the term of the chair's appointment. The primary function of the associate chair is to manage routine departmental affairs primarily related to matters of the graduate and undergraduate curriculum. These duties include the following:

1. Managing and assigning teaching assistants.
2. Working with the Educational Operations Committee in making teaching assignments.
3. Functioning as acting chair in chair's absence (including the authority to sign proposals).
4. Supervise the lecture demonstration and laboratory coordinators.
5. May appoint subcommittees to deal with problems of undergraduate and graduate education as they arise.
6. Work with the Educational Operations Committee on matters of mutual concern.
7. Other duties mutually agreed to with the chair.

**Astronomy Coordinator:**
One member of the astronomy group will be appointed by the chair to serve as astronomy coordinator. The astronomy coordinator will manage the routine aspects of the Physics and Astronomy Department that are specific to the astronomy program. The astronomy coordinator will advise the Executive Committee on matters related to the astronomy program.

C. Standing Committees

**Executive Committee:**

**Membership:**

1. The committee consists of five faculty members whose primary appointment is in the Department of Physics and Astronomy. One of these is the associate chair and the other four members are elected.
2. The elected members each serve a two-year term, with the terms staggered so each year the department is electing two members of the committee.
3. The chair and associate chair are ineligible for election to the committee.
4. A member of the committee will not be eligible to serve successive terms.

**Duties:**

1. The Executive Committee will meet regularly with the chair to represent the interests of all faculty. Currently the regularly scheduled meetings are the Friday prior to all regular faculty meetings.
2. The Executive Committee will advise the chair and the faculty on matters of personnel and policy.
3. The Executive Committee will be responsible for appointing ad-hoc committees to make recommendations to the chair and the faculty on substantive matters or to perform specific tasks.
4. The Executive Committee will also advise the chair and the faculty on issues relating to departmental accounts and setting guidelines for requests for support.

**Educational Operations Committee:**

**Membership:**
1. The committee will consist of four members elected from the faculty whose primary appointment is in the department.
2. Elected members will be elected to two-year terms, with two members elected each year.
3. A member of the committee is not eligible for reelection to the committee (unless approved by DEO).

**Duties:**
1. Teaching assignments are made in consultation with the associate chair and the astronomy coordinator.
2. Checking comprehensive or qualifying exams.
3. Reviewing the curriculum.
4. The Educational Operations Committee will work with the associate chair on matters of mutual concern.
5. Advise the chair and the faculty of any recommended educational policy changes.

In addition, the DEO in consultation with the Executive Committee will appoint the following standing committees: Admissions Committee, Colloquium Coordinator or Committee, Departmental Computer Committee, Library Committee, Qualifying Exam Committee and Web Committee. Additional ad-hoc committees will be appointed for additional specific tasks when needed.

Decisions on substantive matters will be made by the faculty; these decisions will be made only after consideration by the appropriate committee of the faculty. Such consideration will normally entail a short written report to the faculty, which when appropriate may include a recommended action. The matter will be decided by a vote of the full faculty. A matter is deemed "substantive" when deemed so by any faculty member.

**IV. Departmental Meetings**

The departmental Manual for Operations and Procedures should at a minimum specify the following:

A. Departmental meetings are held in 309 Van Allen Hall on the first Tuesday of every month during the academic year (Sept – Dec and Feb – May).

B. Departmental meetings are chaired by the DEO. S/he is responsible for leading discussions and coordinating the distribution of minutes.
C. A call for agenda items occurs approximately 1 week prior to the meeting. Faculty are able to submit items to the DEO for discussion.

D. Only faculty as defined in II.A. may attend departmental faculty meetings, along with the administrative associate. Eligibility of said faculty to vote on any issues raised at departmental meetings is covered in II.B.

E. Special meetings are scheduled by the DEO when needed.

F. As much notice as possible is given, depending on the urgency of the meeting, ranging from several weeks to a couple days.

G. A quorum is reached when 2/3 of the faculty eligible to vote on an issue are in attendance at a departmental meeting.

H. Minutes are kept by the administrative associate.

I. Any faculty member may make a motion. Motions made by faculty members must be seconded before they are voted on. Motions brought to the faculty by a recognized departmental committee do not require a second. An item introduced by a faculty member that requires extensive discussion may be declared a "substantive issue;" it will be turned over to an appropriate committee who will make a recommendation at a subsequent meeting.

J. Update from DEO meeting, committee reports, and agenda items submitted by faculty.

K. A variety of voting procedures are used depending on the circumstances of the topic. Generally a vote is taken by a show of hands. Depending on the subject, the DEO may call for the vote to be taken by secret ballot.

L. Normally motions are decided by a simple majority of a quorum of faculty members in attendance. An item requiring a separate vote solicited from all departmental faculty members would be a faculty appointment.

V. Procedures for Amendment of the Manual for Operations and Procedures

The Manual for Operations and Procedures can be amended at any time. To amend these operations and procedures, a written proposal is submitted to the DEO for discussion at a departmental meeting. A 2/3’s majority vote is required to approve the amendment. This vote is taken by a show of hands. Amendments of the Manual are subject to approval by the College.