OPERATIONS AND PROCEDURES MANUAL

Department of Psychology

THE UNIVERSITY OF IOWA

Amended February 14, 2002
With revisions approved August 29, 2002

Approved by the College of Liberal Arts and Sciences, October 2002
# TABLE OF CONTENTS

I. AUTHORITY OF THE OPERATIONS AND PROCEDURES .............................................. 1

II. THE DEPARTMENT FACULTY ............................................................................. 2
   A. Definitions and Clarifications ....................................................................... 2
      1. The Faculty .............................................................................................. 2
         a. Regular Faculty .................................................................................... 2
            1) Rights ............................................................................................. 2
            2) Responsibilities ............................................................................ 2
            3) Procedures for Faculty Release from Teaching and Post-Tenure Allocation of Effort ........................................................................ 3
            4) Summer Teaching Salaries .................................................................. 3
         b. Zero-Time Joint Appointment Faculty ..................................................... 3
            1) Procedures for Appointment ............................................................ 3
            2) Duration of Appointment ................................................................ 4
            3) Privileges of Appointment ................................................................ 4
            4) Responsibilities of Appointment ....................................................... 4
         c. Adjunct Faculty ....................................................................................... 4
            1) Procedures for Appointment ............................................................ 4
            2) Duration of Appointment ................................................................ 5
            3) Privileges of Appointment ................................................................ 5
            4) Responsibilities of Appointment ....................................................... 5
      2. Faculty Action ............................................................................................ 5
      3. Regular and Special Meetings .................................................................... 5
      4. Quorum .................................................................................................... 6
      5. Faculty Consideration .............................................................................. 6
      6. Voting Rules ............................................................................................ 6
      6. Chairing M.A. and Ph.D. Committees ....................................................... 6

B. Duties of the Faculty as a Collective Body ....................................................... 6
   1. Matters requiring voting faculty consideration and action ........................ 6
   2. Matters which should be presented to the faculty for consideration .......... 8
   3. Matters which should be available to the faculty for information only ....... 9

III. GRADUATE STUDENT REPRESENTATIVES .................................................... 10
   A. Graduate Student Representatives at Faculty Meetings ............................. 10
      1. Election .................................................................................................. 10
      2. Eligibility ............................................................................................... 10
      3. Terms .................................................................................................... 10
      4. Duties .................................................................................................... 10
   B. Graduate Student Representatives on Service Committees ........................ 10
      1. Appointment .......................................................................................... 10
      2. Eligibility ............................................................................................... 10
      3. Terms .................................................................................................... 10
      4. Duties .................................................................................................... 11
C. Graduate Student Representatives to Training Area Committees ........................................ 11
  1. Election ........................................................................................................ 11
  2. Eligibility ...................................................................................................... 11
  3. Terms ............................................................................................................ 11
  4. Duties ........................................................................................................... 11

IV. DEPARTMENT CHAIR ......................................................................................... 12
  A. Selection and Term ...................................................................................... 12
  B. Duties ........................................................................................................... 13
  C. Method of Operation ................................................................................... 16

V. ASSOCIATE CHAIR ........................................................................................... 17
  A. Conditions of Appointment ......................................................................... 17
  B. Duties ........................................................................................................... 17

VI. FACULTY ADVISORY COMMITTEE .................................................................... 18
  A. Structure and Formation ............................................................................. 18
     1. Membership ............................................................................................... 18
     2. Eligibility ................................................................................................ 18
     3. Terms ....................................................................................................... 18
     4. Time of Election ...................................................................................... 18
     5. Election Procedure ................................................................................. 18
        a. Responsibilities .................................................................................... 18
        b. Nominations ......................................................................................... 18
        c. Election ................................................................................................. 19
     B. Duties ........................................................................................................ 19
     C. Procedural Guidelines ............................................................................. 20
        1. Meetings ................................................................................................. 20
        2. Reporting .............................................................................................. 20

VII. COORDINATOR OF GRADUATE STUDIES AND COMMITTEE ON GRADUATE
     STUDIES ........................................................................................................ 21
     A. Membership and Terms ............................................................................ 21
     B. Duties ........................................................................................................ 21
     C. Procedural Guidelines ............................................................................. 22
        1. Meetings ................................................................................................. 22
        2. Reporting .............................................................................................. 23
        3. Coordination ......................................................................................... 23

VIII. COORDINATOR OF UNDERGRADUATE STUDIES AND COMMITTEE ON
       UNDERGRADUATE STUDIES ........................................................................ 24
       A. Membership and Terms ......................................................................... 24
       B. Duties ..................................................................................................... 24
       C. Procedural Guidelines ............................................................................ 26
          1. Meetings ............................................................................................... 26
          2. Reporting ............................................................................................. 26
          3. Coordination ......................................................................................... 26

IX. TRAINING AREA COMMITTEES AND TRAINING AREA COORDINATORS ....... 28
    A. Organization of Training Areas ................................................................. 28
       1. Establishment ......................................................................................... 28
       2. Membership ........................................................................................... 28
X. SERVICE COMMITTEES .................................................. 33
   Part 1: Guidelines .................................................... 33
      A. Appointment Procedures ........................................... 33
      B. Meetings .......................................................... 33
      C. Reporting .......................................................... 33
      D. Coordination ...................................................... 34
      E. Changes in Committees ........................................... 34
   Part 2: Technical Support Committee .................................. 35
      A. Membership ....................................................... 35
      B. Duties ........................................................... 35
   Part 3: Animal Care and Use Committee ................................. 36
      A. Membership ....................................................... 36
      B. Duties ........................................................... 36
   Part 4: Professional Concerns ........................................... 37
      A. Membership ....................................................... 37
      B. Duties ........................................................... 37
XI. MENTORING COMMITTEES ........................................... 38
    A. Membership ....................................................... 38
    B. Terms ........................................................... 38
    C. Duties ........................................................... 38
I. AUTHORITY OF THE OPERATIONS AND PROCEDURES

This document details the operating procedures for faculty governance of the Department of Psychology. The Department shall follow the operating rules of The University and the College of Liberal Arts and Sciences, and shall follow the operations and procedures in this document as a supplement thereto. This document may be amended by vote of the faculty (following the usual procedures for such votes described herein) subject to approval by the College.
II. THE DEPARTMENT FACULTY

A. Definitions and Clarifications

1. The Faculty

a. Regular Faculty

The faculty of the Department of Psychology shall include those individuals holding active tenure-track academic appointments and clinical track appointments in one of the ranks Professor, Associate Professor, Assistant Professor, or Instructor; and whose base salary level is established in whole or in part by explicit action of the Department Chair, subject to approval by higher University authorities.

1) Rights

All active tenure-track faculty members as defined in 1a above are entitled to full participation in all Departmental affairs, except that full voting rights shall vest automatically in those faculty members whose base salary is at least 40% established by the Department Chair and in other faculty members below this level who have been granted voting rights by a two-thirds vote of those automatically qualified. Active clinical-track faculty members as defined in 1a, whose base salary is at least 40% established by the Department Chair and in other faculty members below this level who have been granted voting rights by a two-thirds vote of those automatically qualified, are entitled to full participation and voting rights in all Departmental affairs, except those that pertain to hiring, promotion, and tenure, and peer review of tenured and tenure-track faculty.

2) Responsibilities

Both individually and as a body, the faculty is responsible for achieving the Department’s mission in accordance with the policies and procedures of the College of Liberal Arts and Sciences, the Graduate College, and the University. Individual faculty members fulfill these responsibilities in accordance with the University’s policy on professional ethics and academic responsibility.

The Department distributes teaching and service assignments to faculty and provides guidance through periodic reviews to ensure that all faculty are participating appropriately and equitably in the teaching, research, and service missions of the Department, the College, and the University.

All faculty members are expected to share in the responsibilities of the Department, with due allowance for responsibilities to other units which provide part of the person’s salary.
II. The Department Faculty

3) Procedures for Faculty Release from Teaching and Post-Tenure Allocation of Effort

According to the Department's norms, faculty are expected to teach four courses per year, adjusted for involvement in an active research program and student research supervision. Faculty members who have project grants with funds for such purpose may purchase release from up to half the required annual teaching, provided adequate advance notice has been given so that the Chair can make plans for either substitute instruction or substitute courses.

Any adjustment from a normal teaching load, whether purchased from project grants, the cancellation of any scheduled course, or a post-tenure allocation of effort, requires negotiations among the Department Chair, the appropriate Training Area Coordinator, the appropriate Graduate or Undergraduate Coordinator, and the professor concerned to assure that the Departmental teaching needs are met.

4) Summer Teaching Salaries

Because summer teaching funds are quite limited, courses to be offered are determined primarily by Departmental teaching needs. Psychology faculty members usually have an opportunity to teach one course during the Summer Session.

If funds remain after faculty who wish to teach one course have been assigned a course and graduate students have been given their teaching appointments, then a second course may be assigned to those faculty members who wish to teach two courses. The order of assigning the second course will be inversely related to rank and seniority and directly related to merit.

b. Zero-Time Joint Appointment Faculty

Joint appointments in this section will refer to appointments where an individual has a tenured/tenure-track appointment in one of the ranks of Professor, Associate Professor, Assistant Professor, or Instructor in another department at The University of Iowa and where the Psychology Department does not contribute toward the individual's salary.

1) Procedures for Appointment

Ordinarily, a candidate for a joint appointment will be proposed by a group of faculty members representing a training area or a research focus. A two-thirds vote of the Department faculty is required to approve the joint appointment. The Executive Officer of the individual's home department, the Dean of the College of
II. The Department Faculty

Liberal Arts and Sciences, and other Deans in cross-collegiate appointments, must agree in writing to the joint appointment. Any role the Department may play in the review of an unsalaried faculty member must be specified in advance of the appointment.

2) Duration of Appointment

Appointments will usually be made for a period of five years. Appointments are renewable for five-year periods given a two-thirds vote of the faculty. In the case of a non-tenured faculty member, the term of the joint appointment cannot be longer than the term of the primary appointment.

3) Privileges of Appointment

Individuals with joint appointments may direct Honors theses, and M.A. and Ph.D. research. These faculty may contribute to the research participation requirement of introductory psychology courses (upon submission of the necessary forms) and may attend faculty meetings. At the discretion of the Chair, they will also have access to Departmental resources insofar as it facilitates activities important to the Department (e.g., in the context of research supervision or committee work). Voting privileges in the Department must be conferred separately by a two-thirds vote of the Department faculty.

4) Responsibilities of Appointment

Individuals with a joint appointment should be prepared to make at least a small but sustained and recognizable contribution to the teaching, research, and/or service missions of the Department. The individual should be prepared to indicate his/her affiliation with the Department of Psychology on public documents (e.g., vita, publications, grant proposals), as appropriate.

c. Adjunct Faculty

Adjunct appointments in this section will refer to appointments where an individual does not have a tenured/tenure-track appointment at The University of Iowa.

1) Procedures for Appointment

Ordinarily, a candidate for an adjunct appointment will be proposed by a group of faculty members representing a training area or a research focus. A two-thirds vote of the Department faculty is required to approve the adjunct appointment. If the individual is employed by The University of Iowa, the Chair or Head of the individual's home department must agree in writing to the adjunct appointment.
II. The Department Faculty

2) Duration of Appointment

Appointments will be made for a term of three years. Appointments are renewable given a two-thirds vote of the faculty.

3) Privileges of Appointment

Adjunct faculty may attend faculty meetings. At the discretion of the Chair, they will also have access to Departmental resources insofar as it facilitates activities important to the Department. Voting privileges in the Department would not be conferred on adjunct faculty.

4) Responsibilities of Appointment

An individual with an adjunct appointment should be prepared to make at least a small but sustained and recognizable contribution to the teaching, research, and/or service missions of the Department. The individual should be prepared to indicate his/her adjunct affiliation with the Department of Psychology on public documents (e.g., vita, publications, grant proposals).

2. Faculty Action

This term shall mean actions usually involving voting, taken by those faculty members as defined in 1.a.1 and 1.b.3 above who are present at a duly announced meeting of the faculty (or of a subgroup thereof defined by rank for considering faculty evaluation matters) or who respond by a specified time to a call for a written response, assuming in either instance that the quorum requirement is satisfied.

3. Regular and Special Meetings

a. The faculty will conduct a minimum of three regular business meetings each semester during the academic year. Regular meetings will be announced at the start of the semester, or when the Chair presents the annual Departmental calendar. Additional meetings may be called by the Chair.

b. The agenda of regular and special meetings will be made available to the faculty in a timely fashion prior to the meeting.

c. Minutes of faculty meetings will be recorded by a secretary, appointed by the Chair, and confirmed by a majority vote of the faculty. The terms of the appointment of the secretary shall be specified at the time of the appointment.

d. In Regular Meetings, faculty consideration or action pertaining to personnel matters or student evaluations will occur after all other agenda items have been addressed and after persons without full voting rights have been excused.
II. The Department Faculty

e. Special Meetings pertaining to personnel matters or student evaluations will be attended by faculty with voting rights only.

4. Quorum

A quorum required for formal actions by the full faculty shall be one more than one-half of the number of faculty members holding voting rights as provided in 2 above. An analogous quorum requirement shall apply in formal actions by defined subgroups of the faculty.

5. Faculty Consideration

This term refers to deliberations of the faculty, or of defined subgroups thereof, which involve debate and discussion either in face-to-face meetings or in written exchanges, but which ordinarily should not involve voting.

6. Voting Rules

a. Unless specifically provided otherwise, voting may be by unanimous consent, voice vote, roll call, or written ballot, at the discretion of the faculty.

b. There shall be no voting by proxy.

c. Members absent for any reason may at the discretion of the faculty be included in written balloting.

d. Except as provided otherwise in this or other official Departmental documents, Departmental business shall be conducted in accordance with the current edition of Robert's Rules of Order.

6. Chairing M.A. and Ph.D. Committees

The chair, or one co-chair, of all M.A. and Ph.D. committees must hold a current appointment in the Department. Faculty who leave the Department for positions elsewhere may serve as members of M.A. and Ph.D. committees, but they cannot chair or co-chair such committees.

B. Duties of the Faculty as a Collective Body

1. Matters requiring voting faculty consideration and action

a. Recommendations to the Collegiate Dean for appointment or removal of the Department Chair.
b. Recommendations for appointment of faculty members (two-thirds vote). When a recommendation for appointment could entail a promotion recommendation, rank and tenure recommendations shall be based on a subsequent review by the appropriate faculty body as specified in the University/Collegiate Procedural Guidelines on Promotion and Tenure Decision-Making.

c. All adjunct faculty appointments (two-thirds vote).

d. Proposals for significant changes in Departmental objectives or organization, e.g., establishment of new degree programs, creation or dissolution of recognized positions or units within the Department, establishment of formal relations to other agencies.

e. Amendments to the *Operations and Procedures Manual*.

f. Selection of members for Faculty Advisory Committee.

g. Confirmation of Chair nominations for Associate Chair, Coordinator of Graduate Studies, Coordinator of Undergraduate Studies, and for members of service committees.

h. General and specific guidelines for faculty recruiting efforts.

i. Policies and procedures related to evaluation of faculty members.

j. Graduate and undergraduate curricula, i.e., required courses, course sequences, prerequisites, degree requirements, etc.

k. Policies related to undergraduate evaluation, supervision, and advising.

l. Policies and procedures governing admission, evaluation, and retention of graduate students.

m. Policies governing levels and patterns of graduate student support, and assignment of graduate students to teaching, research, and service duties.

n. General guidelines related to postdoctoral and research associate appointments.

o. Departmental standards and procedures related to the ethics and propriety of research, teaching, and service activities.

p. General policies and principles related to handling of grant applications, contract proposals, etc.
q. Overall evaluation of progress and performance of individual graduate students, including decisions to terminate, impose requirements, and admit to comprehensive examination.

r. Graduate student appeals for waiver of requirements or review of decisions.

2. Matters which should be presented to the faculty for consideration

Matters which should be presented by the Department Chair to the faculty for consideration whether in a faculty meeting or through an "available-for-inspection" procedure, with the faculty having the option to discuss, debate, suggest changes, or to accept by acquiescence; but which ordinarily will not be open to motions and votes:

a. Departmental course offerings, i.e., course listings for the General Catalog.

b. Course schedules and teaching assignments, i.e., Schedule of Courses.

c. Format and content of form letters, brochures, leaflets, bulletins, etc. describing Departmental activities, programs, and requirements.

d. Assignment of graduate students to teaching, research, or service duties.

e. Temporary instructors to teaching, research, or service duties when the appointment is for longer than a semester duration.

f. Allocation of space and facilities.

g. Policies and procedures governing the allocation of general expense, equipment, and travel funds.

h. Grant applications or contract proposals and requests for allocation of internal resources, which entail significant impact on Departmental objectives, priorities, or resources.

i. Graduate admission plans, i.e., numbers, distribution by area, support allocations, etc.

j. Proposals for informal or temporary arrangements with other units inside or outside the University.

k. Assignment of faculty members to special positions or duties, relief of faculty members from normal duties, requests for leave-of-absence.

l. Assignments or re-alignments of staff personnel.

m. Nominations of graduate or undergraduate students for special awards.
n. Department calendar.

3. *Matters which should be available to the faculty for information only*

Matters which should be available to the faculty, generally or on request, for information only insofar as the instant case is concerned:

a. TA/RA assignment sheet.

b. Graduate student "slot" sheet.


d. Vita of current faculty and of individuals appointed to faculty, postdoctoral, research associate, and similar positions.

e. Faculty undergraduate advisory assignments, and undergraduate research supervision assignments.

f. Faculty responsibilities for graduate student advising and graduate student research supervision.

g. Roster of current M.A. and Ph.D. committees.

h. Single semester assignments of instructors and other temporary faculty.
III. GRADUATE STUDENT REPRESENTATIVES

To represent graduate student views on issues and to serve as a conduit of information to the graduate student body, student representatives participate in Departmental affairs according to the following:

A. Graduate Student Representatives at Faculty Meetings

1. Election

Two graduate students shall be elected by the graduate students in residence.

2. Eligibility

All graduate students are eligible, however both elected students cannot be from a single Training Area. For election purposes only, students in joint training programs must select their primary area affiliation when nominated to serve as a graduate student representative.

3. Terms

Terms shall be for a single year.

4. Duties

Graduate student representatives attend faculty meetings when the order of business includes topics unrelated to personnel and student progress, as enumerated in Section II.B. of the O & P Manual. Graduate student representatives may participate in discussion and deliberation.

B. Graduate Student Representatives on Service Committees

1. Appointment

One graduate student member of each Service Committee shall be appointed by the Chair, following consultation with graduate students.

2. Eligibility

All students in residence are eligible to serve.

3. Terms

Terms shall be for a single year.
III. Graduate Student Representatives

4. Duties

Graduate student representatives attend committee meetings and participate in discussion and deliberation on all topics under consideration.

C. Graduate Student Representatives to Training Area Committees

At the discretion of individual Training Areas, graduate student representatives may be included in Training Area Committee meetings.

1. Election

Two graduate students shall be elected by the graduate students in residence from their Training Area.

2. Eligibility

All students in a training area are eligible.

3. Terms

Terms shall be for a single year.

4. Duties

Graduate student representatives may attend training area meetings when the order of business does not include topics related to either personnel, graduate student progress, or student admissions. Graduate student representatives may participate in discussion and deliberation.
IV. DEPARTMENT CHAIR

A. Selection and Term

1. The Department Chair shall be appointed by the Dean of the College of Liberal Arts and Sciences with the approval of the Provost, after consultation with the members of the Department faculty and with other persons the Dean may regard as appropriate.

2. The term of the Chair, not to exceed four years, shall be specified by the Dean at the time of appointment. The term will ordinarily commence on August 1 and terminate on July 31. A faculty recommendation regarding the term may be presented to the Dean at the time of balloting. The Chair is eligible for re-appointment.

3. When circumstances require that the Faculty make a recommendation to the Dean regarding the next Chair, the following procedures shall be followed:

   a. During the week following the notification of the need for the nomination of a Chair, the senior member of the Faculty Advisory Committee will distribute a nomination ballot to all faculty with full voting rights (See II.A.1.a.1). The ballot will identify the names of those eligible to serve as Chair. The nomination ballot, in a signed sealed envelope, should be returned to the senior member of the Faculty Advisory Committee within 10 days following distribution. Each voting faculty member can submit no more than five names in nomination.

   b. The nomination ballots shall be opened and tallied by an impartial party (e.g. emeritus faculty), who shall be identified and approved by the faculty at the time the Chair nomination process commences. This impartial party will submit the list of nominees in alphabetical order, without an indication of the number of nominations received, to the senior member of the Faculty Advisory Committee.

   c. The senior member of the Faculty Advisory Committee shall distribute the list of nominees to all faculty with full voting rights. Nominees must indicate their willingness to stand for election within 7 calendar days of the distribution of the nomination list.

   d. If four or more nominees agree to stand as candidates for the office of Chair, there will be a runoff election to reduce the number of nominees to three. In the event of a runoff election, the Senior member of the Faculty Advisory Committee will distribute a ballot to all faculty with voting rights, who shall vote a single preference on the nomination ballot. The runoff ballots, in sealed and signed envelopes, shall be returned to the senior member of the Faculty Advisory Committee within one week of distribution. The ballots shall be opened and tallied by the impartial party, and the three nominees with the highest vote totals will be placed on the final nomination ballot. In the event of a tie for third place, a runoff ballot for the third position on the
b. The ballot will be distributed by the senior member of the Faculty Advisory Committee and tallied by the impartial party, following the same procedure as required for the initial runoff ballot.

c. At the conclusion of the nomination balloting, a list of up to three nominees will be distributed to the faculty. Within one week of the distribution of the list of nominees, each nominee shall prepare and distribute to the voting faculty a written statement detailing their philosophy of educational mission, scholarship, and proposals for future directions of the Department. During the week following the distribution of the written statements, a faculty forum will be held during which each candidate will have an opportunity to make a brief oral presentation, with the order of presentation determined randomly. Following the oral presentations there will be an opportunity for the faculty to ask questions of the candidates. The forum will be chaired by the senior member of the Faculty Advisory Committee, unless he or she is a candidate. In that event, the chair of the meeting will be another member of the Faculty Advisory Committee. If all Faculty Advisory Committee members are candidates, the chair of the forum will be selected by a vote of the faculty prior to the forum.

d. Immediately following the forum, the senior member of the Faculty Advisory Committee will distribute an election ballot, with nominees listed in alphabetical order, to all faculty with voting rights. The ballots, indicating a single vote preference, shall be submitted in a signed and sealed envelope within one week of distribution to the senior member of the Faculty Advisory Committee. The ballots will be opened and tallied by the impartial party, with the nominee receiving the most votes being declared the winner. In the event of a tie for first place in a three nominee ballot, a second two nominee ballot shall be immediately distributed to the voting faculty. These ballots shall be submitted to the senior member of the Faculty Advisory Committee, opened and tallied by the impartial party following the procedures for the standard election ballot.

e. The results of the election will be conveyed to the faculty at a Regular Faculty Meeting, or a Special Faculty Meeting, within one week of the completion of the balloting. The voting faculty will then vote to affirm the results of the election process. The results will then be conveyed to the Dean by the senior member of the Faculty Advisory Committee or by a process detailed by the Dean.

B. Duties

1. The Departmental Chair has general executive responsibility for all aspects of the Departmental enterprise; is an ex-officio member of all Departmental committees described in this manual; and is accountable on all matters to the faculty, to the Collegiate Dean, to the Central Administration of the University, and in many cases also to students and staff.

2. The activities of primary importance and concern for the Chair are the following:
a. Continuing critical review of Departmental objectives, programs, and priorities; analysis of the extent to which objectives are being achieved; initiation or review of proposals for changes in objectives, programs, and priorities.

1) Early in the fall semester, the Chair shall present to the department (open to faculty, staff, and graduate students) an address introducing new faculty, staff, and students and outlining (a) goals and objectives met in the previous year; (b) goals and objectives for the coming year; (c) the fiscal state of the department and of the Department of Psychology Endowment Fund; and (d) accomplishments of faculty and students, including but not limited to information regarding (i) faculty and student publications; (ii) financial support (e.g., grants, contracts) to faculty and students; (iii) awards and honors to faculty, staff, and students; (iv) placement of graduate students in academic, clinical, and other positions; and (v) placement of undergraduates in graduate schools.

2) Early in the fall semester, the Chair shall arrange for the preparation of a report, to be published on the department's web page, providing a detailed introduction to the department and its mission. Topics to be covered may include, but are not limited to, (a) the history of the department; (b) description of the graduate program, the graduate training areas, and graduate courses offered; (c) description of the undergraduate program and undergraduate courses offered; and (d) psychology colloquia supported by the department and/or university (e.g., Spiker Memorial Lecture). In addition, for the two-year period covered by the report, information will be reported pertaining to (a) financial support (e.g., grants, contracts) to faculty and students; (b) faculty and student publications; (c) awards and honors to our faculty, staff, and students; (d) faculty profiles; (e) current academic and non-academic positions held by former graduate students; and (f) placement of undergraduates in graduate schools.

b. Making allocations of existing financial resources; developing short-term and long-range budget proposals.

c. Developing faculty personnel plans; preparing general and specific guidelines related to the recruitment of faculty members; monitoring the actual conduct of particular recruiting efforts; making recommendations to the Collegiate Dean regarding faculty appointments.

d. Approving recommendations regarding teaching, research, and service assignments of faculty members.

e. Formulating criteria and procedures for evaluating the performance of faculty members; supervising the conduct of such evaluations by appropriate faculty groups; providing feedback to individuals under evaluation; recommending to the Dean re-appointment, termination, and promotion actions.
f. Developing and carrying out plans to maintain the vitality of the faculty, to stimulate their scholarly activity and development, and to maximize their contribution to the Department, to the University, to the profession, and to society generally.

g. Allocating existing space and facilities; developing proposals regarding modification, re-assignment or expansion of space and facilities, and formulating space and facilities requests.

h. Formulating policies related to research and/or training grants, contract proposals, etc. with due regard for compatibility with Departmental objectives and impact on Department resources; reviewing and acting on particular grant applications, contract proposals, etc.

i. Developing or reviewing proposals for changes in the organization and operating procedures of the Department.

j. Formulating proposals regarding the relationship of the Department to other units within the University, and to relevant agencies outside the University.

k. Making nominations or assignments of faculty members to particular committees and other Departmental duties.

l. Formulating policies regarding appointments of adjunct faculty, postdoctoral students, visiting scholars, research associates, visiting professors, etc.

m. Maintaining a continuing review of Departmental needs for staff personnel; supervising the selection, assignment, and evaluation of staff members.

n. Responding to, or making appropriate disposition of, proposals or requests that arise from individuals or groups within the Department or from outside agencies.

o. Drafting the annual Departmental calendar.

p. Establishing the agenda for faculty meetings, and chairing these meetings.

q. Supervising the maintenance of Departmental records and files.

r. Distributing, or supervising the distribution of, reports, minutes, memoranda, etc. to provide adequate (but not "inundative") information base for discussions.

s. Supervising the security of personnel, facilities, and equipment.
C. Method of Operation

1. Faculty action on matters listed in Part II, Section B, Paragraph 1 of this document shall be regarded as binding on the Department Chair. Deliberate failure of the Chair to act in accordance with the expressed majority vote of the faculty, after reasonable efforts to secure faculty reconsideration of the action, could be grounds for initiating removal action.

2. Faculty expressions (or inaction) on matters listed in Part II, Section B, Paragraph 2 shall not be regarded as binding on the Chair, but the sense of the meeting and the points in discussion certainly will provide guidance for subsequent action, negotiation, revision, etc.

3. Informational matters in Part II, Section B, Paragraph 3 ordinarily are the results of action taken by the Department Chair on the basis of judgment in accordance with established policies and prior input from several faculty sources. They usually reflect specific personnel and budget decisions that have been taken, which need to be known, but cannot be revised in the instant case.

4. The performance of the Chair shall be reviewed by the faculty annually, immediately following the evaluation of individual faculty members. This meeting shall be called by and chaired by the member of the Faculty Advisory Committee who has had at that time the longest continuous period of service on the Committee.
V. ASSOCIATE CHAIR

A. Conditions of Appointment

1. An Associate Chair will be appointed for a one-year term, with eligibility for reappointment, subject to faculty confirmation.

2. Selection of the Associate Chair shall take place between April 15 and May 15 each year, except that a replacement shall be nominated and confirmed when the need arises. The normal term of office shall begin August 1 and end July 31.

3. The Associate Chair may be offered an individualized portfolio under the University’s Post-tenure Effort Allocation Policy, reflecting a service commitment that exceeds the departmental service norm of 20% effort, to be specified at the time of the nomination for faculty approval.

4. The Associate Chair should be compensated with summer pay for administrative work in accord with agreements on such compensation between the Dean of the College of Liberal Arts and Sciences and the Department Chair on the one hand, and between the Department Chair and the Associate Chair on the other hand.

B. Duties

1. The Associate Chair will serve as Acting Departmental Executive Officer when the Chair is away from those duties.

2. The Associate Chair will work with the Chair and major administrative committees in the governance of the Department and will serve as an ex-officio member of all Departmental committees described in this manual.

3. The particular major assignments each year will be arranged in negotiations between the Chair and the Associate Chair and specified at the time of the nomination for faculty approval. In this respect, the duties will be conceived so as to maximize the Associate Chair's interest in and talent to engage the various major administrative activities of the Department.
VI. FACULTY ADVISORY COMMITTEE

A. Structure and Formation

1. Membership

Three faculty members elected by ballot vote of the faculty as provided in Paragraph 5 below.

2. Eligibility

All faculty members shall be eligible for election to the Advisory Committee except the Department Chair (if continuing) and those individuals who at the time of the election have been confirmed by the faculty to assume the positions of Associate Chair, Coordinator of Graduate Studies and the Coordinator of Undergraduate Studies.

3. Terms

Members shall be elected for three-year terms, except that the initial election shall provide for staggered terms of one, two, and three years. Terms shall begin and end at the start of the fall semester.

4. Time of Election

a. Regular election of member(s) for the Faculty Advisory Committee shall be held between April 15 and May 15 of each year.

b. A special election to fill a vacancy of two semesters or longer shall be held shortly before the vacancy occurs, the elected replacement to serve for the period of the vacancy. To fill vacancies of one semester or less, the first runner-up faculty member from the most recent Faculty Advisory Committee election shall serve for the period of the vacancy.

5. Election Procedure

a. Responsibilities

The senior member of the Faculty Advisory Committee shall be responsible for conducting the election, including the distribution and counting of ballots.

b. Nominations

To fill N vacancies, each faculty member will be asked in writing to submit a rank-ordered list of N + 3 nominees; weights will be assigned inversely to rank; the
nominees will be those N + 3 faculty members receiving the largest total score obtained by summing over all ballots received before a specified deadline.

c. Election

The names of the N + 3 nominees will be submitted in writing, in alphabetical order, to each faculty member for ranking; weights will be assigned inversely to rank and the nominee(s) elected will be those N receiving the largest total score, obtained by summing over all ballots received before a specified deadline. If terms of different duration, whether regular or replacement, are to be filled at the same election, the faculty member receiving the largest score shall fill the longest term, etc.

B. Duties

1. The Faculty Advisory Committee is established to provide a recognized but somewhat informal channel for discussion between faculty representatives and the Department Chair on any aspects of Department activities. In such discussions the Committee is expected to:

   a. Challenge the Chair regarding attention to the various responsibilities of that office, especially those concerned with objectives, priorities, personnel, and facilities.

   b. Keep the Chair frankly informed about faculty viewpoints, about current and potential problems, and about possibilities for improving the overall excellence of the Department's contribution to the scholarly enterprise.

   c. Facilitate consideration of issues by the faculty or other appropriate groups by assisting in drafting and reviewing proposals, and in suggesting timing and format for presentations; e.g., budget briefings, review of Departmental contributions to undergraduate education, structure, etc.

   d. Advise the Chair regarding appropriate disposition of substantive and procedural issues.

   e. Advise on actions to be taken on matters not covered by existing policies and which arise under circumstances precluding prior consideration by the faculty.

2. The areas in which the Faculty Advisory Committee will be most actively and consistently involved are those listed under the duties of the Department Chair in Part IV, Section B, Paragraph 2.

3. The Faculty Advisory Committee shall not have any collective executive functions or decision-making responsibilities. Members do not vote on matters under discussion; may not be blamed for errors of omission or commission by the Chair; or used by the Chair as
VI. Faculty Advisory Committee

an excuse for unreasonable delay in dealing with matters for which that individual is responsible.

4. The existence of the Faculty Advisory Committee shall not preclude any other forms or channels of contact between the Department Chair and the faculty.

C. Procedural Guidelines

1. Meetings

a. The Faculty Advisory Committee shall meet frequently with the Department Chair; such meetings may be called by the Chair, and must be called by the Chair at the request of any member of the Advisory Committee. The Faculty Advisory Committee is also free to meet without the Department Chair at the call of the faculty member senior in point of service on the Committee.

b. Individuals or groups from within the Department or from outside agencies may be invited by the Chair or by any Committee member to attend meetings, subject to mutual consent of the Chair and a majority of the Committee. Executive sessions will be the norm for meetings of this Committee, subject to applicable statutes.

c. A majority of the Faculty Advisory Committee shall constitute a quorum for conducting the business of the Committee.

2. Reporting

The Faculty Advisory Committee shall select one of its three members to serve as secretary. Minutes of all meetings shall be available (e.g., Department internal website) for inspection by any faculty member and archived by the Department.
VII. COORDINATOR OF GRADUATE STUDIES
AND
COMMITTEE ON GRADUATE STUDIES

A. Membership and Terms

1. This Committee shall be chaired by a Coordinator of Graduate Studies (CGS) nominated by the Department Chair for confirmation by a majority ballot vote of the faculty.

2. The Coordinator of Graduate Studies shall be appointed for a one-year term, and is eligible for re-appointment, again subject to faculty approval.

3. Selection of the CGS shall take place between April 15 and May 15 each year, except that a replacement shall be nominated and confirmed when the need arises. The term of office shall begin and end at the start of the fall semester.

4. The Coordinator of Graduate Studies shall be offered an individualized portfolio under the University’s Post-tenure Effort Allocation Policy, reflecting a service commitment that exceeds the departmental service norm of 20% effort, to be specified at the time the nomination is submitted to the faculty.

5. The other members of this Committee shall be the Coordinators of the several Training Areas (see Part IX).

B. Duties

The Coordinator of Graduate Studies, with the advice and assistance of the other members of the Committee, shall be responsible for recommendations to the Department Chair on the matters listed below; and for the carrying out of such functions related to these matters as are indicated in the following paragraphs or may be specified by the Department Chair.

1. Graduate curricula, course offerings, degree requirements, coordinated as necessary with the Coordinator of Undergraduate Studies (CUS).

2. Faculty teaching assignments, coordinated as necessary with the Coordinator of Undergraduate Studies (CUS).

3. Form and content of brochures, Catalog copy, Graduate Student Handbook, and other materials describing graduate programs and degree requirements; drafting these materials, coordinating as necessary with the CUS.

4. Policies and procedures related to the admission of graduate students, including nature and timing of follow-up contacts, orientation, etc.; supervising and coordinating the
actual admissions, follow-up and orientation process, in accordance with established guidelines.

5. Policies and procedures pertaining to the evaluation of graduate student performance, the monitoring of student progress, the format of graduate student records; supervising the maintenance of graduate student records.

6. Guidelines for faculty and students regarding the participation of graduate students in the teaching, research, and service functions of the Department; drafting such guidelines, assuring adequate student input to proposed guidelines.

7. Policies regarding levels and patterns of graduate student support.

8. Graduate student "slot" sheet, i.e., assignment of individual students to various types and sources of financial support, if any.

9. Assignment of individual graduate students to particular teaching, research, or service activities, coordinating with CUS as required.

10. Guidelines concerning graduate student academic loads, student participation in interdisciplinary, inter-institutional, off-campus, or other special programs.

11. Policies and procedures related to the placement of graduate students; handling of the job file, development of follow-up information on graduates, departure interviews, etc.

12. Appeals and petitions from graduate students for waiver of Departmental or University requirements.

13. Procedures for selection of graduate students as Department nominees for special awards or honors.

C. Procedural Guidelines

1. Meetings

   a. The Committee on Graduate Studies shall hold regular meetings at least four times each semester and shall hold special meetings at the call of the Coordinator of Graduate Studies.

   b. Time, date, location, and agenda for each meeting shall be publicized so that interested groups or individuals can submit suggestions or make presentations.

   c. A majority of the Committee shall constitute a quorum for the purpose of conducting business.
d. Committee meetings shall be open to any faculty member, and to such other individuals as may be deemed appropriate by the Coordinator of Graduate Studies. Executive sessions may be held only with the prior approval of the Department Chair, acting in accordance with applicable statutes.

2. **Reporting**

   a. Reasonably detailed minutes of each Committee meeting shall be filed by the Coordinator of Graduate Studies. Availability of these minutes to other individuals shall be at the discretion of the CGS, acting in accordance with applicable statutes.

   b. A summary report on major issues considered and recommendations developed should be sent to the Department Chair for distribution to the faculty, together with such comments as the Chair may deem appropriate.

   c. A report from the Committee on Graduate Studies shall be a fixed agenda item for each regular faculty meeting.

   d. A special faculty meeting devoted entirely to issues formulated by the Committee on Graduate Studies shall be called by the Department Chair at the request of the Coordinator of Graduate Studies.

3. **Coordination**

   a. The Coordinator of Graduate Studies shall consult with the Coordinator of Undergraduate Studies before submitting to the Department Chair recommendations on matters of overlapping concern (e.g., faculty and graduate student teaching assignments, course offerings, arrangements for faculty duties re: student advising and research supervision).

   b. The Coordinator of Graduate Studies shall be responsible for proposing procedures to assure timely and effective communication with graduate students, and for supervising the implementation of such procedures following their consideration by the Department Chair and the faculty.
A. Membership and Terms

1. This Committee shall be chaired by a Coordinator of Undergraduate Studies (CUS) nominated by the Department Chair for confirmation by a majority ballot vote of the faculty.

2. The Coordinator of Undergraduate Studies shall be appointed for a one-year term, and is eligible for re-appointment, again subject to faculty approval.

3. Selection of the CUS shall take place between April 15 and May 15 each year, except that a replacement shall be nominated and confirmed when the need arises. The normal term of office shall begin and end at the start of the fall semester.

4. The Coordinator of Undergraduate Studies shall be offered an individualized portfolio under the University’s Post-tenure Effort Allocation Policy, reflecting a service commitment that exceeds the departmental service norm of 20% effort, to be specified at the time the nomination is submitted to the faculty.

5. The Committee on Undergraduate Studies shall also include the Academic Coordinator, three additional faculty members other than current Area Coordinators, and one undergraduate representative. The committee members will be nominated by the Department Chair with the advice of the Coordinator of Undergraduate Studies, for confirmation as a slate by majority vote of the faculty, such action to occur between April 15 and May 15 each spring.

6. Members shall be appointed for one-year terms and are eligible for reappointment. Terms shall begin and end at the start of the fall term, except that a replacement shall be nominated and confirmed when the need arises.

B. Duties

The Coordinator of Undergraduate Studies, with the advice and assistance of the Committee on Undergraduate Studies, shall be responsible for recommendations to the Department Chair on the matters listed below; and for carrying out such functions related to these matters as are indicated in the following paragraphs or may be specified by the Department Chair.

1. Undergraduate curricula, course offerings, and degree requirements, coordinating recommendations as necessary with the Coordinator of Graduate Studies (CGS).
2. Faculty teaching assignments in the undergraduate area, coordinated as necessary with the Coordinator of Graduate Studies.

3. Form and content of brochures, Catalog copy, and other materials describing undergraduate programs and degree requirements, coordinated with the Coordinator of Graduate Studies.

4. Policies and procedures related to Departmental responsibilities for undergraduate advising, and duties of the Academic Coordinator.

5. Assignment of faculty members to serve as undergraduate advisors (Departmental, general, pre-professional, Honors); monitoring the conduct of advisory activities.

6. Establishment of policies and procedures for outcomes assessment of the undergraduate programs.

7. Serve as a liaison between the faculty and the Iowa Student Psychology Association and Psi Chi; recommendations regarding faculty advisors to the Iowa Student Psychology Association and Psi Chi.

8. Establishment and maintenance of files on the progress and performance of individual undergraduate majors.

9. Assembly and interpretation of actuarial data about undergraduate students, programs and functions; e.g., course enrollments, student backgrounds, numbers of degrees awarded, drop rates, grade distribution, etc.

10. Contacts with prospective undergraduates; responding to inquiries; managing the Department's participation in summer pre-registration for transfer and new freshmen; student orientation activities, etc.

11. Job placement and graduate school admission information for graduating majors, including collection and dissemination of such information.

12. Methods for improving the Department's undergraduate programs; for example, modification of facilities, acquisition of new equipment, more extensive application of computer technology, the establishment of alternative teaching patterns.

13. The Departmental Honors Program, participation in the Summer Science Training Program for talented high school students; the identification of undergraduate majors to be recommended for special Departmental, Collegiate, University, or other awards.

14. Methods to develop better communication with our undergraduates.
C. Procedural Guidelines

1. Meetings

   a. The Committee on Undergraduate Studies shall hold regular meetings at least four times each semester and shall hold special meetings at the call of the Coordinator of Undergraduate Studies.

   b. Time, date, location, and agenda for each meeting shall be publicized so that interested groups or individuals can submit suggestions or make presentations.

   c. A majority of the Committee shall constitute a quorum for the purpose of conducting business.

   d. Committee meetings shall be open to any faculty member, and to such other individuals as may be deemed appropriate by the Coordinator of Undergraduate Studies. Executive sessions may be held only with the prior approval of the Department Chair, acting in accordance with applicable statutes.

2. Reporting

   a. Reasonably detailed minutes of each Committee meeting shall be filed by the Coordinator of Undergraduate Studies. Availability of these minutes to other individuals shall be at the discretion of the CUS, acting in accordance with applicable statutes.

   b. A summary report on major issues considered and recommendations developed should be sent to the Department Chair for distribution to the faculty, together with such comments as the Chair may deem appropriate.

   c. A report from the Committee on Undergraduate Studies shall be a fixed agenda item for each regular faculty meeting.

   d. A special faculty meeting devoted entirely to issues formulated by the Committee on Undergraduate Studies shall be called by the Department Chair at the request of the Coordinator of Undergraduate Studies.

3. Coordination

   a. The Coordinator of Undergraduate Studies shall consult with the Coordinator of Graduate Studies before submitting to the Department Chair recommendations on matters of overlapping concern, e.g., faculty and graduate student teaching assignments, course offerings, arrangements for faculty duties re student advising and research supervision.
b. The Coordinator of Undergraduate Studies shall be responsible for proposing procedures to assure timely and effective communication with undergraduate students, and for supervising the implementation of such procedures following their consideration by the Department Chair and the faculty.
IX. TRAINING AREA COMMITTEES
AND
TRAINING AREA COORDINATORS

A. Organization of Training Areas

1. Establishment

a. A Training Area may be established by a petition from four or more faculty members which is approved by a majority vote of the faculty. The petition submitted for action should include the following:

1) A statement of the shared academic and research interests and activities which form the basis for the collective proposal, including appropriate substantiation of these shared interests and activities.

2) A description of the graduate training program(s) envisaged and of proposed contributions to the undergraduate programs of the Department, including an annotated outline of proposed curricula, and a description of any unique training features.

3) A statement of justification for the establishment of a distinct Training Area, including evidence of student interest, prospects for graduates, and a projection regarding the viability of the area for a period of at least five years.

4) A projection of any special personnel, facilities, or equipment required to support the training programs, including where appropriate an indication of re-allocation of resources which would be entailed.

b. The number of faculty positions in a Training Area required to justify continuation of that area shall be determined by the Department faculty as the necessity for such a decision may arise.

2. Membership

a. There are two levels of membership in a Training Area, as follows:

1) Primary members are expected to participate fully in all functions of the Training Area, including supervising graduate students, participating in student evaluations, attending meetings, and teaching courses. Primary members have voting rights.
2) Secondary members are expected to participate in some but not all Training Area functions. They do not have voting rights, but they may participate fully in all Training Area discussions.

b. Each regular faculty member is ordinarily a primary member of at least one Training Area. Membership in more than one Area, whether primary or secondary, is possible as provided in the following paragraph.

c. A faculty member wishing either to change Areas or to join an additional Area, shall proceed as follows:

1) Discuss the proposed change first with the Department Chair, then in a meeting involving the Department Chair and the Committee on Graduate Studies (this step is necessary only in cases involving primary area membership).

2) Submit to the Area to be joined a request for membership.

3) If the request is approved by the present primary members of the Area to be joined, the proposed new arrangement must be approved by a majority vote of the Department faculty.

3. Appointment of Training Area Coordinators

a. The Coordinator of each Training Area shall be appointed by the Department Chair on the recommendation of the members of that Area. Such appointments will be reported to the faculty between April 15 and May 15 each spring, except that replacement appointments shall be reported as they may occur.

b. At the time of reporting the appointment of a Training Area Coordinator, the Department Chair shall indicate the term of the appointment and the conditions, if any, to be associated with the appointment.

c. To be consistent with external bodies, the Clinical Training Area Coordinator may use the title "Director of Clinical Training" in correspondence and contacts with outside agencies and other training facilities.

B. Duties

1. Each Training Area Committee shall be responsible for recommendations to the Coordinator of Graduate Studies or to the Coordinator of Undergraduate Studies, as appropriate, on the matters listed below; and for the carrying out of such functions related to these matters as may be indicated in the following paragraphs or may be specified by the Coordinator of Graduate Studies, the Coordinator of Undergraduate Studies, or the Department Chair.
IX. Training Area Committees

a. Form and content of graduate training program(s) for the Area, including coursework and other requirements.

b. Graduate and undergraduate courses to be given by Area faculty.

c. Teaching, student supervision, and service assignments of Area faculty members.

d. Selection of graduate students for the Area, in accordance with general and specific guidelines adopted by the faculty.

e. Allocation of financial assistance to graduate students in the Area.

f. Evaluation of and reporting on the progress and overall performance of graduate students in the Area; conduct of such evaluations in accordance with general policies established by the faculty.

g. Advising of graduate students; arranging supervisory responsibilities; recommending particular training assignments; performance of advising functions.

h. Requests for outside support of graduate training in the Area; preparation of such training grant requests.

i. Establishment of effective mechanisms for student input into the development and continuing review of the Area Training Program(s).

j. Budget, facilities, and personnel to support training program(s) in the Area.

k. Extra-Departmental training activities and/or support opportunities for graduate students in the Area.

2. The Training Area Coordinator shall call and chair meetings of the Training Area Committee and shall be generally responsible for assuring that the various duties of the Committee are carried out in a timely and efficient manner. In particular, the Area Coordinator is expected to:

a. Assemble Committee proposals and recommendations, see that they are coordinated with other Training Areas as appropriate, and forward them through proper channels.

b. Coordinate recruiting contacts with prospective graduate students for the Area, in accordance with established policies and procedures.

c. Assist in balancing recommended teaching, supervision, and service duties of the Area faculty.
IX. Training Area Committees

d. Represent the Area in meetings of the Committee on Graduate Studies, in general faculty meetings, and in contacts with outside agencies.

e. Assure that information on graduate student progress is submitted in a timely manner and proper form to the Coordinator of Graduate Studies for incorporation in student files.

f. Assure coordination with other Area Committees on matters of overlapping concern, e.g., course offerings, laboratory scheduling, student supervision.

C. Procedural Guidelines

1. Meetings

a. Training Area Committees shall have reasonably formal meetings at regular intervals, as well as at the call of the Area Coordinator, acting independently or at the request of any Area Committee member.

b. Meetings shall be called by the Area Coordinator at the request of the Coordinator of Graduate Studies, or the Department Chair if regular meetings of the Area faculty do not occur frequently enough to permit reasonably prompt responses to reasonable requests from these individuals for information or decisions which are essential to the orderly conduct of Departmental affairs and the effective discharge of collective responsibilities.

c. Time, date, place, and agenda for formal meetings of Training Area Committees shall be announced in advance so that interested individuals can plan presentations or submit suggestions.

d. A majority of the faculty members of a Training Area Committee shall constitute a quorum for the purposes of conducting business.

e. Area Committee meetings shall be open to any faculty member, and to such other individuals as may be deemed appropriate by the Committee. Executive sessions require prior approval of the Department Chair, acting in accordance with applicable statutes.

2. Reporting

a. Following each formal Training Area Committee meeting, the Area Coordinator will report to the Committee on Graduate Studies and/or the Committee on Undergraduate Studies regarding major recommendations, proposals, or actions taken.
b. A recommendation or proposal from any Training Area Committee may become an agenda item for a faculty meeting at the request of the Area Coordinator, the Coordinator of Graduate Studies, or the Coordinator of Undergraduate Studies.
X. SERVICE COMMITTEES

Part 1: Guidelines

A. Appointment Procedures

1. Committee memberships for each academic year will be established between April 15 and May 15 of the preceding spring.

2. Committee member terms shall begin and end at the start of the fall term.

3. In recognition of the need for flexibility, members of service committees shall be nominated for one-year terms, but it is understood that one or more members ordinarily will be nominated for successive terms.

4. Faculty confirmation of nominations proposed by the Chair shall require a majority vote of the faculty. Confirmation shall take place with the full slate of nominees for all service committees available; voting may be on the slate as a whole or committee by committee.

B. Meetings

1. Each service committee shall meet at least once each semester and shall hold special meetings at the call of the committee chair acting independently or at the request of the Department Chair.

2. Time, dates, and places of committee meetings shall be announced in advance so that interested groups or individuals can plan presentations to the committee.

3. Two members of a particular service committee shall be regarded as a quorum for conducting business of that committee.

4. Committee meetings shall be open to any faculty member, and to such other individuals as may be deemed appropriate by the committee chair. Executive sessions require prior approval by the Department Chair, acting in accordance with applicable statutes.

C. Reporting

1. Reasonably detailed minutes of each committee meeting shall be submitted promptly to the Department Chair, and will be filed in the office for perusal by any faculty member. Availability of such minutes to other individuals shall be at the discretion of the Department Chair acting in accordance with applicable statutes.
2. Recommendations which a committee believes should be considered by the full faculty should be summarized in a distinct section of the minutes. Copies of this section, together with such comments as the Department Chair may deem appropriate, will be distributed to all faculty members.

3. Reports from service committees shall be agenda items for regular or special faculty meetings at the request of either the committee chair or the Department Chair.

4. The committee chair, or a committee member designated by that individual, may represent the committee in reporting to the faculty, to the Department Chair, or to other individuals or agencies.

D. Coordination

1. Each service committee shall be responsible for proposing procedures to assure input to the committee from graduate students, undergraduate students, and staff personnel, as appropriate; and for implementation of such procedures as may be approved by the Department faculty.

2. Each service committee shall be responsible for coordinating with other Departmental committees on matters of overlapping or mutual concern.

E. Changes in Committees

1. Subject to the conditions in Paragraphs 2 and 3 below, a new service committee can be created, or an existing service committee dissolved, by a majority vote of the faculty at a faculty meeting each spring prior to the meeting at which committee vacancies are to be filled.

2. A motion for creation of a service committee must make reference to a written statement of justification, and to a draft charter specifying membership and duties.

3. A motion for dissolution of a service committee must make reference to a written justification for the proposed action.
Part 2: Technical Support Committee

A. Membership

At least three faculty members, one staff member, and one graduate student representative. The committee members will be nominated by the Department Chair for confirmation by the faculty, with one of the faculty nominees designated to chair the Committee for the year.

B. Duties

The Technical Support Committee shall be responsible for recommendations to the Department Chair on the matters listed below. The Committee shall also assist the Department Chair in managing the Department's technical support staff, equipment, and other resources, especially with respect to the matters listed below.

1. Developing policies and procedures pertaining to the use and functioning of the Department's technical support resources in the context of the Department's administrative, teaching, research, and service needs.

2. Developing plans for future technical service needs. This may include developing proposals for obtaining equipment or other resources from various intramural and extramural sources.

3. Providing an interface between the technical support staff and the users of their services to facilitate communication.

4. Hiring and evaluating of technical support staff.

5. Monitoring the performance of the Department's technical support resources, and resolving disagreements about the performance or allocation of resources.
Part 3: Animal Care and Use Committee

A. Membership

Three faculty members nominated by the Department Chair for confirmation by the faculty with one of the nominees designated to chair the Committee for the year.

B. Duties

The Animal Research Committee shall be responsible for recommendations to the Department Chair on the matters listed below. This Committee also shall be responsible for the performance of such functions related to these matters as are indicated in the following paragraphs, or may be specified by the Department Chair.

1. Provide consultation to the Chair regarding the scientific merit of research proposals when the proposal will not receive other merit reviews.

2. Departmental inputs to policies and procedures for research with nonhuman subjects being developed by the University, and inputs to regulations in this area being proposed by governmental agencies; maintain liaison between Department and University, professional, or governmental animal research committees.

3. Short- and long-term requirements for animal facilities, based on thorough consultation with current and potential users of animal subjects.

4. Policies on priorities for use of available animal facilities; assist in resolving specific problems in this area.

5. Assist users of the animal facilities, and Department Chair in resolving problems not covered by existing guidelines.
Part 4: Professional Concerns

A. Membership

Three faculty members, and one graduate student representative, nominated by the Department Chair for confirmation by the faculty, one of the nominees to be designated to chair the Committee for the year.

B. Duties

The Professional Concerns Committee shall be responsible for developing, enhancing, and maintaining the scholarly and interpersonal climate of the Department. To that end, the Committee shall make recommendations to the Department Chair on matters such as those listed below. This Committee also shall be responsible for the performance of such functions related to these matters as are indicated in the following paragraphs or may be specified by the Department Chair.

1. Methods to stimulate the scholarly and professional interest and activity of faculty members and students, e.g., colloquium series, intradepartmental or intra-University informal seminars, Departmental newsletter; supervise arrangements for such activities, coordinating as appropriate with other elements in the Department, the University, or other institutions.

2. Methods for developing and maintaining contacts with Department alumni; coordinate such contacts; assist the Department Chair in acknowledging contributions to the Department and in determining uses of such contributions.

3. Form, content, and timing for presentations of Department activities to the University community and to the public, e.g., tours of the Department by individuals and groups, visits of Departmental representatives to schools or other institutions, preparation of news releases or display materials, responses to requests for feature stories, etc.; supervise implementation of activities of this sort.

4. Form and content of the Department Webpage.
XI. MENTORING COMMITTEES

A. Membership

A Faculty Mentoring Committee of three tenured faculty members will be constituted for each new Assistant Professor within the first two semesters of the faculty member's appointment. This Committee is appointed by the Chair with major consultation from the new assistant professor and other relevant faculty.

B. Terms

The Faculty Mentoring Committee will serve until the Assistant Professor for whom it was appointed is promoted to Associate Professor or leaves the University.

C. Duties

The purpose of the Mentoring Committee is to serve as a resource to assist probationary faculty in their development as teachers, scholars, and as contributing members to the university community. This includes facilitating interactions with colleagues from the department and the university, as well as colleagues from other institutions. To achieve this purpose, the Mentoring Committee shall be responsible for the activities indicated in the following paragraphs.

1. The Committee will meet with the faculty member at least once a semester. Additional meetings shall be scheduled as a function of requests by the Assistant Professor. These meetings will serve primarily to give the probationary faculty member an opportunity to update the Mentoring Committee on recent activities and to solicit advice.

2. At the request of the probationary faculty member, the Mentoring Committee will be available to:

   a) review manuscripts and grant proposals;
   b) provide advice regarding publication outlets;
   c) provide suggestions regarding securing of outside funding;
   d) provide advice regarding the timing of certain activities (e.g., grant proposals vs. manuscript publication);
   e) provide advice regarding proper balance between teaching and research;
   f) provide advice regarding possible directions of research;
XI. Mentoring Committees

g) assist in the identification of possible research collaborators;

h) aid in University-wide and National professional socialization of the probationary faculty member (e.g., sponsor memberships, informal lunches, etc.).