Rhetoric Department
Manual of Operations and Procedures
“Approved by the College of Liberal Arts and Sciences, January 2005”

I. Authority of the Manual of Operations and Procedures

This manual describes the operating procedures for faculty governance of the Department of Rhetoric. The department shall follow these guidelines and operating rules of the university and the College of Liberal Arts and Sciences. Once approved by the department and the college, this manual becomes effective immediately.

II. Faculty Membership and Eligibility to Vote

A. Faculty membership in the Department of Rhetoric consists of tenured faculty, tenure-track faculty, full-time visiting faculty on academic-year appointments, renewable-term lecturers, and zero percent faculty on the budgets of other departments.

B. Both individually and as a body, the faculty is responsible for carrying out 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.

C. 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, college, and university.

D. Faculty at all levels may attend faculty meetings. The DEO may restrict attendance during discussion of some issues. Only tenure-track faculty appointed at greater than zero percent in Rhetoric may vote on issues raised at department meetings. Graduate teaching assistants may attend but do not have voting rights. All faculty and teaching assistants may serve on departmental committees.

III. Officers and Standing Committees

A. Delegated powers and duties of the DEO.
   1. The DEO is appointed by the Dean in consultation with the faculty in the department and approved by the Provost.
2. The DEO is elected to serve a 3-5 year term and may stand for re-election.

3. The DEO is charged with the following duties:
   a. Allocating funding from the department’s general expense budget and seeks additional funding as necessary; has responsibility for departmental foundation accounts.
   b. Approving graduate instructor hiring decisions.
   c. Overseeing advisement of graduate instructors.
   d. Representing the Rhetoric Department’s interests to the college and university.
   e. Handling complaints by graduate students about faculty, other graduate instructors or departmental procedures.
   f. Coordinating departmental nominations of students and faculty for departmental and university awards.
   g. Leading the faculty in overseeing and revising curriculum and course offerings.
   h. Scheduling, establishing agenda, and chairs faculty meetings.
   i. Making faculty teaching and service assignments in consultation with faculty individually and as a group, attempting to accommodate faculty preferences whenever possible.
   j. Constituting and charging committees with specific duties.

B. Delegated powers and duties of the Associate Chair.
   1. The Associate Chair is appointed, subject to approval by the Dean, by the DEO from among the tenured faculty.
   2. The Associate Chair assumes administrative responsibility in the DEO’s absence. The appointment of an Acting DEO, should the Associate Chair also be absent, is subject to approval by the Dean.
   3. Handles undergraduate student problems and complaints, advises on cases of student academic misconduct (e.g. plagiarism) brought by instructors.
   4. Receives petitions for placement, transfer credit, and exceptions to GER Rhetoric requirements.
   5. Assists the DEO with routine departmental duties and special assignments as needed.

C. Delegated powers and duties of the Hiring Supervisor(s).
   1. Conducts liaison with academic programs from which the department hires graduate instructors.
   2. Responds to inquiries regarding teaching opportunities.
   3. Determines whether staff members who have applied for reappointment are graduate students in good standing making satisfactory progress toward a degree.
   4. Coordinates hiring recommendations with staffing requests of Writing and Speaking Center Directors.
   5. Coordinates split appointments with other teaching units.
6. Reviews qualifications of candidates and makes recommendations to the DEO.

D. Delegated powers and duties of the Executive Committee.
1. The Executive Committee is a three-person committee elected for one-year terms by the entire faculty by secret ballot submitted to the Administrative Assistant at the beginning of every academic year; at least one member of the committee is to be an untenured assistant professor.
2. The Executive Committee is charged with the following duties:
   a. Convenes at the request of the DEO and serves in an advisory capacity to the DEO.
   b. Makes recommendations to the DEO on the disbursement of faculty travel funds.
   c. Makes recommendations to the DEO on faculty merit pay.

E. Delegated powers and duties of the Professional Development Program Chair.
1. Invites applications and oversees the selection of Professional Development Program (PDP) co-leader positions from Rhetoric graduate instructors and convenes the faculty leaders to make co-leader selections.
2. Coordinates the PDP planning sessions.
3. Coordinates the PDP workshop for new graduate instructors in the week before classes begin in August.
4. Oversees the PDP seminar during the fall semester.

F. Delegated powers and duties of the Speaking Center Director
1. Advises Hiring Supervisor on hiring new and experienced tutors.
2. Orientes new tutors to the Speaking Center, which ordinarily includes one general staff meeting.
3. Schedules tutors and oversees assigning of enrollment students to tutors.
4. Oversees curriculum development and makes decisions about Speaking Center policy and procedures in consultation with tutors.
5. Supervises and advises tutors on their work with Speaking Center students.
6. Handles complaints regarding tutors.
7. Co-ordinates liaison with staff and faculty in other departments, units, and programs.
8. Calls and chairs Speaking Center staff meetings for administrative or in-service training purposes.

G. Delegated powers and duties of the Writing Center Director
1. Advises Hiring Supervisor on hiring new and experienced tutors.
2. Orientes new tutors to the Writing Center, which ordinarily includes teaching 10:375 Teaching in a Writing Center.
3. Schedules tutors and oversees assigning of enrollment students to tutors.
4. Oversees curriculum development and makes decisions about Writing Center policy and procedures in consultation with tutors.
5. Supervises and advises tutors on their work with Writing Center students, including the teaching 10:009 Individual Instruction in Writing.
6. Handles complaints regarding tutors.
7. Co-ordinates liaison with staff and faculty in other departments, units, and programs.
8. Calls and chairs Writing Center staff meetings for administrative or in-service training purposes.

IV. Departmental Meetings

A. The DEO schedules departmental meetings as needed during the fall and spring semesters; meetings will be held once a month at a minimum during the academic year.

B. The DEO chairs departmental meetings; in the absence of the DEO, the meetings are chaired by the Associate Chair of the department.

C. The duties of the chair include soliciting agenda items, setting the agenda, facilitating discussion of and voting on agenda items.

D. Faculty members and graduate instructors submit agenda items to the DEO for inclusion on the departmental meeting agenda.

E. Faculty may request the DEO to schedule special meetings (e.g. during the summer) as the occasion arises.

F. The DEO will provide the faculty with an agenda at least two days in advance of scheduled meetings.

G. The quorum is a majority of total voting eligible faculty membership.

H. Minutes of departmental meetings are kept by the Administrative Assistant or other staff representative; in the absence of a staff member, a faculty member may be designated by the DEO to serve as recording secretary; the minutes are copied and distributed for faculty approval before the next scheduled meeting.

I. The usual order of business is to accept the minutes of the previous meeting, and thereafter to follow the published agenda; at the end of the meeting the chair will call for new items to be added to the published agenda.
J. No single member is assigned the role of parliamentarian; in all other respects, the general order of meetings is in accordance with Robert's Rules of Order (9th ed).

K. Voting on general items of business is conducted by a show of hands unless a majority of the faculty request a secret ballot; absentee ballots submitted to the DEO in advance of the meeting will be counted with the votes of faculty members in attendance. Votes after discussion of peer and lecturer reviews will be conducted by secret ballot. The secrecy of ballots will be ensured by submission of anonymous paper ballots to the Administrative Assistant – or in the absence of the Administrative Assistant, another member of the office staff – at the meeting, following discussion of the review.

V. Procedures for Amendment of this manual

A. Any faculty member may propose an amendment of this manual by submitting the proposed change to the DEO for inclusion in the departmental meeting agenda.

B. A two-thirds majority of faculty present is required to approve an amendment.

C. All amendments of the manual are subject to approval by the College.