

# English Departmental Manual of Operations and Procedures

Approved by the College of Liberal Arts and Sciences, October 2002

## 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 English. The Department shall follow the Manual of Operations and Procedures and operating rules of the University and the College of Liberal Arts and Sciences, and shall follow the Manual of Operations and Procedures in this document as a supplement thereto. Once approved by the department and the College, this Manual of Operations and Procedures becomes effective immediately. This Manual of Operations and Procedures is intended to codify existing English Department protocols and procedures, and do not imply any significant change to the Department's longstanding practices; in areas of procedure not specifically addressed by this Manual of Operations and Procedures, English Department past-practice will be followed until such time as the Manual of Operations and Procedures is amended.

## II. Faculty Membership and Eligibility to Vote

A. Voting membership in the English Department is extended to all tenure-track and tenured faculty with a budgeted appointment in the Department. In addition, voting rights may be conferred on tenured/tenure-track faculty on the budgets of other units in the College or University who hold unsalaried secondary appointments in English. Such voting rights are conferred in the written agreement governing each such appointment, as specified in the Handbook for College of Liberal Arts and Sciences subsection on Unsalariated Secondary Appointment (Joint Appointment at 0%) in the section on Joint and Affiliate Faculty Appointments (<http://www.clas.uiowa.edu/faculty/handbook/2/c.shtml>).

The Program in Creative Writing is to be considered an autonomous unit whose tenured and tenure-track faculty will automatically have their salaried appointments in Creative Writing and 0% appointments in English. Visiting faculty in the Program in

Creative Writing will be offered 0% visiting appointments in English at the request of the Program.

For Purposes of Service on Departmental Committees and in Departmental administrative positions, faculty membership in the English Department shall be limited to the above plus renewable contract lecturers.

B. Rights and responsibilities of faculty:

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.

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.

C. Rule of Eligibility for Voting on issues raised at departmental meetings other than those devoted to confidential personnel issues where participation is governed by College and University policy:

Tenured faculty, tenure-track faculty, and zero percent appointments in English are eligible to vote in departmental meetings. Voting of zero percent appointment faculty members will be guided by the written agreement governing each such appointment.

### III. Departmental Meetings

- A. There will be a minimum of 3 departmental meetings each spring and fall semester, with departmental meeting defined as a meeting at which all tenured faculty, tenure-track faculty, and qualified zero percent appointments in English are eligible to attend.
- B. Meetings will be chaired by the DEO or by the committee chair responsible for a dedicated meeting. In the absence of the DEO, the Associate Chair for Faculty Programs will chair.

- C. Items are placed on the agenda for department meetings by the DEO, the Executive Committee, or the vote of the department faculty. The DEO is responsible for notifying faculty of the agenda before the meeting.
- D. Meetings are closed to all but English Department faculty and invited guests.
- E. A quorum shall consist of one more than one-half of English Department tenure-track and tenured faculty with budgeted appointments teaching during the semester when the meeting is held.
- H. The DEO and Associate Chair for Faculty Programs are responsible for communicating results of a departmental meeting to faculty and appropriate administrative offices.
- I. Robert's Rules of Order will guide departmental proceedings during the meeting.
- J. Unless otherwise mandated by College and University policy (as in the case of DCG votes on tenure and promotion), votes will be determined by a show of hands. Proxy votes may be delivered and counted unless otherwise precluded.

#### **IV. Officers and Standing Committees**

- A. Delegated powers and duties of the DEO

The English DEO is responsible for administering the affairs of the department in keeping with its mission statement and with the requirements of the college and the university. Specific responsibilities of the DEO include, but are not limited to, actions detailed in the DEO Calendar. The DEO is appointed by the Dean of the College of Liberal Arts and Sciences, usually for a three year term, on the advice and recommendation of the English Department faculty, and with the approval of the Provost. In the DEO's absence, the Associate Chair for Faculty Programs will serve as Acting DEO.

- B. Other Officers include the Associate Chair for Faculty, the Associate Chair for Undergraduate Studies, the Associate Chair for Graduate Studies, the Director of General Education Literature, the Director of the MFA in Nonfiction Writing Program, and the Director of the

Undergraduate Writing Program. These officers are appointed by and serve at the pleasure of the DEO.

### C. Standing Committees

Service on English Department Standing Committees is crucial to the operation and the culture of this department. Our sense of community is largely informed by committee service and the democratic values of the department can only be maintained by honoring our longstanding practice of basing significant policy decisions upon and initiating change through committee action.

Note: Unless otherwise indicated, the normal term of service on an English Department committee will be two years. Committees are appointed by the DEO in consultation with the Associate Chairs and the Executive Committee. The numerical composition of the following committees may vary due to the changing charges and reporting responsibilities of each committee during a particular year. Faculty will generally be expected to serve on as many as three appointed committees. The general expectation is that the service of untenured faculty will be limited to one "major" committee assignment a year. The determination of whether a particular committee assignment will count as a "major" assignment will be made each year in response to the charges and responsibilities of each committee for that year. Service on Executive Committee will be counted as a major committee assignment.

#### 1. Executive Committee:

Advisory committee to the DEO. Not an appointed committee. Six elected faculty, one of whom is to be an untenured assistant professor. Faculty terms are for 3 years, with terms staggered so that at least two positions are to be filled each year. If an elected member is unable to complete the three year term, the position will be filled until the next annual election by the faculty member with the next highest number of votes in the most recent election. Ex Officio: can include at the discretion of the DEO one or more Associate Chairs and one AGSE representative. Usually meets weekly unless there are major scheduling conflicts.

The Salary Review Subcommittee of Executive Committee is composed of the DEO, the Associate Chair for Faculty Programs, and the two most senior tenured elected members. Seniority on Executive Committee is determined by faculty rank and time served on the Department of English faculty. Accordingly, the

senior member of Executive Committee will be the faculty member of highest rank who has served for the longest time on the English faculty.

During the final semester of each term of office of the English DEO, the elected members of Executive Committee will become the Chair Search Committee, responsible for administering the search for and departmental election of the new English Department Chair. This search committee will be chaired by the senior member of Executive Committee.

In the absence of the DEO, the Associate Chair for Faculty Programs may convene and chair its meetings.

## 2. Curriculum Committee:

The Chair of the Curriculum Committee is appointed by the DEO for a three year term and advises and assists the DEO concerning the processes and appointments necessary to ensure that the English Department offers general education, undergraduate, and graduate courses essential to its teaching mission.

Other responsibilities include:

Advising the chair on and assisting with administration of adjunct and visiting appointments, summer teaching, Saturday and Evening Courses, and faculty foreign exchange programs.

Ensuring that the department lists in the *General Catalog* (and offers useful course descriptions for) a menu of courses each of which the department has the resources to offer on a two- or three-year cycle (including flexibly defined "Topics" courses, see *Handbook for Liberal Arts and Sciences Faculty*, chap. 6).

Deleting seldom-taught courses from the curriculum (cf. Provost's January mailing on courses not offered in previous 4 semesters).

Eliminating or redesigning low-enrolled courses or offering them on a schedule that stimulates higher enrollment (cf. Collegiate mailing to departments once each semester).

Seeing that the department is collaborating effectively with other units in use of teaching resources (e.g., through use of cognate courses, cross-listed courses, and interdisciplinary teaching assistantships).

Responsibilities of the Curriculum Committee include ensuring a balanced and comprehensive offering of courses necessary to the teaching mission of the English Department. Members are Director of Undergraduate Studies, Director of Graduate Studies, Director of Undergraduate Writing, plus the Associate Chair for Faculty Programs.

The five-member Curriculum Committee guides curricular planning each year

### 3. Fund-Raising:

Members are Editor of Out of Iowa, DEO, English Department Administrative Associate. Major responsibilities of the committee include collaborating on items for an annual newsletter to alumni of the department and past donors. The Fund-Raising Committee also meets at least annually with staff members of the UI Foundation to discuss fund-raising strategies and results.

## **Undergraduate Programs (Associate Chair for Undergraduate Programs)**

The Associate Chair for Undergraduate Programs is responsible for ensuring that the undergraduate curriculum reflects the current status of the discipline, the composition of the faculty, students' needs, and instructional technology.

Other responsibilities include:

Conducting the outcomes assessment of the undergraduate major.

Developing or revising printed materials (*University Catalog* copy, *Liberal Arts and Sciences Guide to Courses*, the

department's undergraduate student handbook) and webpages for undergraduate majors in the department.

Serving as the Department's primary "contact person" for prospective students and assigning new majors to faculty advisors.

Implementing policies on requirements for the English major, including decisions (and communications with the Registrar's Office and students) on transfer courses, course substitutions, and waivers of requirements for good academic reason.

Maintaining communication with other academic departments and with offices throughout the University that serve undergraduate students.

Handling undergraduate student problems and complaints and advising on cases of student academic misconduct (plagiarism, cheating) brought by faculty.

Leading the faculty as a whole or a departmental committee in reviewing and developing the curriculum for the major, particular course sequences, and program requirements.

#### 4. Undergraduate Steering Committee:

Associate Chair for Undergraduate Programs chairs plus appointed faculty, usually including the Directors of Undergraduate Writing and Undergraduate Honors. The Undergraduate Steering Committee advises the Associate Chair for Undergraduate Programs on requirements for the major, advising arrangements, and matters of curriculum.

#### Undergraduate Writing Program (Director)

The Director of the Undergraduate Writing Program is responsible for ensuring that undergraduates have a range and progression of useful and effective nonfiction writing courses designed to prepare students for both academic and nonacademic writing situations.

Other responsibilities include:

Monitoring the 8N:80 sections taught by teaching assistants. This includes meeting with new TAs, maintaining a syllabus bank, advising TAs during the semester, and handling

complaints and grade disputes in undergraduate nonfiction writing courses.

Overseeing writing internships, reading internship portfolios, and assigning academic credit where appropriate.

Advising undergraduate students on selecting writing courses and sequences.

Developing new undergraduate writing courses and soliciting and maintaining a list of adjunct teacher vitas and course proposals.

Collecting undergraduate writing course descriptions for the undergraduate writing program webpage and for providing information for the website.

#### 5. Undergraduate Writing Committee:

Director chairs plus two or three other faculty members. The Undergraduate Writing Committee advises the Director on matters of writing curriculum and writing teacher training. The Director is responsible for administering the teaching of writing sections taught by teaching assistants, visiting assistant professors, and adjuncts.

#### Honors Program (Director)

The Director of the Honors Program is responsible for ensuring that English majors who wish to pursue honors are offered a challenging program of coursework that reflects the faculty's cutting-edge research and creative work and the students' need for high quality instruction and one-on-one support.

Other responsibilities include:

Designing program materials, including brochures, handouts, and an Honors website that describe program opportunities and requirements;

Publicizing program opportunities and requirements to students and faculty through letters, posters, listserves, workshops and informational meetings

Developing the honors curriculum, including directing the selection of honors proseminars and honors thesis

workshops, and supervising the special permission code system for honors coursework;

Administering departmental scholarships;

Corresponding with scholarship donors;

Coordinating departmental nominations for university awards;

Aiding students with applications for national awards and fellowships and graduate school applications;

Organizing the department's honors award ceremony;

Assisting in fund raising activities for the undergraduate program;

Providing honors advising for current and prospective honors students;

Maintaining and updating academic and career materials of interest to honors students;

Supervising the evaluation of senior honors theses;

Working with the University Honors Program.

#### 6. Honors Committee:

Honors Committee: Director chairs a committee of four or five faculty from diverse departmental fields who assist at the end of each semester in evaluating senior honors theses. A smaller working committee consists of two or three faculty members who assist in review of program policies and materials and the selection of departmental scholarship winners.

### **General Education in Literature (Director)**

The Director of the General Education in Literature Program is responsible for the shaping of its curriculum, the appointment, training, and supervision of its teaching assistants, and for administering the program. The Director is appointed by the chair, usually for a three year term.

Other responsibilities include:

Implementing policies on General Education requirements, including decisions (and communications with the Registrar's Office and students) on transfer courses, course substitutions, and waivers of GEL requirements for good academic reason.

Ascertaining the need for and requesting from the College of Liberal Arts and Sciences funding for staffing the GEL Program.

Directing summer activities related to the continuing hiring process, teacher training and new teacher orientation.

Maintaining communication with other academic departments offering General Education courses and with offices throughout the University that serve the General Education Program.

Coordinating departmental evaluation of GEL teaching assistants and nominating GEL teaching assistants for departmental and University awards.

Handling undergraduate student problems and complaints related to GEL courses and advising on cases of student academic misconduct (plagiarism, cheating) brought by faculty.

The General Education Program is administered by the Director, Associate Director, Orientation/Teaching Committee (Director plus six program associates).

#### 7. Faculty Advising Committee

Chaired by Associate Director plus faculty members appointed by the Executive Committee with the recommendation and approval of the Director of General Education Literature. Faculty members work with Program Associates, new TAs, consult about teaching, and observe advisee classes during the fall semester

### **Graduate Programs (Associate Chair for Graduate Programs)**

The Associate Chair for Graduate Programs is responsible for ensuring that the graduate curriculum reflects the current status of

the discipline, the composition of the faculty, students' needs, and instructional technology.

Other responsibilities include:

Overseeing the Graduate Steering Committee, PhD Qualification, and graduate admission and finance.

Coordinating or supervising the formation of plans of PhD study and receiving petitions for exceptions to requirements.

Serving as primary advisor for new students who have not yet chosen an advisor.

Reviewing and developing the form and content of published materials relating to the graduate program (University *Catalog* copy, departmental website, recruitment materials, departmental handbook for graduate students, training materials for departmental teaching assistants) and ensuring that all graduate students are aware of the content of these materials.

Shares with Director of Graduate Admissions responsibility for graduate recruitment.

Developing and implementing policies and procedures for evaluating student performance, monitoring progress toward the degree, and renewing financial aid.

Coordinating departmental nominations of students for departmental and University awards.

Handling graduate student problems and complaints.

Leading the faculty as a whole or a departmental committee in overseeing and revising the graduate curriculum, course offerings, and degree requirements.

#### 8. Graduate Steering Committee:

Associate Chair for Graduate Programs chairs. The Graduate Steering Committee, which advises the Associate Chair for Graduate Studies, consists of the Chair of the MFA Nonfiction Program; the chairs of the Graduate Admissions and Finances committees; the chair of the Job Placement committee; the Qualification Chair; and the chair of the MA Exam committee, plus

one AGSE representative. In the fall and spring semesters faculty members of the Graduate Steering Committee make decisions on applicants for Ph.D. candidacy (i.e. Ph.D. Qualifications). In the spring semester, faculty members of this committee evaluate student applications for departmental dissertation fellowships and year-long humanities fellowships. In the latter case, the department forwards its nominees to a committee of the University Graduate Council.

#### M.A. in Literary Studies (Director)

The Director of the M.A. in Literary Studies oversees and coordinates the requirements and examination for this degree.

#### 9. M.A. Exam Committee:

Director of MA chairs, plus one or two members. The MA Exam Committee reviews the portfolio of those few students seeking an MA degree in English.

#### MFA, Nonfiction Writing/NWP (Director)

The Director of the Nonfiction Writing Program is responsible for ensuring that the MFA in Nonfiction Writing curriculum reflects the current status of the discipline, the composition of the faculty, students' needs, and instructional technology. The Director is appointed by the chair, usually for a three year term.

Other responsibilities include:

Coordinating or supervising the formation of plans of MFA in Nonfiction Writing study and receiving petitions for exceptions to requirements.

Serving as primary advisor for students in the program.

Reviewing and developing the form and content of published materials relating to the Nonfiction Writing Program.

Developing and implementing policies and procedures for evaluating student performance, monitoring progress toward the degree, and renewing financial aid.

Coordinating departmental nominations of MFA in Nonfiction Writing students for departmental and University awards.

Handling MFA in Nonfiction writing graduate student problems and complaints related to their own studies.

10. NWP Admissions & Financial Aid:

Director of NWP chairs. The Nonfiction Admissions Committee is comprised of those faculty who teach in the MFA Nonfiction Program or are appointed to the committee during the committee assignment process. This committee determines who will be admitted to the program and who will be awarded financial aid.

11. NWP Visitors:

Director plus appointed NWP faculty. Organizes readings and short classes by visiting writers.

### **Graduate Admissions (Director)**

12. Admissions Committee:

Director plus appointed faculty. Chooses the entering graduate class. Director shares responsibility with DGS for graduate recruitment. Heaviest work comes early in the spring semester.

### **Graduate Finances (Director)**

13. Finances Committee:

Director plus appointed faculty. This committee decides on and coordinates the financial assistance--such as TA and RA appointments--offered to on-going graduate students. Heaviest work in the spring semester.

14. Ph.D. Qualifications:

A single Chair. The Qualification Chair presents material on graduate students applying for Ph.D. candidacy to the Graduate Steering Committee, who decide whether or not to admit students as candidates. The Chair notifies faculty of decisions made each semester.

15. Ph.D. Placement:

Chair plus appointed faculty. The Placement Committee advises graduate students seeking academic and non-academic employment. It reviews application materials, runs workshops and mock interviews, and closely follows applicants' progress

### **Faculty Programs (Associate Chair for Faculty Programs)**

The Associate Chair for Faculty Programs advises the chair on faculty matters and is responsible for implementing procedures for the recruitment, orientation, retention, advancement, evaluation, and recognition of excellence of English Department faculty. In the absence of the DEO, the Associate Chair for Faculty Programs will serve as Acting DEO.

Specific responsibilities include:

Overseeing and coordinating all faculty searches, including serving as liaison with the Dean's office and the Affirmative Action Office and Dean's office.

Orienting new faculty members.

Mentoring junior faculty (including organizing workshops on the tenure process, grant writing, publication, etc.)

Overseeing Assistant Professor and pre-tenure reviews.

Co-chairing all tenure reviews and serving as chair of meetings of the DCG and writing the DCG reports.

Overseeing and participating in tenured faculty reviews.

Serving on the departmental salary committee.

Serving on the curriculum committee.

Nominating faculty for honors and awards.

#### 17. Search Committees:

Number of committees as authorized, usually consisting of chair plus three faculty, plus one or two graduate students recruited by the committee chair after consultation with the committee. Student

members do not participate in MLA interviews and vote only in committee, but do attend and report to departmental meeting where final search vote occurs. Search Committees, coordinated by the Associate Chair for Faculty, review all applications for a given position, interview candidates at the MLA, coordinate on-campus visits, and in February recommend candidates to the faculty to hire.

#### Review Committees:

##### 18. Tenure Reviews:

Number of committees as required. Associate Chair for Faculty Programs chairs, faculty co-chair, plus appointed faculty.

##### 19. Pretenure Reviews:

Number of committees as required--chair plus two other faculty, with Associate Chair for Faculty Programs overseeing the process. If at all possible, the pretenure review committee will serve in the following year as the tenure review committee.

##### 20. Assistant Professor Review Committee:

Associate Chair for for Faculty Programs chairs, faculty co-chair, plus appointed faculty members. The Assistant Professor Review Committee reviews all assistant professors in their first, second, and fourth years. A small committee, working with the Associate Chair, will be appointed to review each third-year faculty member. In as much as it is possible, this committee will consist of two faculty members in the candidate's field of specialization. They, along with a third faculty member to be appointed at the time of the fifth-year review, will become the tenure-review committee. In the fifth year, an assistant professor is provided a pre-tenure review committee that becomes the tenure-review committee the following year.

##### 21. Tenured Professor Review Committee:

Associate Chair for Faculty Programs chairs, plus appointed faculty, and DEO

#### Additional Committees

##### 22. Crossing Borders Committee (Chair)

Chair plus appointed faculty. Coordinates English Department participation in Crossing Borders Project and nominates Crossing Borders Fellows

23. Special Initiative for Library Resources Committee

Multimedia Operations (Director)

The Director of Multimedia Operations oversees and coordinates academic computing, including TWIST activities, in the English Department

24. Computing Committee:

Director of Multimedia Operations Chairs, plus appointed faculty and departmental administrative assistant.

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

These Manual of Operations and Procedures may be amended by a two-thirds majority vote of the English Department faculty, on changes reviewed and discussed by the Executive Committee. Any English Department faculty member may propose changes to the Manual of Operations and Procedures by sending the proposed changes to Executive Committee, which may choose to recommend or to oppose the proposed changes, but will in either case forward them for consideration and a vote of the faculty at a departmental meeting. At least two weeks notice must be given of such a meeting to consider changes to the Manual of Operations and Procedures. Amendments are subject to the approval of the College of Liberal Arts and Sciences.