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MANUAL OF PROCEDURE



COLLEGE OF
EDUCATION

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MANUAL OF PROCEDURE

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PREFACE

The major objective of a manual of procedure of the College of Education is to facilitate the work of faculty, staff, and administration in the realization of the purpose of the college. The manual should

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

In pursuit of these purposes and within the legal framework of the Code of the State of Iowa and subject to the authority of the Iowa State Board of Regents the following *Manual of Procedure* has been formulated.

ARTICLE I. THE FACULTY

Section 1. Faculty Membership

Members of the faculty of the College of Education shall include the following members who hold academic appointments in the College of Education: career track faculty on the tenure track, clinical track, and instructional track at the rank of professor; associate professor; assistant professor, instructor and lecturer. Salaried clinical track and instructional track faculty are non-tenure track members of the faculty who participate fully in the academic life of the College with the exception of serving on committees that consider promotion and/or tenure, peer review (post tenure), or reappointment of tenure track faculty. Adjunct faculty members and non-salaried clinical faculty members shall be members of the faculty with the right to participate in faculty meetings, but without vote.

Section 2. Voting Rights

Members of the faculty as defined in Section 1 holding appointments of 50 percent or more in the College may vote upon or consent to any matter upon which action by the Faculty is taken or required. Exceptions granting voting rights to individual salaried faculty members holding appointments of less than 50 percent shall be approved by the Dean.

Section 3. Responsibilities of the Faculty

Responsibilities of the faculty include, but are not limited to, the following:

- a. To carry out the responsibilities to students, to scholarship, to colleagues, to the University, and to the larger community that the University serves as stated in the *University's Operations Manual* (III-15).
- b. To promote the mission and goals of the College of Education.

- c. To consider and to recommend to the Dean and other appropriate administrative officers curriculum policies, student personnel policies, and policies relating to the professional welfare of the faculty.

ARTICLE II. MEETINGS OF THE FACULTY AND MEETINGS OF THE FACULTY AND STAFF

Section 1. Regular Meetings

At least one regular meeting shall be held each semester.

Section 2. Special Meetings

Special meetings may be called by the Dean of the College of Education, by the President of the University, or by the Provost. A special meeting shall be called also upon petition of eight or more faculty members. Special meetings may be called by action of the faculty at a regular or special meeting.

Section 3. Attendance/Voting

All who hold professional appointments in the College of Education are invited to attend faculty and staff meetings and to take part in discussion of items on the agenda. The privilege of voting on any matters brought to a formal vote is limited to members of the faculty as defined in ARTICLE I, Section 1.

Section 4. Presiding Officer

The presiding officer at meetings of the faculty shall be the Dean, or in his/her absence, a person designated by the Dean. If there is a vacancy in the office of the Dean, the President, or a representative designated by him/her, shall preside.

Section 5. Secretary

The Dean shall designate a member of his/her professional staff to serve as the secretary of the faculty.

Section 6. Notice of Meeting/Agenda

Each member of the faculty shall receive a written notice of a faculty meeting at least one week in advance of the meeting. A copy of the agenda shall accompany the notice of the meeting.

Section 7. Quorum

Fifty percent of the faculty shall constitute a quorum.

Section 8. Minutes

Members of the faculty and staff shall have access as appropriate to their position to the minutes of these meetings. Permanent copies of minutes shall be kept in the Office of the Dean.

Section 9. Rules of Order

Unless otherwise directed by the faculty, meetings shall be conducted according to Robert's Rules of Order, except that it is not necessary for a motion to be presented prior to the discussion and deliberation of an item on the agenda.

ARTICLE III. DEPARTMENTAL ORGANIZATION OF THE COLLEGE OF EDUCATION

Section 1. Department Names

The following departments operate in the College of Education:

1. Department of Educational Policy and Leadership Studies
2. Department of Psychological and Quantitative Foundations
3. Department of Rehabilitation and Counselor Education
4. Department of Teaching and Learning

Section 2. Membership

For administrative purposes, a faculty member shall be placed in a primary department or unit within the College of Education. For other purposes, a secondary appointment may be made if a faculty member's interests and activities clearly relate to the programs in more than one department and/or unit in the College. Such a secondary appointment may be made by the Dean of the College after consultation with the faculty member and the department chairpersons involved and with the approval of the majority of the faculty members of the department and/or unit in which the secondary appointment is to be made.

Section 3. Faculty Voting Rights

Salaried tenure track, clinical track, and instructional track faculty shall have full voting rights on departmental and/or unit matters in each department and/or unit to which they are appointed. Salaried clinical track and instructional track faculty may not serve on committees that consider promotion and/or tenure, peer review (post tenure), or reappointment of tenure track faculty. They may vote on clinical faculty and instructional faculty reappointment and promotion dependent on rank. On matters requiring a formal vote of the entire faculty of the College of Education, each faculty member shall have only one vote.

Section 4. Functions

The four collegiate departments shall function for purposes of internal communication and administration within the College of Education. On all matters pertaining to relationships between the College of Education and other parts of the University, departmental recommendations and suggestions will be submitted via the Office of the Dean of the College.

Section 5. Departmental Executive Officers

The chief administrative officer of each department shall be designated as the departmental executive officer (DEO).

1. The identification of prospective academic DEOs shall be the joint responsibility of the faculty within each of the departments and the Dean of the College. Candidates must be tenured faculty at the rank of associate or full professor. The Dean shall select each DEO following receipt of a recommendation from the faculty of the department. In the event the Dean's choice differs from the recommendation of the majority of the departmental membership, the Dean shall report his/her reasons to the department and to the Provost.
2. The Dean will appoint DEOs and inform the Office of the Provost. Initial appointments shall be for a term not to exceed three years. DEOs may be reappointed for three-year terms.
3. Recruitment of external candidates to the role of DEO and departmental faculty member requires an EOD search.

Section 6. Responsibilities of DEOs

The primary responsibilities of DEOs shall be: to coordinate and supervise the curricular offerings of the department; to consult with the Dean about important developments within the department, particularly those which may affect the programs of other departments; and to bring to the attention of the Dean problems and trends that may require administrative action at the College level. In executing these functions, the DEOs will draw on the advice and judgment of individuals and subgroups within their department. To the extent compatible with their administrative responsibilities, they shall seek to maintain the Iowa tradition of professorial independence.

The specific responsibilities of DEOs shall include the following:

- a. To assess the need for new courses and the elimination or reorganization of current courses; to effect such changes in the course offering when approved.
- b. To determine the need for additional staff and draw up statements of qualifications for new positions.
- c. To solicit and screen the names of individuals who may be recruited for the College staff and provide leadership in recruitment.
- d. To screen requests for leaves with respect to their implications for staff assignments.
- e. To consult with the Dean on candidates for promotion and on the granting of tenure appointments.
- f. To convey to the Dean the consensus of opinion on issues presented to the faculty for discussion.
- g. To help new staff members become familiar with local practices relating to the assignment of grades, preparation and evaluation of comprehensive examinations, the writing of theses and prospectuses, choice of Ph.D. examining committees, duties of student advisers, and the like.
- h. To review periodically the admissions and degree requirements of programs offered by their departments.
- i. To supervise the scheduling of courses within the department and to assist in coordinating the total College schedule so as to minimize time conflicts for students in specific programs.
- j. To assist the Dean in the formulation of the budget for the department.

- k. To evaluate enrollment data and estimate the number of sections required in specific courses.
- l. To supervise staff assignments to courses and to sections within courses.
- m. To oversee the assignment of graduate students to staff.
- n. To appoint search committees in consultation with program coordinators and the Dean.

ARTICLE IV. THE ADMINISTRATIVE COUNCIL

Section 1. Membership

The Administrative Council shall comprise the administrative framework of the College of Education and shall consist of the Dean, Associate and Assistant Deans, DEOs, major Center/Office Directors, chairs of the Faculty Advisory Committee and Staff Council, Co-Chairs of the Diversity Committee, the Budget Officer and the Dean's Executive Assistant.

Section 2. Meetings

The Administrative Council shall meet on the call of the Dean. Regular meetings shall be scheduled each semester during the academic year. The Dean or designee shall preside at meetings of the Council.

Section 3. Responsibilities

The responsibilities of the Council shall include the following:

- a. To consider administrative procedures for the effective functioning of the College.
- b. To suggest and discuss policy formulation and revision, receiving from and referring to the Executive Council major policy matters.
- c. Advise on the agenda for faculty meetings and faculty/staff meetings.

Section 4. Minutes

Members of the faculty and staff shall have access as appropriate to their position to the minutes of these meetings. Permanent copies of minutes shall be kept in the Office of the Dean.

ARTICLE V. THE EXECUTIVE COUNCIL

Section 1. Membership

The Executive Council shall comprise the executive framework of the College of Education and shall consist of the Dean, Associate and Assistant Deans, and DEOs.

Section 2. Meetings

The Executive Council shall meet on the call of the Dean. Regular meetings shall be scheduled each semester during the academic year. The Dean or designee shall preside at meetings of the Executive Council.

Section 3. Responsibilities

The responsibilities of the Executive Council shall include the following:

- a. To consider administrative procedures for the effective functioning of the College.
- b. To assist the Dean in the formulation of administrative decisions or judgments.
- c. To suggest and discuss policy formulation and revision, receiving from and referring to the Administrative Council major policy matters.
- d. Advise on agenda for faculty and faculty/staff meetings.
- e. To assist the Dean in determining priorities in long-range planning and resource allocation.
- f. To work with the Dean as members of the managerial team.
- g. To consider and make recommendations for the consideration of the Dean and/or the faculty on major changes in curricula, student personnel policy, and administrative procedure.
- h. To appraise the effectiveness of the College of Education in achieving its objectives and to make recommendations for improvement of the program and activities of the College.
- i. To consider exceptions to policy and curricula decisions.
- j. To facilitate communication among departments and programs about curricular issues in the College and to advise the dean and dean's staff on matters related to curriculum, especially about issues that concern multiple programs or have a more college-wide impact.
- k. To study and make recommendations designed to stimulate and encourage the research efforts of the College.

Section 4. Decisions

Communication of policy decisions will be shared with the college.

ARTICLE VI. THE DEAN

Section 1. Position

The Dean shall be responsible for the exercise of those functions vested in him/her by the Board of Regents, State of Iowa, the President of the University, and by the Provost. The Dean shall serve as the executive officer of the College of Education.

Section 2. Responsibilities

Responsibilities of the Dean of the College of Education include, but are not limited to, the following:

- a. To promote the most favorable learning conditions so that teaching, research, and service activities may be done with maximum efficiency.
- b. To coordinate the efforts of faculty and staff personnel and of constituent units in the College of Education so that the program of the College is an integrated program.
- c. To enlist the interest and competencies of all members of the faculty and staff in policy initiation, determinations, execution, and evaluation.

- d. To exercise constructive leadership in long-range planning for the development of the educational programs for which the College is responsible.
- e. To assist the College in maintaining an effective working relationship with other colleges, schools, departments, and offices of The University of Iowa.
- f. To provide liaison between the College of Education and civic and professional groups in the State of Iowa, working cooperatively with the Division of Continuing Education and with other units of The University of Iowa serving the University's public.
- g. To administer a budget based on the fulfillment of the purposes of the College in which revenues and expenditures are brought as effectively as possible to serve the educational plan.
- h. To administer efforts to obtain extramural funding for the College through grants and contracts, thereby enhancing opportunities for research, service, and the support of faculty, staff, and students.
- i. To coordinate development activities with the UI Foundation to enhance support of the College through private gifts.
- j. To appoint associate and assistant deans as needed for an initial term not to exceed three years. Associate and assistant deans may be reappointed for three-year terms.
- k. To inform eligible faculty of available administrative appointments.
- l. To evaluate the performance of DEOs, associate deans, assistant deans, and professional staff reporting directly to the Dean.
- m. To establish task forces and ad-hoc committees for specific purposes. The Administrative Council, Executive Council, Faculty Advisory Committee or Staff Council may request that a task force or ad-hoc committee be appointed for a specific purpose. Membership will be determined by the Dean. Task forces will be discharged when the task assigned to them has been completed.

Section 3. Review

Per the Operations Manual Part II.28.5, periodic reviews of collegiate deans shall occur every five years without regard to the timing of the review of the college. In addition, at mid-term, the Dean shall initiate and receive a brief, informal collegiate evaluation.

ARTICLE VII. THE ASSOCIATE OR ASSISTANT DEANS

Section 1. Position

The Associate and Assistant Deans shall be responsible for the exercise of those functions vested in him/her by the Dean. Associate and Assistant Deans shall serve as members of the Executive Council of the College of Education.

Section 2. Meetings

Associate and Assistant Deans shall meet on the call of the Dean. Regular meetings shall be scheduled throughout the year.

Section 3. Responsibilities

Responsibilities include, but are not limited to, the following:

- a. To function as the Dean's Leadership team.

- b. To advise the Dean on the operations of the college.
- c. To advise the Dean regarding matters pertaining to the specific areas of their individual position descriptions.

ARTICLE VIII. THE FACULTY ADVISORY COMMITTEE

Section 1. Membership

- a. The Faculty Advisory Committee (FAC) shall consist of seven members. Each department shall have at least one member on the FAC. No department shall have more than three members on the FAC. Except for these conditions, the number of FAC members from the departments shall be in proportion to the number of faculty in the departments.
- b. Members shall be elected from the departments. The Dean shall serve as an ex officio member.

Section 2. Terms of Office

- a. Newly elected members of the Faculty Advisory Committee shall assume membership on the committee on July 1 following their election.
- b. Except for cases in which the number of members from a department decreases, membership shall be for four years.
- c. Members of the Faculty Advisory Committee who have served a full term shall be ineligible to succeed themselves.

Section 3. Vacancies

- a. A vacancy occurring in the Faculty Advisory Committee by virtue of completion of a term of office will be filled by the election from the department in which the vacancy occurs of a new member for a four-year term. The election shall occur prior to May 15 of the year in which the retiring Faculty Advisory Committee member completes his/her term of office and shall take place at a regularly called meeting of the department.
- b. Vacancies on the Faculty Advisory Committee occurring for any reason, including leaves of absence, shall be filled for the remainder of the unexpired term by an election in the department in which the vacancy occurs.

Section 4. Leadership

A chairperson and a secretary of the Faculty Advisory Committee shall be elected annually from among the elected members of the FAC.

Section 5. Meetings

The Faculty Advisory Committee shall schedule regular meetings. It shall also meet on the call of the chairperson or upon the written request of any three members of the FAC.

Section 6. Responsibilities

The responsibilities of the FAC shall include the following:

- a. To facilitate liaison and communication between the administration and faculty on all matters of general interest.
- b. To consider and make recommendations for the consideration of the Dean and/or the faculty on major changes in curricula, student personnel policy, and administrative procedure.
- c. To consider and make recommendations to the Dean on matters of policy regarding the professional welfare of the faculty.
- d. To suggest matters to be included in the agenda for faculty and staff meetings.
- e. To make recommendations for improvement of the program and activities of the College.
- f. To consider and make recommendations which will enhance the standing and reputation of the College and which will provide for the development of relations with the faculties of other colleges in The University of Iowa and with colleges, graduate schools and professional societies generally.

Section 5. Minutes

The secretary shall keep a record of the actions of the Faculty Advisory Committee. Members of the faculty and staff shall have access as appropriate to their position to the minutes of these meetings. Permanent copies of minutes shall be kept in the Office of the Dean.

ARTICLE IX. THE STAFF COUNCIL

Section 1. Membership

The Staff Council shall consist of no fewer than seven and no more than nine representatives, including the Chair, elected by the Professional & Scientific and Merit Supervisory Exempt staff.

Section 2. Terms of Office

- a. Newly elected members of the Staff Council shall assume membership on the committee on April 1 following their election.
- b. Terms of Council membership shall be three years, unless a vacated term is being completed, or if the Chair Elect is in the last year of his or her Council term, in which case this member's term is extended an additional year in order to assume the Chair's duties.
- c. Council members shall serve no more than two consecutive elected three-year terms. Reelection can be sought after a one-year leave.

Section 3. Vacancies

- a. In the event that a member of the Council leaves the College of Education, the member will vacate his or her position on COE Staff Council on the date his or her position in the College of Education ends.
- b. If a COE Staff Council member cannot complete his or her term, open nominations will be sought from the floor at the next Council meeting. After review of all nominated candidates, the Council will vote on a new member to serve the remainder of the vacant term.

- c. Should all members of the COE Staff Council resign at one time, reformation may be allowed upon approval of the Dean and the Professional and Scientific and Merit/Supervisory Exempt Staff.

Section 4. Leadership

The officers of this Council shall be a Chair, Chair Elect, and Secretary.

Section 5. Meetings

The Staff Council shall schedule regular meetings.

Section 6. Responsibilities

The responsibilities of the Staff Council shall include the following:

- a. To promote communication and collaboration, and to advocate for acknowledgement of the accomplishments and contributions of all COE staff.
- b. To incorporate staff input into College of Education policy applications, strategic goals, diversity initiatives, and other decision-making processes.
- c. To advise administration on issues and policies that affect staff and provide a forum for COE staff to advocate for improvements, bring forth concerns, and propose solutions.
- d. To suggest matters to be included in the agenda for staff meetings and/or faculty/staff meetings.

Section 7. Minutes

A summary of matters discussed by the Staff Council shall be compiled. Members of the faculty and staff shall have access as appropriate to their position to the minutes of these meetings. Permanent copies of minutes shall be kept in the Office of the Dean.

ARTICLE X. THE GRADUATE STUDENT EXECUTIVE COMMITTEE

Section 1. Membership

The Graduate Student Executive Committee (GSEC) shall consist of any graduate student in good standing who is interested in membership. Each department should have at least one member on the GSEC.

Membership shall be approved by the Associate Dean for Graduate Programs. The Dean shall serve as an ex officio member.

Section 2. Terms of Office

Members may serve on the Graduate Student Executive Committee as long as they remain in good standing with the Graduate College.

Section 3. Leadership

A chairperson and a secretary of the Graduate Student Executive Committee shall be elected annually from among the members of the GSEC.

Section 4. Meetings

The Graduate Student Executive Committee shall schedule regular meetings. It shall also meet on the call of the chairperson or upon the written request of any three members of the GSEC.

Section 5. Responsibilities

The responsibilities of the GSEC shall include the following:

- a. To support a strong professional climate and sense of community for graduate students in the College.
- b. To facilitate liaison and communication between the administration and graduate students on all matters of general interest.
- c. To consider and make recommendations for the consideration of the Dean and/or the faculty on major changes in curricula, student personnel policy, and administrative procedure.
- d. To consider and make recommendations to the Dean on matters of policy regarding the professional welfare of graduate students.

ARTICLE XI. THE DIVERSITY COMMITTEE

Section 1. Membership

- a. Membership on the Diversity Committee is voluntary, and includes persons from a diverse range of ethnic/cultural, gender, sexual/affectational orientation, and professional backgrounds.
- b. Membership is open to all College of Education faculty staff and students and the committee strives for equal representation across Departments and between graduate and undergraduate students.
- c. Community representatives may be approved for one-year renewable terms.

Section 2. Terms of Office

A three year term of membership is suggested for faculty and staff; terms may be extended.

Section 3. Vacancies

When a committee member's term has ended, the Chair of the Diversity Committee will contact the appropriate DEO and request that he/she identify and approach prospective members from faculty, staff, and students. As appropriate, the Diversity Committee – in conjunction with the departing member -- may make suggestions to the DEO for replacing departing member(s).

Section 4. Leadership

The Diversity Committee is chaired by a faculty member; a staff member without any type of faculty appointment may serve as co-Chair. A Chair/Co-Chair-Elect is elected to serve as the Chair for the following academic year. The past chair will remain on the committee for one year.

Section 5. Meetings

The Diversity Committee meets monthly during the academic year. Additional meetings of subcommittees may be held.

Section 6. Responsibilities

The main function of this committee is to help create an environment in which all members of the College have opportunity to thrive personally and professionally. Members work to facilitate the recruitment and retention of diverse students, staff, and faculty in the College.

Responsibilities include attending monthly meetings, contributions to programs and initiatives, and a strong commitment to diversity.

Section 7. Minutes

Meeting minutes shall be posted on the Diversity Committee website.

ARTICLE XII: COLLEGIATE SELF STUDY COMMITTEE

When the University initiates a review of the College, an ad hoc committee will be constituted to prepare the College's self-study. This committee will be chaired by the Dean, and will include the Associate and Assistant Deans of the College as ex officio members without voting privileges. The Dean, in consultation with the Executive Council, will appoint to the ad hoc committee six members of the Faculty of the College who represent its various departments. The ad hoc committee will prepare the self-study according to the University's published guidelines and will consult broadly with the College's departments, faculty, staff, and students and with other members of the University community it deems appropriate, as well as with the Executive Council and Faculty and Staff Representative Councils. The self-study will be approved by the Faculty Advisory Committee before being submitted to the Provost.

ARTICLE XIII. AMENDMENTS

Section 1. Amendment Procedure

Amendments to this statement of organizational structure may be proposed at any regular or special meeting of the faculty or by letter to the Dean and Faculty Advisory Committee. A proposed amendment must be included in the agenda of a faculty meeting, and the agenda must be circulated to eligible faculty members at least one week in advance of the meeting at which the amendment will be considered and voted upon. A majority vote of those present at the meeting is necessary for the passage of the amendment.

Section 2. Enactment

An amendment passed by the faculty shall be submitted to the Office of the Provost for approval. It shall take effect upon the Provost's approval or upon some other date stipulated by the Provost.

Section 3. Review

The Manual of Procedure for the College of Education shall be reviewed every five years.