

MANUAL OF OPERATIONS AND PROCEDURES, SCHOOL OF ART, ART HISTORY, AND DESIGN

Amended by SAAHD Faculty September 20, 2024
Approved by the College of Liberal Arts and Sciences December 13, 2024

I. Authority of the Manual of Operations and Procedures

This manual constitutes operating procedures for faculty governance of the School of Art, Art History, and Design (SAAHD). The School follows the operating rules of the [University](#) and the [College of Liberal Arts and Sciences](#), and follows the CLAS manual of operations and procedures in this document as a supplement thereto. Once approved by the School and the College, this manual of operations and procedures becomes effective immediately.

II. Faculty Membership, Responsibilities and Eligibility to Vote

- A. Faculty Membership is defined as:
Tenure-track and tenured professors, associate professors, and assistant professors appointed in the School. Also members of the Faculty in SAAHD are those holding instructional-track appointments with renewable contract status.
- B. Rights and responsibilities of faculty are defined as:
All faculty are expected to participate appropriately and equitably in the teaching, research, and service missions of the School, College, and University as appropriate to their appointment. Both individually and as a body the faculty is responsible for carrying out the School'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. Members of the Faculty as defined in Section II.A, who hold appointments of 50 percent or more in the School shall have the right to vote upon or consent to matters upon which action by the Faculty is taken or required, except where eligibility is restricted by CLAS and UI policies (i.e., promotion and tenure). Tenured/tenure-track faculty who hold unsalaried appointments in the School (affiliate or 0% appointments) do not vote. Visiting faculty and adjunct faculty may attend faculty meetings when invited to do so, but do not vote.

III. Officers and Standing Committees

- A. The Director of the School of Art, Art History, and Design is the Departmental Executive Officer (DEO). Delegated powers and duties of the DEO:

- 1. Vision and Leadership:

- The DEO provides vision and leadership for the School, working both with the faculty and with the Dean's Office to fulfill the School's teaching and research mission. The DEO ensures that the School focuses its energies and resources on progress toward academic goals and priorities. The DEO is accountable both to the School and to the College in attending to the deadlines of every administrative task, dealing with personnel issues, and ensuring that faculty and staff cooperate in the work of the

School. The DEO is to keep abreast of professional affairs nationally and to represent the School at professional meetings and in professional organizations.

2. Chief Duties:

The DEO's chief duties are to oversee the processes of faculty appointment, mentoring, review, and promotion consistent with current College and University policies; develop the curriculum; oversee the work of the School's teaching assistants and staff; manage the budget; coordinate the programs of the Divisions of the School; guarantee each eligible faculty member the right to vote his or her conscience and to ensure democratic self-governance; recommend all appointments, promotion, and salaries after appropriate consultation with the faculty. Under procedures established by the School, these administrative duties may be delegated to Program Heads or faculty committees established for the governance of the School.

In matters of professional and educational policy, the DEO regularly consults with the faculty, primarily by means of the committee structures. Normally the DEO follows the advice of their colleagues, but always retains discretionary powers because the DEO is held personally responsible by the University administration for all of the activities of the School. On all policy matters and, even more, on all personnel matters, ultimate responsibility within the School rests with the DEO, who, in turn, is responsible to the Dean of the College. If the DEO acts contrary to the advice of the School and its committees, the faculty and the Dean of the College of Liberal Arts and Sciences will be informed.

3. Replacement of DEO:

When a vacancy in the position of DEO occurs or is impending, the Dean shall consult with the voting members of the School concerning the candidate or candidates to be considered. The Dean shall recommend the DEO appointment to the Provost. Upon receiving approval, the Dean shall announce the appointment of the new DEO to the members of the School and to the College.

The DEO recommends, subject to approval by the Dean, an individual to whom administrative responsibility will be delegated in the DEO's absence.

B. Other Officers:

The School has two Divisions, the Art History Division and the Studio Division. In consultation with the Art History faculty, the DEO appoints the Head of Art History Division for a 3-year term (renewable), an Art History Director of Undergraduate Studies and an Art History Director of Graduate Studies, each for a 3-year term (renewable). In consultation with the Studio Division faculty, the DEO appoints a Studio Coordinator for a 3-year term (renewable), a Studio Director of Undergraduate Studies and a Studio Director of Graduate Studies, each for a 3-year term (renewable). The DEO appoints Studio Division Area Heads for a 3-year term in consultation with the area faculty.

1. The Head of the Art History Division

Provides leadership to the faculty and students of the Art History Division, and works closely with and advises the DEO on Art History Division issues. Chairs Art History Division meetings.

2. The Studio Coordinator

Provides leadership for the faculty and students of the Studio Division, and works closely with and advises the DEO on Studio Division issues. Chairs Studio Division meetings.

3. The Program Heads of the Studio Division

Designated programs within the Studio Division are currently: Ceramics, Jewelry & Metal Arts, Sculpture, 3D Design, Graphic Design, Intermedia, Photography, Painting & Drawing, and Printmaking. Responsibilities: Provide a communication link between and among the faculty and the Studio Coordinator and Director; be the spokesperson for the program; establish effective working relationships with staff in order to facilitate program and curricular operations; articulate program-related goals; provide leadership in developing strong and attractive curricula; prepare the course schedule; recommend graduate admission for the program.

4. Art History and Studio Directors of Undergraduate Studies

The director of undergraduate studies (DUS) serves as the supervisor and coordinator of undergraduate studies within the Division, overseeing all components of undergraduate education. The School of Art, Art History, and Design has a DUS for Art History and a DUS for Studio Art. The DUS functions as the primary liaison among the faculty, the Division, the Director, and the College of Liberal Arts & Sciences Office of Undergraduate Programs & Curriculum.

5. Art History and Studio Directors of Graduate Studies

The director of graduate studies (DGS) serves as the supervisor and coordinator of graduate studies within the program, overseeing all components of graduate education. The School of Art, Art History, and Design has a DGS for Art History and a DGS for Studio Art. The DGS functions as the primary liaison among the faculty, the graduate students, and the Graduate College. As such, the DGS should be aware of developments in the program that affect the faculty, should be available, present, and responsive to students, and should be familiar with both SAAHD and Graduate College policies.

C. Standing Committees:

1. School-wide Committees

a. Faculty Executive Committee

The Faculty Executive Committee functions as the School's Advisory Committee. Its primary role is to advise the DEO about important decisions facing the School before such matters are brought before the full faculty. Any issues involving decisions for the School are brought to the full faculty for voting.

1. Composition:

- a. The Faculty Executive Committee is composed of six faculty members (three from the Studio Division and three from the Art History Division in addition to the DEO of the School who serves as chair). All tenured and tenure-track faculty are eligible to serve on the Faculty Executive Committee. First-year assistant professors are not eligible to serve on the EC. One instructional-track faculty member at the rank of Associate Professor of Instruction or above from each Division may volunteer to stand for election to the Committee.
- b. The Faculty Executive Committee members are chosen through election by secret ballot and serve for a term of two years (assistant professors serve one year). Members cannot serve sequential terms on the Faculty Executive Committee.
- c. The School Administrator serves as secretary.
- d. Faculty Executive Committee meets regularly with the DEO in executive session.
- e. Guests may be invited to attend meetings in cases where specific knowledge, insights, and expertise will be of assistance to the committee.

2. Duties:

- a. The Faculty Executive Committee meets periodically each semester and holds special meetings when called by the DEO or by two members of the Committee.
- b. The Faculty Executive Committee meetings are announced in advance, and an agenda made available to the faculty. Minutes of the meeting are distributed to the faculty.
- c. The Faculty Executive Committee addresses issues concerning the general welfare of the School, the unity and cohesiveness of its structures and programs, equipment and space issues, staffing needs, standards for promotion and tenure, and dismissal. The Faculty Executive Committee helps formulate policies to assist the School in fulfilling its mission and to advise the DEO on matters concerning the organization and operation of the School.

b. Salary Committee

The DEO appoints the Salary Committee which is made up of four tenured faculty members (two from Art History, two from Studio). Each year the members of this committee rotate so that all tenured faculty eventually have an opportunity to serve. Each member of the salary committee carefully examines updated C.V.s that include summaries of student evaluation forms and makes a recommendation on salary increases to the DEO. Committee members deliberate individually and send in a written report to the DEO. The committee is convened during the Spring semester. Faculty members cannot serve in consecutive years.

2. Divisional Committees

All divisional committee recommendations are first brought before division faculty for approval and then before the full faculty, if necessary or relevant.

a. Search Committees for Faculty Lines

Composed of three to five faculty members (tenured, tenure-track, or instructional-track). Tenure-track searches must include one committee member from the Division not conducting the search. A majority of search committee members must be tenured or tenure-track faculty

b. Curriculum Committees

The Art History Division has a curriculum committee consisting of a minimum of three faculty members, who meet to review the undergraduate and graduate curriculum of the Division and propose revisions or changes to the Division faculty. The Head of Art History appoints the curriculum committee for the art history division on an annual basis. The Studio Division curriculum committee is composed of the Program Heads, the Director of Graduate Studies and the Director of Undergraduate Studies. The undergraduate and graduate academic advisors serve as ex-officio members.

c. Graduate Admissions Committees

In the Art History Division the Head of Art History chairs and appoints a two-member graduate admissions committee annually to review applications and make recommendations for admission, consulting with the art history faculty whenever relevant. In the Studio Division, the Program Heads and program faculty review applications and make recommendations for admission.

d. Fellowship and Scholarship Committees

Art History: The Head of Art History appoints a three-member fellowship committee on an annual basis to review the applicants and make recommendations to the Art History faculty.

Studio: Each Studio program presents a slate of nominees to the Scholarship Committee composed of Program Heads or their representatives. All nominated students are reviewed and considered for available fellowships and scholarships in accordance with published guidelines for each award. Voting procedures are based on perceived merit with secondary consideration given to equitable distribution of funding for as many Programs as possible.

e. Undergraduate Portfolio Review Committee

Area Heads appoint faculty to review incoming undergraduate portfolios.

IV. School of Art, Art History, and Design Faculty Meetings

- A. The full faculty meets monthly. The DEO chairs the meeting and establishes the agenda in consultation with the faculty. Any faculty member may add items to the agenda.
- B. The Art History Division meets monthly. The meeting is chaired by the Head of the Art History Division who establishes the agenda in consultation with the faculty.
- C. The Studio Division meets monthly and the meeting is chaired by one of the studio coordinators who establishes the agenda in consultation with the faculty.
- D. Meetings are open to all tenured and tenure-track faculty.
- E. A quorum is 51% of eligible members. Faculty members on leave can be exempted from the quorum count.
- F. At full faculty meetings the School Administrator takes the minutes. Minutes are kept on a digitally archived file in the Main Office of the School. At divisional faculty meetings one faculty member is appointed for the academic year to take minutes.
- G. Meetings are conducted according to standard parliamentary procedure.
- H. The usual order of business is:
 - 1. Minutes
 - 2. Announcements and Updates
 - 3. Agenda items with discussions and votes.
- I. Voting is conducted by secret ballot and secret tally. Because the secret ballot is the cornerstone of good faculty governance and protects the right of the individual, it cannot be undone by an individual or administrative fiat.
- J. A two-tiered voting procedure will apply in cases when a School-wide vote is required, e.g. faculty appointments. The division in which the faculty member is to be appointed is the primary division and its faculty will take a preliminary vote. The results will be considered as advice to the secondary division in the final vote of the combined School faculty.

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

- A. The Executive Committee shall consider revision of this Manual every five years. If the Committee decides that a revision is necessary, it shall prepare a revision which shall be considered by the full faculty.
- B. Proposals for amendments to the Manual of Operations and Procedures are made to the Faculty Executive Committee. After discussion with the DEO, the DEO takes proposals to the full faculty for discussion and vote. Ratification of changes to the Manual requires a three-fifths majority vote of those attending. Proposals for amendments are then sent to the Dean of the College of Liberal Arts and Sciences for approval.