

GOVERNANCE DOCUMENT

Department of Veterinary Diagnostic and Production Animal Medicine
Iowa State University College of Veterinary Medicine
(Last Updated on October 12, 2022 and Approved November 8, 2022)

1	Preface	3
2	Vision	3
3	Mission	3
4	Faculty Membership	3
	4.1 Tenured and Tenure-Track Faculty	3
	4.2 Term Faculty (Teaching, Clinical, and Practice Tracks)	3
	4.3 Term Research Faculty	4
	4.4 Affiliate Faculty	5
5	Faculty Meetings	6
6	Definition of a Quorum	6
7	Governance	6
8	Committees	6
	8.1 Executive Committee	7
	8.2 Curriculum and Instruction	7
	8.3 Faculty Promotion and Tenure	7
	8.4 Term Faculty Advancement	8
	8.5 Research and Graduate Studies	8
	8.6 Strategic Planning and Governance	9
	8.7 VDPAM Advisory Committee	9
9	Departmental Organization and Administration	10
	9.1 Chair Selection, Term of Office & Review	10
	9.2 Director of Veterinary Diagnostic Laboratory – Term of Office, Selection and Review	11
	9.3 Director of Food Supply Veterinary Medicine - Term of Office, Selection and Review	11
10	Grievance Procedures	12
11	Conflict of Interest	12
12	Department Promotion and Tenure and Term Faculty Renewal and Advancement Procedures	12

13	Post-Tenure Review Procedures.....	12
13.1	Timeline	12
13.2	Composition of Review Committee	13
13.3	Review Materials and Documents	13
13.4	Role of the Department Chair	13
13.5	Outcomes of the Post Tenure Review.....	14
14	Appendices.....	14
14.1	Department Operational Plan	14

1 Preface

This departmental governance document is written under the authority of the University and the College of Veterinary Medicine. In the event of a conflict, the policies and procedures of the College and/or University supersede those set forth in this document. This document is supplemented by the ISU College of Veterinary Medicine Strategic Plan and the Department of Veterinary Diagnostic and Production Animal Medicine (VDPAM) Operational Plan.

2 Vision

VDPAM is recognized as a leader, sought as a collaborator, and trusted as a provider of solutions to the food animal and population medicine challenges of the world.

3 Mission

The mission of VDPAM is to educate current and future food animal veterinarians, population medicine scientists and stakeholders by increasing our understanding of issues that impact the health, productivity and well-being of food and fiber producing animals; developing innovative solutions for animal health and food safety; and providing the highest quality, most comprehensive clinical practice and diagnostic services.

4 Faculty Membership

All tenured, tenure-track, and term faculty with a majority appointment in VDPAM are voting members of the faculty. Minority appointment faculty, professional and scientific staff, adjunct faculty, residents, and interns are not eligible to vote unless individually given voting status by a majority vote of the faculty.

4.1 Tenured and Tenure-Track Faculty

Appointments at the ranks of assistant professor, associate professor, or professor in VDPAM are to be consistent with College of Veterinary Medicine and Iowa State University policy. Under all circumstances, the criteria outlined in the *Faculty Handbook* in Sections 3.3.1, 4.1, and 5.1 regarding the circumstances and conditions related to these positions will be followed in making these appointments and evaluating the individuals who hold them.

A search committee will be appointed by the VDPAM Chair. Candidates for tenured or tenure-eligible faculty positions will submit a letter of application and curriculum vitae to be reviewed by the departmental search committee. Candidates selected for interview will present a seminar in the department. If a candidate is selected for hire as tenure-eligible, the Chair will forward their recommendation on rank for approval to the Dean. If a candidate is selected for hire with tenure, the departmental P&T committee will meet to discuss and then vote on the acceptability of and most appropriate rank of the candidate. Voting will occur at the meeting if a quorum is present or will occur electronically and requires a simple majority of a quorum of eligible faculty. The outcome of the vote on appropriate rank will be provided to the Chair. The Chair will then advance this recommendation for approval to the Dean.

4.2 Term Faculty (Teaching, Clinical, and Practice Tracks)

All new appointments in VDPAM will be at one of the ranks described within the teaching, clinical, or practice faculty ranks as defined in the CVM Governance Document Section 6

and will be consistent with College of Veterinary Medicine and Iowa State University policy. Under all circumstances, the criteria outlined in the *Faculty Handbook* in Sections 3.3.2, 4.1, and 5.4 and in the CVM Governance Document Section 6 regarding the circumstances and conditions related to these positions will be followed in making these appointments and evaluating, advancing, and the dismissal of the individuals who hold them. VDPAM will meet or exceed the minimum qualifications for each track as described in the CVM Governance Document Section 6.1.1.1.

4.2.1 Term Faculty Hiring

A search committee will be appointed by the VDPAM Chair. Candidates for term faculty positions will submit a letter of application and curriculum vitae to be reviewed by the search committee. Candidates selected for interview will present a seminar in the department. If a candidate is selected for hire at an appointment above that of assistant professor within one of the term faculty ranks defined above, the departmental P&T committee and all term teaching, clinical, and practice faculty with rank at or above the proposed appointment will meet to discuss and then vote on the acceptability and most appropriate rank of the candidate. Voting will occur at the meeting if a quorum is present or will occur electronically and requires a simple majority of a quorum of eligible faculty. The outcome of the vote on appropriate rank will be provided to the Chair. The Chair will then advance this recommendation for approval to the Dean.

4.2.2. Term Faculty Reappointment

For reappointment in VDPAM, all term teaching, clinical, and practice faculty will have a peer review prior to the end of their third year after initial appointment. The Chair will appoint a committee of three faculty as outlined in the CVM Governance Document Section 6. The faculty member seeking reappointment will prepare evaluation materials to submit to the Chair including the ISU Quantitative Summary of Productivity report, their current PRS, a narrative describing how they are meeting the expectations of the PRS, a current curriculum vitae, and selected examples of scholarship. The Chair will forward these materials to the review committee. The review committee will prepare a report of strengths and weaknesses of the candidate, a list of recommendations for improvement or development, and an assessment of “meeting expectations” or “below expectations” and will deliver this report to the Chair. The Chair will review the committee’s assessment and discuss this assessment in their own letter to the candidate where the Chair’s decision on reappointment has been made with specific reasoning. The Chair will then prepare a letter to the Dean summarizing the review process and the decision on reappointment.

4.2.3. Term Faculty Advancement

Term faculty advancement process in VDPAM will follow the guidelines outlined in detail in the CVM Governance Document section 6.5. The makeup and responsibilities of the VDPAM Term Faculty Advancement Committee are outlined in Section 8.4 of this document.

4.3 Term Research Faculty

Appointments at the ranks of research assistant professor/associate professor/professor in the Department of Veterinary Diagnostic and Production Animal Medicine are to be consistent with College of Veterinary Medicine and Iowa State University policy. Under all circumstances, the criteria outlined in the *Faculty Handbook* in Sections 3.3.3, 4.1.3, and

5.4.6 and in the CVM Governance Document Section 6.5.3 regarding the circumstances and conditions related to these positions will be followed in making these appointments and evaluating, advancing, and dismissal of the individuals who hold them.

A search committee will be appointed by the VDPAM Chair. Candidates for term research faculty positions will submit a letter of application and curriculum vitae to be reviewed by the search committee and the departmental P&T committee. Candidates selected for interview will present a seminar in the department. If a candidate is selected for hire at an appointment above that of assistant research professor, the departmental P&T committee and all term research faculty with rank at or above the proposed appointment will meet to discuss and then vote on the acceptability and most appropriate rank of the candidate. The outcome of the vote on appropriate rank will be provided to the Chair. The Chair will then advance this recommendation for approval to the Dean.

For reappointment in VDPAM, all term research faculty will have a peer review prior to the end of their third year after initial appointment as described for other term faculty in Section 4.2 above.

4.4 Professional and Scientific (P&S) Term Faculty Appointments

A person employed in a Professional & Scientific position (e.g. diagnostic veterinarian, public health veterinarian) may also be appointed to term faculty positions to carry out faculty responsibilities in VDPAM. Individuals holding a full or part-time P&S position may have no more than 30% of their total work responsibilities in teaching. A broad range of P&S employees can be granted faculty rank so that they can conduct faculty duties. When the faculty work undertaken is similar to that of a department's Term Faculty, the correlating appropriate title may be used in accordance with FH Section 3.3.2.2 and FH Section 3.3.2.3. These titles can be given for terms not to exceed five years, when a department foresees a continuing need for the P&S employee's service in faculty roles. VDPAM will follow the process for appointment, review and advancement as described in the CVM Governance Document (Section 7).

4.5 Affiliate Faculty

An affiliate faculty member is not an employee of the university. Affiliate appointments are unpaid, usually part-time appointments granted to persons who are typically employed elsewhere and who provide academic service to the university in furtherance of the research, graduate education, or professional education mission of the department. In some instances, the affiliate appointment formally recognizes services provided to the university as per a cooperative agreement with another governmental agency (e.g., USDA). Faculty rank will reflect scholarly qualifications equivalent to those of similar rank in the department. Recommendation for the appointment is initiated within VDPAM with a nomination by a current faculty member. With the department chair, a proposed Affiliate Agreement is drafted. The Agreement, along with the candidates current CV, are presented to the department faculty by the nominator at the next available department meeting and the faculty votes to accept or reject the proposed Affiliate. Voting will occur at the meeting if a quorum is present or will occur electronically and requires a simple majority of a quorum of eligible faculty. Appointments may be made for a term of up to five years (to be determined at the nomination), and renewal is possible. The conditions of the appointment, including the

extent to which the department will provide support services for the individual, are stated in the written Affiliation Agreement signed by both parties at the time of the appointment (this is in lieu of a Position Responsibility Statement). An affiliate is not considered to be tenured, and time spent in affiliate status is not considered to be service in a probationary period leading toward tenure.

As a non-employee, an affiliate faculty member cannot be the instructor of record for a class. Furthermore, as a non-employee they may not be assigned research duties or responsibilities that would ordinarily be carried out by a person in a P&S or Post-Doctoral position. If a department desires to assign such responsibilities to a person on an affiliate appointment, that person's appointment status shall be converted to an appropriate status by following the university's procedure for filling a faculty or P&S position.

Persons on affiliate appointments are subject to university and faculty policies. Affiliate faculty are expected to provide the Chair a brief factual summary listing the activities that fulfill the expectations of the Affiliate Agreement annually. Affiliate faculty may be reappointed. The process for reappointment is the same as that for original appointment, described above, with the addition of a synopsis of the annual factual summaries describing the activities that fulfilled the previous Agreement Letter. The faculty nominator presents this synopsis during the presentation of the Affiliate to the faculty for reappointment.

5 Faculty Meetings

Regular faculty meetings are held at least once per semester. Special meetings are called by the Department Chair (Chair) or by standing or *ad hoc* committee chairs as deemed necessary. Departmental faculty meetings will serve as a forum for conducting the business of the faculty. Except in exigent circumstances the Chair will be responsible for publishing an agenda at least two days prior to meetings. Minutes of meetings will be kept and distributed to the faculty in a timely manner. The Chair, or a faculty member designated by the Chair, will serve as the chairperson of departmental meetings and all meetings will be conducted in accordance with the most recent edition of Robert's Rules of Order.

6 Definition of a Quorum

Motions requiring a vote of the faculty will, whenever possible, be published in the agenda for the departmental meeting. The quorum definition and voting procedures will be consistent with current college policies as defined in the CVM Governance Document Section 3.5.4

7 Governance

The faculty and the Chair establish department policies and procedures. The faculty determines curriculum, standards of admission and graduation of students, and all other matters of academic policy. The Chair has responsibility for the budget and resource allocation, and for administrative policy and procedures. The Chair will consult the departmental faculty when appointing new faculty or other positions involving areas of faculty responsibilities. Matters such as promotion and tenure and advancement are responsibilities shared by the faculty and the Chair.

8 Committees

The standing committees of the department are: Executive, Curriculum and Instruction,

Promotion and Tenure, Term Faculty Advancement, Research and Graduate Studies, and Strategic Planning and Governance. An extramural VDPAM Advisory Committee provides counsel to the department. The department also maintains standing membership on the Veterinary Teaching Hospital Board.

The membership and responsibilities for the standing committees are described below. These committees may receive specific charges from the Chair in addition to their stated responsibilities. All committees will provide an annual report on their activities to the Chair and the departmental faculty. The Chair appoints the members of these committees and the committee chairs. The Chair may create, eliminate or consolidate committees, subject to approval by the faculty. *Ex officio* committee members will be non-voting and will not be eligible for the position of committee chair. The Chair appoints *ad hoc* committees in accordance with departmental programmatic needs.

8.1 Executive Committee

The committee membership will be composed of the Chair, Director of the Diagnostic Laboratory, and the Director of Food Supply Veterinary Medicine. The Executive Committee assists in the management of the department and provides advice to the Chair.

8.2 Curriculum and Instruction

The committee membership will be comprised of at least six faculty members who are appointed for a term of up to three years by the Chair. One third of the committee members will be replaced each year. The committee will have the following responsibilities:

- 8.2.1** Review, recommend, propose and develop departmental courses and curricula for which academic credit is received in the undergraduate and professional programs.
- 8.2.2** Assist in the implementation of the policies and procedures established by the College and University Curriculum Committees.
- 8.2.3** Bring before the faculty for discussion and action proposed department curriculum changes.

8.3 Faculty Promotion and Tenure

The committee membership for consideration of tenure-track candidates for promotion to full professor will be comprised of all tenured full professors in the Department. The committee membership for consideration of candidates for promotion to associate professor will be comprised of all tenured full and tenured associate professors. The committee will have the following responsibilities:

- 8.3.1** The committee will review the professional progress of faculty members for purposes of promotion and tenure in accordance with the policies and procedures set forth in the College and University Promotion and Tenure Documents.
- 8.3.2** The committee chair, acting on behalf of the committee, will prepare a confidential written recommendation to the Chair for all faculty nominated for promotion and/or tenure. The recommendation will include a report of the

committee vote, a summary of the candidate's strengths and weaknesses and will be forwarded by the Chair to the College Dean.

8.3.3 The committee chair will consult with the Chair to ensure that all faculty eligible for promotion and/or tenure are notified of their opportunity for review.

8.3.4 The committee will act in an advisory capacity to the Strategic Planning and Governance Committee in reviewing or revising documentation pertaining to Department Promotion and Tenure.

8.3.5 The committee chair will keep minutes of each meeting and distribute them in a timely manner to the committee members. Items of personal information are to be kept confidential.

8.3.6 The VDPAM representative on the College P&T Committee will vote at the department level and abstain from the college level vote for members of the VDPAM department.

8.4 Term Faculty Advancement

The committee membership for consideration of term faculty advancement will be comprised of at least two term faculty members at or above the rank being requested and one tenured faculty member at or above the rank being requested. If sufficient term faculty at or above the rank requested are not available, tenured faculty at or above the rank may substitute; however, at least one term faculty member will serve on the review committee. This committee will be appointed annually by the Chair as needed with the make-up of the committee dependent upon the term track (teaching, clinical, practice, or research) of the faculty member under consideration for advancement. The committee will have the following responsibilities:

8.4.1 The committee will review the professional progress of term faculty members for the purposes of advancement in accordance with the policies and procedures set forth in the College Governance Document (Sections 6.3.2, and 6.3.3, and 6.5) and Faculty Handbook (Sections 3.3.2.3, and 5.4).

8.4.2 The committee chair, acting on behalf of the committee, will prepare a confidential written recommendation to the Chair for all faculty nominated for advancement. The recommendation will include a report of the committee vote, a summary of the candidate's strengths and weaknesses, and will be forwarded by the Chair to the College Dean.

8.4.3 The committee chair will consult with the Chair to ensure that all faculty eligible for advancement are notified of their opportunity for review.

8.4.4 The committee chair will keep minutes of each meeting and distribute them in a timely manner to the committee members. Items of personal information are to be kept confidential.

8.5 Research and Graduate Studies

The committee membership will be comprised of the VDPAM DOGE and at least five faculty members who are appointed for a term of up to three years by the Chair. One third of the committee members will be replaced each year. The committee will have the following responsibilities:

- 8.5.1** Review, recommend, propose and develop graduate programs and curricula for which academic credit is given. It is the responsibility of individual faculty or groups of faculty to develop specific courses to fulfill specific curricular needs. The committee will review proposed courses for consistency with departmental curricula.
- 8.5.2** Establish admission standards, review applications, identify potential mentors and recommend to the Chair the admission of students to the departmental graduate programs for which academic credit is given.
- 8.5.3** Recommend departmental research policies and procedures.
- 8.5.4** Advise the Chair concerning the areas of emphasis for and the allocation of resources to departmental research programs.
- 8.5.5** Assist departmental faculty in identifying potential sources of funding and collaborators and the development of research grant applications.

8.6 Strategic Planning and Governance

The committee membership will be comprised of at least six faculty members who are appointed for a term of up to three years by the Chair. One third of the committee members will be replaced each year. The committee will have the following responsibilities:

- 8.6.1** Write the original, and revise as needed, the Department Governance Document and submit such for approval by a vote of the departmental faculty.
- 8.6.2** Write the original, and revise as needed, the Department Promotion and Tenure Document in consultation with the Promotion and Tenure Committee, and submit it for approval by a vote of the departmental faculty.
- 8.6.3** Write the Department Strategic Plan consistent with the college and university strategic plans, and submit it for approval by a vote of the departmental faculty.
- 8.6.4** Annually review the Department Strategic Plan, draft revisions as needed and submit them for approval by a vote of the departmental faculty.

8.7 VDPAM Advisory Committee

- 8.7.1** The Chair will lead the Advisory Committee as committee chair and appoint its members. An external member of the committee will be appointed as co-chair. The members of the Executive Committee and the State Veterinarian will be permanent members of the Advisory Committee. Members will be selected from (but not limited to) the following external constituencies: university extension, swine producer, swine practitioner, dairy producer, bovine practitioner, beef producer, small ruminant producer, poultry producer, public health practitioner, and a mixed animal practitioner. Members are appointed for a 3-year term and will have a consecutive two-term membership limit. The chair will call meetings as needed or at least annually.
- 8.7.2** The advisory committee will counsel the Chair and Department on issues that impact the Department research, professional practice, and teaching programs.

9 Departmental Organization and Administration

Veterinary Diagnostic and Production Animal Medicine is the amalgamation of the Veterinary Diagnostic Laboratory, Food Supply Veterinary Medicine, Production Animal Medicine and Veterinary Extension functions of the College. The Food Supply Veterinary Services section includes the Veterinary Field Services unit, the Food Animal and Camelid Hospital, and species/expertise-focused Production Medicine (Beef, Swine, Dairy, Small Ruminant, Poultry, Theriogenology) groups. The department is supported by four major revenue streams, including state appropriations, service-generated fees, University Extension block grant and University general funds. The performance requirements incumbent with these funds will be maintained. Remaining funds will be used to enhance the missions of the department. The administration of the department is the responsibility of the Chair in consultation with the departmental faculty, College and University administrations. The Chair has overall administrative responsibility for all functions of the department, and serves as the Executive Director of the Veterinary Diagnostic Laboratory. Changes in the organizational structure of the department require consultation with the faculty.

9.1 Chair Selection, Term of Office & Review

The Chair is selected by the Dean of the College of Veterinary Medicine in accordance with the College Governance Document. Any person eligible for departmental faculty membership may be a candidate for the Chair position. The Dean will appoint a Search Committee to screen candidates for the Chair position. The majority of the members of the search committee will be voting members of the department. The term of appointment will ordinarily be 5 years with review in the fourth year. The Chair may be reappointed after consultation with the faculty.

9.1.1 Review and Reappointment of the Chair

Reappointment of the Chair will include an evaluation by a departmental committee. The committee will consist of 6 departmental faculty members and a committee chair to be appointed by the Dean. Members will be appointed from each section of the department including the Veterinary Diagnostic Laboratory, Veterinary Field Services, Food Animal and Camelid Hospital, species-focused Production Medicine, and Veterinary Extension.

9.1.2 Departmental Chair Responsibilities

The Chair will provide leadership, vision, and planning in accordance with the Strategic Plans of the department, the College, and the University. Specific duties include: supervising the teaching, research, professional practice, and extension functions of the department; managing financial and business affairs for all departmental activities; administering the Diagnostic Laboratory consistent with AAVLD accreditation requirements and Extension in accordance with policies, procedures, and regulations of Iowa State University Extension; representing the department with the vice-provost for University Extension, the Dean's cabinet, and to various groups and organizations; evaluating faculty and staff performance including the promotion and tenure process; appointing departmental committees including the chairs, members and making charges to the committees; advising the faculty on matters related to

productivity and professional development, and performing whatever duties are assigned by the Dean of the College. The Chair will maintain a supportive and collegial environment for integration of Extension, Production Animal Medicine, and the Veterinary Diagnostic Laboratory into a common departmental mission that provides excellent programs in teaching, research, professional practice, and extension. The Chair will annually report to the faculty on the department status including the finances, productivity, and general activities of the department.

9.2 Director of Veterinary Diagnostic Laboratory – Term of Office, Selection and Review

The Director is appointed by the Chair after consultation with the department faculty and Dean of the College, and in accordance with Departmental and College governance documents. It is expected that the Chair will appoint a Search Committee to screen candidates for the Director position and that the majority of the members of the search committee will be voting faculty members of the Department. The term of appointment will be at the discretion the Dean and Chair.

9.2.1 Director Responsibilities

The Director reports to and assists the Chair in providing leadership, vision, planning and management of the Diagnostic Laboratory consistent with AAVLD accreditation requirements. Responsibilities assigned by the Chair to the Director may include: managing the professional practice functions of the Diagnostic Laboratory, assisting the Chair in managing the financial and business affairs of the laboratory, advising the Chair on faculty and staff evaluation and promotion and/or tenure, and advising the Chair concerning Diagnostic Laboratory programmatic needs consistent with the strategic plan and the mission of the department, College, and University.

9.3 Director of Food Supply Veterinary Medicine - Term of Office, Selection and Review

The Director is appointed by the Chair after consultation with the department faculty and Dean of the College in accordance with Departmental and College governance documents. It is expected that the Chair will appoint a Search Committee to screen candidates for the Director position and that the majority of the members of the search committee will be voting faculty members of the department. The term of appointment will be at the discretion the Dean and Chair.

9.3.1 Director Responsibilities.

The Director reports to and assists the Chair in providing leadership, vision, planning, and management of the Food Supply Veterinary Medicine and Extension functions consistent with the applicable strategic plans and funded mandates. Responsibilities assigned by the Chair to the Director may include: managing the professional practice functions, assisting the Chair in managing the financial and business affairs of the Food Supply Veterinary Medicine and Extension functions, advising the Chair on faculty and staff evaluation and promotion and/or tenure, and advising the Chair concerning needs consistent

with the strategic plans and the missions of the department, College and University.

10 Grievance Procedures

The grievance procedures for faculty are those specified in the most recent revision of the University *Faculty Handbook*.

11 Conflict of Interest

Occasionally conflicts of interest may arise concerning a faculty member's teaching, research, professional practice or other professional responsibilities. A conflict of interest is any circumstance or situation that may prevent or may appear to prevent the fair and impartial conduct of a faculty member's professional responsibilities. Individuals who may have any conflicts of interest of either a personal or professional nature are expected to immediately bring these to the attention of the Chair. The Chair will be the final arbiter of any question regarding the appropriateness of concern about a conflict of interest and will document in writing the nature of each conflict of interest and the action taken to resolve the conflict. A copy of this written report will be given to the faculty member. If the conflict involves the Chair, the Dean will serve as the arbiter of the conflict.

12 Department Promotion and Tenure and Term Faculty Renewal and Advancement Procedures

Departmental promotion and tenure procedures will conform to the most recent version of the University *Faculty Handbook* (Sections 5.1 – 5.3) and College of Veterinary Medicine Governance Document (Section 5).

Term faculty will be reviewed for renewal and advancement according to the University *Faculty Handbook* (Section 5.4.1) and the College of Veterinary Medicine Governance Document (Section 6.5). Upon receiving renewal, term faculty will repeat the renewal process in the year leading up to term renewal.

13 Post-Tenure Review Procedures

The department adheres to the post-tenure review policy described in Section 5.3.4 of the ISU *Faculty Handbook*. The peer review of tenured faculty members shall include an overall recommendation of the performance (meeting expectations or below expectations) and result in acknowledgement of contributions and may also include suggestions for future development of the faculty member. A faculty member may receive a below expectations review if their performance in any aspect of PRS is below expectations.

13.1 Timeline

13.1.1 Frequency of review: All tenured faculty members will be evaluated a minimum of every seven years, at a faculty member's request at least 5 years from the previous review, or during the year following two consecutive unsatisfactory annual reviews. Faculty members are exempted from their scheduled review if they are being reviewed for a higher rank during the same year or they are within one year of announced retirement or are on phased retirement. To qualify, an approved retirement plan must be in force.

13.1.2 *Process timeline:* Each spring semester the Department Chair shall prepare a list of faculty members who are mandated or desire to be reviewed. Faculty members who desire to be reviewed prior to their mandated 7-year review must notify the department chair. The department chair will notify faculty members of their review status, provide the list of faculty to be reviewed to the chair of the review committee, and provide a timeline to all participants that will determine deadlines for each step in the process.

13.2 Composition of Review Committee

The review committee shall consist of the department promotion and tenure committee with the exception that a committee member cannot participate in his/her own review and tenured associate professors will not participate in review of full professors. The chair of the review committee will be appointed by the department chair, confirmed by a majority vote of the review committee and may be distinct from the promotion and tenure committee chair.

13.3 Review Materials and Documents

13.3.1 *Prepared by Faculty Member for Review by the Faculty Review Committee:* All position responsibility statements in force during the review period, a CV highlighting accomplishments during the review period and a self-evaluation.

13.3.2 *Prepared by Others for Review by the Faculty Review Committee:* The review committee may seek input from non-tenure track faculty or others that work closely with or utilize services of the faculty member being reviewed. All input must be provided in writing and will become a part of the review documents.

13.3.3 *Prepared by Committee:* The committee will submit to the department chair a written report that includes a “meeting expectations” or “below expectations” review assessment along with acknowledgement of contributions and recommendations for improvement or development (see outcomes below). The committee will also return all review materials produced by the faculty member.

13.3.4 *Prepared by the Department Chair:* Their own recommendation to the dean after review of the materials submitted by the candidate and consideration of the findings and recommendations of the peer review committee.

13.4 Role of the Department Chair

The department chair will take the following actions regarding post-tenure review:

13.4.1 Will appoint the review committee chair that must be confirmed by a majority vote of the review committee.

13.4.2 Will request review materials and documents from faculty members being reviewed and will include appropriate formatting instructions for such materials.

13.4.3 Will provide review materials received from each faculty member to be reviewed to the chair of the review committee.

13.4.4 Will meet with each reviewed faculty member to discuss the review committee’s post-tenure review report and included recommendations.

13.4.5 Will work with the reviewed faculty member and the chair of the review committee to develop the action plan for improving performance for those faculty who received a below expectations recommendation.

13.4.6 Will forward post-tenure review materials to the dean.

13.5 Outcomes of the Post Tenure Review

13.5.1 A “meeting expectations” post-tenure review recommendation may include suggestions for future development of the faculty member. If a “meeting expectations” post-tenure review assessment includes a determination of “below expectations” performance in any PRS area, then the faculty member will work with the department chair and the chair of the review committee to develop a detailed action plan for performance improvement in those areas. The action plan will be signed by all three parties. If agreement on the proposed action plan cannot be reached, the action plan will be negotiated following the procedures outlined for PRS mediation (Section 5.1.1.5.1 of the Faculty Handbook).

13.5.2 A “below expectations” post-tenure review recommendation will include specific recommendations for achieving an acceptable performance evaluation. The faculty member will work with department chair and the chair of the review committee to develop a detailed action plan for performance improvement in areas deemed below expectations. The action plan will be signed by all three parties. If agreement on the proposed action plan cannot be reached, the action plan will be negotiated following the procedures outlined for PRS mediation (Section 5.1.1.5.1 of the Faculty Handbook). Failure to have the performance improvement plan in place by the time of the next academic year's annual performance review may result in a charge of unacceptable performance as defined in the Faculty Conduct Policy (Section 7.2.2.5.1 of the Faculty Handbook).

14 Appendices

14.1 Department Operational Plan

The current department Operational Plan is available on the department website at <http://vetmed.iastate.edu/vdpam/> . The VDPAM Operational Plan is designed to provide guidance to the department on implementation of strategic decisions in support of the current ISU College of Veterinary Medicine Strategic Plan which can be found on the college website at: https://vetzone.cvm.iastate.edu/download/policy_documents/Strategic-Plan-2-0022017-2022.pdf