

GOVERNANCE DOCUMENT

July 1999

Amended June 19, 2003

Amended June 2, 2007

Amended September 7, 2007

Revised November 14, 2007

Revised August 2009

DEPARTMENT OF VETERINARY MICROBIOLOGY AND PREVENTIVE MEDICINE

I. PREAMBLE

- A. This document establishes policies and procedures for governance of the Department of Veterinary Microbiology and Preventive Medicine. The document is supplementary to and subordinate to all University rules, actions of the Board of Regents and policies of the College of Veterinary Medicine and the Graduate College. Those policies, rules and regulations are included in the latest editions of the Faculty Handbook, ISU Information Handbook, Graduate Faculty Handbook and ISU Office Procedure Guide. Any change in those rules, policies or regulations made subsequent to adoption of this document automatically modifies or rescinds any portion of the latter which is in conflict.
- B. Adoption of, or changes in, this document shall require a favorable vote by written ballot of two-thirds of faculty members eligible to cast such ballots (Section III-D-1). Revisions to the document may be proposed by an ad hoc committee appointed by the CHAIR at the request of any faculty member, or on the CHAIR's own initiative. Proposed revisions shall be discussed as an agenda item during a Departmental faculty meeting and subjected to a vote of the faculty.

II. MISSION

The mission of the Department focuses on providing instruction and conducting research in veterinary and zoonotic infectious diseases. This includes the disciplines of microbiology, immunology, and epidemiology as applied to improvement of animal health, public health, and food safety.

Mission Statement (revised in 2005)

VMPM's mission is to create an environment that promotes excellence in teaching, research and service through innovation and discovery. The department imparts knowledge and skills in infectious diseases, encourages lifelong learning, conducts basic and applied research focused on animal and human health, participates in professional and community service, and partners with stakeholders to address societal needs.

III. DEPARTMENTAL ORGANIZATION

A. ADMINISTRATION

1. The Department will be administered by the CHAIR who shall be a tenured faculty member in the Department. This person shall be recommended for appointment by the Dean of the College of Veterinary Medicine after consultation with members of the Department. The CHAIR is responsible to the Dean, should convey college and

university interests to the faculty, and should represent faculty, staff and student interests at higher administrative levels. The CHAIR is responsible for administering Departmental activities by providing leadership and delegating authority. These responsibilities include but are not limited to:

- a. Directing the work of the Department
 - b. Maintenance of the academic strength of professional and graduate programs
 - c. Preparing and administering the Departmental budget
 - d. Recommending personnel actions involving faculty and staff of the Department
2. The CHAIR may appoint a regular member of the faculty who is a member of the graduate faculty to serve as a Departmental Officer for Graduate Education (DOGE). The responsibilities of the DOGE will be to carry out the administrative functions associated with graduate student enrollment in the Department.
 3. In the absence of the CHAIR, the CHAIR will assign administrative responsibilities to a regular member of the Departmental faculty.

B. FACULTY

1. The Department will, subject to College and University regulations, designate categories of faculty membership and select members of its faculty and staff. The types of faculty membership described in the *Faculty Handbook* may be used as well as the designation of Allied faculty members.

Allied members are scientists with appointments in other departments or other institutions who actively participate in programs in the Department. They are recommended for membership without a designated rank by the department P & T committee and must be accepted by majority vote of the department faculty. The appointment of an Allied faculty member is for a 5-year term.

2. All faculty members have a responsibility to contribute to Departmental functions in fulfilling the mission of the Department. However, the degree and nature of participation will relate to the type of appointment or membership of the individual faculty member. Responsibilities of any individual faculty member may include one, two or several of the activities associated with the mission of the Department and include:
 - a. **GENERAL:** Members of the Department shall maintain high standards of professional ethics. The Department is committed to free and critical inquiry and preservation of academic freedom. Faculty members shall pursue these ideals within existing University policies and procedures as outlined in the most recent *Faculty Handbook*. They also have responsibility to aid in outreach appropriate to Departmental activities.
 - b. **TEACHING:** The Department shall provide a faculty and staff that will furnish appropriate and comprehensive education toward professional and graduate degrees in majors offered by the Department. Classroom, laboratory, clinical, and industrial learning opportunities that incorporate scientific principles and their application will be provided. Faculty members are encouraged to maintain high academic standards and to explore and utilize innovative teaching technologies.

The teaching responsibilities of each member of the Department shall be determined by the CHAIR in consultation with the person concerned and the Curriculum Committee.

Members of the Department shall counsel and advise graduate students regarding academic programs, student career development, job placement, and other related concerns.

Members of the Department shall arrange for student evaluations of each course that they teach during each term. The purposes of these evaluations are faculty self improvement and course improvement.

- c. **RESEARCH AND SCHOLARSHIP:** All faculty members are expected to be involved in creative scholarly activities. Faculty members will conduct and direct innovative research to provide knowledge that can be used to advance microbiological, agricultural, and veterinary medical sciences, and to benefit society. They will also provide scientific training and research experiences for students and for other interested scientists preparing for careers within the Departmental disciplines and related fields.

Research and creative scholarship includes the development and communication of new information, knowledge, interpretations, insights and methods, as suitable for the Department, to appropriate audiences. Faculty members are expected to actively pursue research and scholarly activities appropriate to their appointments. Major indices of creative research and scholarships include: 1) publication of research articles, review papers, bulletins, manuals, pamphlets, books, and book chapters, 2) presentations at regional, national and international meetings, 3) preparation of teaching aids and, 4) submission of grant proposals. The value of the creativity and scholarship of a particular item depends on its originality and significance of its insights to the development of theory or its potential for practical application.

- d. **EXTENSION AND TECHNOLOGY TRANSFER:** The faculty of the Department will be expected to contribute to extension and technology transfer endeavors. Consultation, cooperation with industry when appropriate, liaison with producer groups, involvement in University interdisciplinary programs and continuing education are some of the activities in which faculty can play a contributory role.
- e. **PROFESSIONAL SERVICE:** A primary responsibility of some faculty members will be to provide professional service to clients of Iowa State University. These services will include such activities as clinical and diagnostic procedures conducted on animals or materials submitted through appropriate channels. Faculty members with such responsibility will deliver these services in a timely, efficient, and economical manner. Faculty members are encouraged to be innovative and communicative in providing these services. They might also be expected to associate these service activities with the teaching, research and extension functions of the Department.

3. FACULTY SELECTION PROCEDURES

The following sequence of events shall transpire when the Department determines that a faculty position needs to be created or filled:

- a. The Departmental faculty will be consulted by the CHAIR when open faculty positions are to be filled and will have an advisory role regarding the relation of the position to the mission of the Department.
- b. The CHAIR shall appoint and advise an ad hoc Faculty Search Committee. A majority of the members of the committee will be selected from Departmental faculty.
- c. A job description of the position to be filled shall be prepared by the Committee together with the CHAIR and endorsed by the faculty.
- d. The position shall be appropriately advertised to ensure the diversity of candidates intended through affirmative action and equal opportunity principles.
- e. The Search Committee shall receive and review applications and recommend, in their best judgment, the top candidate(s) to the faculty.
- f. The Search Committee shall coordinate candidate interviews.
- g. The faculty shall vote to express their candidate preference(s) to the CHAIR.
- h. The CHAIR shall transmit the faculty recommendations and confer with higher administration officials in regard to final selection and hiring.

4. POLICY FOR HIRING, EVALUATION AND ADVANCEMENT OF NON-TENURE-ELIGIBLE RESEARCH (NTER) FACULTY *(Approved 08/2009)*

Appointments at the ranks of research assistant professor/associate professor/full professor of NTER faculty in the Department of Veterinary Microbiology and Preventive 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 7 regarding the circumstances and conditions related to these positions will be followed in making these appointments and evaluating the individuals who hold them.

C. DEPARTMENTAL FACULTY MEETINGS

- 1. Departmental meetings will be called by the CHAIR.
- 2. At least one meeting will be scheduled each semester. Other meetings may be called at the discretion of the CHAIR or on written request directed to the CHAIR by three or more members of the Department.
- 3. An agenda will normally be provided to each faculty member at least 24 hours prior to any meeting.
- 4. Faculty members of all classifications can attend general Departmental meetings and are encouraged to participate. However, voting privileges are restricted (Section III-D-1).
- 5. Minutes will be recorded for all regular Departmental meetings by a Departmental secretary and made available to the membership.

6. Special Departmental faculty meetings restricted to regular faculty of certain ranks will be called for the purpose of considering promotion and tenure (Section V-B-9) or other personnel matters.

D. VOTING ELIGIBILITY AND PROCEDURES

1. All regular faculty members are eligible to vote on Departmental matters except where restrictions apply. Joint faculty members will have voting rights as indicated in their Letter of Intent. In matters of Departmental policy and administration, the Chair shall not vote unless there is a tie vote. In academic matters, the Chair may vote. (change approved 6/19/2003)

NTER faculty appointments in VMPPM do not have voting rights and privileges on departmental issues. NTER faculty members in VMPPM may serve on a POS Committee as a member or Co-Major professor with full voting rights and privileges. (approved 08/2009)

2. Robert's Rules of Order shall apply to all Departmental faculty meetings. A **quorum** means that greater than 50% of the regular members must be present at the time of voting. Only agenda items may be subject to vote at a meeting.
3. Faculty members may confer a **proxy** voting right upon another member; this must be written and no member may hold more than two proxies at any particular meeting. Absent faculty members must inform the CHAIR in writing of their desire to participate in proxy voting. Instead of a proxy, **absentee** voting will be allowed when a motion is included in the written agenda and the motion is not amended at the meeting. Absentee votes will be submitted to the CHAIR in writing prior to the meeting.
4. In a meeting, a **majority** shall be greater than 50% of the members in attendance who are eligible to vote plus proxies submitted. In mail ballots, a majority shall be greater than 50% of the voting members.
5. The CHAIR shall conduct the vote. Any matter may be brought to a vote if requested by a member and placed on a written agenda. A voice vote will be taken unless a show of hands or a written ballot is requested. Votes may be taken by a quorum at a meeting or referred to a written, mail ballot.

E. COMMITTEES

1. **Standing Committees** will be appointed by the CHAIR with a representative number and mix of disciplines to facilitate the work of the committee. The CHAIR may serve on committees only as a non-voting ex-officio member. Standing committees will include:
 - a. **Curriculum.** This Committee will be charged with planning and evaluating curriculum and will be advisory to the CHAIR and Departmental faculty. Consideration of curriculum changes may be initiated by the Committee or at the request of individual faculty members. Recommendations of the Committee will be presented as an agenda item at a Departmental meeting for a vote of the members. The Committee will also be advisory to the CHAIR in the assignment of teaching responsibilities for course offerings within the Department. The Departmental representative on the Curriculum Committee of the College Veterinary Medicine will work closely with this committee.

- b. **Graduate Education Committee.** The CHAIR, in consultation with the DOGE, will appoint the members of the Graduate Education Committee. The DOGE will serve as Chair of this Committee. The Committee will have responsibility for coordination of the graduate program, maintenance of standards and review of graduate student progress.
 - 1) *Recruitment-Graduate Admissions Sub Committee* will be appointed by the DOGE. This Sub Committee will have responsibility for reviewing graduate student applications and recommending action on admission. The Committee will make recommendations to the CHAIR on the assignment of Departmental assistantships.
 - c. **Seminar and Lectureship Committee.** This Committee will be responsible for planning and scheduling seminars and guest lectures.
 - d. **Promotion and Tenure Committee.** This Committee will have responsibility for reviewing faculty members for promotion and tenure and making appropriate recommendations to the CHAIR and membership of the Department (Section V-B).
2. **Ad hoc Committees** may be appointed by the CHAIR as required.

IV. EVALUATION AND GRIEVANCE

- A. The Position Responsibility Statement of a faculty member will be a central component of each evaluation of a faculty member's performance or function, as described in the ISU Faculty Handbook.
- B. All regular, joint and adjunct faculty members are subject to review for academic performance by the CHAIR each year. The CHAIR will insure that all faculty members are apprized of their functions, responsibilities and performance at least once each year.
- C. Any grievance on the part of a faculty member shall be initially brought to the attention of the CHAIR. Grievances unresolved at the Departmental level will follow the University process as outlined in the Faculty Handbook.

V. ADMINISTRATOR REVIEW

- A. Faculty of the Department will be given the opportunity to evaluate the administrative and scholarly performance of the CHAIR each year. Members of the P & T Committee will meet and prepare an evaluation form to be submitted to regular members of the faculty. Completed forms shall be returned to the Committee which will submit a summary document to the CHAIR. A copy of the summary document will be forwarded to the Dean of the College of Veterinary Medicine.
- B. The CHAIR will also be evaluated in the Post Tenure Review Process. In this case the Dean assumes the responsibilities normally performed by the CHAIR in this review.

VI. PROMOTION AND TENURE (March 1, 1999)

Criteria for promotion and granting of tenure are specified in the *University Faculty Handbook*, and the College of Veterinary Medicine Promotion and Tenure Document. These documents also specify certain procedural details of the review and nomination processes at the departmental, college and university levels.

A. APPLICATION

Promotion and tenure applies to regular members while promotion only applies to adjunct or collaborator members of the Department. Assignment of rank for affiliate, temporary, or visiting members will be made by the CHAIR on recommendation of the Promotion and Tenure Committee.

B. PROMOTION AND TENURE COMMITTEE

1. The Department shall have a standing Promotion and Tenure Committee. The committee will be appointed by the CHAIR. The CHAIR may serve on this committee only as a non-voting ex-officio member.
2. If a candidate for promotion and/or tenure considers that a member of the Promotion and Tenure Committee holds a conflict of interest with their evaluation, the CHAIR, so informed, shall resolve the conflict.

C. PRELIMINARY REVIEW OF PROBATIONARY FACULTY [revised 11/14/07]

Probationary faculty will be reviewed by the Department Promotion and Tenure Committee in the third year of their appointment. The purpose of the review is two-fold. First and foremost it will provide probationary faculty with constructive and developmental feedback to facilitate their progress in achieving promotion and tenure. Secondly the review will assist the Chair in the decision to reappoint the faculty member during the probationary period. This review will be conducted in accordance with the guidelines described in Chapter 5, Section 5.1.1.3 of the ISU Faculty Handbook. The review will be based on departmental criteria and standards used for promotion and / or tenure. Additional reviews may be conducted at the discretion of the department.

D. EXTERNAL PEER REVIEW

Candidates for promotion and/or tenure shall have external reviews as part of their documentation. External reviews shall be solicited from sources outside the Department. The external reviewers may be from other departments at Iowa State University, other comparable institutions, or other sources as deemed appropriate and based on the candidate's Position Responsibility Statement. Candidates involved in preliminary review will not be evaluated by external peer reviewers.

E. PROCEDURE

The following guidelines and procedure will be used for evaluation and decision making:

1. Criteria for promotion and/or tenure at all academic ranks will be those specified by the University in the *Faculty Handbook* and policies of the College of Veterinary Medicine. An additional criterion that will be given consideration is the overall contribution of the faculty member to achievement of the mission of the Department. Accomplishments and attainments while at the current rank will be a major consideration.

2. The process for promotion and/or tenure for faculty members eligible for consideration will begin by May 1 of each year, and is described in the time schedule for Promotion & Tenure (Appendix A of this document).
3. All faculty members eligible for preliminary review, promotion and/or tenure will be notified in writing by the CHAIR that review is forthcoming. The notification should include a listing of required information or documentation, as shown in Appendix A of this document. Candidates should respond to this invitation to be considered either in the positive or negative. Individuals declining consideration should indicate the basis for their decision. In instances where preliminary review or promotion and tenure decisions are mandatory for an individual on probationary appointment, credentials and documentation will be requested from the individual for review by the Promotion and Tenure Committee.
4. Candidates responding in the affirmative should provide the CHAIR with all relevant information (credentials, documentation) and a listing of three references, i.e., names of individuals that would provide an external peer evaluation. The CHAIR will review the documentation with the candidate to insure completeness and accuracy.
5. The CHAIR will inform the Promotion and Tenure Committee of faculty members desiring consideration. The Committee will meet, conduct an informal review of all faculty members eligible for preliminary review, promotion and/or tenure, and may recommend that certain faculty members not requesting review be encouraged to submit credentials for evaluation.
6. Special circumstances may dictate that an extension of the probationary period for the granting of tenure to a faculty member should be considered. The circumstances allowable, and the procedures to follow will be those indicated in the *Faculty Handbook*. The affected faculty member needs to present to the CHAIR a written request for such consideration at least one year prior to the due date for mandatory submission of tenure review documentation.
7. The CHAIR will secure letters of external review. External reviews shall be solicited from three to six qualified individuals, with at least one of the reviewers being chosen by the candidate and at least one by the CHAIR. A copy of the candidate's complete credentials will be sent to the external reviewers to aid in evaluation. The reviewer shall be asked to be specific and to comment on particular aspects of the candidate's scholarly contributions and their impact on the discipline or cross-disciplinary area as well as to compare the candidate with others at the same stage of their careers. The names of the external reviewers and the verbatim content of their reports shall not be made available to the candidate. In solicitation of external reviews, it shall be stated that "the contents of the reviews are regarded by the University as confidential to the extent permitted by law and shall be released only to those individuals who are authorized to review and make recommendations on the candidate". The letter soliciting reviews should also state that "all accomplishments and credentials of a candidate are considered at Iowa State University in making a decision on promotion and/or tenure, but primary weight is given to accomplishments and attainments while in the current rank". All external reviews received by the Department shall become part of the documentation of the candidate. The original reviews shall be forwarded with the documentation for College review and beyond, and will be retained by the Office of the Provost. Any copies made of external reviews shall be handled with the same confidentiality as original reviews, and destroyed after it is evident that no appeal is forthcoming.

8. The CHAIR will provide all pertinent information including letters from external reviewers to the Promotion and Tenure Committee.
9. The Promotion and Tenure Committee will evaluate the credentials of the candidates and report Committee recommendations to the CHAIR. This report will include voting results.
10. The Promotion and Tenure Committee will report to the CHAIR on its recommendations regarding candidates undergoing preliminary review. A vote by the Departmental faculty will not be required in these instances.
11. The Promotion and Tenure Committee report will be considered at special Departmental faculty meetings attended by members eligible to vote. All regular members will vote by written ballot in the following categories of promotion:
 - a. Instructor to assistant professor--all regular faculty of professorial rank.
 - b. Assistant to associate professor--all associate and full professors.
 - c. Associate to full professor--all full professors.
12. Votes taken by the Promotion and Tenure Committee and by the faculty shall be recorded as the actual count, and include the number eligible to vote, the number voting positively, the number voting negatively, and the number abstaining.
13. Each voting-eligible faculty member will have opportunity to cast a single vote on each Promotion and/or Tenure decision. Faculty that are members of the Promotion and Tenure Committee will issue their vote in the Committee. A faculty member representing the departmental faculty in the College Promotion and Tenure Committee will vote with the departmental faculty since he/she will be excused from voting at the College level.
14. The report of the Promotion and Tenure Committee, a report of the vote of the faculty and the CHAIR's recommendations will be forwarded to the Dean of Veterinary Medicine.
15. Candidates for promotion and/or tenure shall have the right to review factual information in their dossier as specified in the College of Veterinary Medicine Promotion and Tenure Document.

VII. POST TENURE REVIEW

- A.** Tenured regular faculty of the Department of Veterinary Microbiology and Preventive Medicine shall be reviewed periodically for each member's performance in the areas of teaching, research/creative activities, extension/professional practice, and institutional service. This review will take into account the faculty's position responsibility statement, and prior assignment of duties. The purpose of the review shall be to encourage creative renewal of the faculty member being reviewed while respecting the right to exercise personal choice over scholarly activities pursued. The first post-tenure review of a faculty member will occur five years after the granting of tenure, and subsequent reviews will be scheduled every 7 years, unless the faculty member affected requests an earlier review.
- B.** Faculty to be reviewed will be notified by April 1 of the calendar year in which they will

be reviewed. An ad-hoc review committee of 3 members will be formed by May 1. The composition of the committee will be decided by the CHAIR in consultation with the faculty member under review. Any regular faculty member at the same or higher rank of the faculty member being reviewed can act as reviewer. The review committee will receive documentation from the faculty member under review on Oct 1, will compile any other information it deems necessary, meet with the faculty member to further identify areas and means of enhancing scholarly performance, and will issue its recommendations within 2 months of initiating deliberations.

- C.** The primary elements of the review will be a brief summary of principal achievements prepared by the faculty member, a compilation of annual review forms submitted during the period leading up to the review, and a current CV.
- D.** The materials compiled and the committee's recommendations will be considered confidential to the extent permitted by law and shall be released only to those individuals who are authorized to review and make recommendations on the faculty member under review.
- E.** The CHAIR will receive the recommendations from the review committee and share these with the faculty member. The faculty member may submit a written response to be appended to the report. The review committee may revise its report in light of the faculty members' response.
- F.** The CHAIR and faculty member being reviewed will determine the course of action to be taken in response to the post-tenure review report. A written summary of the proposed action agreement must be prepared by the CHAIR and will become part of the post-tenure review documents. This action agreement will be considered in the CHAIR's annual reviews of faculty performance and subsequent post-tenure review proceedings.

VIII. RECORDS

- A.** All records of proceedings and actions of the Department shall be retained in Departmental files, as specified in the University Records Management Guide.

Appendix A. Time Schedule for Promotion & Tenure (P&T)

If a due date falls on a weekend or holiday, the due date is the following work day.

- May 1
- Faculty members eligible for P&T consideration are notified by the CHAIR of the time schedule for applications for the next academic year.
 - General announcement to the faculty regarding P&T.
 - Provision of copies of P&T Procedures in the Department Governance Document as well as College and University Documents to those wanting them. Copy of the Position Responsibility Statement for the faculty member will also be included.
- Sept 1
- Announcement is made to the faculty regarding P&T.
 - Letters are sent to faculty members eligible for promotion with or without tenure by the CHAIR. Recipients should respond positive or negative. P&T documents are made available to those requesting them.
- Oct 1
- Faculty members who wish to be considered should submit their credentials and suggestions for 3 external references. The CHAIR may solicit additional names of potential external reviewers from the members of the P&T Committee.
- Oct 10
- Requests for letters of reference will be sent by the CHAIR to 3-6 external reviewers.
- Nov 20
- Faculty applications with letters of reference and Position Responsibility Statements will be turned over to the P&T Committee by the CHAIR.
- Nov 20-30
- P&T Committee deliberates and makes recommendation in writing to the CHAIR in regards to eligible faculty members applying or not applying for promotion and/or tenure.
- Dec 1
- Materials for P&T and recommendations of the committee will be placed for review by the Departmental faculty.
- Dec 3
- Departmental vote will be taken by secret ballot on P&T Committee recommendations, according to faculty eligibility to vote.
- Dec 4
- The CHAIR submits to the Dean in writing the application package of each applicant, the P&T Committee report, the vote of the faculty and the CHAIR's recommendations.

Amendment to the VMPM Governance Document

(Approved: Faculty Meeting June 19, 2003)

Re: Appointing faculty to the following faculty categories: Affiliate, Adjunct, Collaborators, Visiting

Overview:

Candidates who have applied to be affiliate faculty, adjunct faculty (except adjunct instructors), collaborating faculty or visiting faculty will be initially reviewed by the Departmental Promotions and Tenure Committee and subsequently voted on by the regular VMPM Faculty. Successful candidates will have term appointments in accordance with the faculty handbook. Individuals whose appointment has expired can apply for reappointment.

Procedure:

The procedures for persons making application are as follows:

- A. The applicant informs the VMPM Chair in writing of his / her desire to be considered and specifies the type of faculty appointment they are interested in.
- B. The Chair will respond in writing to the applicant and inform them as to the appropriate type of faculty appointment and instruct them to submit a current CV and a letter indicating the reasons they are interested in the appointment and how they will contribute to the mission of the department.
- C. The Chair will forward the information received from the candidate to the VMPM P&T committee. The P&T committee will review the applicant's information and make a recommendation to the departmental faculty. This recommendation will include a proposed academic rank and term of appointment (see below).
- D. The application will be subsequently discussed at the next scheduled regular faculty meeting and the P&T committee will make appropriate changes.
- E. Following the faculty meeting, a written or electronic ballot will be distributed to regular VMPM faculty members (i.e. tenured and tenure-track faculty). An acceptance is when a quorum (i.e. >50%) of the regular VMPM faculty vote and there is a majority (i.e. >50%) in favor.
- F. The Chair of the Department informs the applicant of the faculty decision in writing.

Terms of appointments and renewal:

1. Terms of appointment may begin at any time of the year.
2. Terms will end on June 30th of the year following the term year (Examples: #1 one-year term appointed on December 15, 2004, term expires June 30, 2006; #2 two-year term appointed August 1, 2005, expires June 30, 2008).
3. The P&T committee will recommend a term in accordance with the faculty handbook.
4. Renewal terms will begin on July 1st succeeding the June 30th expiration date.

5. Renewal procedure:

- a. At the beginning of the new academic year (i.e. fall semester) the P&T committee will be charged with reviewing all Affiliate, Adjunct, Collaborator and Visiting faculty appointments whose terms expire the next June 30th.
- b. The P&T committee will present to the VMPM faculty at a regularly scheduled faculty meeting before December 31st, the entire list of faculty whose terms expire and a recommendation of those faculty that will be invited for renewal. For those faculty that are being invited to reapply, they will recommend a term and faculty rank.
- c. The faculty will provide a consensus approval (i.e. a voice vote will be conducted of those faculty in attendance) of those candidates that are being invited to reapply (i.e. renewal) at the faculty meeting.
- d. Within two weeks following the faculty meeting, the VMPM Chair will inform (in writing) those that are being invited to renew their terms that they are being invited to reapply. This action of the VMPM Chair will initiate the application procedures as stated above beginning at letter B.
- e. If there is no recommendation from the P&T committee to invite those with expiring terms to reapply, then the terms expire and no further action will be needed or taken.
- f. Following the expiration of a term, a candidate can elect to apply at any time following the procedures provided above.