

# GOVERNANCE DOCUMENT

*July 1999*

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*Amended June 2, 2007*

*Amended September 7, 2007*

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*Revised August 2009*

*Revised April 2019*

## 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 or electronic (e.g., email) 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.

#### **Core Values**

VMPM embraces efforts to enhance diversity, equity, and inclusion in order to cultivate the ISU Experience where all faculty, staff, students, and visitors are safe and feel welcomed, supported, included, and valued by the university and each other.

### 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. Maintenance of the academic strength of professional and graduate programs
  - b. Articulating and enhancing the research mission of the department.
  - 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 adhere to the appointment types, policies and procedures as described in the University Faculty Handbook and College Governance Document regarding appointment of departmental faculty. Tenured and tenure-eligible appointments as well as Term Faculty appointments will be considered. Affiliate faculty also will be considered. Affiliate members are not employees of the university. Usually these are part-time appointments to persons who provide academic service to the university in furtherance of the research or graduate education mission of the university. Faculty rank will reflect scholarly qualifications equivalent to those of similar rank in the department. Recommendation for appointment and rank will come from within VMPM and must be approved by the faculty (majority vote), department chair and dean. Appointments may be made for a term of up to 5 years with renewal possible.
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, undergraduate, 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 review student evaluations of each course that they teach following each term and discuss these with the Department Chair during their annual review or before if warranted. 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 disciplines of the departmental faculty and related fields.

Research and creative scholarship may include 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 and producer groups (i.e., stakeholders) when appropriate, 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 may include professional service to clients of Iowa State University. These services may 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,

and efficient 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. Discussion will include the title(s) (tenure-track vs. term faculty position) and rank(s) of the candidate pool for consideration. Approval for filling the position will be obtained from the CVM Cabinet and/or Dean.
- b. The CHAIR shall appoint and advise a properly composed 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, including proposed title(s) and rank(s), to be filled shall be prepared by the Committee together with the CHAIR and endorsed by the faculty. The position description and all interview and hiring practices must be in alignment with policies of ISU Human Resources.
- 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 and Human Resources in regard to final selection and hiring.

### **4. POLICY FOR HIRING TERM FACULTY**

Appointments of term faculty are to be consistent with College of Veterinary Medicine and Iowa State University policy. Under all circumstances, the criteria outlined in the *Faculty Handbook* and the *CVM Governance Document* 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. Meetings will be held on a regular basis (e.g., monthly) during the academic year but at least two meetings 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 appointments may 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. As members of the general faculty, all term faculty and tenure track faculty have full rights of academic freedom and participation in shared governance in matters that pertain broadly to the Department. All regular faculty members are eligible to vote on Departmental matters except where restrictions apply. Term faculty appointments in VMPPM have voting rights and privileges restricted to relevant departmental issues such as research and teaching. Term faculty members in VMPPM may serve on a POS Committee as a member or Co-Major professor with full voting rights and privileges. (See Faculty Handbook 3.3.2). 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)
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, electronic, mail, or email 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. **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 VI-E).
  - d. **Advancement Committee.** This Committee will be composed of the members of the Departmental P&T Committee plus one or more term faculty appointed by the CHAIR. This Committee may include one or more term faculty from other CVM departments due to the low number of term appointments in VMPM. The Committee will have responsibility for recommending advancement of term faculty and affiliate faculty members of the Department.
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, term, 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 apprised of their functions, responsibilities (i.e., benchmarks), 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 every five years. 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 is exempt from Post-Tenure Review Process. In this case, the Dean assumes the responsibilities to annually evaluate the CHAIR.

### ***Departmental Review of Chair***

#### **1. Purpose of the Review**

Department chairs are appointed by the dean with the approval of the provost. Administrative performance of department chairs is subject to recurrent formal comprehensive review at intervals not to exceed 5 years unless indicated by the dean.

The purpose of the review is to evaluate how the chair is fulfilling his/her role and responsibilities and to provide feedback for improvement in leading the unit. A review for a department chair, who is being considered for continuation, should take place in the penultimate year of the appointment or at least no later than the beginning of the final year of the appointment.

#### **2. Review Committee**

Reappointment of the Department Chair will include an evaluation by a departmental committee as described in the ISU Faculty Handbook. This committee will be comprised of all full professors in the department. The Chair of this committee will be appointed by the Dean of the College. The committee chair will be responsible for convening committee meetings, and compiling an evaluative report reflecting the strengths, weaknesses, and overall effectiveness of the Department Chair as perceived by the faculty and staff of the Department. The methodology used in the evaluation process will be decided by the committee at its first meeting. The committee will solicit and compile input from all Departmental faculty and staff in their final report to the Dean. This report may also include; a) self-evaluation by the Chair that focuses on the Chair's contributions in learning, discovery, engagement and university service, and b) input by faculty and administrators familiar with but not members of the Department.

## **VI. ADVANCEMENT (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**

1. Promotion and tenure applies to tenure track members while advancement only applies to term faculty or affiliate faculty members of the Department.

#### **B. EXTERNAL PEER REVIEW of TENURE-TRACK FACULTY**

Candidates for promotion and/or tenure shall have external reviews as part of their documentation in accordance with the University Handbook. External reviews shall be solicited from sources outside the Department. One external reviewer may be from another department at Iowa State University. The remainder of external reviewers must be from 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.

#### **C. PROCEDURES for REVIEW of TENURE-TRACK FACULTY (P&T DOCUMENT)**

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 – make sure this is up to date).
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 up to six qualified individuals, with at least one of the reviewers being chosen from a list provided 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. In matters of advancement of tenure track faculty, term faculty are excluded from voting. All tenure-track members will vote by written ballot in the following categories of promotion:
  - a. Instructor to assistant professor--all tenure-track faculty of professorial rank.
  - b. Assistant to associate professor--all associate professors with tenure and all tenured professors.
  - c. Associate to full professor--all tenured 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. 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

**D. POLICY FOR EVALUATION AND ADVANCEMENT OF TERM, AFFILIATE, TEMPORARY AND VISITING FACULTY**

1. Term faculty appointments are limited term, full or part-time renewable appointments that are subject to approval by the department, college, and provost. Evaluation, and advancement of term faculty (Teaching, Clinical, Professional, and Research Tracks) will follow the policies set forth in Section 6 of the CVM Governance Document.
2. Assignment of rank for affiliate, temporary, or visiting members will be made by the CHAIR on recommendation of the Advancement Committee.

**E. ADVANCEMENT COMMITTEE**

1. The Department Advancement Committee will be appointed by the CHAIR in accordance with the University Faculty Handbook (section 5) and as described in section III. D of this document). The CHAIR may serve on this committee only as a non-voting ex-officio member. Additional committee members may be appointed by the CHAIR during years when large numbers of affiliate faculty are reviewed.
2. The Department will have one member appointed to the College Advancement of Term Faculty Review Committee in accordance with section 6.5.1.1.6 of the CVM Governance Document. The VMPM voting faculty will elect a minimum of two faculty at the rank of professor of either tenure track or term appointment as candidates to serve on the college committee. The Dean will appoint one of the elected candidates to the committee. The departmental committee member will be appointed for a three-year term. The departmental committee member may be re-elected and re-appointed for no more than one additional consecutive term after which they may not be reappointed to the committee for a period of three years.

**E. 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.

## F. NEW FACULTY MENTORS

All new faculty at the assistant or associate level shall be appointed one or two faculty as mentors. The mentor(s) will be appointed by the department Chair. They will have the responsibility to periodically meet with and advise the new faculty member on issues related to advancement.

## 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 as described in the ISU Faculty Handbook (see 5.3.4). This review will take into account the faculty's position responsibility statement (PRS), 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 VMPM Associate Professor will occur five years after the granting of tenure as a **means to gauge their trajectory toward promotion to Professor**. Subsequent reviews will be scheduled every 7 years, unless the faculty member requests an earlier review as described in the ISU Faculty Handbook (5.3.4.1). The requested review will not occur sooner than five years after the previous post-tenure review. A post-tenure review will also be conducted during the year following two consecutive unsatisfactory annual reviews independent of the 7 year time line.
- B. Faculty to be reviewed will be notified during their annual review of the calendar year prior to the scheduled post-tenure review (see time line below). An ad-hoc review committee of 2 to 3 members will be formed in the year of the review by March 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; a) receive documentation from the faculty member under review by March 15, b) compile additional information it deems necessary, and c) meet with the faculty member to discuss scholarly performance and identify any areas in need of improvement. The committee will also suggest means of enhancing scholarly performance as necessary. The committee will compile a report of its findings and recommendations and submit it to the CHAIR by April 30. If the faculty member's performance is deemed meeting expectations or superior, the CHAIR will discuss the report with the faculty member and prepare a report to be shared with the DEAN along with the review materials. The final report will be submitted to the Provost's Office prior to May 1 of the next Academic year.

As described in the ISU Faculty Handbook (5.3.4.2), if a faculty member's performance is deemed "below expectations" in any area of the PRS, the faculty member will work with the CHAIR and the chair of the review committee to develop a detailed action plan to improve performance. The agreed upon action plan will be completed prior to October 1 and will be signed by the faculty member, departmental chair, and review committee chair. This action plan MUST be in place prior to the next annual review as described in the ISU Faculty Handbook (5.3.4.2 and 7.2.2.5.1). The final report will be submitted to the Provost Office prior to May 1.

- C. The primary elements of the review will be a brief summary of principal achievements prepared by the faculty member, the previous 5 to 7 years annual review forms submitted 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. The reviewed faculty member will be provided a copy of the peer-review report. Any grievances will be handled in accordance with the Faculty Handbook. In cases where deficiencies are identified, a written summary of the proposed action plan must be prepared by the CHAIR and will become part of the post-tenure review documents. This action plan will be considered in the CHAIR's annual reviews of faculty member's performance and subsequent post-tenure review proceedings. Action plans need to be provided by the May 1.
- G. Schedule for performance of a post-tenure review  
Notification by January 15 in the year of the scheduled review  
Review Committee formed by March 1 in the year of the scheduled review.  
Review Materials provided by March 15 in the year of the scheduled review  
Review completed by April 30 in the year of the scheduled review.  
Action plan completed by October 15 following the peer review.  
Chair's report submitted to the Office of the Dean by November 15 following the peer review.  
Final report submitted to the Office Provost's Office by May 1 of the following year.

## **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)

**CVM Time Schedule for Promotion & Tenure (P&T)**

Please refer to the Provost website at

<http://www.provost.iastate.edu/faculty-and-staff-resources/advancement>

Updated March 13, 2018

**Note: This timeline is subject to change if changes occur at the University level. Some departments within the college may have additional deadlines, some of which may be earlier.**

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

**May 1**

- Reminder by the Chair of upcoming deadline to Faculty members eligible for P&T consideration and the time schedule for applications for the next academic year.

**June 1**

- Deadline for faculty to notify the Chair in writing of their intention to submit an application for promotion and/or tenure.

**Throughout June**

- Provision of copies of P&T Policies and Procedures from the department and college governance documents, ISU Faculty Handbook and other sources.
- Faculty provide names of at least three potential external reviewers to the Department Chair. The Chair identifies additional external peer reviewers.
- The faculty member works with the Chair to prepare materials (Tab 1, Tab 2, examples of scholarship etc...) to be sent to external reviewers.

**August**

- Faculty members submit their completed promotion and tenure vita, faculty portfolio and current and prior position responsibility statements and supplementary materials to the Department Chair.
- P&T packets and instructions are sent to external peer reviewers.

**October**

- Faculty applications with letters of reference and Position Responsibility Statements are turned over to the P&T Committee by the Department Chair
- Departmental P&T Committee meets

**November 1-10**

- Departmental P&T Committees votes on candidates for P&T.
- The departmental P&T Committee summarizes the results and prepares recommendation in writing for review by the department P&T committee.
- The department P&T Committee Chair composes the letter to the Department Chair that summarizes the votes and outcome for each candidate. The letter is reviewed and approved by the committee prior to submission of the final draft to the Department Chair.

**November 13**

- Department P&T Committee Chair turns in finalized committee recommendations and all P&T materials to the Department Chair.

**November 20**

- Department Chair submits the P&T package to the Dean for each applicant, the P&T Committee report, the outcome of the vote of the faculty, and the Department Chair's recommendations.

**November 23-27**

- CVM Committee meets and receives packets to begin review

**December 7-11**

- CVM Committee meets and completes their assessment and letters on each candidate.

**December 15**

- CVM P&T Committee sends completed packets with assessment letters to CVM Dean

**December 15 – January 15**

- CVM Dean reviews the P&T packets for each applicant, the P&T Committee report, the outcome of the vote of the faculty, the Department Chair's recommendations and the CVM P&T Committee assessment and prepares recommendations for the Provost.

**January 15**

- Materials due in Provost office

**Amendment to the VMPM Governance Document**

(Approved: Faculty Meeting June 19, 2003)

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

**Overview:**

Candidates who have applied to be affiliate faculty, adjunct faculty (except adjunct instructors), or visiting faculty will be initially reviewed by the Departmental Advancement 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 Advancement Committee. The Advancement 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 Advancement 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 30<sup>th</sup> of the year following the term year (Examples: #1 one-year term appointed on December 15, 2014, term expires June 30, 2016; #2 two-year term appointed August 1, 2015 , expires June 30, 2018).
3. The Advancement Committee will recommend a term in accordance with the faculty handbook.
4. Renewal terms will begin on July 1<sup>st</sup> succeeding the June 30<sup>th</sup> expiration date.
5. Renewal procedure:
  - a. At the beginning of the new academic year (i.e. fall semester) the Advancement Committee will be charged with reviewing all Affiliate, Adjunct, and Visiting faculty appointments whose terms expire the next June 30<sup>th</sup>.
  - b. The Advancement Committee will present to the VMPPM faculty at a regularly scheduled faculty meeting before December 31<sup>st</sup>, 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 VMPPM 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 VMPPM Chair will initiate the application procedures as stated above beginning at letter B.
  - e. If there is no recommendation from the Advancement 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.