

# **Governance Document**

**Department of Biomedical Sciences**

**College of Veterinary Medicine**

**Iowa State University**

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## **I. Introduction**

The purpose of this document is to establish rules of governance that will make maximal faculty participation possible in the departmental governance process. The success and smooth functioning of a department depend on effective communication and interaction between the departmental administration and faculty. Departmental governance consists largely of promoting the widest and most effective participation of faculty possible in the departmental decision-making process. Such participation is best achieved through the traditional democratic machinery of open discussion, committee participation, and consensus as is necessary to effectively govern the Department. Therefore, faculty members play a vital role in planning, recommending, and implementing the rules and policies of the Department. The faculty also advise and assist the Department Chair in performing the responsibilities and in carrying out the mission of the Department.

It should be duly noted that this preamble is not a binding part of the governance document.

## **II. Governance Structure**

- A. Mission.** The mission of the department is to follow a steady, continuous path of improvement, learning, and investigation that leads to knowledge in the Biomedical Sciences and the spread of that knowledge to those in animal, human and environmental health supporting the mission of Iowa State University and the College of Veterinary Medicine.
- B. Governance Domain and Structure.** This document establishes the procedures for governance of the Department of Biomedical Sciences. This document is supplementary and subordinate to the rules and practices of the College of Veterinary Medicine, the Graduate College, the University administration, and actions of the State Board of Regents. Other documents that pertain to departmental governance include the ISU Office Procedure Guide, the ISU Faculty Handbook, the ISU Graduate Faculty Handbook, and the ISU Information Handbook.
- C. Modification.** Adoption of, or changes in, this document shall require an affirmative vote by two-thirds of eligible voting faculty members (Section III A).

## **III. Faculty Membership and Voting Rights**

- A.** A voting faculty member shall be defined as a tenured, tenure-eligible, or term faculty member (including Professional and Scientific term faculty members and those taking graduate work). Excluded from voting are Affiliate members, Collaborators, Visiting Professors, Residents, TAs and RAs.
- B.** Non-voting faculty will be entitled to participate in departmental faculty meetings by consent of a majority of voting faculty present.
- C.** The Department Chair is the Chairperson of the faculty.
- D.** The appointment, annual review, renewal/non-renewal, and advancement of all tenure, tenure-eligible, and term faculty members shall follow the procedure set forth in the CVM Governance Document and ISU Faculty Handbook.

- E. **Minimum Qualification:** As a major land grant university, ISU maintains high standards for the qualifications of individuals hired as faculty members. Candidates for faculty positions are expected to have outstanding qualifications. Normally these will include the highest / terminal academic degree in the discipline (e.g. Ph.D., D.V.M, M.D.).

#### **IV. Role of the Department Chair**

- A. The Department Chair is responsible for administering the Department and for providing leadership. These responsibilities include but are not limited to:
  - 1. Directing the work of the Department in a fair, equitable, and open manner.
  - 2. Seeking input from the faculty concerning important departmental matters.
  - 3. Delegating work to committees and faculty when appropriate.
  - 4. Maintaining the academic strength of undergraduate, professional and graduate programs.
  - 5. Generally supervising students, staff, and faculty in the Department.
  - 6. Calling the faculty together to either disseminate information or ask for advice concerning Department, College, or University business.
  - 7. Conducting/facilitating preliminary tenure review of BMS faculty.
  - 8. Participating in the recruitment of BMS faculty. The Department Chair shall serve as an ex-officio non-voting member of the Search Committee. However, as detailed elsewhere in this document, the Chair will recuse himself/herself from the meeting(s) during which the Committee Report is formulated.
  - 9. Initiating the BMS P & T process.
  - 10. Publishing BMS committee assignments yearly.
- B. The Department Chair shall agree to carefully consider the recommendations of departmental committees and to determine, with further discussion with the faculty if necessary, to act or not to act on the recommendations.

#### **V. Faculty Meetings and Voting Procedures**

- A. Unless specified elsewhere in this document, all procedural matters shall be conducted according to Robert's Rules of Order. The Department shall maintain a copy of the latest edition of the Robert's Rules of Order.
- B. Faculty action shall be taken at a properly convened departmental faculty meeting. This faculty meeting shall be conducted by the Department Chair for any of the following reasons: (1) at the discretion of the Department Chair, or (2) at the request of the Chairperson of any standing committees, or (3) at the request of three faculty members for discussion of any urgent issues. For reasons (2) or (3) above, the Department Chair will be required to call such a meeting within ten (10) working days of receiving a written request for such a meeting.
- C. Written announcements of an official departmental meeting, together with the agenda for the meeting, shall be distributed to the faculty at least three work days before the meeting. If a vote concerning Department, College or University matters is to be taken, notice of such vote shall be included in the agenda.

- D. Official faculty action can only be taken at a properly convened departmental faculty meeting. Votes on issues at a departmental faculty meeting shall be decided by a majority of those present. A quorum of 50% of voting faculty is necessary on all matters requiring a vote, except as specified in other sections of this document. When a quorum is not present at a faculty meeting, voting shall be carried out by written mail ballot. A representative of the BMS Governance Committee shall count written ballots.
- E. Any member of the faculty can request a secret written ballot on any vote to be taken. Best practice is for secret ballot to be used for votes on advancement.
- F. By consent of the simple majority of those members present, on occasion absentee ballots could be accepted from faculty members with a legitimate reason for not attending the meeting. 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 Department Chair in writing before the meeting.
- G. Voting by proxy will not be allowed.
- H. Faculty members may request any matter or item for inclusion on the agenda and a vote, if desired.
- I. This document shall be amended by a two-thirds vote of the members of the eligible voting faculty (Section II A).

**VI. Committee Structure and Responsibilities.** All committees shall be advisory to the Department Chair, and, with the exception of ad hoc search committees, all committee members shall be members of the Biomedical Sciences Department.

**A. BMS Advisory Committee**

Members: Two members shall be appointed by the Department Chair. Normally members serve for three consecutive years. However, the Department Chair could appoint additional member(s) on an ad-hoc basis on certain instances. The committee responsibilities shall be to:

1. Advise and assist the Department Chair in the running of the Department and on policy matters.
2. Assist in the formal annual productivity appraisal of faculty.
3. Meet regularly to consider and review management of BMS department.

**B. BMS Curriculum Committee (Professional and Undergraduate Education)**

Members: Three members, with two elected by faculty, one appointed by the Department Chair. Normally members shall serve no longer than three consecutive years. One member shall be replaced each year by election prior to April 30. Committee responsibilities shall be to:

1. Elect a Chairperson.
2. Review and assess the BMS Professional and Undergraduate curriculum annually and recommend changes to faculty.
3. Evaluate proposed course and/or curricular changes at the request of individual faculty members.

4. Manage the collection and development of the syllabi, instructional materials, and examination copies.
5. Recommend to the Department Chair the appointment of TAs and evaluate their competence and instructional ability in consultation with the BMS Graduate and Research Committee and instructors-in-charge. Review of TAs will follow regent mandated guidelines found in section 5.6.1 of the ISU Faculty Handbook. The supervision of BMS TAs and the maintenance of teaching proficiency standards are the responsibilities of the BMS department. To that end, departments or programs in which TAs perform their duties will evaluate their teaching proficiency at the end of each academic period. Evaluations of TAs will encompass the following aspects of teaching as mandated by the Regents policy:

- knowledge of the subject material at a level appropriate for the course being taught
- proficiency in oral and written communication in formal and informal instructional settings
- ability to evaluate student performance appropriately
- facility with appropriate instructional materials and equipment

The departmental faculty has the responsibility to mentor and arrange instructional assistance for students who teach. Policies for evaluation need to be developed at that level to ensure both the quality of instruction and the sustained development of the teaching assistants' professional skills.

Written standards and procedures for these evaluations should be developed in a collegial way at the department level and be provided to teaching assistants at the outset of their teaching appointments. Special attention should be paid to ensure that the standards, review procedures, and the evaluations themselves are fully communicated to the teaching assistants involved.

Evaluations should take into account the assistants' knowledge of the subject matter, their ability with written and spoken English, and the social dynamics of the classroom including matters of age, gender, and cultural diversity. Student input will be included in evaluation.

The department chair and program is responsible for the implementation of this policy and for ensuring that adequate standards of teaching proficiency are maintained among departmental teaching assistants.

6. Prepare an annual written report for the faculty by April 30.
7. Department Chair will recommend to the Dean that the Chair of the BMS Curriculum Committee be the departmental representative to the CVM Curriculum Committee.
8. Conduct peer evaluation for renewal of all term teaching faculty appointments. Peer reviews shall take place every three years or at appointment renewal time, whichever is greater. Tenured faculty and term faculty at or above the rank of the faculty member being reviewed are eligible to serve on this committee. If the Committee does not contain the faculty who direct the courses in which the person being reviewed participates, these faculty should be recruited by the Committee and participate in all deliberations related to the evaluation.

### **C. BMS Graduate Education Committee**

Members: Three members, with two elected by faculty, one appointed by the Department Chair. The member appointed by the chair will serve as the BMS Director of Graduate Education (DOGE) and chair the committee. Elected members normally shall serve no longer than three consecutive years. Elected member replacement will be staggered with elections completed prior to April 30. Committee responsibilities shall be to:

1. Develop procedures and materials for graduate student recruitment and procedures for efficient evaluation of applications by appropriate graduate faculty of the department.
2. Advise on the appointment of teaching assistant (TA) positions to support professional, graduate and undergraduate courses. Review TA performance in BMS courses.
3. Initiate and/or review proposed changes in degree requirements for the departmental graduate majors. The Committee will present any proposed changes to the departmental graduate faculty for discussion and vote.
4. Prepare an annual written report for faculty by April 30.
5. Members of the committee will meet annually with every MS with Thesis and PhD student whose home department is listed as BMS. The committee members will ensure the students are making progress and being adequately and appropriately mentored. These meetings will be conducted without the participation of the major professor. Committee members who are also POSC members should not meet with that student.
6. Facilitate graduate student awards and scholarships.
7. Maintain the BMS Graduate Handbook.

### **D. BMS Research Committee**

Members: Three members, with two elected by faculty and one appointed by the Department Chair. Normally members shall serve no longer than three consecutive years. Elected member replacement will be staggered with elections completed prior to April 30. Committee responsibilities shall be to:

1. Elect a Chair. The Department Chair will normally recommend to the Dean that the Chair of the committee serve on the CVM Research Advisory Committee.
2. Develop and oversee initiatives that promote and enhance collaborative departmental research.
3. Establish strategies to increase the visibility of research conducted in BMS and make recommendations to the Departmental Chair.
4. Develop a departmental equipment acquisition strategy and maintenance plan. Work with the BMS Budget Advisory Committee and the Department Chair to determine funding for this plan and administer the expenditure of these funds.
5. Work with the Department Chair and Laboratory Supervisor to help manage departmental laboratory space and the equipment.
6. Prepare an annual written report for faculty by April 30.

#### **E. BMS Safety Committee**

Members: Three members, which shall include the BMS safety officer, the lab supervisor, plus one BMS faculty member appointed by the Department Chair. Normally members shall serve no longer than three consecutive years.

Committee responsibilities shall be to:

1. Elect a Chairperson.
2. Conduct an annual safety audit.
3. Manage and advise the Department Chair of necessary action on safety issues.
4. Prepare an annual written report for faculty by April 30.

#### **F. BMS Awards Committee**

Members: Four members, with two faculty elected by faculty, one staff member elected by staff, and one member appointed by the Department Chair. Committee responsibilities shall be to:

1. Elect a Chairperson.
2. Recommend suitable candidates and the preparation of the necessary materials required for the submission of awards.
3. Prepare an annual written report for the faculty by April 30.
4. Only faculty shall vote on faculty awards.

#### **G. BMS Governance Committee**

Members: Three members, with two elected by the faculty, and one appointed by the Department Chair. Normally members shall serve no longer than three consecutive years. One member shall be replaced each year by election prior to April 30. Committee responsibilities shall be to:

1. Elect a Chairperson.
2. Assist the Department Chair by reviewing and keeping the document current with the College and University.
3. Monitor and oversee proper implementation of all aspects of the document on faculty matters.
4. Hold election of faculty members for appointment to different committees, when needed.
5. Develop an instrument for biannual evaluations of the Department Chair's role of departmental governance in accordance with Section 6.
6. Faculty evaluation of the Department Chair's role in planning, recommending, implementing rules and policies; openness in communication; sharing budgeting information; appointing faculty on departmental, college, and university committees; staffing of BMS courses; TA and RA awards; and timely dissemination of departmental meeting agendas and minutes of the departmental and college Cabinet meetings shall be conducted by the Governance Committee at the end of the second and fourth years of his/her appointment. Normally the College administration evaluates the Department Chair at the end of the fifth year. The Department Chair undergoes annual review by the college administration each year.
7. Prepare an annual written report for the faculty prior to April 30.

#### **H. BMS Budget Advisory Committee**

Members: Three members, with two elected by the faculty, and one appointed by the Department Chair. Normally, members shall serve no longer than three consecutive years. One member shall be replaced each year by election prior to April 30.

1. The Department shall have a Budget Advisory Committee with three members. The Department Chair shall communicate to the committee members annually the department goals, priorities, planning and budget.

2. The committee should elect a Chairperson.
3. The committee and the Department Chair should prepare an annual written report to be communicated to all departmental faculty prior to April 30.

## **VII. Procedures for Recruiting Faculty Positions**

### **A. Tenure and tenure track positions**

1. Prior to the onset of the search, the Chair and the faculty should discuss the priorities of the search.
2. A search committee will be appointed by the Department Chair. An effort should be made to have BMS faculty representation appropriate for the search. For example, if a search is to be focused on recruiting someone in a specific subdiscipline, faculty representing that subdiscipline should be included. If the search is not focused on a specific subdiscipline, there should be a reasonable representation across subdisciplines and ranks. To the extent possible, adequate representation of women and individuals from underrepresented groups should be considered when making the appointments.
3. There should be at least one member of the search committee from another department within the University.
4. The Department Chair will serve as an ex-officio member of the search committee. However, the Chair should recuse himself/herself during the meeting(s) required to formulate the committee's report.
5. The committee should make every effort to conduct the search with significant attention to the issues of inclusion and diversity when considering candidates.
6. The faculty in the Department should be kept well informed regarding the progress of the search and should be given opportunities to provide input. Faculty should be given the opportunity to have individual appointments with each finalist. In addition, the faculty should be asked for comments to the committee before the committee's final report is prepared.
7. The final report of the committee, which is to be presented to the Department Chair upon its completion, should include a list of each candidate's strengths and weaknesses.
8. After receiving the committee's report and having any necessary follow-up meeting(s) with the Committee that may be required for clarification, the Department Chair is to review his/her decision with the faculty and submit the Department's preferred candidate(s) to the Dean of the College.
9. The Department Chair shall work with the Dean's Office and appropriate offices in the University administration to acquire the start up package necessary to recruit the selected individual.
10. If the issue of making the appointment with tenure arises in the course of considering any candidate, tenured faculty at or above the proposed rank of the candidate will vote on the advisability of offering the position with tenure. The vote of the faculty will be conveyed to the Dean and Provost for consideration at their levels.

### **B. Term Faculty Positions**

1. The procedures listed above in Sections VIA(1-7) also will apply to searches for term faculty with the exception that members of the Search Committee need not be appointed from outside the BMS Department.
2. The Search Committee should prepare a report for the Chair as detailed in Section VIA, after which the Chair will proceed as indicated in Section VIA(10).
3. All procedures for hiring term faculty will be in accordance with the CVM Governance Document (section 6.1) and the ISU Faculty Handbook (section 3.1).

- C. Affiliate Faculty.** Consistent with University policy, appointments at the ranks of affiliate assistant, associate and full professor can be made in the Department of Biomedical Sciences. Under all circumstances, the criteria outlined in the Faculty Handbook regarding the circumstances and conditions related to each type of position will be followed in assessing the appropriateness of the appointment. (section 3.3). The following procedure will be used in evaluating candidates for appointments at any of the above ranks, including those who are proposing to move into one of these positions from a different position classification within the University.
1. The faculty member nominating an individual to one of these positions will be responsible for distributing the pertinent CV and letter of application to the voting faculty at least 1 week prior to the meeting at which the candidate is to be considered for the position.
  2. Prior to the meeting at which the candidate is to be considered, the candidate must present a research seminar announced to the Department at least one week prior to the event.
  3. An opportunity will be given to any interested member of the voting faculty to meet with the candidate individually or in a small group prior to the vote.
  4. Following the seminar, the nominating faculty member will be responsible for presenting the candidate to the faculty at the faculty meeting.
  5. Since these are faculty positions with voting privileges in the Department, the faculty will be given an opportunity to vote as to the acceptability of the candidate for this type of position. The Chair must consider this vote in determining whether the non tenure eligible position will be offered to the candidate. The Chair will also consider the written or verbal comments of the nominating faculty member in making the decision.
  6. Positions must be renewed every 5 years.
- D. Visiting Professor positions.** Assignment of rank for visiting faculty will be made by the chair on recommendation of the Promotion and Tenure Committee. Candidates who are being considered for visiting assistant, associate, or full professor rank will be initially reviewed by the Departmental Promotions and Tenure Committee and subsequently voted on by the “voting” BMS faculty members. Successful candidates will have term appointments in accordance with the faculty handbook. Individuals whose appointments have expired can apply for reappointment. At the beginning of a new academic year the P&T committee will be charged with reviewing all visiting professor appointments whose term expires on or before the next June 30.
- E. Joint appointments.** A faculty member may hold an appointment in more than one academic department. Initiation of such an appointment - which may be made either coincidental with, or subsequent to, the individual's original appointment - requires a Letter of Intent signed by the chairs of both departments and the dean or deans of the college(s) involved and the senior vice president and provost. In approving the appointment, the second department should stipulate in writing the role the faculty member will play in that department, including the person's rights with respect to involvement in the governance of the department. One of the departments is designated as the individual's primary department, which is considered to be the faculty member's home department for purposes of evaluation, review and initiating personnel actions. Recommendations for promotion and tenure are initiated and submitted by the faculty member's primary department, with the advice of the secondary department. Ordinarily, the faculty member's tenure is assumed to reside in the primary department only. Joint appointments may involve joint budgeting, but the primary

department may also fund the faculty member's entire salary. In the latter case, the appointment in the secondary department is sometimes referred to as a courtesy appointment. The Position Responsibility Statement should clarify the expectations in each department.

## **VIII. Faculty Review and Evaluation of Tenured and Tenure Track Faculty**

### **A. Annual Review Procedures**

All faculty (tenured, tenure-eligible, term) will be evaluated annually and the evaluation will be based on the faculty member's PRS. Each faculty member will complete the forms required for this purpose by the Department, College and University. This information includes all related evaluation records from courses, publication records, and information regarding grant submission and success rate, and current level of grant support. In addition to any other rank- or appointment- specific aspects of the review, all faculty will be evaluated by the Department Chair, who will prepare a written review that will be shared with the faculty member and then placed in the faculty member's folder. During this process the PRS will be reviewed, and any modifications required will be made with the written consent of the faculty member and the Department Chair.

From the faculty handbook: It is the responsibility of the Department Chair to ensure that the evaluation is finalized in a timely manner and by the university deadline. The faculty member signs the evaluation as an acknowledgement of receipt, not as an endorsement of the evaluation. A faculty member who disagrees with the evaluation may submit a written statement of concerns that will be appended to the evaluation. The faculty member may also appeal the evaluation through the established grievance procedures (FH section 9.1).

Procedures for Mediating PRS Disputes can be found in the Faculty Handbook. When both parties (the faculty member and the Department Chair) agree to the PRS, it will be signed by both parties and dated. However, if one of the parties disagrees with a proposed change to the faculty member's PRS, either party may refer the matter to the PRS Mediation Panel, which will be in place in each department. This panel will consist of three faculty members at equal or higher rank than the faculty member whose PRS is being disputed. Each party shall select one member of the panel. Unless the department decides otherwise, the default policy for selecting the third member will be by faculty election in the department at the beginning of each year. The faculty members selected by the two parties will be selected at the time of the disagreement between those two parties. The party referring the matter to the PRS Mediation Panel will submit to the panel the faculty member's existing PRS, the text of the proposed PRS, an explanation of why the change is being sought/or is not acceptable, and the faculty member's curriculum vita other party should provide a written explanation of why the proposed change is not acceptable/is being sought. The PRS Mediation Panel will review the materials that have been submitted, meet with both parties, deliberate on the issue, and deliver a written opinion in a timely fashion (within two months) on how the disagreement should be resolved. The faculty member and the department chair should then reconsider the matter to see if an agreement can now be reached based on the panel's recommendation. If an agreement between the faculty member and the department chair does not then emerge within ten working days, the matter will be forwarded by the party disagreeing with the proposed change to the faculty member's college where a mechanism, which will be fair and equitable to both parties (e.g., elected group) will be in place for further consideration and resolution. If the issue is not resolved at this level, the matter will be taken to the dean of the college by the party disagreeing with the proposed change. During the time of this mediation process, the existing signed and dated PRS will remain in effect.

## **B. Regulations and Procedures Related to the Promotion and Tenure of Tenured or Tenure-Eligible Faculty**

### **1. Selection of Candidates for Promotion and/or Tenure**

During the spring semester preceding the submission of the application, all faculty eligible for promotion and tenure will be notified by the Department Chair, in writing, of their eligibility for promotion and/or tenure. It is the decision of the faculty member as to whether or not they wish to be considered for promotion and/or tenure, with the exception that a faculty member must be considered if they are in the penultimate year of a probation period.

### **2. Promotion and Tenure Committee Members**

The department Promotion and Tenure Committee shall be composed of all faculty who are senior in rank to the candidates being considered for promotion and/or tenure. The members of the Promotion and Tenure Committee shall select the committee chairperson. Any member of the Committee who is also on the College Promotion and Tenure Committee may vote only once. The Department expects the college representative to vote at the departmental level. Consequently, the college representative will not be able to vote at the college level. However, they will be able to participate in all discussions related to the promotion.

### **3. Procedures for Handling Conflict of Interest in Promotion and/or Tenure Reviews**

Conflicts of interest that arise from faculty members of the department Promotion and Tenure (P & T) Committee will be resolved by the Department Chair. "Conflict of interest" is defined as any financial or other interest which conflicts with the service of a P & T Committee member because it could impair the individual's objectivity or could create an unfair advantage for the candidate. "Bias" relates to views stated or positions taken that arise from a close association with the candidate that could lead to an unfair assessment. No member of any P & T Committee may have a conflict of interest related to the faculty member being reviewed. If the Chair determines that a member of the P & T Committee has a conflict of interest, the Chair will remove the individual from the Committee.

### **4. Conduct of the Review**

The criteria for promotion and tenure will be those specified in the Promotion and Tenure Policy document of the Faculty Handbook and the College of Veterinary Medicine Promotion and Tenure Document. Excellence and competency in research, teaching, professional practice, and service are determined for each faculty member based on his/her work assignments. The Promotion and Tenure Committee will request information from the faculty member under consideration. This information shall be submitted in a standardized format as outlined in the two documents referred to immediately above.

The final decision as to whether or not promotion and/or tenure is recommended is made by secret ballot of the Promotion and Tenure Committee, with a simple majority vote required to forward a positive recommendation. The number of yes and no votes and abstentions is recorded and forwarded along with the Committee's recommendation to the Department Chair. The Department Chair in turn will forward this information along with his/her own recommendation to the College Promotion and Tenure Committee.

Postponement of reviews may occur at the request of the Promotion and Tenure Committee and approval of the Department Chair.

**5. Role of Department Chair in Departmental Promotion and Tenure Process**

The Department Chair shall follow the procedures outlined in the College of Veterinary Medicine Promotion and Tenure Document and the Promotion and Tenure Policy document of Iowa State University. The Department Chair is not a member of the departmental Promotion and Tenure Committee.

**6. Types and Sources of Information**

The department utilizes the guidelines established by the University and College Promotion and Tenure documents.

**7. Submission of Information and Documents**

The department utilizes the guidelines established by the University and College Promotion and Tenure documents

**8. Procedures for External Evaluations**

The department utilizes the guidelines established by the University and College Promotion and Tenure documents

**9. Candidate's Right to Review Factual Information**

Consistent with the Promotion and Tenure Policies in the Faculty Handbook, each person for whom a recommendation is being forwarded to the college will be given the opportunity to review the factual information and to inform the Department Chair of any ways in which he or she believes this information to be incomplete or inaccurate.

The Department Chair and candidate will resolve those issues concerning incompleteness and inaccuracies of factual information in candidate's dossier.

**10. Notification of Review Results**

Procedures for notification of the review results are identical to those published in the University and College Promotion and Tenure documents.

**C. Probationary Review of Tenure-eligible Faculty**

**1. General Policy:**

The Department will conduct a third year review on all tenure eligible faculty before the completion of the third year of the appointment. The review must be complete by April 15th of the appropriate year. For those appointments that do not begin between July 1st and the initiation of Fall semester, the exact timing of the review can be adjusted slightly by mutual consent between the Chair and the faculty member under review. If the tenure eligible period is extended for any reason, this review will be repeated every three years. The review will be conducted consistent with all guidelines of section 5.1.1.3 of the Faculty Handbook.

**2. Review Process:**

The review of assistant professors will be conducted by a Departmental Promotion and Tenure (P & T) Committee consisting of all tenured associate and full professors, and the review of associate professors will be performed by a P & T Committee consisting of all full professors. The faculty member to be reviewed will be required to prepare material equivalent to that required for Tab 1 and Tab 2 of the promotion application. This material should include: an updated CV, the PRS, a summary of the research and teaching accomplishments, including all available evaluation data from the courses and an overview of the efforts made to obtain research funding. This material should be prepared using the guidelines published in the Faculty Handbook for all documentation related to applications for promotion and tenure. Based on a vote of the Committee, a recommendation for or against contract renewal as well as constructive suggestions and recommendations for the faculty member will be made to the Chair of the Department. Based on this input, the Chair will make his/her decision and submit it together with the constructive suggestions made by the Committee to the faculty member being reviewed

and to the Dean. The documentation prepared by the candidate and the PRS also will be forwarded to the Dean. The faculty member is to receive notice of the outcome of the review process and have an opportunity to discuss the review with the Department Chair by May 15th of the same semester.

#### **D. Post Tenure Review**

- 1. Introduction.** The Department of Biomedical Sciences follows the Post-Tenure Review policy described in Section 5.3.5 of the ISU Faculty Handbook. The following procedure for Post-tenure Review policies are compliant with the revised policy in the Faculty Handbook and the procedure was approved on January 12, 2012 for use in the Department of Biomedical Sciences.
- 2. Review committee.** The committee shall consist of the Departmental P&T Committee members of equivalent or higher rank to the faculty member being reviewed. The review committee will exclude the Departmental Chair and the faculty member(s) being reviewed. The review panel will elect its own chair.
- 3. Review procedures and timelines.** The post-tenure review of each tenured faculty on full-time or part-time appointment will be conducted every 7 years or during the year following two consecutive unsatisfactory annual reviews unless a faculty member requests an earlier review (at least 5 years from last review). However, faculty members are exempted from their scheduled post-tenure review if they meet the conditions specified in the Faculty Handbook Section 5.3.5.1. (Note: The Department Chair is exempt from review, as per the Faculty Handbook. After leaving the post of department chair, a faculty member's the review clock is reset to zero.)
  - a Deadline for submission of review materials:** The faculty member up for review will submit appropriate documents no later than November 1. The committee will complete the review within one month of receiving the review materials from the Department Chair (See Section 3.4. below: Role of Departmental committee).
  - b Materials to be reviewed by the departmental committee.** The material will consist of: (1) the faculty member's position responsibility statements for the years under review, (2) the faculty member's summary of his/her performance for the years under review (not to exceed 5 pages), (3) the faculty member's curriculum vitae highlighting accomplishments during the post-tenure review period, (4) the faculty member's self-assessment and career goals (not to exceed 3 pages), (5) additional information that the faculty member may choose to include, and (6) only with the written permission of the faculty member, the annual performance reviews for the years under review. The faculty member may meet with the review committee to offer further explanations if either the committee or the faculty member thinks this would be useful.
  - c Role of Department Chair.** The Department Chair shall issue the charge to the faculty review committee. Either the Department Chair or the individual faculty member may initiate a post-tenure review. The Department Chair shall prepare a list of faculty members to be reviewed and shall notify these faculty members of their review status. The Department Chair shall request review information from the faculty members being reviewed. At the time of the request the Department Chair will provide faculty members with appropriate formatting information. The Department Chair will transmit that information to the review committee. The Department Chair shall meet with each reviewed faculty member to discuss the faculty review committee report, usually during the annual review.

The Department Chair will be reviewed in the same manner as other faculty with the following exceptions: (1) only the non-administrative portion of the Department Chair's duties will be reviewed, and (2) the dean will substitute for the Department Chair in assessing the panel's recommendations and formulating an implementation plan.

- d **Role of Departmental committee.** The review committee will submit its completed report to the Department Chair and the faculty member within one month after receiving the review materials from the Department Chair. It will be objective and offer constructive suggestions for improvement of the faculty member's performance.
- 4. **Implementation.** The Department Chair, the review committee chair and faculty member will determine a course of action based on the outcomes of the post-tenure review guideline described in the ISU Faculty Handbook 5.3.5. 2. This will be agreed to in writing, unless there is an appeal, and it will be kept in the faculty member's departmental file for use in subsequent annual reviews.
- 5. **Mechanisms for the faculty member to respond to the review.** The faculty member will have one month to register disagreements with the report. These disagreements will be in writing to the Department Chair who will forward them to the review panel. The panel will address these, in writing, within one month. After this procedure, if the faculty member still has significant disagreements with the report, she/he would follow appeal procedures as indicated in the ISU Faculty Handbook (Section 9). A copy of the report, including disagreements raised, results of reconsideration by the panel, and all appeals documentation, if any, will be kept in the faculty member's departmental file. A copy will be given to the faculty member. All other copies will be destroyed.

## **IX. Evaluation of Term Faculty**

### **A. Review for Reappointment.**

- 1. All procedures will be in accordance with the College and University Policies. (CVM Governance Document Section 6.3; ISU Faculty Handbook section 5.4.1.2).
- 2. Review of lecturer and assistant/associate/full professors of teaching.
- 3. Review of assistant/associate/full professors of research.
- 4. Non-renewal of term faculty
- 5. Decisions related to non-renewal, renewal or advancement of term faculty will follow all guidelines of the Faculty Handbook (Section 3.5.1).

### **B. Review for Advancement.**

- 1. All Term Faculty may be proposed for advancement to the next rank according to the schedule and current time at rank as specified in the ISU Faculty handbook Section 3.3.2.3. See CVM Governance 6.3.4 for procedures and 6.3.3 for review materials.
- 2. **Term Faculty Advancement Committee Members.**
  - a The department Term Faculty Advancement Committee shall be a standing committee comprised of five faculty, three of whom are term faculty at or above the aspirational rank of the candidate being considered for advancement, and two tenured or tenure-track faculty at or above the aspirational rank of the candidate being considered for advancement. The committee membership will include a mix of research and teaching expertise. If there are insufficient number of eligible term faculty, then additional ad hoc tenured or tenure-track faculty should be recruited.

- b The members of the Term Faculty Advancement Committee shall select the committee chairperson. Any member of the Committee who is also on the College Term Faculty Advancement Committee may vote only once. The Department expects the college representative to vote at the departmental level. Consequently, the college representative will not be able to vote at the college level. However, they will be able to participate in all discussions related to the advancement.

### **3. Procedures for Handling Conflict of Interest in Term Faculty Advancement Reviews.**

Conflicts of interest that arise from faculty members of the department Term Faculty Advancement Committee will be resolved by the Department Chair. "Conflict of interest" is defined as any financial or other interest which conflicts with the service of a Term Faculty Advancement Committee member because it could impair the individual's objectivity or could create an unfair advantage for the candidate. "Bias" relates to views stated or positions taken that arise from a close association with the candidate that could lead to an unfair assessment. No member of any Term Faculty Advancement Committee may have a conflict of interest related to the faculty member being reviewed. If the Chair determines that a member of the Term Faculty Advancement Committee has a conflict of interest, the Chair will remove the individual from the Committee.

### **C. Conduct of the Review.**

1. The criteria for advancement will be those specified in the Review for Advancement Policy document of the Faculty Handbook (5.4.1.3) and the College of Veterinary Medicine Term Faculty Advancement document. Excellence and competency in research, teaching, professional practice, and service are determined for each faculty member based on his/her work assignments. The Term Faculty Advancement Committee will request information from the faculty member under consideration. This information shall be submitted in a standardized format as outlined in the two documents referred to immediately above.
2. After the review, the Term Faculty Advancement Committee shall make a recommendation to the faculty of the department. The decision as to whether or not promotion is recommended by the department faculty is made by a secret ballot of all department faculty at or above the aspirational rank of the candidate being considered upon review of the recommendations of the Term Faculty Advancement Committee. A simple majority vote required to forward a positive recommendation. The number of yes and no votes and abstentions are recorded and forwarded along with the Committee's recommendation to the Department Chair. The Department Chair in turn will forward the following information to the College Term Faculty Advancement Committee: (1) applicant materials, (2) committee recommendations, (3) results of the faculty at or above the aspirational rank vote, and (4) Chair's recommendation.

Postponement of reviews may occur at the request of the Term Faculty Advancement Committee and approval of the Department Chair.

### **D. Other aspects of the review.**

Other aspects of the review (e.g., role of department chair, types and sources of information, submission of information and documents, procedures for external evaluations, candidate's right to review factual information, and notification of review results) are as specified for the procedures outlined for review of tenured or tenure-eligible faculty (Section VIII.B.5-10).

Information on advancement review for CVM term faculty can be found in the link below:  
<https://vetmed.iastate.edu/about/faculty-staff/faculty-advancement>

## **X. Faculty Mentoring**

All non-tenured, tenure-eligible faculty must assemble a mentoring committee within their first 6 months of employment. The size and composition of the mentoring committee is at the discretion of the faculty member, however it is expected that the faculty member will consult the department chair as well as other senior departmental faculty members to identify a minimum of three appropriate mentors. It is recommended that at least one member of the committee be from outside the BMS department. At a minimum the mentoring committee will meet with the faculty member once/year to review his/her progress and make recommendations for the coming year. In addition, the committee will provide a formal, written report to the department chair for discussion with the faculty member during their annual performance review. The committee will advise the candidate throughout the duration of their probationary period, and if mutually agreed, may continue advising the candidate through promotion to full professor. Assistance with preparation of documents for the candidate's 3-year review, and tenure application is expected. Additional interaction between the faculty member and his/her committee is encouraged and may include but is not limited to research collaboration, assistance with grant writing and informal teaching evaluation.

## **XI. Appeal and Grievance Procedures.**

Appeal and grievance procedures will proceed as described in the Faculty Handbook (section 9)

## **XII. Recommended Iowa State University Syllabus Statements**

(<http://www.celt.iastate.edu/teaching/preparing-to-teach/recommended-iowa-state-university-syllabus-statements>)

### **A. Academic Dishonesty**

The class will follow Iowa State University's policy on academic dishonesty. Anyone suspected of academic dishonesty will be reported to the [Dean of Students Office](#).

### **B. Accessibility Statement**

Iowa State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to meet with staff in Student Accessibility Services (SAS) to establish eligibility and learn about related processes. Eligible students will be provided with a Notification Letter for each course and reasonable accommodations will be arranged after timely delivery of the Notification Letter to the instructor. Students are encouraged to deliver Notification Letters as early in the semester as possible. SAS, a unit in the Dean of Students Office, is located in room 1076, Student Services Building or online at [www.sas.dso.iastate.edu](http://www.sas.dso.iastate.edu). Contact SAS by email at [accessibility@iastate.edu](mailto:accessibility@iastate.edu) or by phone at 515-294-7220 for additional information.

### **C. Dead Week**

This class follows the Iowa State University Dead Week policy as noted in section 10.6.4 of the [Faculty Handbook](#).

### **D. Discrimination and Harassment**

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information,

sex, marital status, disability, or status as a U.S. Veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515-294-7612, Hotline 515-294-1222, email [eooffice@iastate.edu](mailto:eooffice@iastate.edu)

**E. Religious Accommodation**

Iowa State University welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic requirement conflicts with religious observances and practices. If that happens, students may request reasonable accommodation for religious practices. In all cases, you must put your request in writing. The instructor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally altering a course. For students, you should first discuss the conflict and your requested accommodation with your professor at the earliest possible time. You or your instructor may also seek assistance from the [Dean of Students Office](#) at 515-294-1020 or the [Office of Equal Opportunity](#) at 515-294-7612.

**F. Contact Information**

If you are experiencing, or have experienced, a problem with any of the above issues, email [academicissues@iastate.edu](mailto:academicissues@iastate.edu)

(Important note to faculty: The email address for contact information is monitored and answered through the Office of the Senior Vice President and Provost)