Governance Document
Human Development & Family Studies
College of Human Sciences
Iowa State University
(Updated October 2017)
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HDFS Governance Document 3
1. MISSION AND VISION STATEMENT (Adopted Spring 2010)

1.1. Mission Statement
The mission of the Department of Human Development and Family Studies is to have a positive impact on the quality of life for individuals and families across the lifespan, as well as for schools and communities through research, teaching, Extension/outreach, and service.

1.2. Vision Statement
We strive to achieve excellence in research, teaching, Extension/outreach, and service, recognized statewide, nationally, and internationally, that addresses the multifaceted strengths and needs of individuals and families as well as their environments within the context of a larger society.

2. STRUCTURE AND GOVERNANCE

2.1. Administrative Environment/Philosophy
2.1.1. The success with which a department performs its teaching, research, and outreach functions depends primarily upon the quality of the faculty and the opportunities afforded for faculty to use their skills in free and creative ways. Administration is concerned with obtaining and allocating resources to improve the quality and enhance the creativity of all faculty. Some administrative activity arises out of the need to coordinate programs. Much administrative activity arises out of the need to allocate limited resources and account for funds. In strong academic departments, administrators are guided by the advice and opinions of the faculty and by considerations of faculty welfare. Effective administration involves continuous communication and interaction between administrators and faculty and among different levels with the university administration.

2.2. Administrative Organization
2.2.1. The Chair is responsible for the overall administration of the Department. In addition, the Chair takes primary administrative responsibility for the teaching, research, and outreach programs in the department. Matters involving resource allocation, new positions, funding and cooperative agreements, and other policy questions are ultimate responsibilities of the Chair. The Chair has responsibility for all faculty evaluations. The Chair shall appoint the administrative positions of Director of Graduate Education...
(DOGE), Director of Undergraduate Education (DUGE) and Associate Chair - after soliciting and receiving application from all interested faculty members. Faculty, staff, graduate students, and administrators will be asked to evaluate and rank their preferences among candidates. Compensation and position responsibilities will be negotiated for each position. The DOGE shall take primary responsibility as graduate coordinator and serve as the Chair of the Graduation Education Committee, and other areas designated by the Chair (see 2.2.2). The DUGE shall take primary responsibility as the undergraduate coordinator and serve as the Chair of the Curriculum Committee, and other areas designated by the Chair (see 2.2.3). 

The Associate Chair will facilitate the duties of the Chair, DOGE and DUGE (see 2.2.4). Faculty, staff, graduate students, and administrators will be asked to evaluate the associate chair, DOGE, and DUGE every 3 years.

2.2.2. The DOGE will chair the Graduate Education Committee (GEC). Graduate faculty will meet twice each semester, with one of the Spring meetings being for the purpose of graduate student evaluations. The DOGE will chair these meetings. Other responsibilities include:

a) coordinating graduate recruitment and admission;
b) coordinating the assignment of graduate assistantships with the Chair and the administrative specialist;
c) seeking input from the Graduate Education Committee about assistantship policies and implementation;
d) developing graduate program promotional and recruitment materials;
e) coordinating graduate curriculum between GEC and Curriculum Committee;
f) coordinating graduate admissions policies/activities, interview prospective students.

2.2.3. The DUGE will Chair the Curriculum Committee. Other responsibilities include:

a) coordinating recruitment and retention, advising, internship and student teaching activities for the undergraduate program;
b) seeking input for undergraduate education and programs from faculty and staff;
c) supervising departmental advisors, internship coordinator and ECE coordinator positions.

2.2.4 The Associate Chair will not have responsibility for supervising or evaluating faculty but may manage routine aspects of the Department in the Chair’s absence. Other responsibilities include:
a) fostering the academic mission of the department and its students;
b) improve coordination amongst the various components of the department;
c) Facilitate long term class scheduling (workloads remain the purview of the Chair) and program/curriculum development;
d) coordinating the assignment of graduate assistantships with the Chair, DOGE, and the administrative specialist;
e) fostering recruitment and retention of students; other areas of administrative need designated by the Chair.

2.3. Departmental Advisory Council (DAC)

2.3.1. The Departmental Advisory Council (DAC) shall be composed of the Chair, Associate Chair, DOGE, DUGE, Administrative Specialist, and at least two department members elected so that whenever possible there is at least one person from each faculty/staff rank (professor, associate professor, assistant professor, non-tenure eligible lecturer/P&S with teaching responsibilities) to fully represent the teaching, research, and extension and outreach mission of the department. Elected DAC members will serve rotating terms of three years, renewable up to six years. There shall be a nomination ballot for all DAC elections, followed by a vote among nominees willing to serve if elected. DAC elections will occur in February for the next academic year. Promotion and Tenure Review Committee elections will follow the DAC elections and the DOGE, DUGE, and elected DAC members shall be excluded from the PTRC ballot.

2.3.2. The DAC will be responsible for coordination with and among committees and tasks as fits the ongoing needs of the department. The Council will be asked to make recommendations on how committee structures can be made more effective and efficient. Faculty members may bring concerns to the attention of the Council and the Council may ask other faculty to provide information to promote Department communication, coordination, and administrative effectiveness.

2.3.3. The Council will meet on a regular basis to coordinate the administrative activities of teaching, research and outreach. Faculty will be notified of meeting agendas, and suggestions for agenda items solicited regularly. Minutes of all meetings will be distributed promptly.

2.3.4. The Council will implement strategic planning goals and initiate long-range planning processes for the department.

2.3.5. The Council will serve in an advisory role on departmental budgets and allocation of funds.

2.3.6. Departmental Advisory Council Members’ Duties.

The roles of the Chair, DOGE and DUGE, who also serve on DAC, are described in section 2.2 – Administrative Organization.
The Departmental Advisory Council’s At-Large Elected Representatives will assist in the development and coordination of all areas (teaching, research and service) and will serve as representatives of the general faculty.

The Department Administrative Specialist will serve on the committee for the purpose of providing information and input in all areas related to departmental operations and resources. The Administrative Specialist will also take meeting minutes.

2.4. Voting Policies and Rules of Order

2.4.1. General Voting Eligibility

Each full-time or part-time tenured, or tenure-track, eligible faculty may cast one vote.

Each Senior Lecturer and P & S non-tenure eligible faculty, holding continuous-appointments in the department of at least a 50% appointment are eligible to vote.

Non-tenure eligible faculty holding Lecturer term-appointments of at least a 50% appointment within the department and those with adjunct faculty rank are eligible to vote.

Faculty holding emeritus rank are welcome to participate in all faculty activities, but are not accorded voting rights.

Only graduate faculty will vote on issues related to Graduate Education. Graduate faculty includes each full-time or part-time tenured, or tenure-track, eligible faculty, as well as adjunct graduate faculty. Adjunct graduate lecturers are welcome to participate in discussions but are not eligible to vote.

Any faculty member, including the Chair, may move to include term-appointment Lecturers and graduate students in the deliberation and vote on a particular issue. When properly seconded, a vote by all tenured or tenure-track faculty members present will follow to determine who may vote. The Chair votes only in the case of a tie, regardless of how a vote is taken.

2.4.2. General Voting Procedures

2.4.2.1. Any eligible voter or the Chair may call for a ballot. Voting procedures will be as follows:

2.4.2.2. A voice vote is appropriate unless an anonymous vote is called. The tally will be announced and recorded in the minutes of the meeting.

2.4.2.3. In the case of a hand vote, two members of the faculty present will count the vote and the tally will be announced and recorded in the minutes of the meeting.

2.4.2.4. In the case of an anonymous ballot, the ballot will be prepared by the designated administrative support person and the chair of the presenting
committee or the person making the motion. Ballot availability will be sent via e-mail to eligible voters. Voters will have at least five full working days to complete the ballot.

2.4.2.5. In the case of an electronic ballot, the designated administrative support person and/or contact person for the ballot will receive the results and provide them to the Chair who will announce the results. In the case of an electronic ballot, two persons (the department designated administrative support person and a tenured faculty member appointed by the department chair) will review and verify the votes. All results will be announced as soon as possible and recorded in the minutes of the faculty meeting.

2.4.2.6. Ballots will be kept on file by the department Chair for at least one year after voting.

2.4.2.7. The decision on an issue is based on a simple majority of those voting. However, any faculty member may move that a 2/3 majority vote is required in order to take action on a particular motion. In that case, action on the majority question would precede action on the original motion.

2.4.3. Voting Eligibility for Selection and Promotion of Faculty Members and DAC

Tenure and tenure-track faculty members with the exception of persons holding administrative positions in the University are the basic consultative and advisory body to the Chair with respect to the selection and promotion of faculty members and are eligible to vote in the election of the Departmental Advisory Council and the Promotion and Tenure Review Committee. All tenured faculty members, with the exception of the candidate being reviewed and persons holding administrative positions in the university (deans, associate deans, and the Chair) will participate in promotion and tenure decisions at the department level and will cast an electronic secret ballot for each candidate.

2.5. Faculty Meeting Rules of Order

2.5.1. Faculty meetings will be conducted in general, though casual, conformance with Robert's Rules of Order in matters that require faculty approval. Due process rights are specifically reserved and are not waived. Two major divisions of topics may be presented for faculty consideration:

a) Those that are matters of faculty responsibility strictly; and
b) Those that are advisory to the Chair.

2.5.2. Category A includes but is not limited to, matters of governance and matters of curriculum, including course offerings and requirements, rules, and procedures for degrees in the department. The following procedures are intended primarily for matters that fall within this category:

a) Proposals will be presented to or initiated by the appropriate standing or ad hoc committee of the department for that group's consideration. The faculty will not consider such items unless and until they have received a majority vote by the appropriate committee; and
b) Any significant proposals that have been approved by a committee should be distributed, in writing, to the faculty at least five full working days before the faculty meeting when discussion and voting will take place.
2.5.3. In the written materials that are distributed, the Chair of the presenting committee may state an intention to enter a motion to limit amendments. If amendments are not to be permitted, the faculty will pass, table, or reject the proposal in total on its merits. Any item, once passed or rejected, may only be brought before the faculty again by the committee, who can bring up items again following the same rules of adequate notice.

2.5.4. Category B includes a variety of matters such as space allocations, recruitment, faculty loads, results of faculty review, and allocation of department resources. These matters tend to follow the same general procedures as stated above, except, since they are advisory to the Chair, they may not always emanate from a committee and the results of discussion and close disagreements need not be decided solely by precise vote but may necessarily be resolved by compromise by the Chair, cognizant of the variations in faculty opinion.
3. **RECRUITMENT AND HIRING OF TENURE-TRACK FACULTY AND CHAIR**

3.1. **Guidelines**
   Guidelines for all hiring procedures are set forth by the University and can be found in the current University Policy Manual as well as the HDFS Information Handbook. The following process is designed to guide the department as it is involved in searches for faculty or a Chair.

3.2. **Titles**
   The Faculty Handbook includes a description of the titles faculty may be given at any rank (regular, adjunct, visiting appointments, lecturer and clinician appointments, collaborator, and affiliate).

3.3. **Procedures for Recruiting and Hiring Tenure-Track Faculty**

3.3.1. **Search Committee**
   If a vacancy should arise, the Chair, in consultation with the DAC, will appoint a search committee. Each committee will consist of a chair appointed by the Chair, faculty members, and at least one graduate student member. The committee will draft a position description based on departmental needs and goals. The position description should be presented to the faculty for approval.

3.3.2. **Recruitment**

3.3.2.1. The search committee will advertise the vacant position in appropriate media announcements directed to other academic departments and through other potential outlets to assure wide dissemination. In all phases of the recruitment and hiring process, university, state and federal policies and procedures will be followed.

3.3.2.2. Following the initial screening of all applicants, the search committee normally will select at least three candidates to invite for interviews. The committee will compile an information file on each candidate that typically includes: curriculum vitae, letters of recommendation, academic transcripts, and other evidence of professional accomplishments. The campus interview will typically include a seminar (e.g. research, outreach, or other scholarly presentation) and teaching presentation and the opportunity to visit with faculty, administrators, and students. After the search has ended there will be an open meeting to discuss the candidates. Faculty, staff, graduate students, and administrators will be asked to evaluate and rank their preferences among candidates. An option to search further may be considered.

3.3.2.3. The search committee will consider all information and submit recommendations to the Chair. The Promotion and Tenure Review Committee will review any candidate recommended by the search committee who would be considered for hire at a rank other than Assistant Professor and/or the granting of tenure. A secret mail ballot for tenured faculty on the rank/tenure issue will be held after the PTR recommendations are made. Such recommendations are advisory to the Chair.

3.4. **Special Hires**

3.4.1. Occasionally, the Chair receives requests from other departments or campus administrators to consider hiring a tenure-track faculty member with the understanding that a waiver of the regular search process may be granted by the President and ISU Human Resources.
3.4.2. The Chair will seek the recommendation of the DAC about the potential advantages or problems for pursuing these special hires.

3.4.3. The Chair may invite candidates for special hires for an interview, which shall consist of a seminar or teaching presentation and visits with appropriate faculty and administrators.

3.4.4. The candidate’s curriculum vita and reference letters will be made available to all tenure-track faculty, who will receive a form asking them to assess the special hire candidate’s potential for the department.

3.4.5. The Chair will present the assessment results and other relevant information to the tenure-track faculty, and seek faculty advice via the procedure (and PTR committee recommendations) required for candidates in regular searches.

3.5. Chair Nomination and Review Process

3.5.1. In consultation with the Dean, the following process shall be initiated to select the Chair. Upon announcement of a vacancy in the Chair position, the DAC will poll the faculty to determine preferences on whether a search should include candidates from outside the faculty. Results of the poll shall be submitted to the Dean and accompanied with a request to proceed in a manner consistent with the majority of votes. For both internal and external searches, the following procedures shall be followed:

a) The Chair Recruitment Committee will be composed of four faculty members from the department, one graduate student, one undergraduate student, and an administrator from within the College who will serve as Chair. DAC will distribute a nomination ballot within the department and select four faculty members who represent undergraduate and graduate programs, research and extension. DAC will nominate a graduate student and an undergraduate student. These nominations will be forwarded to the Dean.

b) If an external search has been approved, the Chair Recruitment Committee shall implement procedures as required by the University. For an internal search, the Committee shall request written applications from faculty as well as nominations. A deadline for applications and nominations will be determined by the Committee. The Committee will proceed to screen applications and recommend candidates to be interviewed.

c) Following the interview with each candidate, a poll will be conducted among the faculty, staff and students. The form will ask "Would (person) be an acceptable Chair?" Responses may be "yes," "no" or "abstain" on each candidate. Results shall be reported to the faculty.

d) Once all candidates have been interviewed, a poll of the tenured, tenure-track, and adjunct faculty shall be conducted with the instruction to "Rank the candidates in order of their overall qualifications for the position of Chair. Indicate any candidate that you feel is not acceptable." Results of the poll and comments shall be sent to the Dean and reported to the Faculty.

e) It is the responsibility of the Dean to "recommend (s) the appointment of heads or chairs of departments to the president after consultation with the department staff...." (Faculty Handbook, 8/1/94, p. 9).

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4. FACULTY REVIEW (TENURE-TRACK)

4.1. Annual Performance Evaluation

Faculty performance evaluation may serve several purposes and take a variety of formal and informal forms. Faculty Performance Evaluation procedures specified in this document are expected to serve at least two major purposes: (1) the assessment of current performance in regard to salary for the coming year and (2) the planning of goals and strategies for continuing individual professional development.

4.1.1. General Procedures

4.1.1.1. Each HDFS faculty member will have an annual performance evaluation based on their work over the past calendar year.

4.1.1.2. Performance evaluation conferences will be held during the spring semester.

4.1.1.3. The Chair/administrative specialist will circulate a memo to each HDFS faculty to set an annual review appointment during the spring term. Typically the person being reviewed will provide his/her current CV, PRS, HDFS Performance Evaluation Form as well as additional information requested by the Chair relevant to the performance evaluation.

4.1.1.4. Each faculty member reviewed will receive a written summary of the review signed by the Chair and the person reviewed.

4.2. Contract Renewals

4.2.1. Criteria for Promotion and Tenure

Criteria for Promotion and Tenure will be made in accordance with university and college guidelines. These guidelines appear in the current versions of the ISU Faculty Handbook and the College of Human Sciences Criteria and Procedures for Assessing Performance, Promotion, and Tenure.

4.2.2. Award of Tenure

Tenure accompanies appointment to the rank of associate professor and professor unless a probationary period for new appointees is clearly specified in advance or it is indicated that the appointment does not carry tenure. Therefore, the criteria for the award of tenure shall be identical to the criteria for associate professor.

4.2.3. Probationary Faculty Performance and Development Evaluation

4.2.3.1. The Chair is expected to review faculty members' development as reflected in the materials submitted for the annual performance evaluation. At a conference especially set for performance and development evaluation, the Chair and faculty member will discuss the scope of the faculty member's contributions during the past year and since the time of employment at ISU, identifying positive and negative features of performance and development. The conference should be an exchange of ideas of benefit to the individual and to the department. The Chair will present a written summary of the conference, signed by both the Chair and a probationary faculty member to the faculty member. A copy of the statement will be kept on file in the Chair's office and a copy given to the faculty member.

4.2.3.2. The PTRC will serve in an educational and advisory capacity for all tenure-track probationary faculty in the penultimate year of an initial term appointment. The PTRC will review the current vita and accompanying materials submitted by the faculty member and will offer
reactions and suggestions about contributions of the faculty member to the department and his/her continuing professional development. These suggestions will be conveyed to the faculty member orally through an informal meeting of the faculty member with the PTRC and the Chair. The PTRC will submit a written recommendation about reappointment to the Chair, with copy to the probationary faculty member.

4.2.3.3. Each probationary faculty member under review will submit a current vita and accompanying materials to the PTRC by February 1 of the penultimate year of an initial appointment. The Chair will notify the probationary faculty member of his/her eligibility for review.

4.2.4. **Appointment to Collaborator or Affiliate Status**
Requests for appointment to collaborator or affiliate status in the department will be submitted to the Chair. The request and a vita will be forwarded to the PTRC for review. The PTRC will make a recommendation regarding conditions of an appointment and submit that recommendation to the voting faculty. A written ballot will be used.

4.3. **Peer Review of Instruction - Promotion and Tenure**

4.3.1. **Intent and Purpose**
This is a mandatory procedure for tenure-track faculty with teaching responsibilities who are being considered for contract renewal, promotion or tenure. The purpose is to provide one form of documentation of teaching performance. The process of peer evaluation of teaching is to be initiated by the candidate.

4.3.2. **Review Team**

4.3.2.1. The review team will be composed of at least two members, 1 chosen by course instructor, 1 by Faculty Development Committee (with approval of candidate). Candidate must notify the chair of the Faculty Development Committee during the semester desiring classroom observation.

4.3.2.2. At least 1 member of team from within the department

4.3.2.3. Optional: Candidate may choose a third team member

4.3.3. **Procedure**

The following procedure reflects best practices in the peer review of teaching. It should be followed as closely as possible.

4.3.3.1. **Materials Review**

a) Team meets with candidate to review course material and to discuss upcoming classroom observations (goals, intent, location, time, and behaviors). See Review of Instructional Material.

b) Team members each prepare a written draft summary of material review.

4.3.3.2. **Classroom Observation**

a) Team observes a minimum of the equivalent of two 50 minute periods. Candidate should suggest classes and dates to avoid. (Optional: Team members may meet to discuss observations.)

b) Each team member prepares a written draft summary of classroom observation using Review of Classroom Observation. Strengths,
areas of needed improvements and constructive suggestions should be included.

4.3.3.3. **Summary Review**
   a) Team meets with candidate soon after the final observation to discuss drafts of summary reviews and offer verbal feedback and share information. Candidate may make comments or suggestions on drafts.
   b) Team members finalize written summary reviews and forward to candidate soon after the meeting with the candidate.

4.4. **Faculty Development Peer Review of Instruction**

   4.4.1. **Intent and Purpose**
   The intent of this peer review of instruction is to provide feedback from peers on classroom teaching and/or teaching materials for the faculty member's professional development or to be used as documentation of teaching for awards or other professional purposes. The process is not intended to be a required part of annual performance evaluation reviews and is to be initiated by the faculty member.

   4.4.2. **Review team**
   The faculty member may choose one or more peers from inside or outside of the department to provide a review.

   4.4.3. **Procedure**
   4.4.3.1. **Materials Review**
   The faculty member may request that peers review course materials, either in conjunction with the classroom observation or separately. Feedback may be either informal verbal or written, either using the Review of Instructional Materials or not.

   4.4.3.2. **Classroom Observation**
   The faculty member may request that peer(s) observe one or more classes and provide either informal verbal feedback or a written review. The faculty member may choose to have the reviewer use the Review of Classroom Observation guidelines.

   4.4.3.3. **Summary Review**
   If a written summary is completed, the faculty member may choose whether or not to forward the review of classroom observation and/or materials to the Chair to use for evaluation. A written review may also be used as a part of awards materials or other professional purposes.

4.5. **Review of Instructional Materials**

   This section provides suggestions and possible criteria for reviewing instructor materials. It is a guide for the review team and the criteria used will depend on the nature of the course. Note: Not all criteria would be used for a particular set of materials. The lists provided are suggestions only.

   4.5.1. **Syllabus**
   May include the following: Clarity of expectations; current, relevant; appropriate level; well-organized; reasonable expectations; communication of evaluation procedure

   4.5.2. **Course Objectives**
   May include the following: Clear; appropriate level; comprehensive
4.5.3. **Assignments**
May include the following: Variety of meaningful activities; challenging; reasonable, consistent with objectives and content level; emphasis on application of learned knowledge; promote learning process; spaced at appropriate intervals; appropriate group activities or student presentations

4.5.4. **Examinations** (if applicable)
May include the following: Examples of graded tests and assignments should be available for review. Clarity of questions; appropriate number and spacing of exams; reasonable range of item difficulty; effective and comprehensive integration of relevant content; reasonable length; requires appropriate level of thinking (knowledge, comprehension, application, analysis, synthesis, evaluation) Learning Approaches may include the following: Varied; appropriate; stimulating; innovative use of technology

4.5.5. **Textbooks and Handouts**
May include the following: Up-to-date; relevant; appropriate for level and course objectives

4.5.6. **Reading and Reading Lists (if applicable)**
May include the following: Up-to-date; relevant; appropriate for level

4.5.7. **Audio and Visual Materials (slides, transparencies, Power Point, computer, etc.)**
May include: Clear, easily seen and read; contain appropriate and manageable amount of material

4.5.8. **Course Content**
May include the following: Up-to-date; current; challenging; appropriate for level

4.5.9. **Procedure for Evaluation of Student**
May include the following: Consistent with goals and objectives of course, appropriate for course content and level; logical weighting for student performance (exams, quizzes, projects, presentation, assignments); opportunities for student to receive feedback; adaptation to individual needs

4.6. **Review of Classroom Observation**

4.6.1. This section is designed to provide suggestions and possible criteria for reviewing classroom instruction. It is a guide for the review team and the criteria used will depend on the nature of the course and the individual instructor’s style. The lists of criteria are suggestions only.

4.6.2. **Instructor Knowledge and Command of Subject Matter**
May include observation of the following: Command of subject matter; depth; breadth; up-to-date; relevant to course; refers students to supplemental learning sources; multicultural awareness

4.6.3. **Instructor Strategies**
May include observation of the following: Variety of styles; promotes learning process; appropriate; addresses different learning styles; clarity of presentation; use of inquiry; use of cooperative, active learning strategies; emphasizes main points; presents challenging concepts; presents thought provoking ideas; presents clear and relevant examples; gives appropriate response to distractions

4.6.4. **Content Delivery**
May include observation of the following: Relates content to appropriate context; integrates text and supplemental material; uses relevant examples; explains clearly; uses clear organization; uses effective transitions; summarizes; reviews; uses variety of media and activities; uses logical sequence of topics
4.6.5. **Instructor / Student Rapport**

May include observation of the following: Uses fair and equitable treatment of all; displays concern and respect for students; accepts diverse views; encourages student participation; manages classroom effectively; effectively handles inattentive or disruptive students, offers positive feedback; shows awareness of individual learning needs; is open to constructive criticism.

4.6.6. **Teaching Behavior**

May include observation of the following: Is well prepared and organized; shows ability to guide and inspire; can be easily heard; uses effective pacing; has clarity of language; uses good eye contact; begins and concludes class session effectively; uses anecdotes/humor as appropriate; shows enthusiasm and conviction; answers questions thoroughly; uses appropriate style to facilitate note taking; demonstrates confidence and appropriate authority.

4.6.7. **Use of Media and Technology (overheads, slides, Power Point, videos, etc.)**

May include observation of the following: Effectiveness of implementation; clarity; easily seen; reasonable amount of total class time.

4.7. **Promotion & Tenure**

4.7.1. **Purposes of the Promotion and Tenure Committee.** The purposes of the Human Development and Family Studies Promotion and Tenure Committee (PTRC) are to:

   a) review and provide information concerning promotion and tenure to faculty and to assist faculty in preparation of materials relative to promotion and tenure;
   b) assess performance of faculty seeking promotion and/or tenure and to conduct review for probationary tenure track faculty;
   c) assist in assessment of adjunct faculty on term appointments;
   d) serve in an advisory capacity to the faculty in the development of department policies and procedures regarding promotion and tenure;
   e) provide the chair with promotion and tenure recommendations;
   f) provide the chair with recommendations regarding adjunct, collaborator and affiliate status appointment; and
   g) in early fall of every year the PTRC will present information at a regularly scheduled department meeting about the current standards for promotion and tenure including recent updates from the Provost's office.

4.7.2. An additional role of the PTRC chair is to serve as the "third" person on a mediation committee for disputes about Position Responsibility Statements (PRS) between a faculty member and the chair.

4.7.3. **Committee structure**

4.7.3.1. **Membership of the committee.** The committee shall be composed of four elected tenured faculty members serving staggered two-year terms. At least three members will be tenured full professors, unless there are fewer than three tenured full professors eligible for committee membership. The other member(s) may be tenured associate or full professor(s). If there are fewer than three tenured full professors on the elected PTRC and/or fewer than three other tenured full professors to receive the PTRC report, discuss and vote, all tenured full professors who are eligible to participate at the department level, will serve as the PTRC to review promotions to full professor, adjunct full professor and
reappointments of adjunct full professor. All other promotion and tenure reviews will be conducted by the elected committee.

4.7.3.2. **Term of office**

a) Elected committee members shall serve two years. A committee member will not serve two consecutive terms; however, a committee member who does not complete a term and his/her alternate would both be eligible for re-election.

b) If a member of the committee will be reviewed for promotion in the second year of the term, the alternate will replace this committee member for the completion of the term.

4.7.4. **Election of the Committee**

4.7.4.1. The Departmental Advisory Council (DAC) will conduct the PTRC election.

4.7.4.2. The election ballot will be constructed from the names of all tenured full and associate professors within the department with the exception of:

   a) faculty being reviewed
   
   b) faculty who will serve as members or alternate members of the College Promotion and Tenure committee the following academic year
   
   c) faculty who will serve on DAC the following academic year
   
   d) faculty who hold administrative positions of dean, associate dean or Chair within the University
   
   e) spouse/partners or others who may have a conflict of interest in conducting an impartial review

4.7.4.3. This will result in two slates of candidates, i.e., full professors and associate professors. A faculty member's name will appear at his or her rank at the time the election is conducted.

4.7.4.4. The three persons receiving the highest number of votes on the full professor slate will be elected to the committee. The individual receiving more votes when comparing the fourth highest full professor and the highest associate professor will be elected to the committee. Alternates will be selected from the full professor slate according to votes received. All alternates will serve for a term of one year.

4.7.4.5. All tenured faculty with the exception of persons holding administrative positions (as defined in Section 2.5.3) in the University are eligible to vote.

4.7.5. **Other Tasks Prior to Review of Candidates**

4.7.5.1. The outgoing PTRC will hold an informational meeting during late spring that is open to all faculty. The purpose of this meeting is to summarize the review process and suggest ways to organize materials for review. For more information faculty will be encouraged to attend the provost and college informational meetings.

4.7.5.2. When the committee is first convened, the department chair will meet with the committee to ascertain if any member of the committee has any reason to believe that he or she might not be able to function in an objective and unbiased manner with respect to any candidate under review. It is important to note, in this respect, than even the appearance of potential bias is damaging to the review procedure, and would constitute the basis for excusing the committee member from serving on the committee, irrespective of how he or she felt about his or her own capacity to function objectively. It is important that the PTRC be
unbiased in dealing with candidates for promotion, tenure, and contract renewal.

4.7.5.3. As soon as feasible, but before the end of April, the outgoing PTRC members will meet with the newly elected PTRC members and the Chair to discuss procedures for the coming academic year. Immediately following the meeting, the new PTRC permanent members will meet to elect a chair, review charges and set a calendar for the committee’s charges.

4.7.6. Standards for Promotion and Tenure

4.7.6.1. Faculty seeking standards for promotion and tenure should consult the College of Human Sciences documents for additional standards and procedures and the University Promotion and Tenure policy as described in the Faculty Handbook.

4.7.7. Process of Review for Promotion and Tenure

4.7.7.1. Nomination for Review

a) Nominations for promotion and/or tenure may be submitted by an individual or his/her own behalf, by peers, or by the Chair. Peer nominations will be made directly to the Chair, who will inform candidates of such a nomination.

b) All candidates nominated for promotion and/or tenure either by peers or by Chair, who wish to be reviewed, must formally accept the nomination by filing a letter of intent.

c) A letter of intent shall be submitted by each candidate to the Chair by the last working day prior to March 1.

4.7.7.2. Preparation of materials by the candidate

a) The candidate will prepare a set of materials representative of the candidate’s work since the last promotion. In consultation with the Department Chair, the candidate will complete any required forms that summarize information about the candidate’s appointment and responsibilities.

b) The Chair will inform the chair of the PTRC when the materials are available for committee review.

c) Documentation and format should follow current university and college guidelines.

4.7.7.3. Materials solicited by the committee

a) Documentation will include a maximum of six (6) letters of evaluation from individuals appropriate to the field, outside the institution. A list of individuals from whom to solicit letters will be developed by the PTRC members in consultation with the candidate, the Chair, and other individuals knowledgeable about the candidate’s discipline or functional responsibilities. The Chair should request from the candidate a list of potential evaluators and, at the same time, a list of any individuals with potential conflicts of interests (dissertation advisors and committee members, post-doc advisors, co-authors, major collaborators, etc.) so that these individuals are not contacted as evaluators. Candidates should never have direct contact with external evaluators about the process. A log of the external evaluators, including which evaluators were suggested by the candidate and
which by the Chair/PTRC, will be submitted by the Department Chair with each promotion and tenure assessment.

b) Letters from department, college and university colleagues may be important. These letters should detail interdisciplinary research and teaching programs, joint projects, and services provided.

c) Letters soliciting outside review of a candidate’s work will make clear what is to be covered by the reviewer.

d) With regard to the candidate’s scholarship, the letter shall request, for example, comments concerning its originality, impact, breadth, depth, or clarity. If the reviewer is to comment upon other areas of the candidate’s professional work parallel and appropriate language should be spelled out for those areas (e.g., teaching, professional practice, extension activities, performances, service).

4.7.7.4. **Deliberation process and recommendation**

a) Following the collection of materials, the PTRC will provide an opportunity for a meeting with the candidate to discuss materials and suggest revisions that are deemed appropriate in the candidate’s file. The candidate may decline the meeting without prejudice.

b) The PTRC will discuss, deliberate, and vote by written ballot on each candidate's application. If an associate professor is serving on the committee, this individual will not participate in the discussion, deliberation and vote by the PTRC of candidates being reviewed for promotion to full professor. A record of the vote will be included in the written PTRC report.

c) A written report regarding each candidate will be prepared by the PTRC in accordance with the current college promotion and tenure document.

d) The committee may recommend changes in the candidate’s materials that will reflect more accurately the candidate’s record at subsequent levels of review. If the candidate makes any modifications or addition to the file, such changes are to be dated and noted as an addendum or change.

e) One copy of the PTRC report will be presented to the Chair and one copy to the candidate.

4.7.7.5. **Department faculty actions**

a) The voting faculty for promotion and tenure decisions consist of tenured faculty members with the exception of:

1. faculty being reviewed
2. faculty who hold administrative positions of dean, associate dean or Chair
3. In the cases of possible promotion to associate professor or tenure at the rank of associate professor, eligible voting faculty will consist of all tenured associate and full professors excluding those listed above. In the cases of possible promotion to professor, eligible voting faculty will consist of all tenured full professors excluding those listed above.
4. Faculty who serve as members of the College P&T Committee or faculty who serve as alternates to the College P&T committee who have been asked to serve at the college level at the time of
the department vote will vote on cases at the department level not the college level.

b) Eligible voting faculty will be advised in writing by the PTRC when the report is available for their review. The report will be held in the department office for eligible voting faculty to review. The report will include any written reply from the candidate. Confidential letters solicited by the Chair and the PTRC will be available in the file for the eligible voting faculty review.

c) At a meeting of the eligible voting faculty, the PTRC will answer any questions that may arise about the reasoning and facts that went in the PRTC's recommendation. The PTRC chair will lead the discussion with a focus on the qualification of the candidate for promotion, given the PRS. The Department Chair will attend the meeting in an observer's role, and will use the discussion to assist him or her in crafting the Chair's letter of recommendation. Following this meeting, the voting faculty will cast a secret ballot for each candidate.

d) The votes of the eligible voting faculty will be collected through either a double envelope system (outside envelope with signature, inside envelope without identification) or an electronic voting system that documents eligible voters, preserves anonymity of each vote and documents each ballot. The voting process will be overseen by the PRTC.

e) Two tellers from the PTRC will be assigned by the PTRC Chair the responsibility of collecting and tallying the vote. The tellers will provide record of the vote to the Chair.

f) Ballots will be given to the Chair and kept for a period of three years, after which they may be destroyed. A record of the vote will be kept.

4.7.7.6. **Chair actions**

a) The PTRC recommendation and the faculty vote are advisory to the Chair.

b) After reviewing the recommendations of the PTRC and the faculty vote, the Chair will evaluate the candidate's qualifications for promotion and/or tenure. The Chair will then provide the candidate a copy of the Chair evaluation report. The Chair will also report the general sense of the evaluation to the tenured faculty.

c) The report will be forwarded to the dean of the college. The Chair may forward a nomination with respect to promotion and/or tenure to the appropriate dean for any person irrespective of the action of the PTRC committee.

4.7.7.7. **Candidate actions**

a) The candidate for promotion and/or tenure may withdraw from candidacy at any time during the process. If the candidate is dissatisfied with the process and/or report from the Chair, the candidate may submit a request for promotion and tenure directly to the dean of the college.

b) Candidates for whom a recommendation is being forwarded to the college shall be given the opportunity to review the factual information to be submitted and to inform the Chair of ways in which he or she believes this information to be incomplete or inaccurate.
c) Complete appeal procedures are stated in the current ISU Faculty Handbook.

d) A candidate who receives a promotion will not vote at the new rank until after the promotion is approved by the Board of Regents.

4.8. Preliminary Review of Probationary Faculty

Probationary faculty members are typically reviewed by the PTRC in the third year of their appointments. The purposes and process of this review are described in the University Promotion and Tenure Policy. Probationary faculty members will submit a vita and a portfolio of supporting materials that represent accomplishments during the probationary period. The portfolio shall include the peer review of instruction as outlined in section 4.3 of the governance document. HDFS probationary faculty are not expected to provide external letters as a part of this process. The PTRC will submit a written report to the candidate and to the Chair. The review should provide constructive feedback to the candidate regarding progress in meeting criteria for promotion and/or tenure and inform the decision to reappoint during the probationary period.

4.9. Review of Collaborator and Affiliate Appointments

Requests for appointment to collaborator or affiliate status in the department will be submitted to the Chair. The request and a vita will be forwarded to the PTRC for review. The PTRC will make a recommendation regarding conditions of an appointment and submit that recommendation to the voting faculty. A written ballot will be used.


4.10.1. Premise

Post tenure review is intended as a process to create a plan for positive, constructive faculty development. The review should address the quality of the faculty member’s performance in accordance with all position responsibility statements (PRS) in effect during the period of the review in the areas of teaching, research/creative activities, and extension/professional practice and institutional service (Faculty Handbook, Section 5.3.5). The post tenure review will include: 1) self-assessment, 2) review by the Faculty Development Committee (FDC), and 3) a department chair appraisal that specifies outcomes and actions to be followed for performance improvement in identified areas and an overall recommendation of the performance designated as meeting expectations or below expectations. Acknowledgement of contributions and suggestions for future development of the faculty member shall be included in the report (Faculty Handbook, Section 5.3.5.2).

4.10.2. Procedure

At least once every seven years, each tenured faculty member will have a post tenure review that will include a self-assessment, the FDC analysis, and Chair appraisal. The outcome, known as the post tenure review developmental plan (PTRDP), resulting from this review will be documented as specified in Faculty Handbook, Section 5.3.5.2. The faculty member will have 45 B-Base working days to reply/clarify/appeal the developmental plan. Negotiations will follow PRS mediation procedures in Faculty Handbook, Section 5.1.1.5.1.
4.10.3. **Post Tenure Review Portfolio** At a minimum, the faculty member should present for review, 1) Summary of teaching evaluations from the last three to five years as well as material for the post tenure review year (seventh year); 2) the current Position Responsibility Statement and curriculum vita; and 3) a self-assessment statement (2-3 pages double spaced) to collectively represent the faculty member’s personal ideas for career development. It should include personal goals, perceived strengths, areas to improve upon, identified needs/resources to help reach their career development goals. The faculty member may wish to include review samples of scholarly work, teaching materials, and other evidences of performance. All materials would be due one month prior to the scheduled review.

4.10.4. **Post-tenure Review By Faculty Development Committee (FDC)** The FDC will review each faculty member scheduled for PTR. The members of the FDC will be comprised of the four faculty members who have most recently been tenured and/or promoted, two representing full professors; two associate/assistant professors. Service will be a two year term. Replacement will proceed as follows: the persons who previously have been reviewed will rotate on to the committee at the rank-categories professor; associate/assistant professor with the most senior of the previously reviewed persons at each rank-category rotating to FDC first, then the next most senior at that rank the next year, etc., ensuring, persons serving on the committee have previously been reviewed, and the rotation of committee members and persons to be reviewed does not intersect.

4.10.5. **Review Schedule**
4.10.5.1. All tenured faculty holding a primary appointment in HDFS will have a post-tenure review (PTR) at least once in a 7-year cycle. If within a seven year cycle a faculty member applies for promotion, the Promotion and Tenure process will supersede and be in lieu of the PTR. If the faculty member is promoted, he/she begins the 7-year PTR cycle starting from the date of promotion. If the faculty member is not promoted, he/she will undergo PTR the year following the negative promotion decision. Faculty may request reviews earlier than every seven years (but at least five years from last review). Faculty with an overall unsatisfactory recommendation for two consecutive years will be reviewed the following year (Faculty Handbook, Section 5.3.5.1).

4.10.5.2. Post tenure reviews will be conducted spring semester, covering the previous seven calendar years. The review will begin with the faculty member submitting to the Chair the required post-tenure review materials along with any supplemental information they wish to add. These materials will be made available to the FDC.

4.10.5.3. Faculty members are exempted from their scheduled post-tenure review if: 1) they are being reviewed for higher rank during the same year, 2) they are within one year of announced retirement or are on phased retirement, or 3) they are faculty members who serve as department chair or whose title contains the term president, provost, or dean.

4.10.6. **Post Tenure Review Development (see HDFS Governance Document 4.10.1 Premise) Report**
The FDC will submit a post tenure review development report (PTRDR) to the Chair with an overall recommendation of the faculty member's performance: meeting expectations or below expectations. The Chair shall meet with each reviewed faculty member to discuss the report, usually during the time of annual review (HDFS Governance Document 5.3.5.3).

4.10.7. **Outcomes/Developmental Plan**

4.10.7.1. Based on the FDC PTRDR and discussion at the annual review meeting, the Chair will assign a ranking of meeting expectations or below expectations and follow the protocols defined in the Faculty Handbook Post-Tenure Review Outcomes 5.3.5.2 and the Role of the Department Chair 5.3.5.3 for each of these rankings. The Chair will forward the post tenure review materials to the college Dean.

For a faculty member receiving a "below expectations" recommendation, the FDC working with the chair and the reviewed faculty member (Faculty Handbook, Section 5.3.5.3) will develop an action plan for improving performance which will include: 1) the justification for the plan, 2) a specific timetable for evaluation of acceptable progress on the plan, and 3) a description of possible consequences for not meeting expectations by the time of that evaluation (Faculty Handbook, Section 5.3.5.6). The plan must be signed by all three parties or negotiated by the faculty member following procedures outlined for PRS mediation (Faculty Handbook, Section 5.1.1.5.1).

The post tenure review development report (PTRDR) consisting of a developmental plan for each faculty member will be reviewed annually for progress by the Chair and the faculty member at the annual performance review. A written summary of annual progress on the developmental plan will be provided by the Chair. The faculty member will have 45 B-BASE FACULTY WORKING DAYS to respond to the Chair if there is disagreement about the summary.

4.10.7.2. The Post Tenure Review Development Plan is known to those who are responsible signatories, i.e., the FDC, the Chair, the faculty member, and in specified cases the CHS Dean and/or provost (Faculty Handbook, Post-Tenure Review Policy 5.3.5.2, 5.3.5.3, 5.3.5.4, 5.3.5.5 and 5.1.1.5.1). Other parties are not privy to the plan without advance written permission of the faculty member being reviewed.

4.11. **Chair Review and Term Renewal**

4.11.1. A department Chair is appointed by the Dean for a stated term. Appointments are renewable under the conditions specified below.

4.11.2. By March 15, during the next to last year of the Chair’s term, the Chair will notify the Dean and the DAC in writing of his/her willingness to be considered for another term. If interest in re-appointment is expressed, an evaluation of the Chair shall be conducted by the end of the current spring semester. An evaluation will not be conducted if the Chair indicates no interest in re-appointment.
4.11.3. In consultation with the Dean, the DAC will draft an evaluation form to be sent to each faculty member. The form will include the following question: "Do you support the re-appointment of the current Chair to another term?" Reasons for support or opposition shall be requested on the form. Results of the written ballot will be reviewed by the DAC with the Chair and the Dean, and reported to the faculty.

4.11.4. It is the responsibility of the Dean to "recommend (s) the appointment of heads or chairs of departments to the president after consultation with the department staff (Faculty Handbook, 8/1/94, p. 9)."
5. POLICY FOR NON-TENURE ELIGIBLE (NTE) APPOINTMENTS

5.1. Overview
The Department of Human Development and Family Studies hires Lecturers, Adjuncts and Professional and Scientific non-tenure-eligible (NTE) employees to support its academic mission. These non-tenure-eligible individuals may engage in traditional classroom and laboratory teaching, supervision of students in student teaching, practica and internship programs, undergraduate advising, development and delivery of web-based and other distance education courses, coordination and supervision of academic support services, and coordination of Learning Communities. This policy is consistent with the policy for hiring and review of non-tenure-eligible appointments in the College of Human Sciences and Iowa State University.

5.2. Policies for Non-Tenure Eligible Lecturer, Senior Lecturers, Clinicians, Senior Clinicians, and Adjunct Appointments

5.2.1. Non-tenure-eligible positions are term appointments eligible for renewal based upon the quality of performance and the continuing need of the unit. They are subject to approval by the Dean and Provost. Individuals appointed to these positions will be evaluated for compensation and advancement using established criteria appropriate to their positions. Evaluations for renewal of appointment will be conducted by an appropriate faculty committee and recommended by the department chair.

5.2.2. The types of non-tenure-eligible appointments include the following:
   a) Lecturer and Clinician: a limited term, full- or part-time renewable appointment of from one semester to three years.
   b) Senior Lecturer and Senior Clinician: a limited term, full- or part-time renewable appointment not to exceed five years, requiring a notice of one year of intent not to renew. To be eligible for appointment as Senior Lecturer or Senior Clinician, the individual shall have served as a Lecturer or Clinician or its equivalent for a minimum of six years or completed 12 semester FTEs of employment.
   c) Adjunct appointment: a limited-term, full- or part-time renewable appointment with possible titles as adjunct professor, adjunct associate professor, and adjunct assistant professor. The person, because of special personal or departmental circumstances of a clearly unusual nature or character, is neither tenured nor tenure-eligible. Adjunct appointments are not to exceed five years for each appointment, requiring a notice of one year of intent not to renew except when the appointment is for a year or less.
   d) Professional and Scientific (P&S) non-tenure-eligible appointment: employees on P&S status may be appointed to limited-term, renewable appointments, of from one to five years, to carry out faculty duties as specified in section 3.3.2.5 of the ISU Faculty Handbook.

5.2.3. Short-term non-tenure-eligible teaching shall be limited to opportunities for utilizing outstanding master scholars and practitioners or to unanticipated pressures like funding shortages or unforeseen enrollment increases. Positions shall not be considered temporary when they are filled from year to year.

5.2.4. ISU subscribes to AAUP guidelines and standards for part-time and non-tenure-eligible faculty, in effect as of 10/09/01, including the AAUP recommendation that part-time and non-tenure-eligible faculty appointments
be limited to no more than 15 percent of the total instruction within the university, and no more than 25 percent of the total instruction within any given department.

5.2.5. Senior Lecturers and P&S non-tenure-eligible individuals are expected to participate in the departmental and institutional structures of faculty governance. They are expected to attend faculty meetings and serve on appropriate department and college committees. In addition, non-tenure-eligible faculty can also serve in the Faculty Senate, with the exception of persons employed in a P&S position, their institutional representation being the P&S Council. Individuals who are degree candidates from ISU and teach as a part of their educational experience will not be given faculty rank nor counted as non-tenure-eligible faculty. For information about voting privileges of non-tenure-eligible faculty, refer to the section entitled “Voting Policies and Rules of Order.”

5.2.6. The department encourages nontenure-track individuals to attend professional meetings and engage in other forms of professional development. Depending on the resources available, the department will try to assist in the financial support of such activities (e.g. contribution to travel costs to attend a meeting).

5.2.7. As part of the academic staff in the department, Senior Lecturers and P&S non-tenure-eligible individuals are expected to participate in curriculum review and development.

5.3. Procedures for Non-Tenure Eligible Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct Appointments

5.3.1. In addition to the above principles established in conjunction with the Faculty Senate, the following practices and procedures shall apply:

a) Appointments as non-tenure eligible faculty are made using established university search processes.

b) Appointment of Senior Lecturers and Senior Clinicians or adjunct appointments must be approved by the dean and the provost. Request for approval should include a summary of the review results and a statement regarding the continuing need of the unit.

c) Appointments may be advertised and filled as either full- or part-time.

d) Standard appointment is for nine months (B-base).

e) Ordinarily a graduate or professional degree is required for appointment.

f) Appointment to the Graduate Faculty for non-tenure eligible individuals is governed by Graduate College policy.

g) Faculty members who have been denied tenure in a mandatory year review at Iowa State University are not eligible for appointment as non-tenure-eligible faculty.

h) For P&S employees, notice of intent not to renew is governed by the P&S appointment. Termination of the P&S appointment will also mean termination of the non-tenure-eligible appointment.

5.3.2. Non-Tenure Eligible Lecturer/Senior Lecturer, Clinician/Senior Clinician Appointments

5.3.2.1. The decision to hire a non-tenure-eligible individual rests with the department chair. Appropriate departmental faculty committees or the full department faculty should be consulted in this decision.
5.3.2.2. A search committee composed of Department faculty and/or academic staff members should conduct the search according to procedures defined by ISU Human Resources.

5.3.2.3. A Lecturer or Clinician may be appointed initially for up to a 3-year term. The decision to extend the term for up to an additional 3 years will be made by the Department Chair in consultation with the Faculty Advisory Committee. It will be based on the individual's annual reviews, position description, and the needs of the department; and will be made in consultation with any faculty members who directly supervise the person under review.

5.3.2.4. Each NTE appointee will have a position responsibility statement (PRS) reflecting the nature of his or her responsibilities. Reviews will be based on the PRS and will consider performance in all areas of responsibility.

5.3.3. Non-Tenure Eligible Adjunct Faculty Employed Elsewhere Appointments

5.3.3.1. Adjunct titles may be used for persons who are employed elsewhere but have special or unique expertise to take on faculty responsibility at Iowa State. This would include persons currently funded or employed in businesses, government, and other organizations without direct connection to ISU. These appointments are normally part time, made to recognize the appropriate teaching, extension/professional practice, and/or research responsibilities of these individuals. Any temporary full-time appointments of these individuals would be for a special need and usually last no longer than one-year. Adjunct faculty should be individuals holding a terminal degree in an appropriate field. Under extraordinary circumstances, individuals without the terminal degree but with national or international reputations in their field might be considered for appointment in an adjunct position.

5.3.3.2. Individuals who are faculty members at another institution should be appointed as Visiting Professors.

5.3.4. Non-Tenure Eligible Adjunct Faculty Employed by the University Appointments

5.3.4.1. In the University's quest to hire and retain excellent faculty, including dual-career couples, as well as to carve out new areas of academic expertise, and attract experts on extra mural grants and contracts, certain individuals may be hired in full time positions as adjunct faculty. These should be persons with a terminal degree in their field. They will likely function as faculty with significant research or extension/professional practice responsibilities, usually funded by external grants and contracts. Whenever possible, these individuals when employed by the department should be considered for tenure-eligible positions. Adjunct faculty are not tenure-eligible faculty and have term appointments as specified in Section 3.3.2.1 of the ISU Faculty Handbook.

5.3.4.2. The title of Adjunct Instructor is reserved for persons with appropriate masters degrees in departments/programs where a limited number of PhD students in good standing come with previous relevant special experience (with the relevancy and uniqueness to be articulated and defended by the academic department/program). Before using the
title, each department/program proposing such use of Adjunct Instructor must receive approval by the Provost and Faculty Senate. Special approval by the Provost and the Faculty Senate has been given in these areas: a) faculty with DVMs or equivalent degrees, who perform faculty work as part of a PhD or specialty training program; b) Adjunct Instructors in the Construction Engineering Program of the CCEE Department with a Master’s Degree and at least five years of industrial experience; and c) Adjunct Instructors in the Department of Animal Science with a Master’s Degree and at least three years of relevant experience in the animal production or meat processing industry.

5.3.5. Non-Tenure Eligible Professional and Scientific (P&S) Non-Tenure-Eligible Appointments

5.3.5.1. A person employed in a Professional & Scientific (P&S) position may also be appointed to non-tenure-eligible positions by an academic department to carry out faculty responsibilities for that department. Individuals holding a full or part-time P&S position may have no more than 30% of their total work responsibilities in teaching.

5.3.5.2. A broad range of P&S employees are granted faculty rank so that they can conduct faculty duties, most often teaching. Previously these individuals were appointed as Adjunct Instructors, Adjunct Assistant Professors, Adjunct Associate Professors, and Adjunct Professors. The specific title reflected the employee’s academic credentials and the title was usually for a term appointment.

5.3.5.3. The following system is now employed for P&S employees assuming faculty responsibility.

a) When the faculty work undertaken is similar to that of a department’s Lecturers and Clinicians, the title of Lecturer and Clinician (or Senior Lecturer and Senior Clinician) is appropriate. These titles should only be given to employees with an advanced degree in an appropriate field. These titles can be given for terms not to exceed five years, when a department foresees a continuing need for the P&S employee’s service in faculty roles.

b) When the faculty work undertaken is substantially different from the work of department Clinicians and Lecturers, which often occurs when the work is focused on research or extension/professional practice, the P&S employee may be given the title of Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. The qualifications for these titles should be similar to those required to hire at the Assistant, Associate or Full Professorial ranks under the tenure-eligible system. These titles should only be given to employees with the terminal degree in the field. The awarding of these titles must be approved by the department, the college, and the provost.

5.3.5.4. P&S employees who held adjunct rank at the Assistant, Associate or Full Professorial levels at the time of adoption of this policy (2/11/03) will retain these titles, with appropriate review and approval by the departments in which the title is held. The term of these appointments shall be as previously specified or for a renewable term not to exceed five years.

5.3.5.5. Appointments of P&S employees to non-tenure-eligible positions will be recommended by the department chair, with faculty input. The department chair can make initial appointments of P&S employees for
one year without faculty input, but reappointment (or initial appointment beyond one year) will require faculty input.

5.4. Non-Tenure-Eligible Research (NTER) Appointments

Funding for these positions shall be external to the university and are not a part of the university base budget. (See Section 4.1.3 of the ISU Faculty Handbook) Approved by the Faculty Senate on February 12, 2008, by the president and provost on February 15, 2008 and by the Board of Regents on May 1, 2008.

5.4.1. Policies for Non-Tenure-Eligible Research Appointments

5.4.1.1. Research professors are persons holding the rank of research assistant professor, research associate professor, and research professor. Research professors are employees of the university. They are subject to appointment, renewal, advancement, termination, and conduct consistent with university policies and procedures, and the special conditions outlined herein. All positions shall be non-tenure-eligible renewable term appointments not to exceed five years in any one contract period. These appointments shall be approved at the department, collegiate and provost levels. Qualifications, standards and procedures for ranks shall be the same as for tenured and tenure-eligible faculty with commensurate titles. Each department and college hiring NTER faculty shall include provisions defining NTER positions, search and appointment processes, and review, renewal and advancement procedures in its governance documents. Persons holding this title are not members of the General Faculty, may not hold senate positions, nor represent the faculty on collegiate or university committees. Departments will decide departmental rights and responsibilities.

5.4.2. Procedures for Non-Tenure-Eligible Research Appointments

5.4.2.1. Departments intending to retain NTER faculty shall develop procedures for hiring research professors. Tenured and/or tenure-eligible faculty shall be involved in the search process, review of applications and credentials, final recommendations for hiring, and determination of rank consistent with that department's processes for hiring tenure-eligible faculty. Similar tenured and tenure-eligible faculty involvement needs to be followed for candidates holding other types of appointments at ISU seeking to convert to a research professor position.

5.4.2.2. Research professors shall have a departmental home and a PRS. In the case of joint appointments, at least 51 percent of the appointment shall be in the home department.

5.4.2.3. Persons holding NTER positions shall have a PRS stipulating not less than 90 percent time commitment of the appointment to research. Up to a maximum of 10 percent time commitment may be assigned for serving on graduate committees and/or leading research related seminars. As these are research (not teaching) appointments, funding for the incidental teaching time-share shall be from external funds.

5.4.2.4. The total number of persons holding NTER faculty appointments, whether full- or part-time, shall not be more than a 20 percent ratio of the total FTE tenured and tenure-eligible faculty in a department, nor more than 10 percent of a similar share for the university as a whole.

5.4.2.5. Persons may not hold simultaneous appointments as P&S and NTER faculty except that persons holding P&S positions at level P-17
and higher may do so, provided they meet the conditions of both appointments, and only when governmental stipulations require an appointment as a P&S staff member. Exceptions to the simultaneous appointments must be reviewed and approved by the provost and the Faculty Senate president and must be reported annually to the Faculty Senate.

5.4.2.6. All appointments are non-tenure-eligible.

5.4.2.7. Persons denied tenure at ISU is eligible to apply for these positions after three years have elapsed from the date of tenure denial.

5.4.2.8. Persons holding NTER positions are eligible to be named to the Graduate Faculty in accordance with Graduate College procedures.

5.4.2.9. Persons holding NTER positions shall not convert to tenure-eligible or tenured positions. They may apply for an advertised tenure-eligible position provided the search and appointment processes conform to those for tenure-eligible faculty.

5.4.2.10. Persons holding P&S positions, post-doctoral positions, and tenured and tenure-eligible positions shall be eligible for appointment to a research professor position provided that their credentials are commensurate for the potential rank. Tenured and tenure-eligible faculty shall be involved in the appointment process as outlined above.

5.4.3. The Faculty Senate shall exercise oversight of compliance with these recommendations and will accept and review applications from the provost for exceptions to appointment limitations consistent with shared governance. The provost shall provide an annual report regarding the number of appointments and ratios to the Faculty Senate.

5.5. Non-Tenure Eligible Continuous Appointments

5.5.1. The title continuous adjunct was employed in the past to extend certain adjunct appointments beyond seven years and subject to termination only for cause. Cause includes not only inadequate performance but also factors such as discontinuation of financial support, lack of need for the role the person has been playing in the department, significant change in the nature of that role, or other circumstances related to the nature of the position within the department. No new appointments may be made using this title.

5.5.2. Salaries for continuous adjunct faculty should reflect equity with other faculty making similarly valuable contributions. (Faculty Senate Resolution 96-12, March, 1997)

5.6. Non-Tenure Eligible Visiting Appointments

5.6.1. Visiting Appointments are ordinarily intended to provide special input into the teaching or research program of the department. A visitor is usually a member of the faculty of another institution and is appointed at the rank held at that institution. A visitor may, however, also come from business, industry, or government, in which case the appointment is at a rank consistent with the individual's professional experience. A visiting appointment is usually for one academic year, but may be for a shorter period of time. It is not subject to renewal, so no special notification of intent not to renew is necessary.

5.6.2. The person is not considered to be tenured at Iowa State, nor is the visiting appointment considered to be service in a probationary period leading to tenure since renewal is not contemplated. If, however, the individual is subsequently given a regular appointment following an open recruitment process, continuous time up to one year served in a visiting...
status may be credited toward completion of the probationary period. Since visiting appointments are not renewable, the university’s affirmative action procedures do not apply and the position need not be advertised. Visitors appointed for at least nine months may, at their option, participate in the university's benefits program.

5.7. Non-Tenure Eligible Collaborator Appointments

5.7.1. Collaborators are persons not employed by the university who are appointed to the faculty with the understanding that they will receive no remuneration for services rendered to the university. Typically they are persons whose special expertise is deemed useful to the university in connection with a particular teaching or research program.

5.7.2. A collaborator appointment may be made at any academic rank and remains in effect as long as it is mutually agreeable to both the department and the individual. A collaborator is not tenured, does not serve a probationary period leading toward tenure, and does not participate in the university's benefits program.

5.8. Non-Tenure Eligible Affiliate Appointments

5.8.1. Affiliates are persons appointed to the faculty, without financial obligation on the part of the university, to carry out scholarly activities from which the individual as well as the department and the university will benefit. Faculty rank will reflect scholarly qualifications equivalent to those of similar rank in the department. Unlike collaborators, affiliates are not employed on a regular basis outside the university.

5.8.2. Since affiliates are not recruited following university affirmative action procedures, they may not be assigned duties or responsibilities - such as teaching courses or providing research support for other faculty or staff - that would ordinarily be carried out by a person in a faculty or P&S position. If a department desires to assign such responsibilities to a person on an affiliate appointment, that person's appointment status may be converted to an appropriate status by following the university’s procedure for filling a faculty or P&S position.

5.8.3. Appointments may be made for one to three years and may be renewed. The conditions of the appointment, including the extent to which the department will provide support services for the individual, are stated in a written agreement signed by both parties at the time of the appointment. If a person on an affiliate appointment obtains financial support from a grant or contract for which he or she is the principal investigator, he or she is paid through the university's payroll system and may participate in the university's benefits programs, provided that all salary and benefit costs are supported by the affiliate's grant or contract.

5.8.4. An affiliate is not tenured, and time spent in affiliate status is not considered to be service in a probationary period leading toward tenure. Persons on affiliate appointments are, however, subject to university and faculty policies.

5.9. Non-Tenure Eligible Joint Academic Appointments

5.9.1. 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 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.

5.9.2. 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.

5.9.3. The Position Responsibility Statement should clarify the expectations in each department.

5.10. Evaluation, Renewal, and Advancement of Non-Tenure-Eligible Appointments

5.10.1. Evaluation, Renewal, and Advancement Policies for Non-Tenure Eligible Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct Appointments.

5.10.1.1. Non-tenure-eligible faculty positions are term appointments eligible for renewal based upon the quality of performance and the continuing need of the unit. They are subject to approval by the Dean and Provost. Individuals appointed to these positions will be evaluated for compensation and advancement using established criteria appropriate to their positions. Evaluations for renewal of appointment will be conducted by an appropriate faculty committee, and recommended by the department chair at the time of reappointment. Additionally, performance evaluations conducted by a faculty committee should be completed at least every six semesters of employment for those who will be considered for future re-appointment and shall be based on the individual's PRS. (See 5.1.1.2 of the ISU Faculty Handbook for related information on annual reviews.)

5.10.2. Eligibility Criteria

5.10.2.1. Lecturer and Clinician: a limited term, full- or part-time appointment of from one semester to three years and renewable. After a minimum of six years or the completion of 12 semester FTEs of employment, the individual has the right to be reviewed for advancement by the appropriate departmental committee. Criteria for advancement shall be based on the quality of work relative to the individual's PRS. The three outcomes of this review include: recommendation for advancement to Senior Lecturer or Senior Clinician; continuation of appointment as Lecturer or Clinician; or non-renewal of contract. Individuals who are not recommended for advancement are eligible to reapply in subsequent years. An outcome of the review process should be to provide constructive, developmental feedback to the individual regarding progress in meeting departmental criteria for advancement.

5.10.2.2. Senior Lecturer and Senior Clinician: a limited term, full- or part-time renewable appointment not to exceed five years, requiring a notice of one year of intent not to renew. To be eligible for appointment as Senior Lecturer or Senior Clinician the individual shall have served as a Lecturer or Clinician or its equivalent for a minimum of six years or completed 12 semester FTEs of employment.
5.10.2.3. **Adjunct appointment**: a limited term, full- or part-time renewable appointment not to exceed five years for each appointment, requiring a notice of one year of intent not to renew except when the appointment is for a year or less.

5.10.2.4. **Professional and Scientific (P&S) non-tenure-eligible appointment**: employees on P&S status may be appointed to limited term, renewable appointments, of from one to five years, to carry out faculty duties as specified in 3.3.2.5 of the ISU Faculty Handbook.

2 As specified in section 3.3.2.4 of the ISU Faculty Handbook, the title of “adjunct instructor” is reserved “for persons with DVMs or the equivalent degree, who are performing faculty work as part of a PhD or specialty training program.”

Tenured and tenure-eligible faculty shall be responsible for selecting, reviewing, and renewing non-tenure-eligible faculty appointments, consistent with the principles of shared governance, and in accordance with each unit’s governance document. This purview includes all personnel carrying out instructional duties providing course credit.

5.11. **Evaluation, Renewal, and Advancement Procedures for Non-Tenure Eligible Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments.**

5.11.1. In addition to the above principles (“Eligibility Criteria”) established in conjunction with the Faculty Senate, the following practices and procedures shall apply:

- a) Since the appointment of Lecturers and Clinicians is for a specified period of time, no special notice of intent not to renew is necessary.

- b) Persons on appointment as Lecturer or Clinician may be reviewed for advancement to Senior Lecturer or Senior Clinician and may be advanced without a search.

- c) Persons on adjunct appointment may be reviewed by an appropriate faculty committee for advancement to adjunct associate professor or adjunct professor using established criteria appropriate to the position.

- d) Persons appointed as Senior Lecturer and Senior Clinician must receive notice by May 15 of the year preceding the end of the term appointment (or at least 12 months in advance of the end of the term appointment when the appointment end date is not May 15) of intent to renew or not renew.

- e) Renewal of Senior Lecturers and Senior Clinicians or adjunct appointments must be approved by the dean and the provost. Request for approval should include a summary of the review results and a statement regarding the continuing need of the unit.

- f) Both full-time and part-time non-tenure-eligible faculty will receive annual reviews, as specified above, as well as review by a faculty committee at least every six semesters of employment.
g) Review of individuals in these positions will be based on the Position Responsibility Statement (PRS). At each renewal time; the Position Responsibility Statement may change, depending on the continuing and/or changing needs of the unit. The PRS will be discussed and disagreements negotiated at that time as a part of the renewal agreement. The agreed upon PRS will be signed by both parties and dated.

h) For P&S employees, notice of intent not to renew is governed by the P&S appointment. Termination of the P&S appointment will also mean termination of the non-tenure-eligible appointment.

5.11.2. Annual Evaluations of Non-Tenure-Eligible Appointments

5.11.3. All non-tenure-eligible (NTE) individuals will be reviewed annually, following standard department practices for tenure track and tenured faculty reviews.

a) The NTE individual being reviewed will complete an annual activity report, using as a template the activity report form used by tenure-track and tenured faculty.

b) Other information to be used in annual reviews may include instructor/course evaluations (obtained for all courses and automatically placed into each faculty member’s file), position description, written evaluations prepared by faculty who work with the nontenure-track faculty member being reviewed or who sat in on classes, and examples of materials (syllabi, course packets, lab manuals, exams, etc.) used in class.

c) The department chair or designee will meet with the person under review to discuss activities, accomplishments, problems, concerns, and plans for the future. A faculty member who works with or directly supervises the NTE faculty member may also participate in the meeting.

d) Following the meeting, the department chair or designee will prepare a written summary of the annual review, noting accomplishments, concerns, and plans for the future. The NTE faculty member will sign and return a copy of this report, acknowledging its receipt.

e) The NTE faculty member should not be reviewed by someone with whom he/she has a conflict of interest. Conflicts of interest include conflicts arising out of personal relationships, family relationships, and those arising out of activities outside of work (See Faculty Conduct Policy in section 7.2.2.1 in ISU Faculty Handbook.)

f) In addition to NTE annual reviews completed by the Department Chairperson, additional periodic reviews (at least every 6 semesters) by faculty committees are required prior to renewal and/or advancement of NTE appointments, as specified elsewhere in this document.
5.12. Non-Tenure Eligible Lecturer/Clinician Appointment, Reappointment and Advancement

5.12.1. A Lecturer or Clinician may be appointed initially for up to a 3-year term. The decision to extend the term for up to an additional 3 years will be made by the Department Chair in consultation with the Faculty Advisory Committee. It will be based on the individual's annual reviews, position description, and the needs of the department; and will be made in consultation with any faculty members who directly supervise the person under review.

5.12.2. At the time of consideration of advancement to Senior Lecturer or Senior Clinician, the department chair will appoint a 4-member faculty committee from inside the department to conduct this review. The review committee will function in a manner similar to that of the departmental Promotion and Tenure Committee and can include members of the Promotion and Tenure Committee. This committee will make a recommendation on reappointment to the department chair. Advancement to Senior Lecturer/Senior Clinician will be based on excellence of performance in the role of Lecturer or Clinician over a period of 6 years.

5.12.3. Materials that should be provided to the review committee include the annual activity reports of the individual, position responsibility statement, a narrative written by the individual summarizing and analyzing his/her activities over the time period in question, and any supporting materials the individual wishes to include (syllabi, course packets, manuals, web pages, published papers, summaries of instructor evaluations, etc.)

5.12.4. Senior Lecturers and Senior Clinicians may be appointed for terms of up to 5 years, plus a 1-year notification period if the appointment will not be renewed. They will be reviewed annually as outlined above, and will be reviewed for reappointment by the Faculty Development Committee in the penultimate year of the contract, in a manner comparable to that used in the department for post-tenure review of tenure-track faculty. The recommendation on reappointment, including a summary of the review committee's findings, will be given to the individual in writing by the department chair. This recommendation will then be given to the College Dean for final review.

5.13. Non-Tenure Eligible Adjunct Faculty Employed Elsewhere Evaluation, Renewal, and Advancement

5.13.1. Adjunct faculty are eligible for review for advancement in accordance with university promotion policies.

5.14. Non-Tenure Eligible Adjunct Faculty Employed by the University Evaluation, Renewal, and Advancement

5.14.1. Adjunct faculty are eligible for review for advancement in accordance with university promotion policies.

5.15. Non-Tenure Eligible Professional and Scientific (P&S) Appointments Evaluation, Renewal, and Advancement
5.15.1. A person employed in a P&S position and assigned non-tenure-eligible faculty responsibilities shall be evaluated in accordance with the procedures governing non-tenure-eligible appointments for that portion of their responsibilities related to their non-tenure-eligible appointment.

5.15.2. Renewal review. Renewal review will follow procedures outlined for the renewal review of other non-tenure-eligible faculty, except that there is no requirement that P&S NTE faculty must be advanced after a particular period of time. Renewal review will be conducted by the Faculty Development Committee, in a manner comparable to that used in the department for post-tenure review of tenure-track faculty. This committee will make a recommendation on renewal to the department chair.

5.16. Non-Tenure Eligible Continuous Adjunct Evaluation, Renewal, and Advancement

5.16.1. Faculty on continuous adjunct appointment are eligible for review for promotion in accordance with university promotion policies and procedures. No new appointments may be made using this title.

5.17. Non-Tenure Eligible Visiting Appointments Evaluation, Renewal, and Advancement

5.17.1. Visiting appointments are not renewable.

5.18. Non-Tenure Eligible Collaborators Evaluation, Renewal, and Advancement

5.18.1. Collaborators are eligible for review for advancement in accordance with university promotion policies.

5.19. Non-Tenure Eligible Affiliates Evaluation, Renewal, and Advancement of Affiliates

5.19.1. Affiliates are eligible for review for advancement in accordance with university promotion policies.

5.20. Non-Tenure-Eligible Research (NTER) Faculty Evaluation, Renewal, and Advancement

5.20.1. Appointments for all ranks of NTE research professors shall be for a stipulated time duration not to exceed five years per appointment period. There is no limit to the number of appointment periods or to time in rank except as noted in the following. Appointments are renewable at the discretion of the home department contingent on continuation of external funding (except that research professors supported by federal funds shall be governed by applicable federal policy) and departmental performance review. The provost shall approve reappointments. At any time during the contract period positions may be terminated without cause and/or due to lack of grant funding sufficient to cover salary and benefits through the term of contract (subject to federal guidelines when they apply).

5.20.2. Annual performance reviews shall conform to those for tenured and tenure-eligible faculty.

5.20.3. Performance review involving tenured and tenure-eligible faculty shall be done periodically, at least once every three years.

5.20.4. A NTER faculty member may be proposed for advancement to the next rank. Departments shall develop procedures for advancing NTER
faculty. The standards for each rank shall be the same as the definitions for scholarship performance at rank for assistant, associate and professor ranks for tenure-eligible and tenured faculty. The advancement review process shall include tenured and/or tenure-eligible faculty and be the same as the review for tenure and promotion of tenure-eligible and tenured faculty.

NOTES: Text in italics in Section 5, Non-Tenure Eligible Appointments, indicates language that was copied directly from the ISU Faculty Handbook as of April 2010. Non-tenure-eligible Appointment Policies and Procedures were revised April 2010.
6. DEPARTMENTAL COMMITTEES
Also, see: Section 2.2.2 about the Departmental Advisory Council; Section 4.7.3 about the Promotion & Tenure Review Committee; and Section 4.10.4 about the Faculty Development Committee’s duties. (Approved March 2010).

6.1. Committee Appointments
6.1.1. Faculty members will be appointed for committees by the Chair based on input from the Departmental Advisory Council, and indications of faculty interest. Assignment to committees is most often for a three-year term. Committee member terms may change due to Faculty Program Development Assignments, the need for specialization representation on committees or faculty illness. Graduate and undergraduate students will be offered opportunities to participate on department committees by committee chairs.

6.1.2. A call will go out in the Spring for faculty and graduate students to indicate their department committee interests. Based on that information, the HDFS Graduate Student Network officers will be contacted by committee chairs for assistance in assigning graduate students to department committees. The recruitment of undergraduate student participation on department committees will be the responsibility of the committee chair.

6.2. Curriculum
6.2.1. Committee membership: DUGE serves as chair and also serves as representative for Curriculum on the DAC (committee designates the HDFS representative to College curriculum committee); three to four faculty members representing each of the department undergraduate majors, and may include an advising coordinator as an ex-officio member; undergraduate student.

6.2.2. Responsibilities: reviews and makes recommendations to HDFS faculty and appropriate college and university committees on matters relating to department curricula and courses; prepares catalog materials; reviews and makes recommendations regarding proposed course offerings in the graduate and undergraduate programs; reviews student outcomes assessment results and proposes any relevant changes to faculty; reviews and makes recommendations regarding sequencing of scheduled courses.

6.3. Graduate Education Committee
6.3.1. Committee Membership: Director of Graduate Education (serves as Chair and representative on DAC) and 3 faculty members.

6.3.2. Responsibilities: review and evaluate new student applications for admission to graduate study in HDFS; review credentials of graduate student applicants for scholarships and make recommendations to the College of Human Sciences Research and Graduate Education Committee (involves ranking the recommendations that are forwarded); review assistantship assignments annually in consultation with the HDFS Chair; review policies of the graduate program, as needed, that guide committee duties (e.g. graduate assistantship policy, admission criteria as indicated on evaluation form); evaluate nominations of graduate students for research and teaching excellence awards; develop recruitment strategies for attracting outstanding students to the HDFS graduate program; provide feedback on the development of informational materials being sent to prospective students; make recommendations to faculty for new policies or policy changes regarding graduate students progress through the program;
present recommendations on graduate program policies to the faculty for voting.

6.4. Faculty Development Committee
6.4.1. Committee membership: 4 faculty members. The members of the FDC will be comprised of the four faculty members who have most recently had a post tenure review (two full professors; two associate). Service will be a two year term or until there is a rank replacement. Appointment will proceed as follows: the persons who previously have been reviewed will rotate on to the committee at the two ranks (professor; associate) with the most senior of the previously reviewed persons at each rank rotating to FDC first, then the next most senior at that rank the next year, etc., ensuring that persons serving on the committee have previously been reviewed, and that the rotation of committee members and persons to be reviewed does not intersect.

6.4.2 Responsibilities: Develop and maintain procedures to enhance faculty development, including peer review of instruction. Review and rank faculty development assignment and foreign travel grant applications to forward to the Chair. Disseminate information related to faculty development opportunities. Implement post-tenure review policy.

6.5. Computer Advisory Committee
6.5.1. Committee membership: One faculty member who serves as chair (voting member, serves as HDFS representative to CHS Computer Resource Committee), 1 student (voting member), and Administrative Specialist (ex-officio).

6.5.2. Responsibilities: makes recommendations to college computer committee on expenditure of student computing funds; responds to Chair and DAC requests for input about the purchase and use of computers, software, and computer support.

6.6. Honors & Awards Committee
6.6.1. Committee membership: Chair (serves as HDFS representative to College of Human Sciences Faculty/Alumni Honors and Awards committee) and 2 faculty members, one of which serves on the CHS Undergraduate Scholarships Committee.

6.6.2. Responsibilities: reviews honors and awards nominations and makes recommendations to the Chair or other appropriate groups; coordinates and processes student awards including scholarships; works with Chair and faculty to recognize honors and awards recipients and Honors Program.

6.7. Faculty Senate Elections
6.7.1. The election of an HDFS faculty senator representative, and of an additional HDFS faculty member to serve as an at-large representative for College of Human Sciences, will be conducted by the DAC as soon as notification is received from the ISU Faculty Senate about the relevant vacancy.

6.7.2. Eligibility: All persons holding regular or adjunct appointments in the academic ranks of professor, associate professor, assistant professor, and instructor, except those with title president, provost, associate provost, vice-president, associate vice-president, assistant vice-president, dean, associate dean, assistant dean, director, associate director, and assistant director are eligible.

6.7.3. Nomination and election of Senators: a written nomination ballot will be distributed to every eligible faculty member for the purpose of ensuring an
opportunity to nominate a candidate by written petition; faculty members
receiving the highest and second highest number of nominations shall be
contacted regarding the placement of their name on the election ballot (in
case of tie votes all names in the tie positions will be contacted); in the case
where a faculty member declines his/her name being placed on the election
ballot the faculty member with the next highest number of nominations will
be contacted, and so on until two faculty members consent to serving on the
Faculty Senate if elected; written approval of the nominee and the support of
one faculty member eligible to vote in Senate elections (form provided by
Faculty Senate) must be obtained prior to preparing the election ballot; all
elections shall be by written, secret ballot and election will be by a plurality
of the votes cast; in the case of a tie vote, a coin will be tossed to determine
the faculty member elected.

7. **SUMMER SESSION APPOINTMENTS OF B-BASE FACULTY** *(Approved 4/98)*

7.1. Appointments to summer session teaching will be guided by the goal of meeting
student curriculum needs. Summer session appointments are made by the Chair
considering the following guidelines. When faculty are not available, graduate
students will be considered for summer session appointments.

7.2. **Guidelines:**

   a) Designated in catalog as a summer course offering;
   b) Additional summer course recommendations made by curriculum
      committee;
   c) Review of programmatic needs and budget constraints by DAC;
   d) Demonstrated expertise and experience for the task;
   e) Prior participation in summer session teaching; and
   f) College minimum class size requirements.