

**GOVERNANCE OF THE FACULTY
DEPARTMENT OF MATERIALS SCIENCE AND ENGINEERING
COLLEGE OF ENGINEERING**

The purpose of this document is to establish a democratic framework in which the members of the department can work together harmoniously to meet the teaching, research and service obligations of the Materials Science and Engineering department. To this end, this document defines the roles of the members of the department and outlines procedures to be followed in formulating decisions and implementing policies.

The Department of Materials Science and Engineering is organized in accordance with the policies and rules of Iowa State University. It is a functional unit of the College of Engineering and is subject to the authority that governs this college as indicated in the Faculty Handbook, the University Office Procedure Guide, and other policy documents that may be in effect.

I. Membership

- 1.0 Membership in the department faculty shall include: (1) all persons who appear in the department budget with the regular or continuous adjunct rank of instructor, assistant professor, associate professor, professor, or distinguished professor, (2) department faculty members with formal emeritus rank, (3) all persons who are supported in whole or in part by the department budget with the titles lecturer, senior lecturer, clinician, or senior clinician, (4) budgeted and non-budgeted adjunct and courtesy faculty members. Members in categories (2), (3), and (4) are subject to special provisions with regard to voting rights (see I.2.0 and I.4.0 below).
- 2.0 Faculty in category (2) do not have voting rights. Faculty members in category (3) and (4) are granted voting rights, although they are not permitted to vote on personnel matters (by University policy).
- 3.0 A simple majority of all resident budgeted members of the faculty shall constitute a quorum.
- 4.1 Voting rights for promotion and tenure (P&T) on tenure and tenure-track faculty positions are restricted to budgeted faculty, who have voting rights for all promotions to their current rank or lower. All tenured faculty members have voting rights on tenure decisions. To be specific, a tenured full professor can vote on all promotion and tenure decisions. An associate professor with tenure can vote on all tenure decisions, promotions from assistant to associate professor, but not on promotions from associate to full professor and cannot participate on evaluations of associate professors. Associate or full professors without tenure cannot vote on tenure decisions, but can vote on promotions as described. Assistant professors without tenure have no P&T voting rights for decisions on tenure and tenure-track promotions.

- 4.2 For promotion decisions on non-tenure eligible (NTE) faculty members, an appropriate departmental faculty P & T committee will be appointed by the department Chair. “Appropriate” implies that the committee members are budgeted faculty members and are
- those who, due to their own position responsibility statements, are qualified to make decisions on this promotion
 - of equal or higher rank than the position for which this person is being considered for promotion.

II. Officers

- 1.0 The chairperson of the department will be designated “Chair” in this document.
- 2.0 The Chair may appoint one or more Associate Chairs to share administrative responsibilities and to serve when the Chair is unavailable.
- 3.0 An acting Chair may be designated by the Chair as the need arises.

III. Functions and Responsibilities

- 1.0 Departmental voting members:
- 1.1 Shall participate in the determination of the policies and goals of the department.
- 1.2 Shall cooperate with the other members of the department in making reasoned decisions by attending and participating in meetings of the department. Each member should be willing to accept academic and service responsibilities unless there are compelling reasons for refusal.
- 1.3 Shall participate in decisions regarding new faculty appointments.
- 2.0 The Chair:
- 2.1 Shall serve as described in the Faculty Handbook and shall be expected to exhibit individual initiative in the affairs of the department.
- 2.2 Shall preside at meetings of the department.
- 2.3 Shall seek to implement the policies agreed upon by the majority of the voting members and shall freely delegate authority and responsibility in order to facilitate achievement of the goals of the department.
- 2.4 Shall advise the dean on matters pertinent to the welfare and function of the department.
- 2.5 Shall conduct annual evaluations of each faculty member's performance prior to salary recommendations. This annual performance evaluation shall use the faculty member's Position Responsibility Statement for guidance. This evaluation shall be written and shall be shared with the individual faculty member involved via an interview between the faculty member and the Chair.
- 2.6 Shall review each faculty member’s Position Responsibility Statement in collaboration with that faculty member as circumstances require.

- 2.7 May create temporary or permanent committees to aid in the management of the department in addition to the standing committees defined in this document.
- 2.8 Appoints members of committees.
- 3.0 Associate Chair:
 - 3.1. Shall perform duties of the Chair in the absence of the Chair.
 - 3.2 Shall assist the Chair in the administration of the Department as agreed on with the Chair.
- 4.0 Acting Chair:
 - 4.1. Shall perform duties of the Chair in the absence of the Chair.

IV. Departmental Meetings

- 1.0 The Chair:
 - 1.1 Shall call departmental meetings to consider curricular matters, promotion or tenure policies, new faculty hires, admission policies, or any other matters pertinent to significant numbers of faculty or students.
 - 1.2 May call additional meetings of the departmental faculty for appropriate purposes.
 - 1.3 Shall convene a meeting of the departmental faculty within ten days upon written request of any five voting members.
 - 1.4 Shall require a quorum for the transaction of business.
 - 1.5 Shall conduct meetings informally, however, in cases of unresolved disagreement as to procedure, Robert's Rules of Order, newly revised, shall be the authority.
 - 1.6 May make proposals and suggestions, and participate actively or lead discussion, but shall not make formal motions.
 - 1.7 Shall have a vote. In the case of a tie, the side on which the Chair has voted shall decide the issue.
 - 1.8 Shall normally conduct voting procedure by hand. Shall be required to take a written ballot during the meeting upon request by any voting member. Shall be required to take a mailed written ballot of the entire voting membership upon the request of three or more voting members.
- 2.0 Votes:

Voting decisions by the faculty as a whole, whether by hand, written ballot, or mail ballot shall be by simple majority of the votes cast with the following exception:

 - 2.1 Changes in titles of degrees or names of curricula or majors shall require a 2/3 majority.

V. Ratification and Amendment

- 1.0 This governance document shall become effective immediately upon ratification by a simple majority vote of the voting members of the department.

2.0 This governance document may be amended by the voting members. A written ballot, following written presentation and discussion by an interval of seven calendar days, shall be required for amendment. A simple majority vote of the voting members is required for amendment.

APPENDIX A

STANDING COMMITTEES AND THEIR RESPONSIBILITIES

All committee meetings are open to any faculty member or student unless matters of personnel are to be discussed. Any committee may announce and hold hearings on any question prior to submitting their recommendations to the Faculty.

I. Promotion and Tenure Committee

- 1.0 Shall consist of all faculty members with voting rights for Promotion and Tenure decisions as defined in I.4.0 above, with membership dependent on the action being considered. Shall constitute the Preliminary Screening Committee of the Faculty Handbook. Two-thirds of the resident membership of the Committee shall constitute a quorum.
- 2.0 Shall be chaired by an annually elected committee member other than the Chair
- 3.0 Shall annually review all regular faculty who have not achieved the rank of full professor. Shall review all adjunct faculty who have not achieved the rank of full professor once every five years.
- 4.0 Shall conduct a performance review of each tenured faculty member at least every seven years.
- 5.0 Shall forward Committee reports and decisions regarding promotion and tenure to the Chair.
- 6.0 Shall forward Committee reports and recommendations regarding post tenure performance reviews to the Chair.
- 7.0 Shall conduct review processes in a nonpartisan manner, free of conflicts of interest. A conflict of interest in a departmental review is considered operative when a committee member receives financial or other personal gain or loss from his or her review. Committee members who feel they have a conflict of interest should request relief from service on any particular review. This request should be made to the Chair and requires a majority confirmation of the Committee in session. Likewise, any members of the Committee or the candidate involved may request a vote of the Committee on any question of conflict of interest. A majority vote of the Committee in session is required to sustain a request to disqualify a member of the Committee on the grounds of conflict of interest.
- 8.0 Shall adhere to College of Engineering promotion criteria, and to the department criteria given in Appendices B and C.
- 9.0 Shall advise the Chair on issues relating to dismissal of faculty and staff.

II. Undergraduate Studies Committee

- 1.0 Shall have its chair appointed by the Chair.
- 2.0 Shall be responsible for the development of effective and efficient curricula, course offerings and programs in materials science and engineering for undergraduate students.
- 3.0 Shall plan, execute, review and report outcomes assessment.
- 4.0 Shall present their recommendations to the voting faculty for approval.
- 5.0 The chair of this committee will represent the department on all undergraduate studies matters outside the department when appropriate.
- 6.0 May, at the option of the members, send a written report to the faculty when special issues or events prompt such reports.
- 7.0 Shall have an undergraduate student member selected by the committee chair.
- 8.0 Shall have as a member of the Committee the head of undergraduate advising and will supervise advising activities.

III. Graduate Studies Committee

- 1.0 Shall have its chair appointed by the Chair.
- 2.0 Shall be responsible for the development of effective and efficient curricula, course offerings and programs in materials science and engineering for graduate students.
- 3.0 Shall coordinate recruitment of graduate students.
- 4.0 Shall recommend approval of admission of graduate students to the Chair.
- 5.0 Shall be responsible for “quality assurance monitoring” of preliminary oral Ph.D. examinations and report to the faculty any concerns they may have regarding the rigor and thoroughness of these examinations. This will be carried out with the assistance of other faculty as the committee deems desirable.
- 6.0 Shall present their recommendations to the voting faculty for approval.
- 7.0 Shall have the chair of this committee represent the department on all graduate studies matters outside the department when appropriate.
- 8.0 May, at the option of the members, send a written report to the faculty when special issues or events prompt such reports.

IV. Equipment and Facilities Committee

- 1.0 Shall have its chair appointed by the Chair.
- 2.0 The chair of the Equipment and Facilities Committee will be the principle liaison between the Chair and the Materials Analysis and Research Laboratory (MARL) and will serve on its advisory committee.
- 3.0 Shall be responsible for preparing and submitting proposals for funding in areas where needs for equipment are identified.
- 4.0 Shall be responsible for planning effective use of teaching equipment and facilities including long-range plans for the department in these areas.
- 5.0 Shall evaluate utilization of department space and equipment and make recommendations to the Chair in assigning facilities, reallocating space, evaluating proposals for enhancement of facilities and equipment, and modify faculty use procedures to optimize utilization of available resources.
- 6.0 May, at the option of the members, send a written report to the faculty when special issues or events prompt such reports.

V. Awards Committee

- 1.0 Shall have its chair appointed by the Chair.
- 2.0 Shall make recommendations concerning undergraduate scholarships to the Chair.
- 3.0 Shall nominate faculty, staff, students, or alumni for appropriate awards.
- 4.0 Shall assist the Chair in identifying new scholarship sources and seek funds when appropriate.
- 5.0 May, at the option of the members, send a written report to the faculty when special issues or events prompt such reports.

VI. Grievance Committee

- 1.0 Shall have its chair appointed by the Chair as required. This is not a standing committee.
- 2.0 Shall consider and hear questions of grievance with regard to undergraduate and graduate student affairs.
- 3.0 May, at the option of the members, send a written report to the faculty when special issues or events prompt such reports.

4.0 Shall follow the procedures outlined in Appendix D.

APPENDIX B MSE FACULTY REVIEWS — POLICIES AND CRITERIA

This document outlines the policies and procedures for evaluation of faculty members for promotion, tenure, or performance of position responsibilities. The policies and procedures described in this appendix do not apply to persons with the titles “lecturer,” “senior lecturer,” “clinician,” or “senior clinician,” nor do they apply to budgeted and non-budgeted adjunct and courtesy faculty members. Policies and procedures for evaluation, re-appointment, and promotion of persons with the titles “lecturer,” “senior lecturer,” “clinician,” “senior clinician,” or budgeted and non-budgeted adjunct and courtesy faculty members are described in Appendix E of this document. It is to be interpreted as in agreement with the policies of the Engineering College and with the Iowa State University Tenure Policy.

In accordance with the Faculty Handbook:

“Evaluation of a faculty member for promotion and/or tenure is based primarily on evidence of scholarship in the faculty member's teaching, research/creative activities, and/or extension/professional practice. In all areas of professional activity, a faculty member is expected to uphold the values and follow the guidelines in the Statement of Professional Ethics found in "Professional Policies and Procedures."

A key tool in the promotion and tenure review process is the position responsibility statement, which describes the individual's current position responsibilities and activities in the following areas: (1) teaching; (2) research/creative activities; (3) extension/professional practice; and (4) institutional service. This statement is used by all evaluators to interpret the extent, balance, and scope of the faculty member's scholarly achievements.

The criteria by which faculty in the department are evaluated for promotion and tenure shall be consistent with a commitment to excellence and appropriate to the standards of scholarship. The criteria for promotion to the various ranks shall be the same for regular and adjunct faculty members and will be those of the Faculty Handbook

Annual evaluation of all regular faculty eligible for promotion or tenure will be conducted by the Chair and the Promotion and Tenure Committee (Appendix A.I) and may or may not result in a recommendation regarding promotion and/or tenure. Evaluation of all adjunct faculty eligible for promotion or tenure will be conducted by the Chair and the Promotion and Tenure Committee (Appendix A.I) no less frequently than once every five years and may or may not result in a recommendation regarding promotion.

Evaluation of faculty on joint appointment in two or more departments will be initiated and conducted by the primary department, with advice from the secondary department(s).

The department will maintain a confidential file which documents the professional career of the faculty member. The complete file is accessible only to the Chair and the faculty member. This file will be updated annually by the faculty member and will include a professional vita, non-confidential letters of recommendation, any previous reports by the Promotion and Tenure Committee, a faculty portfolio, and additional documentation. The faculty portfolio goes beyond the vita in that it includes important and supplemental materials that provide a clear understanding of the faculty member's accomplishments within scholarship and his or her areas of faculty activities. (A more detailed description of the faculty portfolio is given in the Faculty Handbook.)

The portions of the confidential file to be considered by the Promotion and Tenure Committee should be reviewed by the faculty member and the Chair (except for confidential letters solicited for evaluation) prior to reviews by the Promotion and Tenure Committee.

If a faculty member chooses not to be considered for promotion and/or tenure, this wish should be expressed in writing to the Promotion and Tenure Committee. A 2/3 vote of the Committee in session will be required to honor this request.

Certain circumstances may occur that can interfere significantly with the faculty member's opportunity to develop the qualifications necessary for tenure in the time allowed. (The assumption of parental responsibilities or a major change in assigned responsibilities might be examples of such circumstances.) Under such conditions, the faculty member may request, in writing, an extension of his or her probationary period. To be approved by the provost, such a request must be endorsed by the Chair and by the dean of the college.

According to the Faculty Handbook (as of 19 March 2008):

“In the promotion and tenure review process, the emphasis is on the critical evaluation of the scholarly nature of the candidate's achievements by professional peers, including peers external to the university. Evidence should be presented as to the impact of the scholarship in terms of its depth, duration, and/or persistence of influence or use (e.g., citations, adaptations or use by others), as well as its public and critical appreciation.”

Accordingly, a portion of the faculty member's confidential file, including the professional vita, previous reports by the Promotion and Tenure Committee, faculty portfolio, teaching evaluations, and additional documentation submitted by the faculty member will be considered in evaluation for promotion and/or tenure or post tenure performance review by the Promotion and Tenure Committee. Student surveys or evaluations, comments of other MSE faculty members, and written comments of other ISU faculty members and off-campus persons may be requested by the Promotion and Tenure Committee.

In the case of evaluation for forwarding a promotion and/or tenure recommendation, comments from off-campus will be solicited by the Chair from two or more persons

recommended by the candidate. A similar number of comments shall be solicited as chosen by the chairperson of the Promotion and Tenure Committee. Additional comments may be sought by the Promotion and Tenure Committee. All replies received shall be forwarded to the Promotion and Tenure Committee and will not be shared with the candidate. Such solicited comments are not mandatory for post tenure performance reviews.

One or more subcommittees of the Promotion and Tenure Committee shall be appointed to review the file of each faculty member to be considered for promotion, tenure, or post tenure review. The subcommittee will summarize the file information in the form of a written analysis of the current status of the faculty member's teaching, research, service and professional development for submission to the Promotion and Tenure Committee at least two weeks prior to the deadline required for action by the Committee. The subcommittee will not seek additional information on its own authority; however, the Committee may direct the subcommittee to attempt to gain additional specific information and may modify the written report prior to approving it. Recommendations regarding promotion and tenure actions, position responsibilities, or professional development will be made by the Promotion and Tenure Committee after consideration of the subcommittee report in its final form. The Promotion and Tenure Committee's report for tenure track faculty shall include constructive criticisms and/or comments to facilitate the faculty member's professional development towards promotion and tenure.

Recommendations for promotion and/or tenure will be ranked within academic rank by the committee present by ballot, and the recommendations will be forwarded by the Chair, with comments, to the Deans for further consideration.

The Committee's report including any decision regarding promotion and tenure will be conveyed to the faculty member in written form. A faculty member for whom a report or recommendation is being forwarded to the college will be given the opportunity to review the factual information therein, and to inform the Chair of any ways in which he or she believes this information to be incomplete or inaccurate. Upon request of the faculty member, a meeting with the Chair and the subcommittee chair may be held to discuss the written report of the Promotion and Tenure Committee and to consider any changes to the report for subsequent review and approval by the Promotion and Tenure Committee.

The final recommendation of the Committee will be decided by a majority vote of the Committee present. Appeals of recommendation actions will follow the procedures outlined in the Faculty Handbook.

The role of the Chair in the department promotion and tenure process shall be as outlined in the following excerpt from the Faculty Handbook:

"The Chair prepares a Recommendation for Promotion and Tenure form for each person who is recommended by the review committee for promotion and/or tenure. The Chair also may prepare a Recommendation for Promotion and Tenure form for a candidate who is not recommended for promotion and/or tenure by the review committee. The form

includes the Chair 's evaluation of the candidate; the votes and reports of all departmental reviews; and the Chair 's recommendation.

The Chair forwards recommendation forms to the college dean and informs the promotion and tenure review committee of his or her recommendations. In addition, the Chair must prepare and forward to the college dean negative departmental recommendations for persons for whom tenure decisions are mandatory.”

APPENDIX C MSE POST TENURE REVIEW POLICIES AND PROCEDURE

This document outlines the policies and procedures for evaluation of the performance of tenured faculty members in agreement with the Iowa State University Post Tenure Review Policy which States:

“Faculty in each department are charged with developing and implementing a plan for review of each tenured faculty member in the unit. Such review should be done periodically, at least once every seven years. The review should address the quality of the faculty member's performance in the areas of teaching, research/creative activities, extension/professional practice, and institutional service, consistent with the faculty member's position responsibility statement. Ideally, the review shall result in recommendations for enhancing performance and provide a plan for future development.”

As outlined earlier, the Chair shall conduct annual performance evaluations of each faculty member. The Promotion and Tenure Committee shall augment the Chair’s performance review at least once every seven years and will consider conducting such a review at the request of the Chair or faculty member to be reviewed.

Post tenure performance reviews conducted by the Promotion and Tenure Committee will follow the procedures outlined in Appendix B, except that solicitation of letters of recommendation is not mandatory, and the post tenure review will not normally be as extensive as reviews conducted when preparing to forward a recommendation for promotion and/or tenure.

The Promotion and Tenure Committee’s post tenure review report may include recommendations for career development and/or modifications to the faculty member’s Position Responsibility Statement to enhance the faculty member’s contributions to the University. The committee’s report will be communicated to the faculty member in written form and reviewed by the faculty member and Chair as described in Appendix B. The final report will be included in the faculty member’s confidential file and will be available for subsequent performance reviews. A copy of the final report will be forwarded to the appropriate Deans.

APPENDIX D

MSE GRIEVANCE POLICIES AND PROCEDURE

1.0 Scope of the Grievance Committee

The Grievance Committee has no regularly scheduled duties, and for that reason it is not a standing committee. However, a Grievance Committee may be appointed and called into action according to the guidelines set forth below in the event of grievances by MSE students. Grievances by MSE faculty and staff are not to be considered by the Grievance Committee. (Faculty grievance procedures are described in the Faculty Handbook.)

2.0 Composition of the Grievance Committee

The Grievance Committee consists of members appointed as needed by the Chair. The members include 3 faculty members, with at least one member from each of the ranks assistant professor, associate professor, and professor/distinguished professor. The other members of the Committee will be a number of students equal to the number of faculty members, chosen by the Chair at the time a grievance action is required. The student members participating on the Grievance Committee will all be undergraduate students when the grieving party is an undergraduate student, and will all be graduate students when the grieving party is a graduate student.

Any faculty member or student directly involved in the grievance issue is ineligible for appointment to the Committee.

3.0 Announcement of the Availability of the Grievance Committee

The members of the Grievance Committee and its purpose are made known by memo by the Chair to the MSE faculty and by appropriate paragraphs in the Graduate Student Guide and Undergraduate Student Guide. Prospective grievants can initiate matters by contacting any member of the Grievance Committee.

4.0 Grievance Procedure

- 4.1. Within 30 working days of the incidence of the grieved-against matter, the grievant prepares a brief written statement specifying the nature of the grievance, against whom it is directed, and what resolution is desired.
- 4.2 The Grievance Committee then investigates the matter, gets point of view of all parties, and in general develops the facts. In the investigation, it is expected that all relevant departmental records and other pertinent papers will be made available.
- 4.3 The Grievance Committee then makes a tentative written report, describing the nature of the grievance and the facts of the matter as best it can determine, and it makes a recommendation as to what should be done.

- 4.4 The tentative report is sent to the parties involved, and a one-time response within 10 working days is requested. The responses, if any, are examined by the Grievance Committee, and a final written report is prepared, including a recommendation of appropriate action. As far as practicable, the final report will avoid revealing the identities of the participants. The report is sent to the contesting parties and to the MSE faculty.
- 4.5 The MSE faculty makes a recommendation as to what action should be taken. The recommendation is then forwarded to the Chair and to the Dean or Deans having purview over the MSE Department and to the grieving party.

APPENDIX E

NON-TENURE-TRACK APPOINTMENTS: LECTURERS, CLINICIANS, SENIOR LECTURERS, AND SENIOR CLINICIAN

Hiring, review, renewal/non-renewal, and advancement

1. Non-tenure-track faculty positions (defined as lecturers, clinicians, senior lecturers, and senior clinicians) are term appointments eligible for renewal based upon the quality of performance, the continuing need of the department, and are subject to prior approval by the Chair.
 - A) Lecturer and Clinician: a limited term full- or part-time appointment of from one semester to three years and renewable for no more than a total of six years.
 - B) Senior Lecturer and Senior Clinician: a limited term full- or part-time appointment not to exceed five years, requiring a notice of one year of intent not to renew. There is no limit on the number of renewals. To be eligible for appointment as Senior Lecturer or Senior Clinician the individual shall have served as a Lecturer or Clinician or its academic or professional equivalent for six years.
 - C) No changes to the status, title, and privileges of persons already holding continuous adjunct non-tenure-eligible faculty positions shall be made unless requested by such a person. 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. 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. Salaries for continuous adjunct faculty should reflect equity with other faculty making similarly valuable contributions. (Faculty Senate Resolution 96-12, March, 1997)
2. The chair, with advice from the Promotion and Tenure Committee, shall be

- responsible for hiring, reviewing, and renewal of non-tenure-track faculty appointments.
3. Persons on appointment as Lecturer or Clinician may be reviewed for advancement to Senior Lecturer or Senior Clinician and may be recommended for advancement without a search. Evaluations for advancement to Senior Lecturer and Senior Clinician will be conducted by an appropriate faculty committee and recommended by the department chair, and shall be based on the Position Responsibility Statement, the continuing need for the position, and performance evaluations.
 4. Persons appointed as Senior Lecturer, Senior Clinician, or adjunct 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.
 5. Hiring and renewal of Lecturers, Clinicians, Senior Lecturers and Senior Clinicians must be approved by the Dean. Requests for approval should include a summary of the review results and a statement regarding the continuing need of the department.
 6. Non-tenure-track faculty shall maintain a faculty vita and such other documentation as may be recommended for use by departmental faculty evaluation committees.
 7. Non-tenure-track faculty shall be reviewed annually. The review shall assess the degree to which the faculty member is meeting the expectations of the PRS.
 8. Lecturers and Clinicians may be engaged on a one-time emergency one-semester basis without full hiring review, and are subject to subsequent approval by the Dean and Provost. Lecturers and Clinicians who are hired on emergency basis may be rehired for subsequent semesters as part of a normal (non-emergency) search and hiring process for such positions.
 9. Lecturers and Clinicians hired on a limited term (less than three year) basis may be subsequently renewed within three years of initial hire, without full departmental review. Since the appointment of Lecturers and Clinicians is for a specified period of time, no special notice of intent not to renew is necessary.

Participation in College and Departmental Activities

1. Non-tenure-track faculty shall have all the rights of participation and voting attached to the rank of Assistant Professor in college and departmental governance, committees and meetings. However, participation by non-tenure-track faculty in decisions pertaining to hiring, promotion, and tenure of faculty is specifically excluded.
2. Non-tenure-track faculty shall not serve on graduate student committees, nor vote on matters pertaining to graduate matters unless they have been granted appropriate graduate

faculty status by the Graduate College.

APPENDIX F COURTESY APPOINTMENTS

Appointing, review, renewal/non-renewal, and advancement

1. An MSE courtesy appointment of faculty from other academic departments is possible and is defined as a “joint academic appointment” where the faculty member’s salary is paid entirely by the other department. To initiate the process, the applicant, in collaboration with the MSE department chair, per the faculty handbook, “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.” The term of the appointment should be specified (3 years minimum to 5 years maximum and stated on the “Letter of Intent”) with renewals possible. The MSE faculty shall be provided access to the written statement and a current vita for the candidate and vote on applications and any subsequent renewals. A two-thirds majority is necessary for passage.
2. Courtesy appointments can be made for untenured tenure-track faculty as requested by the College (e.g., as part of a hiring program). The MSE faculty shall be provided access to the written statement and a current vita for the candidate and shall vote on applications and any subsequent renewals. A two-thirds majority is necessary for passage.
3. As stated in the College of Engineering’s governance document, the role that a secondary department should play for P&T review of faculty holding courtesy appointments is to be decided by the chairs of the primary and secondary departments.
4. Faculty holding courtesy appointments are reviewed annually and follow the promotion procedures of their primary department and college. The MSE Department may be asked to provide a review for such faculty and, if so asked, will provide that input from the Chair based on a review done by the Promotion and Tenure Committee.

APPENDIX G. ADJUNCT FACULTY

1. The Department of Materials Science and Engineering (the department) recognizes the important role played by non-budgeted adjunct faculty (the adjuncts), and therefore will make it possible for certain non-academic staff at Iowa State University (ISU) to join the department in an adjunct capacity. Such positions are restricted to those who meet the criteria and have followed the

evaluation/approval process outlined in this document.

2. Candidates for Adjunct positions must be either P&S staff with a level of P17 or higher or hold A-base, non-academic positions at ISU.
3. The total number of Adjunct positions will not exceed 1/2 of the total number of the budgeted faculty.
4. The term of an adjunct appointment shall be no longer than 5 years and can be renewed by a simple majority vote of the budgeted members of the department. There is no limit on the number of renewals.
5. Persons on appointment as adjunct faculty will be considered for promotion using the same process as tenure track faculty.

General Philosophy behind Adjunct Appointments:

The department serves the adjuncts by way of:

- Advancing their professional experience and expertise by granting titles of Adjunct Assistant Professor of Materials Science and Engineering, Adjunct Associate Professor of Materials Science and Engineering or Adjunct Professor of Materials Science and Engineering;
- Enabling their participation in all activities of the department including voting in all matters except those related to personnel decisions;
- Providing a home for proposal writing and grant applications to NSF and other funding agencies that require faculty status for eligibility;
- Allowing them to recruit students from the undergraduate and graduate programs of study at the department;
- Providing opportunities to engage in classroom teaching;
- Providing opportunities to engage in institutional service as members of departmental, college and university committees;
- Promoting the achievements of adjunct faculty members at local, national and international levels.

The adjuncts serve the department by way of (renewal decisions will be based on the degree to which these goals are met):

- Broadening research and teaching expertise in the department;
- Establishing collaborative and individual research projects housed within the department;
- Broadening the research funding base of the department both in collaboration with budgeted faculty and individually;
- Mentoring undergraduate and graduate students, and postdoctoral research associates both in collaboration with budgeted faculty and individually;
- Serving as major and co-major professors for M.S. and Ph.D. students in the department and as members of the POS committees;

- Providing classroom instruction related to their respective fields of expertise when there is a need and upon mutual agreement between the adjunct, the adjunct's home unit, and the department chair
- Serving on departmental, college and university committees when there is a need and upon mutual agreement between the adjunct, the adjunct's home unit, and the department chair
- Improving national and international visibility of the department by representing the department in their profession, by listing departmental affiliation in all of their published work, including conference presentations and institutional visits.

Application Procedure:

In order to be considered for an appointment as an adjunct, a candidate shall:

- Identify a tenured, budgeted faculty member at the department (the sponsor) who knows the applicant professionally and is willing to nominate the applicant;
- Together with the sponsor, identify faculty rank that is desired and is most appropriate to the applicant, i.e. Adjunct Assistant Professor of Materials Science and Engineering, Adjunct Associate Professor of Materials Science and Engineering, or Adjunct Professor of Materials Science and Engineering;
- Submit written request to the department chair. Written nomination by the sponsor, detailed resume of the applicant, and names of two additional references that know the applicant professionally shall be included with the request;
- Provide any additional information that may be requested by the department chair or by the sponsor.

After receiving a complete application, the department chair shall form a subcommittee consisting of three budgeted faculty members representing the department. That subcommittee will not include the sponsor. The subcommittee shall:

- Consider qualifications and experience of the applicant;
- Establish whether or not the adjunct appointment will be mutually beneficial to both the department and the applicant;
- Establish appropriateness of the requested adjunct faculty rank;
- Request and collect reference letters characterizing the applicant;
- Based on all available information make a recommendation to the department chair on whether or not to proceed with considering the applicant for an adjunct appointment at the department.

If the subcommittee makes a recommendation not to proceed, the department chair shall inform the applicant about the decision.

If the subcommittee makes a recommendation to proceed, then with the approval of the department chair, the subcommittee invites the applicant for an interview. The interview shall include a seminar by the applicant and visits with all interested members of the department. Upon completion of the interview, a vote shall be taken by the voting members of the department. A simple majority vote shall decide whether or not to grant an adjunct faculty appointment at the requested level to the applicant. A separate vote

shall decide by a simple majority whether or not to grant a term graduate faculty status to the newly elected adjunct. After the votes, the department chair shall inform the applicant of their results, and if needed, shall initiate appropriate actions in order to make both the adjunct and graduate faculty appointments official.

Appendix H.

Non-Tenure-Eligible Research (NTER) Faculty

Our policies for Non-Tenure-Eligible Research (NTER) Faculty are aligned with the University policies as outlined in Sections 3.3.3, 4.1.3, and 5.4.6 of the Faculty Handbook. We summarize those policies here.

Non-Tenure-Eligible Research (NTER) Faculty can be appointed for a full or part-time renewable appointment not to exceed five years in any one contract period. Appointments are renewable at the discretion of the department (with approval by the provost) 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. At any time during the contract period, positions may be terminated owing to a lack of funding sufficient to cover salary and benefits through the term of the contract (subject to federal guidelines when they apply). Funding for these positions must be external to the university and not a part of the university base budget. A written Position Responsibility Statement will be prepared that stipulates not less than a 90 percent time commitment to research. Persons holding the title of Research Professor may not hold senate positions, nor represent the faculty on collegiate or university committees. Annual performance reviews shall conform to those for tenured and tenure-eligible faculty.

Research professor appointments can be made at the rank of research assistant professor, research associate professor, or research professor, with the standards for each rank being the same as the definitions for scholarship performance at rank for assistant, associate and professor ranks for tenure-eligible and tenured faculty. A NTER faculty member may be proposed for advancement to a higher rank, with the advancement review process being governed by the Departmental Promotion and Tenure procedures for tenure-eligible and tenured faculty.