

MSE Governance Document

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1) Purpose of Document

The purpose of this document is to establish a framework in which the members of the department can work harmoniously to meet the teaching, research and service obligations and promote the mission of the Materials Science and Engineering department, the College of Engineering and Iowa State University. 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.

As a functional unit of the College of Engineering and Iowa State University there are other documents that the department is subject to including the College of Engineering Governance Document, the University Faculty Handbook and other university policy documents. In cases where conflicts exist among department, college, and university documents, the higher-level governance document prevails. The rules and regulations of higher-level documents are still in effect even if absent from the lower-level document.

2) Department Mission

The Materials Science and Engineering Department is committed to being a recognized center of materials knowledge, experience, practical expertise, ingenuity, and leadership that is unique in scope and unsurpassed in dedication to its students and society. Our Mission is to provide students with a world-class education, improve the human condition and advance the prospects for sustainable prosperity in Iowa, the United States, and beyond through materials discovery and innovation, education and external engagement.

3) Budget

At the beginning of each academic year, the department chair shall make available to the faculty the budget of the department for the preceding year and projected for the upcoming year. It will include information on the department's budgetary resources and expenditures by categories, as well as the funds received and expended, as per the requirements of the Faculty Handbook. [FH 2.6.3]

4) Definition of Shared Governance Domains

a. Faculty and Chair responsibilities

Chair responsibilities include:

- Direct and administer instructional, research and outreach programs
- Prepare and administer departmental budgets
- Lead the development of a department strategic plan and corresponding goals
- Assign workloads (including teaching and department committee assignments)
- Allocate office and laboratory space
- Perform annual performance evaluations of faculty and staff
- Assign annual salary changes to faculty and P&S staff
- Oversee departmental administrative functions
- Advocate for the department to the college, university and outside groups
- Take part in review and advancement decisions for tenured, tenure track and term department faculty
- Make personnel action recommendations to the college and university
- Provide department leadership

Faculty Responsibilities

- Determine curriculum, standards of admission and graduation, and all other matters of academic policy. This includes but is not limited to, course revisions, degree programs requirements, and grading procedures and policies.
- Conduct peer reviews as required
- Establish and conduct scholarship activities and programs

Faculty and Chair **shared** responsibilities

- Chair makes faculty hiring recommendations to the dean with input and consultation the faculty
- Faculty promotion and tenure and post-tenure review decisions
- Establish and charge departmental committees (except the Promotion and Tenure Committee which is defined in section 7)
- Establishing departmental policies and procedures

b. Voting Faculty Members

Voting faculty members include all those who appear in the department budget with an appointment of tenured, tenure-track or term faculty of any rank.

Term faculty cannot vote on promotion and tenure decisions for tenure-track or tenured faculty.

c. Department Committees

The purpose of departmental committees is to provide an organizational framework for department personnel to collectively conduct activities vital to department functioning. Except for the Promotion and Tenure Committee (P&T) (described below) it is the responsibility of the Chair in consultation with the faculty to annually establish or terminate committees and determine their charge. Furthermore, it is the Chair's responsibility to name

committee members. Committee memberships (except for P&T) can include any faculty, staff or student who is associated with the department.

The department shall have at least three standing committees: Promotion and Tenure, Undergraduate Curriculum, and Graduate Studies. Other standing committees can be established as described in the paragraph above.

The department can establish ad hoc committees as the need arises and as described above. Ad hoc committees are established to conduct departmental business that falls outside the responsibilities of the departmental standing committees. An ad hoc committee automatically dissolves after the completion of its assigned responsibilities.

i. Promotion and Tenure Committee

The P&T Committee consists of all budgeted faculty members who have voting rights for P&T decisions with membership dependent of the action being considered. Membership is restricted to decisions on the member's rank or lower. Thus, all tenured faculty have voting rights on tenure cases. However, only full professors can vote on the promotion of associate professors; while both full and associate professors can vote on the promotion of assistant professors. Assistant professors, without tenure, have no P&T voting rights. Under no circumstances may untenured faculty vote on cases for promotion and tenure. Any member of the P&T Committee who has a conflict of interest shall not participate in the consideration. The P&T Committee is chaired by a faculty member selected by the Chair of the department.

ii. Undergraduate Curriculum Committee

The committee will be chaired by the faculty member who is the Director of Undergraduate education. The committee membership will include the head departmental advisor. Responsibilities include but are not limited to:

- Develop, execute, and review courses and curricula for undergraduates in materials science and engineering
- Implement policies and procedures concerning the execution of the undergraduate curricula and resolve issues concerning undergraduate student academic life in the MSE department
- Develop recommendations and bring proposed curriculum changes to the faculty for a vote

iii. Graduate Studies Committee

The committee will be chaired by the faculty member who is the Director of Graduate Education (DOGE). The committee membership will include the graduate services staff assistant.

- Develop, execute and review courses and curricula for graduate education in materials science and engineering
- Coordinate recruit of graduate students, including establishing admission standards, review applications and recommend to the department chair the admission of students to the graduate program.
- Implement policies and procedures concerning the execution of the graduate program
- Develop recommendations and bring proposed curriculum changes to the faculty for a vote

5) Faculty Appointments Policies and Procedures

a. Types of Appointments

i. Tenured/Tenured Eligible Faculty must have a doctoral degree in engineering or a closely related field. Faculty hired at the rank of associate professor or professor must also have a record of accomplishments (as outline in the Faculty Handbook) appropriate for the rank being offered.

ii. Term Faculty

The following term faculty titles will be available for use within MSE.

- **Teaching Faculty titles:** Lecturer, Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor and Professor of Practice. All Teaching Faculty must devote at least 75% of their time to instruction, advising, curriculum coordination and other responsibilities related to the teaching mission.
- **Research Faculty titles:** Research Assistant Professor, Research Associate Professor, and Research Professor. Research faculty must devote at least 80% of their effort to externally funded research, and they must have opportunity to move toward research independence. At least 10%, but no more than 20% of research faculty salary shall be paid from the general fund.
- **Adjunct Faculty titles** (these are budgeted faculty, not P&S employees given rank only appointments): Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor. Adjunct faculty typically are not focused on one area of faculty responsibility. Appointments under this category may be most appropriately used in hiring dual-career couples.

iii. Non-Salaried Faculty

The MSE department offers non-salaried titles.

- **P&S employees granted faculty rank** (Assistant, Associate and Adjunct Professor titles are used for rank only appointments).
- **Courtesy (Non-budgeted joint appointment)**
- **Affiliates**
- **Visiting (paid and unpaid)**

b. Minimum Qualifications for Term Faculty and allowed Term lengths

MSE establishes the following minimum qualifications for term faculty. In special cases, a waiver of these minimum standards may be requested in accordance with university and college policies.

Lecturer - Term length, up to one year.

Master's degree in engineering or related discipline and 1 year of relevant work experience

Assistant Teaching Professor – Term length, 1-3 years, however after three years of continuous employment term length must be 2-3 years.

Master's degree in engineering or related discipline and 3 years of relevant work experience or doctoral degree in engineering or related discipline.

Associate Teaching Professor – Term length, 3-5 years.

Record of teaching experience and 5 years of relevant work experience beyond the requirements for assistant teaching professor.

Teaching Professor – Term length, 3-7 years.

Record of teaching experience and 10 years of relevant work experience beyond the requirements for assistant teaching professor.

Professor of Practice (no Assistant or Associate Professor of Practice) – Term length, 3-7 years.

Bachelor's degree in engineering or related discipline and evidence of significant relevant professional experience outside of academia that qualifies them to make a contribution to instruction.

Assistant Research Professor – Term length, 1-3 years, however after three years of continuous employment term length must be 2-3 years.

A doctoral degree in engineering or a related field.

Associate Research Professor– Term length, 3-5 years.

A doctoral degree in engineering or a related field and a record of contributions in their professional field and promise of further academic and professional development.

Research Professor – Term length 3-7 years.

A doctoral degree in engineering or a related field and a record of proven demonstrated substantial contributions in their professional field.

Adjunct Assistant Professor (budgeted faculty) - Term length, 1-3 years, however after three years of continuous employment term length must be 2-3 years.

A doctoral degree in engineering or a related field.

Adjunct Associate Professor (budgeted faculty) – Term length, 3-5 years.

A doctoral degree in engineering or a related field and a record of contributions in their professional field and promise of further academic and professional development.

Adjunct Professor (budgeted faculty) – Term length 3-7 years.

A doctoral degree in engineering or a related field and a record of proven demonstrated substantial contributions in their professional field.

c. Recruitment and Search – Tenured or Tenure-Eligible appointments

Before a search is started for a new faculty member, the chair will consult with the faculty to determine the needs of the department and reach an agreement on the focus of the search. The chair will appoint a search committee who will advertise for the opening in accordance with university policy.

The search committee will screen the applicants and determine a list of finalists who will be invited for interviews (subject to college and human resources approval). Following the interviews, the committee will solicit faculty, staff and student input on each candidate. The committee will lead a discussion at a faculty meeting on the acceptability of each candidate. The committee will communicate to the chair whether each candidate is acceptable or unacceptable and list their strengths and weaknesses. The chair will have the final decision for hiring from among the candidates who were designated as “acceptable” by the majority of the faculty (subject to college and human resources approval).

d. Recruitment and Search – Term Appointments

1. **Term faculty appointments:** recruitment and search for term positions will follow the same procedure as listed for tenure and tenure-eligible appointments.

2. **Non-salaried Faculty Appointments**

The MSE department can offer P&S employees rank only faculty titles (such as adjunct), non-salaried joint (referred to as courtesy), affiliate and visiting appointments. Refer to the Faculty Handbook for details on these appointments along with the MSE department stipulations below.

It is expected that any of these non-salaried appointments will engage with MSE in substantive ways that would not be possible without this status, for example, by recruiting and serving as major professor to MSE students, by providing financial support of MSE graduate student research, or by co-teaching MSE courses. MSE makes no financial commitment to these faculty members (except in the case of visiting paid appointments).

a. Professional and Scientific (P&S) rank only faculty appointments:

A person employed in a P&S position may be appointed to a term faculty position by an academic department to carry out faculty responsibilities. Individuals holding a full or part-time P&S position may have no more than 30% of their total work responsibilities in teaching. The correlating appropriate title may be used in accordance with Faculty Handbook Section 3.3.2.2 and Section 3.3.2.3. These titles can be given for terms following the guidelines for the rank but not to exceed five years, and may be renewed when a department foresees a continuing need for the P&S employee's service in faculty roles.

The appointment process for a P&S employee to a term faculty position is:

- 1) Nomination by a current, budgeted faculty member in the department.
- 2) Applicant submits written request to the chair, in which they must outline the ways in which they will engage with MSE that would not be possible without this status.
- 3) The application documents will be distributed to the faculty
- 4) A simple majority of the voting faculty must approve the appointment.

b. Courtesy appointments (unpaid joint appointments) can be offered to faculty members from other academic departments: The process for courtesy appointments is the same as the appointment process listed above for P&S employees.

c. Affiliate appointments. An affiliate faculty member is not an employee of the university. Affiliate appointments are unpaid, usually part-time appointments granted to persons who are typically employed elsewhere and who provide academic service to the university in furtherance of the research or graduate education mission of the university. Appointments must be made in accordance with Faculty Handbook Section 3.3.3.1.

d. Visiting appointments. A visiting appointment can be unpaid or paid. An unpaid, visiting faculty appointee is not an employee of the university. An unpaid, visiting appointee cannot be the instructor of record for a class. A paid, visiting faculty appointee is an employee of the university. Generally, the visitor is performing services such as teaching at Iowa State. The initial term of a paid visiting appointment is one year or less, renewal possible for a second and final year. Appointments must be made in accordance with Faculty Handbook Section 3.3.4.

e. Position Responsibility Statements (PRS)

Each faculty member (tenured, tenure-eligible and term) shall have a Position Responsibility Statement (PRS) that will be agreed to and signed by both the faculty member and the department chair. The PRS is general but includes all the significant responsibilities of the faculty member that will be used in any performance evaluation. PRS must be made in accordance to the Faculty Handbook section 3.4.

The PRS cannot be changed unilaterally by either the chair or the faculty member. Any change must be discussed and negotiated by both parties to reach an agreement. If an agreement cannot be reached, then either party may refer the matter to the PRS Mediation Panel.

The department must have a PRS Mediation Panel to be used as needed. The panel will consist of three faculty members at equal rank or higher than the faculty member whose PRS is being disputed. Each party shall select one member of the panel. The third member will be selected by a department faculty vote at the beginning of each year. If the matter is not resolved through the use of the departmental mediation panel it should then be forwarded to the PRS mediation panel at the college level.

The PRS mediation guidelines in the Faculty Handbook, section 3.4.4 must be followed.

6) Evaluation and Review

a. Annual Review

All faculty members (tenured, tenure-track, and term, whether full-time or part-time) will be evaluated annually for performance appraisal, development and for use in connection with merit salary increase procedures (FH 4.1.1). The evaluation will be based as each individual's responsibilities as indicated in their position responsibility statement and their percentage of appointment. At a minimum the overall evaluation will be either satisfactory or unsatisfactory, but the department chair can divide each designation more finely if desired (e.g. satisfactory could be divided into superior, exceeds expectations, meets expectation, or below expectations)

Responsibilities for the review process:

The faculty member is responsible for providing materials as requested including but not limited to an updated curriculum vita, summary quantitative data for the year, self-assessment of activities and accomplishments, and goals and plans for the upcoming year.

The department chair is responsible to provide a written assessment of the faculty member's performance relative to each section of their position responsibility statement as well as an overall summary assessment, to meet with the faculty member and provide a

verbal assessment and review the position responsibility statement for any needed adjustments.

The annual evaluation process is finalized in a written document that is prepared by the department chair and signed by both chair and faculty member.

b. Review of Probationary Tenure-Eligible Faculty

All tenure-track faculty members will go through a formal review to be conducted one year before the end of their first contract (typically at the end of their third year) (FH 5.1.1.3).

- Faculty member must provide an up-to-date vita and self-assessment of progress following the College of Engineering promotion and tenure criteria and templates.
- The P&T Committee will review the faculty member's progress with respect to the College's P&T criteria and the faculty member's PRS. The committee will provide a written evaluation to the department chair.
- The Department Chair will evaluate the faculty member's performance and progress based on input from the committee (and other sources at the discretion of the Chair, however external letters are not normally expected as part of the assessment). The Chair will make a recommendation regarding reappointment in a formal letter to the Dean. The Chair will also provide a written evaluation and explanation of their recommendation to the faculty member.
- The Dean will make the decision on the reappointment and will inform the Provost of the decision, including documentation that summarizes the review process.

c. Promotion and/or Tenure Review

The P&T Committee will schedule official reviews of each candidate for promotion and/or tenure. The timing of these reviews will follow the procedures set forth in the university and college promotion and tenure documents. Mandatory tenure review ordinarily takes place in the faculty member's sixth year. However, there are some cases in which the review can take place later or earlier than the sixth year.

i. Standards and Qualifications for Promotion and Tenure

The standards and qualification for promotion and tenure will follow criteria specified in the Faculty Handbook 5.2.

ii. P&T Voting Procedures

All individuals involved in the review process must follow the "one person- one vote" policy in accordance with FH 5.2.4.1 and 5.2.4.3.

For promotion and tenure a vote is defined as a formal vote or the advice or recommendation on the specific question of whether or not a candidate should receive tenure and/or promotion.

Specifically:

- 1) If a faculty member votes on a P&T decision as a member of a departmental promotion and tenure committee, that faculty member may not vote again at the departmental, college or levels.
- 2) A non-administrative faculty member's one vote in a P&T decision should be cast at the department level (not at the college or higher level).
- 3) Since the chair of the department independently evaluates P&T decisions, he or she may not also vote (or otherwise try to influence) the decision at the departmental, college or other levels.

iii. P&T Documentation

Using templates provided by the College of Engineering and/or Provost the candidate will prepare documentation including: 1) Promotion and Tenure Vita 2) Faculty Portfolio.

iv. Department Review

The department chair shall meet with the departmental P&T committee at the start of the process to deliver the committee's charge and to review expectations, conflict of interest, and process. After this initial meeting, the chair cannot be part of any other meeting in which a P&T case is discussed.

The chair of the P&T committee shall appoint a sub-committee of at least three people to conduct a review of each P&T case. This sub-committee is advisory only and whose function is not evaluative but limited summarizing the dossier and presenting the pros and cons of the case to the full P&T committee.

The candidate will supply at least six names of possible external reviewers. At this time the candidate may submit a list of up to three people in their field who will not be contacted as reviewers. The department chair, along with the P&T review sub-committee will solicit external letters from qualified reviewers. At least one of the reviewers, but not more than half, should be from the candidates list.

v. Department Chair Review

The department chair will write an independent evaluation of the candidate and provide their recommendation in the package to be submitted to the college. The department chair's recommendation may be different from the department's P&T committee. The chair will submit a form for each candidate including the chair's evaluation of the candidate; the votes and reports of all departmental reviews, and the chair's recommendation.

The department chair will inform the candidate of all decisions as required by the university P&T procedures.

d. Post Tenure Review

Post tenure review is a peer review of a tenured faculty member's performance in accordance with their PRS (any in effect during review period). The review is to be conducted so as to respect the individual's academic freedom which provides them the right to exercise personal choice over their scholarly activities and with consideration of the Universities guidelines for faculty conduct (see FH 5.3.4 and FH 7).

- **Review Participants:** The review will be conducted by the department's P&T Committee.
- **Review Timeline:** A review must be conducted at least every seven years, but can happen earlier at the faculty member's request (but at least five years from last review). Also, an earlier review can be triggered by two consecutive unsatisfactory annual reviews. Finally a review may be skipped if the faculty member is going up for promotion, if they are within one year of retirement or if they are on phased retirement.
- **Review Materials:** The material the committee reviews will include any PRS statements in effect during the period since the last review, a current vita, all teaching evaluations (including peer evaluations and student evaluations) during review period, and a summary statement of major accomplishments and impacts since last review provided by the faculty member.
- **Review Procedures:** Faculty members will be notified at least one semester prior to a planned review in order to prepare required materials. The committee will produce a report which summarizes their evaluation, recommendations and includes an overall assessment of performance (meeting expectations or below expectations) in each area on the PRS. The report will be provided to the faculty member and to the Department Chair.

The Department Chair will meet with the faculty member and discuss the report and its recommendations and will work with the faculty member and chair of the review committee to complete an action plan if applicable (action plans are required if any area of the PRS is assessed as "below expectations"). Finally, the Chair will forward the report to the Dean.

The Dean will review the reports and recommendations for consistency and thoroughness. Furthermore, the Dean will accept or reject salary increase recommendations, but must send a written explanation of a rejection to the Chair and the faculty member. The reports and recommendations will be forwarded to the Senior Vice President and Provost.

e. Review for Appointment Renewal and Advancement for Term Faculty

Review for renewal of appointment and review for advancement of Term Faculty are both peer review processes. Peer reviews shall take place every three years (not counting annual reviews) OR at appointment renewal time, whichever is greater.

1. Review for Renewal of Appointment for Term Faculty

All Term faculty appointments are eligible for renewal based upon the quality of performance and the continuing need of the unit.

All term faculty will be reviewed for renewal of appointment according to the current Department, College, and University guidelines for term faculty appointments before a reappointment decision is made (See College of Engineering Governance Document 5.a.4.1 and Faculty Handbook 5.4.1). The review must be completed before the required time to give notice of renewal (See FH 3.3.2.3). The Dean and the Senior Vice President and Provost must approve renewal of term appointments. Request for approval should include a summary of the review results and a statement regarding the continuing need of the unit. Individuals who do not have a contract renewed may reapply for the position in subsequent years.

An evaluation with a recommendation concerning renewal of appointment will be conducted by an appropriate faculty committee (composed of tenured and term faculty at least one rank higher than the faculty member being reviewed), and sent to the Department Chair.

The evaluation will be based on the individuals PRS for the current contract, a performance summary statement written by the faculty member with focus of the impact of the PRS responsibilities, additional materials depending on the type of term faculty appointment, and the Department Chairs' annual review reports.

For Teaching faculty (lecturers, teaching professors, professors of practice and adjunct with at least a 30% teaching appointment). They must provide all teaching related assessment data available for the contract period such as peer teaching reviews, summary of student course evaluations for each course taught, and a summary of any attainment of student outcomes that were assessed during the contract period. The methods of evaluating teaching for term and tenure-stream faculty must be the same.

Renewal of Research faculty appointments are at the discretion of the 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. Research faculty must demonstrate research and scholarly productivity commensurate with tenure-eligible faculty of the same rank. Research faculty are required to maintain sufficient external funding for no less than 80% of their salary. See College of Engineering Governance Document 5.a.4.1.3.

2. Advancement Term faculty

All term faculty may be proposed for advancement to the next rank according to the schedule and current time at rank as specified in Faculty Handbook 3.3.2.3. Credit for

experience at other institutions shall be determined at the time of initial appointment and will be limited to no more than two years immediately prior to the start date at ISU. Individuals who are not recommended for advancement are eligible to reapply in subsequent years.

Department Review for advancement of Term faculty

Faculty Peer Review Committee:

An evaluation for advancement will be conducted by an appropriate faculty committee (composed of tenured and term faculty at least one rank higher than the faculty member being reviewed).

All candidates for advancement must meet the standards for appointment at the proposed rank as defined in this document and in the Faculty Handbook 3.3.2.3.

The evaluation will be based on the individuals PRS for the current contract, a performance summary statement written by the faculty member (which documents their case for advancement) with focus on the impact of the PRS responsibilities, additional materials depending on the type of term faculty appointment, and the Department Chairs' annual review reports.

Teaching faculty (lecturers, teaching professors, professors of practice and adjunct with at least a 30% teaching appointment) must provide all teaching related assessment data available for the contract period such as peer teaching reviews, summary of student course evaluations for each course taught, and a summary of any attainment of student outcomes that were assessed during the contract period.

Research faculty must demonstrate research and scholarly productivity commensurate with tenure-eligible faculty of the same rank. The advancement review process for research faculty shall include external letters of evaluation.

The faculty peer review committee will summarize their findings, lead a discussion of the case at a department faculty meeting and conduct a vote (any faculty eligible to serve on the faculty peer review committee is eligible to attend and vote at this meeting). The guiding principle of "one-person-one vote" applies to voting on advancement for term faculty. This principle indicates that if a faculty member votes to make a recommendation on advancement as a member of the review committee, the faculty member cannot vote again at the department level. The faculty peer review committee will review the documentation provided and report their findings in a letter to the chair, including the results of all formal votes.

Department Chair Review:

The department chair will make an independent evaluation of the advancement case informed by the findings of the faculty peer review committee, only with department

discussion and vote, and provide a written recommendation on the advancement case in the form of a letter to the Dean, including narratives to support their recommendation.

The chair may decide to support or not support the advancement. The chair will explain to the candidate in writing both the faculty peer review committee's recommendation, results of the faculty vote, and the chair's recommendation before these are submitted to the college.

If the chair decides to not support the advancement, the candidate may withdraw their application for advancement, or they may request that the chair submit the request for consideration by the Dean. There is no penalty for withdrawing an application and the candidate may resubmit during any future advancement cycle. Advancement and renewal are separate processes. A decision not to support advancement may not be used as a basis for non-renewal. However, the peer review process used to inform the advancement recommendation may also inform renewal decisions.

College Review for Advancement of Term Faculty

The Dean will make an independent evaluation of the advancement case informed by the department evaluation and make a recommendation. The Dean will inform the candidate in writing before the college's recommendations are submitted to the Provost for consideration.

Term faculty who are not recommended for advancement will be informed by the Dean in writing. Faculty not recommended for advancement can request that their materials go forward to the Provost for further review at the university level. There is no penalty for faculty who are not recommended for advancement.

f. Review for Renewal and Advancement of P&S Term (rank only) faculty

Renewal and advancement of P&S employees with term titles will be in accordance with the procedures governing the term title they hold (i.e. adjunct).

g. Review of Department Chair

A review of the department chair will be conducted at the request of the Dean or the Chair. Normally, this will be done as part of a reappointment decision by the Dean. The review will focus on his or her administrative responsibilities and accomplishments in the period since the last review.

- An ad-hoc committee will be formed for the review. The chair of the P&T committee will appoint the committee and it should include a representative faculty member from all types of faculty appointments and at least one staff member
- The committee will facilitate the evaluation of the chair's performance by seeking faculty, staff and student input in a manner to be decided by the committee
- The results of the review will be communicated to the department faculty, the chair (both orally and in writing) and to the dean.

The review shall follow the process documented in the College Governance Document 5.c and the Faculty Handbook 5.1.2.

7. Department Organization, Meetings and Procedures

The department chair shall call departmental meetings to consider curricular, new faculty hires, and any other matters pertinent to departmental business.

Quorum must be present for all votes, this is defined as a simple majority of eligible voting faculty.

8. Grievance Policies and Procedures

Faculty grievance procedures will follow those specified in the Faculty Handbook Chapter 9. Handling staff grievances or disputes will follow the university policies covering the appropriate type of situation. Student academic grievances will be handled following the procedures in the Catalog under Academic Grievances/Appeals.

9. Policies and Procedures for Amending the Governance Document

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

This governance document may be amended by the voting members. A vote on amendment shall be taken following a written presentation and discussion by an interval of at least seven calendar days. A simple majority vote of the voting members is required for amendment.