

Entomology Department Governance Document *(last revised June 2021)*

The Entomology Department Governance Document provides information specific to the department but complies with college and university governance documents. In cases where conflict exists, the higher-level governance document prevails. Faculty have responsibility for maintaining high standards of academic integrity in teaching, research, extension, administration, and scholarly activity.

Membership in the academic profession carries with it special responsibilities, including:

- Commitment to developing and improving their scholarly competence;
- Obligation to extend and transmit knowledge and discoveries to the Iowa public, and technical and professional audiences;
- Intellectual honesty, and seeking and stating truth as they see it;
- Respect for colleagues, their opinions, freedom of inquiry, and exchange of ideas;
- Respect for employees as individuals, and fostering their academic and career pursuits; and
- Sharing the responsibilities of governance, including serving the department and university.

The obligation of the university and of the Entomology Department is to provide an environment that is free of discrimination and harassment. At the same time, it is important to preserve an environment of free debate and discussion that characterizes academic discourse.

I. DEPARTMENT MISSION

- Discover, educate, and provide outreach about insects and the science of entomology to improve the quality of life in Iowa and the world.
- Train outstanding students that are tomorrow's leaders and that successfully achieve their career goals.
- Understand new knowledge/relationships that provides novel solutions to emerging and future problems.
- Deliver recognized extension programs that improve the lives of Iowa's residents.

II. DEPARTMENT ADMINISTRATION

- A. The Departmental Executive Officer (DEO) of the Department of Entomology will hold the title of Chairperson, or Chair.
- B. The administrative structure of the department shall be as follows:
 - a. Departmental Executive Officer: Chairperson, or Chair.
 - b. Standing Committees (appointed by the Chair): Curriculum; Diversity, Equity, and Inclusion; Insect Zoo; Faculty/Staff Awards; Student Awards and Scholarships; Seminars and Lectures; Student Recruitment; Social; Newsletter; and Teaching Assistants
 - c. Departmental Officers (appointed by the Chair): ATRB Safety; Science II Building Safety; Right-to-Know Coordinator; Chemical Hygiene; Curtiss Farm and Pesticide; Director of Graduate Education (DOGE); and Library Liaison.

- d. Graduate students shall have a representative appointed to each of the department's Standing Committees. The president of the Entomology Graduate Student Organization (EGSO) will provide names of graduate students to serve on committees as requested, including an EGSO representative to faculty meetings.

C. Departmental Standing Committee Descriptions

The purpose of departmental committees is to provide an organizational framework, decision-making guidance, and recommendations to the faculty. ISU employees chair committees, whereas membership may be extended to students, staff, affiliates, and others as appropriate.

Curriculum Committee: Leads faculty decision-making discussions on course and curriculum revisions; and interacts with the college and university committees on curriculum and catalog matters.

Diversity, Equity, and Inclusion Committee: Periodically assesses diversity efforts of the department; inform faculty, staff and students of new policies and opportunities; and encourage the department to improve recruitment, increase retention, and advance equity of underrepresented groups.

Faculty/Staff Awards Committee: Identifies internal and external opportunities for faculty recognition, and designates individuals to develop nominations as needed.

Insect Zoo Committee: Provides guidance to Insect Zoo staff on educational and outreach opportunities and on policies.

Newsletter Committee: Collects and distributes departmental and alumni news for distribution in an annual newsletter.

Seminars and Lectures Committee: Creates schedules, hosts weekly seminar speakers, and identifies opportunities for special lectures in collaboration with partner sponsors.

Social Committee: Initiates, schedules, organizes and publicizes departmental social events.

Student Awards and Scholarships Committee: Identifies opportunities for student recognition, helps with nominations, evaluates student applications, and provides a venue for recognition.

Student Recruitment Committee: Identifies opportunities and a venue for attracting students to the Department of Entomology.

III. DEPARTMENT FACULTY PERSONNEL

A. Tenure Eligible/Tenure Track: Regular faculty are tenure/tenure eligible and include the following ranks: Assistant, Associate, or Full Professors on A- or B-Base appointments. A tenure-eligible appointment is appointed for a specific term considered to be probationary; renewal is based on progress toward tenure. Term appointments are considered to have a probationary period of service specified at the time of initial appointment, but may not exceed seven years.

Tenured/tenure eligible (TT/TE) faculty must have a terminal academic degree in entomology or closely related field. Faculty hired at the rank of Associate Professor or Professor must also have a record of accomplishments (as outlined in the ISU faculty handbook) appropriate for the rank being offered.

B. Term: Term faculty include new titles related to the individual's roles. Term faculty appointments include titles related to the individual's roles related to the university's missions of instruction, research, and extension/outreach; these individuals are also expected to participate in institutional service. As members of the general faculty, all term faculty have full rights of academic freedom, participation in shared governance, and eligible to be named to the Graduate Faculty in accordance with Graduate College procedures as detailed in the Graduate College Handbook and appendices. Appointments are eligible for renewal and may vary in appointment length; renewal is based on performance and the continuing need of the department. Typical term appointments are B-base and may be full or part-time. Term faculty appointments are subject to approval by the Dean and Provost and are not eligible for tenure.

Appropriate graduate/professional degrees are required for these appointments and is subject to approval by the dean, senior vice president, and provost. Evaluations for appointment renewal will be conducted by the faculty and recommended by the department chair. The term positions are described as follows and may be made at the Assistant, Associate, or Professor rank.

- a. **Teaching:** Faculty title and ranks must be 75% engaged in instruction, advising, or other duties related to teaching mission. Ranks include Lecturer, Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor. Teaching faculty who will advise, mentor or teach in departmental undergraduate and graduate programs must have an M.S. degree in entomology or closely related field. The title of Lecturer is used for early career teaching faculty with contracts of one year or less, while Assistant Teaching Professor is for teaching faculty on multi-year contracts who have not advanced in rank
- b. **Practice:** Faculty title and ranks have significant relevant professional experience outside of academia and must devote at least 75% of their efforts to extension/outreach and related institutional and professional service. Ranks include Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice. Practice faculty must have an M.S. degree plus at least 5 years of relevant industry experience.
- c. **Research:** Faculty title and ranks must devote 80% of their effort to externally funded research and have the opportunity to move to research independence. Titles for this appointment include; Research Assistant Professor, Research Associate Professor, Research Professor. No more than 20% of a research faculty salary shall be paid from the general fund. Minimal qualifications for this title are a Ph.D.

degree in entomology or closely related field plus relevant experience and documented research productivity.

- d. **Adjunct Faculty:** Title and ranks may have flexible responsibilities/appointments. Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor. Adjunct faculty typically are not focused on one area of faculty responsibility such as teaching or clinical activities. Appointments under this category may be appropriate in facilitating 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 extramural grants and contracts.
 - e. **Faculty Rank Only:** Staff may be appointed as rank only faculty subject to the needs of the department. Appointments are eligible for renewal and may vary in appointment length; renewal is based on performance and the continuing need of the department. Rank only faculty appointments are subject to approval by the Dean and Provost and are not eligible for tenure.
- C. **Affiliate:** Affiliate personnel are non-salaried and not employed by the university but carry out scholarly activities that benefit the department and university. Appointment and rank must be approved by faculty, DEO, and Dean. Terms are generally made for five years and may be renewed.
- a. Rank is determined and voted on by faculty and reflects scholarly qualifications.
 - b. If financial support from a grant or contract is obtained for which the affiliate is a principal investigator (PI), they may be paid through the university's payroll system and participate in the university's benefits program, providing support through grant.
- D. **Visiting:** Visiting appointments include individuals who are usually a faculty member of another institution and are appointed at the rank held at that institution; however, visiting faculty may also come from business or industry or government.
- a. A visiting appointment is usually for one academic year and is eligible for a second and final year.
 - b. Recommendation for appointment is initiated in the department and must be approved by faculty,
 - c. Visitors appointed for at least nine months and hold a paid appointment of at least one-half time (0.5 FTE) may, at their option, participate in the university's benefits program. (ISU Faculty Handbook Section 3.3).
- E. **Joint Academic Appointments:**
- a. Faculty member may hold an appointment in more than one academic department.
 - b. Requires a letter of intent and stipulates the individual's role in the second department.
 - c. Primary department is responsible for evaluation, review, promotion and tenure with advice of the second department.
 - d. May involve joint budgeting of the position.

IV. VOTING PRIVILEGES

Voting privileges are assigned based on issue and faculty/staff status as described below. The Department's faculty welcomes the practice of shared governance and will practice it to the maximum extent possible.

- A. **Hiring of new tenure-eligible, term faculty, and affiliate appointments and renewals.** All regular academic TT/TE faculty members and term faculty have one full vote. On promotion and tenure decisions of prospective Associate Professors (currently at Assistant rank), all regular academic faculty members at the Associate Professor and Professor ranks serve as the department's promotion and tenure committee and may vote on this committee. On promotion decisions of prospective Professors, all regular academic faculty members holding the rank of Professor serve as the department's promotion committee and may vote on this committee.
- B. **All ISU salaried TE/TT and term faculty members, may vote on non-personnel-related actions.** Term faculty of equal and/or greater rank are included in the evaluation process. Affiliate, Visiting, and rank-only appointments may be extended voting rights by the salaried voting faculty.
- C. **At faculty meetings,** Regular Academic Faculty, Term, and Affiliate faculty have full voting rights on departmental business; however, only TT/TE faculty may vote on personnel-related actions and promotion decisions.
- D. **At faculty meetings,** faculty holding Emeritus, Visiting, and Courtesy appointments may attend but shall not vote, nor make, nor second motions.
- E. The **EGSO Student Representative and the P&S Representative to the faculty meetings** shall not vote nor make nor second motions, but are encouraged to take an active part in discussions and present the views of the graduate students or staff to the faculty, as well as conveying faculty views to the students.
- F. All members of Standing Committees may vote on issues of these committees.

V. FACULTY MEETINGS

- A. The Chair will schedule at least one departmental faculty meeting per semester, with additional meetings to be called as needed, by the Chair or by faculty petition.
- B. All faculty shall be invited to attend faculty meetings by a notification that a meeting is scheduled, with a memo to be received not later than five days prior to the meeting date, except in emergency situations.
- C. The EGSO Representative will be informed about faculty meetings in a timely manner and will represent the graduate students at these meetings.
- D. The P&S Representative will be informed about faculty meetings in a timely manner and will represent the P&S staff at these meetings.

- E. Departmental meetings will be conducted in a manner consistent with parliamentary principles. Minutes will be taken and distributed or available to faculty on the web. A permanent copy kept on file in CyBox.
- F. A quorum shall consist of 2/3 of the Regular Faculty. At the request of one or more regular faculty members, a vote will not be taken unless a quorum is present or can be polled, however, voting may be conducted electronically for a minimum of five work days.

VI. DUTIES OF THE DEPARTMENT CHAIR

- A. The Chair is DEO (Departmental Executive Officer) of the Department of Entomology and therefore will act as an advocate for the faculty, staff, and students.
 - a. Provides effective leadership to the department; effectively and responsibly manages the department's fiscal, physical and personnel resources; and allocates resources for the best interest of the department. The Chair assigns use of space and departmental facilities.
 - b. Develops and maintains effective communication and working relationships within the department, college, and university; and maintains and strengthens relationships with industry, public agencies, and stakeholders.
 - c. Recruits and retains excellent faculty and staff; guides the professional development of faculty and staff.
 - d. Provides leadership and actively participates in curriculum development, student recruitment, and placement.
 - e. Prepares and administers the department's teaching, experiment station, extension and Foundation budgets in consultation with faculty; promotes and facilitates procurement of funds to support teaching, research, and extension.
- B. The Chair is responsible for departmental personnel policies; conducting performance reviews; providing constructive feedback; recommending salary adjustments; and facilitating faculty recruitment and retention.
- C. The Chair will provide leadership for strategic planning and future directions of the department, prioritizing needs for new faculty and keep members of the Department informed of issues concerning their professional welfare and actions taken with respect to Departmental operations and administration.
- D. Facilitate constructive and positive interaction among faculty members and promote an environment conducive to the development of programs that integrate research, teaching, and extension within and outside of the department.
- E. If the Chair is to be absent from the Department for more than a day, he/she will appoint a member of the tenured faculty, if possible, to serve as Acting Chair for the duration of his/her absence.

VII. LONG-RANGE/STRATEGIC PLAN

- A. The Department shall keep on file a long-range/strategic plan that will guide the department in the execution of its mission. The Chair will facilitate the development of a long range/strategic plan for the department that is updated regularly and is used to guide departmental priorities.
- B. The strategic plan will be reviewed at a minimum of five-year intervals.

VIII. REVIEW AND RECOMMENDATION OF CANDIDATES FOR NEW OR VACATED FACULTY POSITIONS

- A. The Chair, selected Faculty members, and a peer-elected graduate student representative shall constitute a Search Committee when hiring new tenure-track faculty. Members from outside of the Department may be added to the committee, depending on the nature of the vacant position.
- B. The Search Committee will draft a position description. This position description will be circulated to all Regular Faculty for input and a final draft approved by a simple majority of the Regular Faculty at a scheduled faculty meeting.
- C. All procedures followed by the Search Committee shall be in strict accordance with all current Iowa State University Affirmative Action and Equal Employment Opportunity policies, rules, and regulations.
- D. The Search Committee will screen applicants' files, and recommend the three to five candidates to be interviewed, based on a listing of each candidate's strengths and weaknesses. The files of all candidates will be available to the Faculty.
- E. The number of candidates interviewed will depend on financial resources available for recruiting. The list of candidates to be interviewed will be approved by a simple majority vote of the eligible Department Faculty.
- F. After interviews have been conducted, and input collected, the Search Committee will lead a faculty discussion of the candidates to determine acceptability. The Chair will then call a meeting of the Faculty, at which time a vote will be taken on the Search Committee's recommendation(s). The recommendation from the faculty will be transmitted, along with the Chair's recommendation, to the Dean.

IX. APPOINTMENT OF TERM, AFFILIATE AND ADJUNCT POSITIONS

- A. Rank only term appointment are full-time or part-time renewable term positions that vary in length; however, they will not exceed five years. Rank only term appointments require a notice of one year of intent not to renew, except when the appointment is for one year or less.

Rank only term appointments recommended by the department must be approved by the college and the provost.

- B. Each term faculty will have a Position Responsibility Statement (PRS) reflecting their responsibilities. Annual reviews will be based on the PRS.
- C. Salaried term faculty will be reviewed similarly to tenure-track faculty except that no tenure component will be considered with the review. Length of appointment and notice of non-renewal varies by rank for salaried term faculty.
 - a. Annual reviews will follow same procedures as tenure or tenure eligible faculty and will be done by the department Chair.
 - b. Renewal reviews for teaching appointments will be conducted one year prior to the expiration of the contract and will include a review of productivity, teaching evaluations, effectiveness and relevance for the period of the contract.
 - c. Renewal reviews for research and practice appointments will be conducted one year prior to the expiration of the contract and will include a review of productivity, effectiveness and relevance for the period of the contract.
 - d. Renewal of adjunct appoints will be conducted one year prior to the expiration of the contract and will include a review of productivity, teaching evaluations when applicable, effectiveness and relevance for the period of the contract.
 - e. Renewal reviews will be conducted by a committee of all departmental faculty at or above rank.
 - f. Advancement reviews will be conducted by the faculty.
 - i Materials will address all areas of PRS responsibility, and will include a curriculum vitae (CV), current PRS, and portfolio describing scholarship and accomplishments (optional).
 - ii Faculty will review and discuss materials and vote on advancement.
 - iii Request for advancement will be forwarded by DEO to the college and provost should include a summary of the review results and statement regarding continuing need.
 - iv If the department does not recommend advancement, no recommendation will be forwarded to the college.
- D. Criteria for rank advancement from Associate to Professor rank. For the department to recommend advancement, the faculty member must demonstrate effective performance in all areas of responsibility as defined in the PRS, and successful fulfilment of additional requirements as described in the Faculty Handbook (Section 3.3.2.3).
- E. Term faculty will have the same privileges as tenured and tenure-track faculty, except that they will not cast votes in tenure and promotion-related issues.
- F. For advancement, term research faculty require external letters in addition to the other requirements noted.
- G. Suggested Advancement Timetable*

- a. June 15: Adjunct faculty scheduled for advancement review are identified.
- b. August 1: A Faculty Advancement Committee (FAC) is identified by DEO.
- c. October 1: Eligible adjunct faculty submits materials to the department for review.
- d. November: FAC leads faculty meeting during which time advancement is considered, materials discussed and an eligible faculty vote on advancement.
- e. December 1: Faculty vote is submitted to DEO by FAC Chair.
- f. December 21: DEO forwards material to the college, after candidate reviews for accuracy.

*Dates may be modified to meet college and university deadlines. When above dates do not correspond to workday, deadline will be extended to the next normal workday.

X. APPOINTMENT OF AFFILIATE PROFESSORS

- A. A letter must be provided by the potential affiliate professor candidate outlining the possible contributions the person would make as an affiliate to the programs of the Department of Entomology.
- B. A curriculum vitae (CV) describing the individual's educational and professional experience and scholarly achievements must be provided for distribution to the faculty.
- C. A faculty member from the Department of Entomology must be willing to serve as a sponsor/liaison.
- D. Procedure: The CV provided is distributed to faculty, discussed at a faculty meeting and voted on either at a faculty meeting or electronically.
 - a. The nominee must receive an affirmative vote from the majority of the faculty.
 - b. An affirmative vote will entitle the applicant to an appointment for five years as an affiliate.
 - c. At the end of the fourth year of a five-year appointment, the affiliate may submit a request for a renewal.
 - d. The affiliate is expected to provide evidence for contributions in one or more of the following activities each year to maintain collaborator status:
 - i. Evidence of active participation in a research project with a faculty member of the department.
 - ii. The department will be acknowledged on the affiliate's publications when departmental facilities (laboratory) and/or personnel (faculty or graduate students) were utilized in the research.
 - iii. Presentation of participation in the Department's teaching program.
 - iv. Evidence of service on a program of study committee for graduate students in entomology.
 - e. The Chair will either reappoint the affiliate for a new term of five years or deny the reappointment.
 - f. The Chair will work with affiliates on attaining an appropriate rank.

XI. MENTORING OF NEW FACULTY

- A. All regular faculty are expected to serve as informal mentors to new department faculty.
- B. The Chair will appoint a formal mentor to guide and assist each new regular faculty member.

XII. ANNUAL PERFORMANCE REVIEW

- A. Each faculty member will have a PRS, along with any revisions (mutually agreed to in writing by the Chair and the candidate), during the period under review. The PRS is prepared by the candidate, reviewed by the Chair and differences are mediated between the candidate and Chair.
- B. Faculty members will be evaluated annually by the Chair. Accomplishments of the preceding year including progress on previous year's goals and objectives for the upcoming year will be considered. The purpose of the faculty performance appraisal is to provide the Chair with knowledge of the faculty member's activities and productivity and to assist the faculty in setting appropriate goals and meeting performance expectations.
- C. Research and office support staff, will be evaluated annually by the immediate supervisor or the DEO, with guidelines routinely used for the evaluation of classified employees. The immediate supervisor may request additional input from individuals having significant contact with the person being evaluated.
- D. Graduate students will be evaluated annually by their advisor. The advisor will share the outcome of the annual review with the DOGE. Input from the DOGE, and other faculty members may be requested by the advisor. A summary of the completion of annual performance evaluations will be shared with the Graduate College.
- E. The Chair will be evaluated annually by the Dean of Agriculture and Life Sciences or his/her designee.
- F. Prior to reappointment, the Dean of the College of Agriculture and Life Sciences will initiate an evaluation of the Chair. This evaluation will include an opportunity to provide input by the faculty.
- G. The review and evaluation process shall include a self-assessment by the Department Chair. Faculty will evaluate the chair by considering the Departmental mission statement and strategic plan; leadership in developing and implementing improvements in teaching, research, and outreach programs; process in acquiring resources to meet departmental needs; relationships among faculty, staff, college and university administrators.
- H. Administrators tenured in the department will be evaluated by their respective supervisors.

XIII. PROBATIONARY, TENURE TRACK REVIEW

- A. New tenure-track faculty have a probationary period of seven years that includes an initial four-year term and a formal probationary review conducted in the third year. With a positive probationary/third year review the appointment is renewed for three additional years. If the probationary review is unsuccessful the candidate will receive a one-year notice.
- B. Each faculty member must be reviewed by the end of the third year of their appointment. The candidate prepares a document similar to that prepared by a candidate for promotion and tenure, i.e., publications, extension programs delivered, and other documents supporting accomplishments. The candidate's mentor will review the document giving feedback to the candidate.
- C. Once the document is complete the promotion and tenure committee will review the document, provide feedback to the candidate and make recommendation to the Chair as to whether the candidate should be retained and proceed towards tenure.
- D. The Chair forwards the packet to the Dean with a cover letter describing the vote of the faculty and the recommendation of the Chair. The packet will include the CV, PRS, evaluation written by departmental review committee and the Chair's letter to the candidate including his/her recommendation and submit the recommendation to the Dean.

XIV. TENURE AND PROMOTION REVIEW

- A. The probationary period may exceed seven years only for faculty who have had an extension of the tenure clock or for faculty on part-time appointment for a portion of the probationary period. Tenure normally is conferred on an individual after seven consecutive years of continuous faculty service in a regular appointment at Iowa State University. While a faculty member is ordinarily reviewed for tenure in the sixth year of appointment, upon consultation with the department chair, he or she may be reviewed for tenure at any time he or she has satisfied the criteria and requirements for promotion and tenure.
- B. Faculty holding rank in more than one department will have promotion and tenure review initiated in the primary department with input from the secondary department.
- C. The formal promotion document is prepared by the candidate, which includes a narrative summary, written in the third person, of the candidate's activities in addition to the documentation (list of publications, courses taught, etc. plus other documentation such as teaching evaluations). The narrative summary will address each area specified in the candidate's PRS.
- D. Guidelines, checklists and information for the promotion and tenure process is included on the Vice President and Provost's webpage <https://www.provost.iastate.edu/faculty-success/advancement>, and documentation guidelines are detailed in the Faculty Handbook Section 5.

- E. For consideration of candidates to be promoted to associate professor and to be awarded tenure, all tenured academic faculty members at the associate professor and professor ranks shall serve as the department's promotion and tenure committee. On promotion decisions of candidates for professor, all regular academic faculty members holding the rank of professor shall serve as the department's promotion committee.
- F. The Chair solicits letters from qualified external reviewers per the university's guidelines (Faculty Handbook Section 5.3.3.1) with the understanding that, insofar as possible, access to them will be limited to persons involved in the promotion and tenure decision. All solicited letters are treated as part of the evaluation process and will be forwarded on to college and university review levels.
- a. Six external review letters from professional colleagues from appropriate peer institutions are solicited by the Chair. Letters are solicited from appropriate professionals in the field and chosen for their ability to impartially evaluate the candidate's activities and accomplishments. ISU guidelines for selecting external reviewers will be observed. At least three of the reviewers, should be suggested by the candidate.
 - b. A copy of the candidate's complete professional CV, PRS, and other relevant materials will be sent to the external reviewers to aid in evaluation. The reviewers shall be asked to be specific and to comment on particular aspects of the candidate's scholarly contributions and impact on the discipline or cross-disciplinary area as well as to compare the candidate with others at the same stage of their careers.
 - c. All external reviews received by the department shall become part of the documentation of the candidate and will be forwarded to the Dean and the Office of the Provost. To preserve confidentiality, reviews for candidates not being recommended for promotion and/or tenure must be respected; these reviews will be retained by the Dean or Chair, as appropriate, and then destroyed when it is evident that no appeal is forthcoming. Copies of external, reviews shall be handled with the same confidentiality as original reviews.
- G. The promotion and tenure committee shall review the candidate's file, complete with solicited extramural letters. At a meeting of the committee, the quality of accomplishments as well as impacts will be evaluated on their relationship to the missions of the department, college, and the university. Committee members shall vote on whether or not to recommend promotion and/or tenure to the Chair (the vote becomes part of the candidate's documentation to be forwarded to the Dean).
- a. If a faculty member votes on a promotion and tenure decision as a member of a departmental promotion and tenure committee, that faculty member may not vote again on the same decision at the college, or other level. Also forwarded to the college with the candidate's documentation is the recommendation for promotion forms prepared by the Chair. Failure to submit the documentation from the

department on time shall be *prima facie* evidence that promotion and/or tenure considerations are not desired at this time.

- b. Term, affiliate, and adjunct faculty may be considered for promotion without tenure. Individuals will follow the same procedure as defined for tenure-track faculty without the external letters.
 - c. All faculty, at time of appointment, are in probationary status. The length of the probationary period may exceed seven years only for faculty who have had an extension of the tenure clock or for faculty on part-time appointment for a portion of the probationary period.
- H. A recommendation for promotion and tenure form will be submitted by the Chair irrespective of the faculty recommendation. 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.
- I. The Chair will inform each candidate in writing before the department's recommendations are submitted to the college, whether a recommendation will be forwarded and, if so, the nature of the recommendation or recommendations. Persons who are not being recommended by either the promotion and tenure review committee or the chair, or both, will be informed by the chair in writing of the reasons (Faculty Handbook Section 5.2.4.2.5).
- J. Each person for whom a 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.
- K. The candidate for promotion and tenure may appeal a negative departmental decision to the Dean by submitting a formal written request to the Dean. The Dean shall request that the Chair forward the candidate's supporting documentation, the department Promotion and Tenure Committee report, the recommendation for promotion form prepared by the Chair, and other relevant materials. The Faculty Handbook provides guidance on Right to Review Factual Information (Section 5.2.4.2) and Appeals (Section 5.2.4.4).
- L. For promotion of Term faculty persons holding the rank of Instructor with tenure or in a tenure-eligible position, the procedures outlined in this document for promotion of an assistant professor shall be followed.
- M. Administrators wishing to be tenured in the department are evaluated for tenure at the time of their interview. Tenured faculty are given access to the candidate's curriculum vitae. After review of the credentials, the candidate meets with the tenured faculty for an open discussion.

A yes/no vote is taken once the candidate is escorted from the meeting. The outcome of the vote is forwarded the Dean verbally and by e-mail.

- N. For promotion of persons holding Affiliate appointments, the procedure shall be similar to that for promotion and tenure procedures except the promotion will be without tenure.
- O. Suggested Advancement Timetable*
 - a. May 15: Memo sent to all assistant and associate professors offering the opportunity for promotion and/or tenure consideration.
 - b. August 1: External reviewer names are submitted to the DEO and verified that external reviewers meet ISU criteria.
 - c. By August 30: External reviewers are contacted and willingness to perform as reviewers is verified.
 - d. By September 15: Promotion and/or tenure materials sent to external reviewers.
 - e. By October 1: External reviewer recommendations are returned to the DEO.
 - f. By October 10: Candidate's materials available for departmental review.
 - g. By October 30: Promotion and Tenure Committee meets and provides report of vote and comments to the DEO.
 - h. November 1: DEO forwards material to the College, after candidate reviews for accuracy.

*Dates may be modified to meet College and University deadlines. When above dates do not correspond to workday, deadline will be extended to the next normal workday.

XV. POST-TENURE REVIEW

The post-tenure review process is used to provide a regular comprehensive faculty review, complementing the department's present annual faculty evaluation process. A tenured faculty member shall be reviewed every seven years and during the year following two consecutive unsatisfactory annual reviews. The review should address the quality of the faculty member's performance and will include an overall recommendation of performance. A faculty member's performance must meet expectations in all aspects of their PRS. A faculty member may receive a below expectations review if their performance in any aspect of PRS is below expectations (Faculty Handbook Section 5.3.5).

- A. A Post Tenure Review Committee (PTRC) will be composed of three senior faculty (associate or full professors). The PTRC members should represent teaching, research and extension activities and have appropriate disciplinary expertise relative to the faculty member being reviewed.
- B. Materials: The formal post-tenure review file is prepared by the candidate, which includes a narrative summary, written in the third person, of the candidate's activities in addition to evidence of scholarly activity, course evaluations, publication list, and other relevant materials for the last seven-year period.
- C. Report: The PTRC will provide a report/letter to the DEO including an overall evaluation (meets expectations or below expectations) and an evaluation of each area of the faculty's PRS.

- a. Reviews are intended to be constructive offering guidance for future superior performance in areas in which the faculty member meets expectations.
 - b. If the faculty receives a below expectation in any aspect of the post tenure review they may receive an overall evaluation of below expectations.
 - c. The Chair may add his/her recommendation and submit the recommendation to the Dean.
- D. The DEO will inform each candidate in writing before the department's recommendations are submitted to the college, whether a recommendation will be forwarded and, if so, the nature of the recommendation or recommendations. The faculty member will have an opportunity to respond in writing to the faculty recommendation within five working days of notification by the DEO. The response will be appended to the dossier.
- E. If an action is warranted by a rating of 'below expectations' in any PRS area or overall, then the faculty member will work with the department chair and the chair of the review committee to develop a detailed action plan for performance improvement in the deficient area(s) that will be signed by all parties. If agreement cannot be reached then the action plan will be negotiated following the procedures outlines for PRS mediation (Faculty Handbook Section 5.1.1.5.1).
- F. A faculty member is exempt if 1) they are being reviewed for a higher rank during the same year; 2) they are within one year of announced retirement or are on phased retirement; or 3) greater than 50% of their appointment is administrative.
- G. Suggested Timetable*
- a. First week October: Faculty scheduled for post-tenure review are informed.
 - b. First week January: DEO notifies faculty of PTRC assignments.
 - c. Mid-January: Deadline for post-tenure review materials to be submitted to PTRC.
 - d. Mid-February: PTRC Committee meets, reviews and writes post-tenure review report.
 - e. End of February: PTRC reports submitted to DEO.
 - f. Mid-March: DEO forwards material to the college, after candidate reviews for accuracy.

*Dates may be modified to meet college and university deadlines. When above dates do not correspond to workday, deadline will be extended to the next normal workday.

Article XVI: Mediation Policy for Faculty Action Plans and PRS

In the cases where a faculty member receives an unsatisfactory annual evaluation or a below expectations post-tenure review, the department will follow the policies outlined in Chapter 5 of the Faculty Handbook and in the college governance document. It is expected that the DEO and the faculty member will work toward resolution of any disagreements with a proposed written action plan and will resolve any disagreements within 10 working days from the date the faculty member receives the proposed written action plan. However, in anticipation of the possibility that all disagreements may not be resolved within this time period, the formation of an Action Plan Mediation Committee must be initiated when the proposed written action plan is presented to the faculty member, so that the committee is formed and ready to start the mediation process at the end of the 10 working day period. The selection of the departmental Action Plan Mediation Committee is defined by the college governance document. Accordingly, the members of the departmental

Action Plan Mediation Committee will be selected from departmental faculty, at rank or above, of the faculty member who received the action plan (excluding those outlined in the faculty handbook) as follows:

1. The DEO will appoint one faculty member to the committee.
2. The faculty member involved will appoint one faculty member to the committee. If the faculty member does not appoint a member within 5 working days, this appointment will default to the department faculty, who will select a second member.
3. During the fall semester, the department faculty will elect representatives to a one-year term from among the eligible tenured professors. The professor receiving the most votes will serve as the department representative if needed. The professor receiving the second most votes will serve if needed, etc.

In the case of each faculty member's Position Responsibility Statement (PRS), it is expected that the DEO and the faculty members will work together to address any revisions that are needed to a faculty member's PRS. In cases where a faculty member and the DEO cannot reach agreement concerning such revisions, a PRS Mediation Panel will be formed in accordance with Section 3.4.4 of the Faculty Handbook. The PRS Mediation Panel will be formed following the same procedures as those used to form an Action Plan Mediation Committee, except that the decision to form the committee must be the result of one of the following actions: 1) a written request from the faculty member to the DEO to form a PRS Mediation Committee, or 2) a written notification by the DEO to the faculty member about the formation of a PRS Mediation Committee. Following either of these actions, a PRS Mediation Committee should be appointed within 10 working days. The same faculty-elected member of the Action Plan Mediation Committee also will serve on the PRS Mediation Panel. If an agreement cannot be reached within 10 working days of receiving the recommendation of the PRS Mediation Panel, the matter will be forwarded to the college, and resolved in accordance with the provisions contained in the college governance document.

XVII. GRIEVANCE PROCEDURES

- A. Faculty members who believe they have been treated unfairly with respect to salary, promotion, tenure, academic concerns, reduction in force, or other matters related to employment may have their cases reviewed formally through the procedures which have been developed by the Faculty Senate and approved by the administration. Appeals must be initiated no more than 30 working days following the occurrence of the last event or events that are being appealed.

There are two independent channels for the consideration of appeals; 1) administrative, 2) Faculty Senate Committee on Appeals (FSCA).

- B. Faculty members may use either channel or both consecutively but not simultaneously. Refer to Faculty Handbook Section 9.0.
- C. For P&S and merit employees, grievance procedures are provided in Chapter 3.11.3 of the P&S Handbook and in the American Federation of State, County, and Municipal Employees (AFSCME) contract. The AFSCME contract outlines the grievance procedure in Article IV.

XVIII. STANDARDIZED TEACHING EVALUATIONS

A standardized form shall be used to gather information from students as to the quality of each entomology course taught and the teaching performance of the instructor in each lecture/laboratory course. Only the Chair will have access to this information. The Chair and the instructor will discuss the teaching evaluation results during the year, usually during the annual performance evaluation.

XIX. GRADUATE STUDENTS

A. Admission of Graduate Students;

1. The entire departmental Graduate Faculty shall serve as the graduate admissions committee. When the applicant's file is complete, including (as necessary) TOEFL scores plus letters of recommendation, the file will be circulated or made available electronically to all faculty members who are members of the Graduate Faculty. On recommendation sheets accompanying the file, the faculty shall recommend either:
 - i. Full admission status, or
 - ii. Not admit.
2. Faculty may volunteer to serve as major professor and to provide support from grant funds. Upon receipt of the faculty's recommendations, the Chair shall make the decision of whether or not to accept the student, and to set the student's initial status level and source of financial support, if any.
3. Students will not be admitted to the department graduate program without a departmental graduate faculty member signing to serve as major professor.
4. Before a student may be admitted into the department with their own personal funds as the only apparent means of support, a Letter of Understanding shall be signed by the student and the department. This letter shall state that the student enters the department fully understanding that he or she should not expect financial support from the department at any time during the pursuit of that degree, either in the form of a departmental RA or an RA from grant funds, and that the department is under no obligation to provide such funding.

B. Appointing Faculty to Graduate Student Advisory Committees

1. Members of the Graduate Faculty may serve as chairs or co-Chairs, as well as sit as voting members of graduate student advisory committees.
2. The proposed composition of the guidance committee will be developed by the major professor and the student. The composition of a graduate student advisory committee must be approved by the Chair before it is forwarded to the Vice Provost of the Graduate College.

C. Teaching Requirement

1. All Ph.D. students are required to teach for two semesters during their Ph.D. student career. Students having had TA experience at another University, or as a Master's Student at ISU, may petition to waive all or part of this rule. This teaching experience can either be in a classroom or a non-classroom situation that requires presenting information to an audience (extension, elementary schools, etc.).
2. Preparation of teaching materials (e.g., insect specimens) may satisfy part of the requirement, but each of the two semesters must include actual teaching. Students will receive a higher stipend during the semesters when they teach.
3. To satisfy Ph.D. requirements, students should prepare a teaching-requirements proposal at the time they develop their Program of Study and seek to enroll in 590K, 590L, or 590E. The one- or two-page proposal will outline the kinds of activities planned, and a schedule of those activities. The teaching performance of students enrolled in 590U, 590T, or 590E will be evaluated by the faculty member with whom the proposal was developed.

XX. REVIEW OF DEPARTMENTAL POLICIES AND OPERATING PROCEDURES

- A. This document may be amended by a majority of the Regular Academic Faculty at any time as needed.
- B. Passage of amendments to the Policies statement will require a simple majority of all Regular Faculty (not just those in attendance). The Chair shall be responsible for arranging for absentee votes from Regular Academic Faculty unable to attend the meeting.
- C. The Chair may make non-substantive changes (e.g., correct spelling errors, minor changes in text that do not change the intent of the document, and adopt language/policies mandated by the college or university) without the need for a vote. However, faculty will be informed of any changes and may request discussion at a faculty meeting.
- D. The document and record of amendments (including dates) are to be maintained on the departmental web site.

XXI. RELATION TO THE UNIVERSITY FACULTY HANDBOOK

- A. If provisions of this policies statement should conflict with university provisions, then university level regulations shall prevail.
- B. If provisions of this policies statement should conflict with college provisions, then college level regulations shall prevail.

XXII. Record of Amendments/Updates:

February 2019: updates to Section III Department Faculty. Changes addresses University and College changes in term faculty policies. Changes to other sections update the new language about term faculty.

June 2021: updates to Section XIX. Admission of Graduate Students. Requirement that applicants for graduate admission provide scores from GRE and advanced biology GRE has been removed (as approved by unanimous vote of faculty held week of June 21-25, 2021).