

## DEPARTMENTAL POLICIES

Department of Entomology  
Iowa State University

### I. MISSION

The mission of the Department of Entomology is to educate Iowans about insects and the science of entomology in order to improve the quality of life in our State.

### II. DEPARTMENTAL ADMINISTRATION

- A. The Departmental Executive Officer of the Department of Entomology will hold the title of Chairperson, or Chair.
- B. The administrative structure of the Department shall be as follows:
  - 1. Departmental Executive Officer:  
Chairperson, or Chair
  - 2. Standing Committees:  
Curriculum Committee, Faculty/Staff Awards, Student Awards & Scholarships, Seminar and Lectures, Student Recruitment, Greenhouse and Shop, Social & Alumni Reunion, Instruction & Student Affairs, Butterfly House & Insect Zoo
  - 3. Departmental Officers:  
Insectary Building Safety, Genetics Building Safety, Science II Building Safety, Right-to-Know Coordinator, Chemical Hygiene Officer, Science II Supervisor, Insectary Supervisor, Genetics Lab Supervisor, Johnson Farm & Pesticides, Science II Computing Facility, Assistor
  - 4. Graduate Students shall have a representative appointed to each of the department's standing committees.

### III. DEPARTMENT FACULTY

- A. Regular Faculty are tenure track, Assistant, Associate, or Full Professors on A- or B-Base appointments.
- B. Emeritus Faculty are retired faculty members who have requested and received this title according to university policy.
- C. Other faculty are temporary, state-supported faculty or non-state-supported, non-tenure track faculty at the Assistant, Associate, or Full Professor level who have as part of their title the words Adjunct, Visiting, Temporary, Collaborator, or Affiliate (ISU Faculty Handbook).

#### IV. VOTING PRIVILEGES

- A. On new tenure-track faculty appointments and new adjunct appointments and renewals, all regular academic faculty members have one full vote. On promotion and tenure decisions of prospective associate professors, 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 full 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. On all new adjunct, temporary, collaborator, affiliate, visiting, and courtesy faculty appointments from other departments or universities, all regular, adjunct, temporary, collaborator and affiliate faculty may vote.
- C. At faculty meetings, Regular Academic Faculty, and Adjunct, Temporary, Collaborator, and Affiliate faculty have full voting rights on departmental business.
- D. At faculty meetings, faculty holding Emeritus, Visiting, and Courtesy appointments may attend but shall not vote, nor make, nor second motions.
- E. The Graduate Student Representative to the faculty meetings shall not vote nor make nor second motions, but the student is encouraged to take an active part in discussions and present the views of the graduate students 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. A graduate student selected by the entomology graduate students will be informed about upcoming faculty meetings and will represent the graduate students at these meetings.
- D. Departmental meetings will be conducted in a manner consistent with parliamentary principles. Minutes will be taken and distributed to the voting faculty and student representative, and a permanent copy kept on file in the Department office.
- E. A quorum shall consist of  $\frac{2}{3}$  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.

## VI. DUTIES OF THE DEPARTMENT CHAIR

- A. The Chair is the Departmental Executive Officer of the Department of Entomology and therefore will act as an advocate for the faculty, staff, and students. The Chair will provide leadership as coordinator of programs and administrator of budgets for teaching, research, and extension. The Chair will develop and maintain effective communication and working relationships within the department, college, and university, and with industry and public agencies. The Chair will guide the professional development of faculty and staff, and provide leadership and active participation in curriculum development, student recruitment, and placement. The Chair will promote and facilitate procurement of funds to support teaching, research, and extension, as well as facilitate 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.
- B. The Chair is responsible for departmental personnel policies and assigns use of space and departmental facilities.
- C. The Chair will keep members of the Department informed of issues concerning their professional welfare and actions taken with respect to Departmental operations and administration.
- D. 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 PLAN

- A. The Department shall keep on file a long-range plan that will guide the department in the execution of its mission.

## 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 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 prepare a draft position announcement detailing the specifics of the vacancy, in accordance with University guidelines. 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 Chair will then call a meeting of the Faculty to present recommendations of the Search Committee and to determine which candidates should be interviewed. 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, the Search Committee will meet and make (a) recommendation(s) for the faculty to consider.
- G. 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).
- H. The recommendation from the faculty will be transmitted, along with the Chair's recommendation, to the Dean.
- I. For new adjunct appointments or renewals, the Chair will initiate the process by which such appointments are considered, by distributing the candidate's curriculum vitae and other information, and by setting the date of the faculty meeting at which the vote on the appointment will be taken.

#### IX. 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.

#### X. RECOMMENDATIONS FOR FACULTY FOR TENURE AND PROMOTION

- A. Faculty members who believe themselves qualified for promotion or tenure shall consult with the Chair, at which time together they will consider the strength of the faculty member's informal file (record). The Chair may also initiate these discussions. Following these discussions the candidate and the Chair may decide to either defer consideration or else submit a formal file for tenure or promotion to the appropriate departmental committee. In the event of disagreement, the faculty member may pursue promotion and/or tenure unilaterally.
- B. If the decision is made to proceed with the process, the formal promotion or tenure file 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)

- C. For consideration of candidates to be promoted to associate professor and to be awarded tenure, all regular 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 full professors, all regular academic faculty members holding the rank of professor shall serve as the department's promotion committee.
- D. Each candidate will have a position responsibilities statement, along with any revisions (mutually agreed to in writing by the Chair and the candidate), during the period under review.
- E. The Chair and/or the department review committee solicits letters from qualified reviewers 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.
  - 1. Solicited letters of evaluation from professionals in the field, outside the institution (three minimum/six maximum). The Chair will provide the external reviewers with the position responsibilities statement for their evaluation.

Letters should be solicited from appropriate professionals in the field and chosen for their ability to evaluate impartially the candidate's activities and accomplishments. They should generally be tenured professors at peer institutions or individuals of equivalent stature outside of academe who are widely recognized in the field. Letters should focus primarily on the aspects of the candidate's work that qualify as scholarship. While in some cases this might mean a focus on one area such as teaching or research, in others it might entail a mixture of scholarship in teaching, research/creative activities and/or extension/professional practice. At least one of the reviewers, but not all, should be suggested by the candidate.

A copy of the candidate's complete professional résumé and position responsibilities statement as amended, 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. The names of the external reviewers and the verbatim content of their reports shall not be made available to the candidate. In solicitation of external reviews, it shall be stated that "the contents of the reviews are regarded by the university as confidential to the extent permitted by law and shall be released only to those individuals who are authorized to review and make recommendations on the candidate." Also, in the letter soliciting the reviews, it shall be stated that "all accomplishments and credentials of a faculty member are considered at Iowa State University in making a decision on promotion and/or tenure, but primary weight is given to accomplishments while in the current rank".

All external reviews received by the department shall become part of the documentation of the candidate. The original reviews and other relevant documentation shall be forwarded to the Dean for candidates being recommended for promotion and/or tenure by departments, and the original reviews shall be forwarded to the Office of the Provost for candidates being recommended by the college for

promotion and/or tenure, where they will be retained. 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 attached to copies of the documentation, for use in departmental or college promotion and/or tenure decisions, shall be handled with the same confidentiality as original reviews. They will be either forwarded to the Office of the Provost along with the documentation for candidates being recommended by the college for promotion and/or tenure, or destroyed by the Dean or Chair as appropriate.

2. Letters from co-authors, co-principal investigators, et cetera.  
In general, reviewers should not be colleagues with whom the candidate has frequently collaborated. When necessary, however, these individuals should be solicited to detail the nature of collaborative projects or to respond to specific questions.
3. Letters from ISU department, college, and university colleagues  
Although not required, letters from department, college, and university colleagues may be important. This may be appropriate for activities related to interdisciplinary research and teaching programs, joint projects, and services provided to other colleagues or in cases where a fuller understanding of specific activities is warranted.

- F. The appropriate promotion and tenure committee shall review the candidate's file, complete with solicited extramural letters. At a meeting of the committee, the file shall be discussed, and a vote taken for or against promotion and tenure. Departmental Promotion and Tenure Committees shall ensure that individual candidates receive a full and impartial review of their credentials, and shall be responsible for the vote on whether or not to recommend promotion and/or tenure to the Chair (as stated in the university document, the vote becomes part of the candidate's documentation to be forwarded to the Dean). This should be completed in timely fashion so that the documentation can be forwarded to the Dean by the date previously announced and deemed appropriate by the Dean to meet university deadlines. Also forwarded to the college with the candidate's documentation are 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.

In instances when promotion and tenure decisions are mandatory for an individual on probationary appointment, the candidate's nomination will automatically be considered by the department, and documentation and a recommendation will be forwarded to the Dean for consideration.

- G. Evaluations from each level of review will serve as a summary of the case and shall be provided by the Chair. They should not be statements of advocacy but should address both the strengths and relevant weaknesses in the candidate's record of performance. When appropriate they should summarize the primary points made by external evaluators. The evaluations should include:

- modifications in the position responsibilities statement will be addressed

- evaluation of the candidate's accomplishments in scholarship
  - evaluation of the candidate's performance in his/her areas of responsibility: teaching, research/creative activities, extension/professional practice, and/or institutional service
  - evaluation of the candidate's prospects for future contributions to the field and department
  - assessment of the candidate's role and contributions to department and college missions
- H. The Chair shall discuss the vote with the candidate, and decide whether or not to forward the file for consideration at the College level. If the file is forwarded, the Chair shall ensure that the file is complete, including a written summary of the content of the extramural letters. The Chair may also write a supporting memo in addition to the departmental memo expressing support of the promotion or tenure of the candidate.
- I. A recommendation for promotion and tenure form will be provided by the Chair.
- J. 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 forms prepared by the Chair, and other relevant materials. The College Promotion and Tenure Advisory Committee shall review these materials and provide a written report to the Dean similar to that provided for other promotion and/or tenure candidates. The Dean shall then affirm or deny the appeal. The Dean shall report the results of the recommendation to the Chair.
- K. For promotion of persons holding the rank of Instructor with tenure or in a tenure-track position, the procedures outlined in this document for promotion of an assistant professor shall be followed.

## XI. ANNUAL PERFORMANCE EVALUATIONS

- A. Each Regular Faculty member will be evaluated annually by the Chair.
- B. Each Regular Faculty member will have a written position responsibilities statement on file in the department used by the Chair for performance evaluation.
- C. Research and office support staff, both in the Merit and P & S series, will be evaluated annually by the immediate supervisor and the Chair, 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. The Chair will be evaluated annually by the Dean of Agriculture.

## XII. STANDARDIZED TEACHING EVALUATIONS

- A. 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 (see appendix A for copy of the approved form). The forms shall be distributed at the end of the course and collected by a student designated by the instructor. The student shall take the forms to the departmental office where they will be transcribed onto computer by the Chair's secretary before the transcribed copies are delivered to the instructor after the grades are submitted to the Registrar's Office. Only the Chair and the secretary will see the original forms. The Chair and the instructor will discuss the teaching evaluation results during the year, usually during the annual performance evaluation.

## XIII. 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 GRE, and advanced Biology GRE, and (as necessary) TOEFL scores plus letters of recommendation, the file will be circulated to all faculty members who are members of the Graduate Faculty. Three copies of the complete file are circulated so that its review is expedited. On recommendation sheets accompanying the file, the faculty shall recommend either Full admission status, Provisional status, Restricted status, or Rejection. Faculty may also volunteer, by signature, to serve as major professor and as a separate item, to provide support from grant funds. Faculty may also suggest the awarding of departmental assistantships. 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. In the case of departmental RA's, the Chair shall assess the quality of the student according to the faculty's recommendations, GRE scores, grade point average, and letters of recommendation, and in the context of the programmatic needs of the department, decide whether or not to offer a departmental RA to the student and approve the major professor.
2. Students will not be admitted to the department graduate program without a departmental graduate faculty member signing to serve as major professor.
3. 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.). 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. 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 either 590U, 590T, or 590E. The one- or two-page proposal will outline the kinds of activities planned, and a schedule of those activities. The proposal will be reviewed by the standing departmental committee (Teaching Assistants Committee). The teaching performance of students enrolled in 590U, 590T, or 590E will be evaluated by the faculty member with whom the proposal was developed.

XIV. REVIEW OF DEPARTMENTAL POLICIES AND OPERATING PROCEDURES

- A. This document may be amended by a majority of the Regular Academic Faculty 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.

XV. RELATION TO THE UNIVERSITY FACULTY HANDBOOK

- A. If provisions of this Policies statement should conflict with University provisions, then University level regulations shall prevail.

XVI. REVIEW OF DEPARTMENTAL POLICIES AND PROCEDURES

- A. This document should be reviewed as needed by the Regular Faculty and the Chair.
- B. Voting on amendments to this document is covered above.

12/15/99