

The Entomology Department Governance Document provides information specific to the department but complies with the 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:

- Commitment to developing, and improving their scholarly competence;
- Obligation to extend and transmit knowledge and discoveries to the Iowa public, technical, and professional audiences;
- Intellectual honesty, seeking and stating truth as they see it;
- Respect for colleagues, their opinions, freedom of inquiry, and exchange of ideas;
- Respect for students and 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 characterize 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
- Discover new knowledge/relationships that provides novel solutions to emerging and future problems
- Deliver recognized outreach 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, Insect Zoo, Faculty/Staff Awards, Student Awards and Scholarships, Seminar and Lectures, Student Recruitment, Social, Newsletter, Teaching Assistants, Greenhouse (joint with NREM), and Chair Advisory (joint with NREM).

- c. Departmental Officers (appointed by the Chair): Insectary Building Safety, Genetics Building Safety, Science II Building Safety, Right-to-Know Coordinator, Chemical Hygiene, Science II Building Supervisor, Insectary Building Supervisor, Genetics Lab Building Supervisor, Johnson Farm and Pesticide, Science II Computing Facility, 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 Description

The purpose of departmental committee is to provide an organizational framework, decision-making guidance, and recommendations to the faculty. Committees are chaired by ISU employees, whereas membership may be extended to students, P&S, merit, collaborators and others as appropriate.

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

Diversity Committee: Periodically assess 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 minorities.

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

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

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

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

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

Greenhouse: Joint committee with Natural Resource Ecology and Management (NREM) Department to ensure appropriate use of space, assigns space, and supervises minor maintenance and repair.

Social: Initiate, schedule, organize and publicize departmental social events.

Chair Advisory: Joint committee with NREM. Meets regularly with the DEO to provide input into departmental management, and provides advice and input as needed.

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

III. DEPARTMENT FACULTY

- A. 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 be a probationary period of service specified at the time of initial appointment, but may not exceed seven years.
- B. Non-tenure-eligible (NTE) faculty hold term appointments within the department, and are eligible for renewal based on performance, the continuing need of the department, and are subject to approval by the Dean and Provost. Appointments may be made at the Assistant, Associate, or Professor rank and include adjunct, and lecturer type positions. Evaluations for appointment renewal will be conducted by an appropriate faculty committee and recommended by the department chair.
 - a. Typical appointments are B-base and may be full or part-time.
 - b. Renewable term appointments shall not exceed five years.
 - c. Eligible for graduate faculty in accordance with Graduate College procedures.
 - d. Appropriate graduate/professional degree is required for these appointments and is subject to approval by the dean, senior vice president, and provost.
 - e. Adjunct titles are used for limited term or part-time for specific teaching, research or extension responsibilities.
 - i. Adjunct titles may be used for persons who are employed elsewhere but have unique expertise and qualify for faculty at ISU.
- C. Emeritus faculty are retired from academic positions and who have requested and received this title according to university policy.
- D. Collaborators are not employed by the university but who are appointed to the faculty because of special expertise that benefits the department and university.
 - a. Rank is determined and voted on by faculty and reflects scholarly qualifications.
 - b. Collaborators have voting rights associated with faculty members except for votes related to hiring, promotion and/or tenure issues.
- E. Affiliate personnel are not employed by the university but carry out scholarly activities that benefit the department and university.
 - a. Unlike collaborators, affiliates are not employed regularly outside the university.
 - b. Rank is determined and voted on by faculty and reflects scholarly qualifications.
 - c. If financial support from a grant or contract is obtained for which the affiliate is the principal investigator PI, then they may be paid through the university's payroll system and participate in the university's benefits program, providing support through grant.
- F. 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 not subject to renewal.
- b. Since visiting appointments are not renewable, the university's affirmative action procedures do not apply and the position need not be advertised.
- c. Visitors appointed for at least nine months may, at their option, participate in the university's benefits program. (ISU Faculty Handbook Section 3.3).

G. 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.

- A. **Hiring of new tenure-eligible, non-tenure-eligible, and collaborator appointments and renewals;** all regular academic TT/TE 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, 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, 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 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. A graduate student selected by the EGSO will be informed about faculty meetings in a timely manner and will represent the graduate students at these meetings.
- D. A P&S staff member, selected by P&S staff, 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 the Department office.
- 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.

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 manage the department's fiscal, physical and personnel resources, allocating 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; guide the professional development of faculty and staff.
 - d. Provides leadership and active participation 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, provide 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 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, and input collected, the Search Committee will meet

and make (a) recommendation(s) for the faculty to consider. 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 NON-TENURE TRACK FACULTY – ADJUNCT AND LECTURER POSITIONS

- A. Adjunct appointment are full-time or part-time renewable term positions, however they will not exceed five years but require a notice of one year of intent not to review, except when the appointment is for one year or less. Adjunct appointment recommended by the department must be approved by the college and the provost.
- B. Each adjunct faculty will have a PRS reflecting their responsibilities and annual reviews will be based on PRS.
- C. Adjunct faculty will be reviewed similarly to tenure-track faculty except that no tenure component will be considered with the review and advancement materials will not be reviewed by the College or University promotion and tenure review committees.
 - a. Annual review will follow same procedures as tenure or tenure eligible faculty.
 - b. Renewal review will be conducted one year prior to the expiration of the contract. Renewal review will include a review of productivity, teaching evaluations, effectiveness and relevance for the period of the contract.
 - c. Advancement review will be conducted by a faculty committee similar to the composition and selection used for tenure eligible faculty being considered for promotion.
 - i. Materials will include documentation in all areas of PRS responsibility.
 - 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 advancement from Adjunct Associate Professor to Adjunct Professor. For the department to recommend advancement of an Adjunct Professor, the faculty member must demonstrate effective performance in all areas of responsibility and must demonstrate distinction in scholarship (scholarship is defined in the Faculty Handbook).
- E. Adjunct 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. Suggested Timetable*
 - a. October 1: Adjunct faculty scheduled for advancement review are identified.
 - b. October 15: A Faculty Advancement Committee (FAC) is identified by DEO.
 - c. December 1: Eligible adjunct faculty submits materials to the department for review.

- d. January: FAC leads faculty meeting during which time advancement is considered, materials discussed and an eligible faculty vote on advancement.
- e. February 1: Faculty vote is submitted to DEO by FAC Chair.
- f. February 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 COLLABORATORS

- A. A letter must be provided by the potential collaborator outlining the possible contributions the person would make as a collaborator 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 a collaborator.
 - c. At the end of the fourth year of a five year appointment, the collaborator may submit a request for a renewal.
 - d. The collaborator 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 collaborator'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 collaborator for a new term of five years or deny the reappointment.
 - f. The Chair will work with collaborators 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 candidate 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. Each regular faculty member 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, both in the Merit and P & S series, lecturers, and NTE adjunct faculty 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. The Chair will be evaluated annually by the Dean of Agriculture and Life Sciences or his/her designee.
- E. 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.
- F. 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.
- G. 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 review the appointment is renewed for three more 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 <http://www.provost.iastate.edu/faculty/advancement/promotion.html> and documentation guidelines are detailed in the Faculty Handbook Section 5.3.
- 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 full 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 should be 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. Non tenure eligible faculty may be considered for promotion without tenure. Individuals will follow the same procedure as defined for tenure-track faculty.
 - 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 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 Collaborator appointments, the procedure shall be followed similar to that for promotion and tenure procedures except the promotion will be without tenure.
- O. Suggested 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 30th: 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 be superior in all aspects of their PRS in order to receive a superior performance recommendation. 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 of full professors) for each candidate being reviewed. 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 (superior, 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. A faculty member's performance must be superior in all aspects of PRS in order to receive an overall superior recommendation.
 - c. If the faculty receives a below expectation in any aspect of the post tenure review they may receive an overall evaluation of below expectations.
 - d. 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 outlined 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) they have an administrative appointment.
- 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 - 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.

XVI. 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.

XVII. 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.

XVIII. 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:
 - i. Full admission status,
 - ii. Provisional status,
 - iii. Restricted status, or
 - iv. Rejection.
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 590U, 590T, 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.

XIX. 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.

XX. 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.