DEPARTMENTAL FACULTY GOVERNANCE AMENDMENTS

DEPARTMENT OF ANIMAL SCIENCE IOWA STATE UNIVERSITY
1221 Kildee Hall
Ames, Iowa 50011-3150

Amendment No.	Amendment Proposal Date	Amendment	Amendment Approval Date
1		Post Tenure Review Section – Added the section in blue to be consistent with University Governance documents. Post-tenure review will be used by the Animal Science Department in progressing towards this goal and the departmental PTR process will follow Iowa State University Faculty Handbook policies. (Section 13: first paragraph, beginning on page 17)	Added 8/28/2012
1		Post Tenure Review Section – Added the section in blue to be consistent with University Governance documents. A post-tenure review will occur during the year following two consecutive unsatisfactory annual reviews. Additionally, a faculty member may request a post-tenure review (must be at least 5 years from last review). (middle of last full paragraph, page 17).	Added 8/28/2012
1		Post Tenure Review Section – Added the section in blue to be consistent with University Governance documents. Faculty members are exempted from their scheduled post-tenure review if: 1) they are being reviewed for higher rank during the same year, 2) they are within one year of announced retirement or are on phased retirement, or 3) they are faculty members who serve as department chair or whose title contains the term president, provost or dean. (end of last full paragraph, page 17).	Added 8/28/2012
1		Post Tenure Review Section – The following was deleted "Senior faculty who have submitted a signed retirement agreement are exempt from this policy. Faculty member may request their post tenure review more frequently than every seven years but no more frequently than every three years." (deleted from the end of the last full paragraph, page 17)	Added 8/28/2012
1		Post Tenure Review Section – addition in blue and deletion in red was made to the following sentence "Materials to be reviewed by the PTRC will include at least the last seven annual activity reports, Senior Exit Interview materials, student course evaluations, a full listing of publications, presentations, courses taught and other evidence of scholarly activity during the preceding seven years." (first sentence, first full paragraph, page 18)	Added 8/28/2012

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1		Post Tenure Review Section – Added the section in blue to be consistent with University Governance documents. The review shall include an overall recommendation of the performance (superior, meeting expectations, or below expectations) and result in acknowledgement of contributions and suggestions for future development of the faculty member. 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. (Added to the last full paragraph on page 18).	Added 8/28/2012
2		Departmental organization: added to reflect the addition of the microbiology and immunology section in the department. The internal advisory committee consists of the director of graduate education (DOGE) plus one member from each of the following areas of responsibility of the department: undergraduate teaching, extension, animal physiology, animal nutrition, meat science, animal breeding and genetics, and microbiology and immunology. (Sect. 2, second paragraph)	Added 8/28/2012
3		(Section 10, Position Responsibility Statement) Review of faculty performance shall be conducted annually by the Department Chair for all regular, joint (50% or more appointment in the Department of Animal Science), adjunct, lecturer/clinician, and P&S employees with faculty responsibilities and titles. (Brings An. Sci. Gov. Doc. In agreement with FH)	9/2013
3		The review should address scholarship and accomplishments in teaching, research, extension, and institutional service in relation to the PRS for the faculty member under review. Each faculty member's overall performance shall be evaluated as either satisfactory or unsatisfactory as outlined by the faculty handbook (FH section 4.1.1) The annual faculty evaluation process is the responsibility of the department chair. (Blue portion was added to bring An. Sci. Gov. Doc. In agreement with FH)	9/2013

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3		The chair uses the Faculty Conference Form (Form available on the departmental web site at \\Ans---server4\ans_shares\Admin\Departmental_Docs (Location of the form used was included to bring An. Sci. Gov. Doc. In agreement with FH)	9/2013
3		Except under extenuating circumstances, failure by a faculty member to comply with the annual evaluation process will result in an unsatisfactory annual evaluation. For tenured faculty two consecutive unsatisfactory annual performance evaluations trigger a Post Tenure Review (FH Section 5.3.5), and for all faculty may also result in a charge of unacceptable performance as defined in the Faculty Conduct Policy (FH7.2.2.5.1) The annual evaluation between the chair and the faculty member provides an opportunity for an exchange of ideas of benefit to the individual and the department. The annual evaluation meeting includes a review of the faculty member's position responsibility statement and any action plans from the previous post-tenure review or annual performance evaluation. The annual evaluation process is finalized in a written document that is prepared by the department chair and signed by both chair and faculty member. The report should include an evaluation of each area of the position responsibility statement as well as an overall summary assessment. It is the responsibility of the department chair to ensure that the evaluation is finalized in a timely manner and by the university deadline. The faculty member signs the evaluation as an acknowledgment of receipt, not as an endorsement of the evaluation. A faculty member who disagrees with the evaluation may submit a written statement of concerns that will be appended to the evaluation. The faculty member may also appeal the evaluation through the established grievance procedures as outline in the faculty handbook (FH sec. 9.1).In the case of an unsatisfactory annual evaluation, the department chair, with the input of the faculty member, will develop an action plan to guide improved performance in accordance with the faculty member's position responsibility statement. The action plan must include the following elements: 1) a list of action items to be accomplished that are detailed, clear, and aligned with a timeline; 2) a specified date for a mid-term evaluation; and 3) a description of consequences if the action items are not completed by the designated timeline. If agreement on the proposed action plan cannot be reached, the action plan will be negotiated following the procedures outlined for PRS mediation (FH Section 5.1.1.5.1). (Blue portion covering the annual evaluation was added to the PRS section bring An. Sci. Gov. Doc. In agreement with FH)	9/2013

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4	Spring 2014	Faculty Expectations for Use in Post Tenure Review section was added as suggested by the faculty senate. It is located at the end of section 13b.	9/28/2014
5	Spring 2015	Changes to Section 13 Post-Tenure Review to bring into compliance with the ISU Faculty Handbook. Based on the outcomes of the post-tenure review, the following actions will be taken: • A "meeting expectations" post-tenure review recommendation may include suggestions for future development of the faculty member. If a meeting expectations post-tenure review recommendation includes a determination of below expectations performance in any PRS area, 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 those areas. The action plan will be signed by all three parties. If agreement on the proposed action plan cannot be reached, the action plan will be negotiated following the procedures outlined for PRS mediation (FH Section 5.1.1.5.1). • A below expectations post-tenure review recommendation will include specific recommendations for achieving an acceptable performance evaluation. 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 areas deemed below expectations. The action plan will be signed by all three parties. If agreement on the proposed action plan cannot be reached, the action plan will be negotiated following the procedures outlined for PRS mediation (FH Section 5.1.1.5.1).. Failure to have the performance improvement plan in place by the time of the next academic year's annual performance review may result in a charge of unacceptable performance as defined in the Faculty Conduct Policy (FH Section 7.2.2.5.1). Role of the Department Chair The department chair will take the following actions regarding post-tenure review. • Review the post-tenure review report submitted. • Provide a cover letter to the dean indicating agreement with the outcome of the report or a detailed explanation if there is a disagreement with the report findings. In cases of disagreement, the explanation is also communicated to the post-tenure review committee and the candidate.. • Discuss the post-tenure review report and its recommendations with the reviewed faculty member. • Work with the reviewed faculty member and the chair of the review committee to develop the action plan for improving performance for those faculty who received a below expectations recommendation. After the action plan is agreed upon, it is the responsibility of the department chair and the faculty member to ensure that the action plan is implemented. It is the chair's responsibility to assess the faculty member's performance in accomplishing the action plan. • Forward post- tenure review materials to the college.	

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5	Spring 2015	Faculty Expectations for Use in Post Tenure Review section was deleted from the end of section 13b in order to comply with current Post-Tenure Review policies at the college and university level.	3/2015
5	Summer 2015	Changed promotion and / or tenure to promotion and tenure on pages 10 through 17.	7/2015
5	Summer 2015	Deleted the following text from Section 12 Promotion and Tenure subsection The Vote in order to comply with college and university policy. If the vote for promotion and tenure on an assistant professor in her/his final year for receiving promotion and tenure is not affirmative, a second ballot shall be distributed to the tenured faculty with the question, "Shall this candidate be granted tenure without promotion?", and spaces for a vote of "yes", "no" or "abstain". A two-thirds affirmative vote of those voting is required for the candidate to be recommended for tenure at the rank of assistant professor. The procedures and timelines outlined under "The Vote" shall be used if a second vote is necessary. The Department Chair may at any time, with the consent of the candidate, request that the tenured faculty vote on granting tenure independent of promotion. In these cases, the procedures outlined above for granting of tenure without promotion shall be used.	7/2015

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6	Summer 2015		Modified the suggested schedule for promotion and tenure	7/2015
		May 15	Memo sent to all assistant and associate professors offering the opportunity for consideration for promotion and tenure.	
		June 1	Last day for faculty to acknowledge their desire to participate in promotion and tenure.	
		July 7	Preliminary evaluation committee (PEC) formed and candidate notified.	
		August 1	Promotion and tenure materials turned in to Department Chair. These materials include curriculum vitae and portfolios relative to candidate's position responsibility statement.	
		August 14	Preliminary review by PEC completed and written communication to Department Chair on whether to proceed with the process. PEC works with candidate on revising and improving P&T materials.	
		September 1	Revised promotion and tenure materials sent to external reviewers (only if the PEC recommends).	
		September 14	External reviewers recommendations are to be returned to the Department Chair.	
		September 24	Candidate's materials available for departmental review.	
		October 14	PEC reports to senior faculty at Promotion and Tenure Review Committee meeting.	
		November 4	Department Chair forwards materials to the College after candidate reviews for accuracy.	

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7	March 2017	Page 2 Changed the deadline date from August 15th to August 1st "Faculty members will be appointed to standing committees annually by the Department Chair prior to the beginning of the academic year (approximately August 1st). Page 9 Removed the word collaborator from the list per University guidelines."(Adjunct faculty, affiliate faculty, lecturers, and clinicians are not granted tenure due to the nature of their appointments.) Page 23-25 Numerous changes made to reflect changing of the collaborator faculty status to affiliate faculty per ISU Faculty Handbook guideline changes.	3/2017
8	4/23/2023	Changes to Section 12: Promotion and Tenure and Promotion Review Procedures. Page 12 New Promotion, Tenure and Review Advisory Committee.	5/1/2023
9	4/23/2023	Changes to Section 12: Promotion and Tenure and Promotion Review Procedures. Pag 18 changes made to the Suggested schedula for tenure eligible Promotion and Tenure and Promotion consideration	5/1/2023