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**Faculty Governance Document Department of Animal Science
College of Agriculture and Life Sciences Iowa State University**

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Preamble

This Governance Document defines the role of and procedures for faculty participation in governance of the Animal Science Department. The goals of this document are to promote effective operation of the department and to assist the department in fulfilling its mission.

Other documents that affect department governance are:

1. Iowa State University Faculty Handbook (ISU-FH)
2. College of Agriculture and Life Sciences Governance Document (CALS)
3. Graduate Faculty Handbook

This Governance Document is subservient to the documents listed above, and properly adopted changes in those documents that are in conflict with provisions in this Governance Document shall supersede those provisions of this document. Faculty appointment, appointment renewal, evaluation and other review procedures and processes are embedded in this document as well as the documents listed above.

Section 1: Departmental Objectives

The mission of the Department of Animal Science is to educate and develop students with life skills and knowledge and to engage and serve the public and the people who produce animals and animal products. We will achieve our mission through discovery, development, and dissemination of knowledge related to basic animal biology, applied animal science, and animal products, in order to promote economically viable, socially acceptable, and environmentally sustainable systems. We will enhance human well-being through nutritious, desirable, and safe animal-derived products. We will improve human health through the study of animal models. We will also foster the enhancement of human well-being through interaction with companion animals. Source:
<https://www.ans.iastate.edu/about/mission>

Section 2: Departmental Organization

The administrator who has responsibility for overseeing the programs and activities of the Department of Animal Science is the Department Chair. The Department Chair is appointed by the CALS Dean with approval from the Provost and President.

Internal Advisory Committee

An Internal Advisory Committee gives guidance to the Department Chair regarding policies, procedures, programs, and activities of the Department of Animal Science. 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: Associate Chairs, undergraduate teaching, extension, animal physiology, animal nutrition, meat science, microbiology / immunology and animal breeding and genetics. The Department Chair will appoint members of the Internal Advisory Committee in consultation with faculty in each area of responsibility. Appointments will be for three-year terms and can be renewed. The internal advisory committee will meet with the Department Chair once per month during the academic year. The Internal Advisory Committee has the responsibility for obtaining faculty input on a variety of issues that arise within the Department of Animal Science and using that input advise the Department Chair and to communicate back to the faculty.

External Advisory Committee

An External Advisory Committee gives guidance to the Department Chair regarding policies, procedures, programs, and activities of the Department of Animal Science. The External Advisory Committee consists of persons as representatives of stakeholder organizations. The

External Advisory Committee should meet on campus regularly, preferably annually, and departmental faculty are expected to participate in these meetings. Broad representation of stakeholder organizations is expected, and members of the External Advisory Committee are appointed to three-year terms, with one-third of members being replaced and/or reappointed every year. Members of the External Advisory Committee normally shall serve no more than two consecutive terms. The Department Chair is expected to solicit nominations for membership in the External Advisory Committee from departmental faculty. A departmental organizational chart can be found on the Department of Animal Science web site at:

<https://www.ans.iastate.edu/department-documents>.

Section 3: Standing Committees

Faculty members will be appointed to standing committees annually by the Department Chair. The Department Chair shall solicit nominations (including self-nomination) for persons to serve on department standing committees. Faculty members will be appointed to standing committees by the Department Chair prior to the beginning of the academic year. Committee chairpersons will be appointed for one-year terms, which may be renewed. The exception is the internal advisory committee (Section 2).

Section 4: Ad-hoc Committees

The Department Chair may appoint *ad hoc* committees to meet special and/or non-recurring needs of the department, such as a search committee. Committees are expected to function for less than two years, and the Department Chair can solicit nominations (including self-nominations) for persons to serve on *ad hoc* committees.

Section 5: Departmental Representation at College and University Committees

The Department Chair may appoint departmental representatives to standing college and university committees. When possible, these appointments will be made after the Department Chair has announced to departmental faculty that an opening on a college and/or university level committee exists. Departmental faculty will be given opportunity to suggest nominees (including themselves) to fill the committee openings. The exception to this is in situations where a member of a specific departmental committee is required to be on a college and or university committee.

Section 6: Faculty Meetings

The Department Chair will convene a regular meeting of the animal science faculty at least four times per year. At the discretion of the Department Chair, staff can be invited to the regular faculty meeting. A minimum of two meetings shall be held during fall semester, and a minimum of two meetings shall be held during spring semester. It is recommended, however, to hold a faculty meeting once per month (if warranted, at the discretion of the Department Chair) during spring and fall semesters. In consideration of faculty with B-base (9-month) appointments, regular faculty meetings should typically be scheduled only in spring and fall semesters when classes are being held.

Regular faculty meetings should be scheduled at least 3 weeks in advance. An agenda to all faculty members will be sent approximately 1 week prior to the meeting. Regular meetings include reports from chairs of the Department of Animal Science standing committees. Faculty meetings are the forum for curricular and other issues requiring discussion.

The Department Chair shall be responsible for appointing an administrative staff member for recording and making available to departmental faculty the minutes from the regular faculty meetings.

Special faculty meetings may be scheduled as needed by the Department Chair or by faculty in conjunction with the Department Chair. An example of a special faculty meeting might include topics associated with Promotion and Tenure of existing faculty or potential new faculty hires. When feasible, the Department Chair will distribute a meeting agenda to departmental faculty in advance of the special faculty meeting. When appropriate remote access to faculty meetings will be offered for participants off campus.

Section 7: Faculty Definition

Faculty appointments are described in the ISU FH Section 3.3. *Types of Appointment* and are made as Tenured/Tenure-eligible (Section 3.3.1) or as Term Faculty (Section 3.3.2). Both types of appointments include ranks of Assistant Professor, Associate Professor, and Professor and includes Distinguished, University and Morrill Professorships as described in the ISU FH Section 6.3. *Distinguished, University, and Morrill Professorships*.

Section 8: Establishing Priorities for Faculty Positions

Priorities for filling faculty positions in all of the ranks listed in the previous section will be established using a process where all departmental faculty members have opportunity for input. Input will usually be gathered by discussion at faculty meeting or retreat. Final departmental decision shall rest with the Department Chair, although they are expected to seek input from the internal and external departmental advisory committees whenever possible. It is recognized that unique opportunities to hire faculty members may arise which prevent the Department Chair from gathering input from the external advisory committee. It is also recognized that approval of faculty positions rests with the college administration and therefore the proposed faculty positions may be developed by considering the current, stated priorities of the college and/or university. Recommendations for faculty positions shall be conveyed to the college administration.

Section 9: Faculty Recruitment

Recruitment practices will follow those for the University. A departmental search committee will be appointed by the Department Chair (as indicated in section 4 of this document) to develop the position announcement, review applications and supporting documents, and make recommendations to the departmental administration regarding qualified candidates. Committees shall be appointed whenever possible with due regard to diversity.

The Department Chair shall be responsible for appointing an administrative staff member to assist with this process. The staff member shall complete all necessary affirmative action paperwork, distribute the job announcement through appropriate channels, arrange interviews with recommended applicants, and perform other tasks deemed necessary to remain in compliance with university hiring procedures.

A given departmental search committee will consist of four or more members of the Animal Science Faculty and will include one or more faculty members with an area of responsibility other than that in which the new employee will function. As appropriate, a faculty member from another department, government agency, private company, and/or commodity group will be included. All procedures utilized in the employment process will be cleared with the departmental administrative assistant with responsibility for personnel action procedures.

Section 10: Position Responsibility Statement

A Position Responsibility Statement (PRS) relates to Term, Tenure-eligible and Tenured faculty appointments. All faculty members with appointments governed by the ISU FH as defined in Section 3.3. *Types of Appointments* must have a PRS, including university administrators who have term,

tenure-eligible/tenured faculty rank. The PRS is a central component of annual reviews and is particularly significant within the promotion and tenure and promotion process of tenure-eligible/tenured faculty or for advancement of term faculty, as described in the ISU FH Section 5. *Evaluation and Review*.

Please see ISU FH Section 3.4. *Position Responsibility Statement*, which describes the purpose of the PRS, its intended use and expected format (ISU FH Section 3.4.2. *The Form of the PRS*), as well as methods for establishing and maintaining the PRS during the faculty member's career (ISU FH Section 3.4.3. *Establishing and Maintaining Position Responsibility Statements*) and mediating disputes (ISU FH Section 3.4.4. *Procedures for Mediating PRS Disputes*).

Within six weeks of the first day of work, the Department Chair and the new Term, Tenure-eligible/Tenured faculty member should agree on a PRS that is based on the job advertisement. See ISU FH Section 3.4.3.1. *Procedures at Initial Appointment*. Term, tenure-eligible/tenured faculty are expected to have substantive discussions with their Department Chair in establishing their PRS.

For Term, Tenure-eligible/Tenured faculty with appointments in a secondary department (or in a program/center/institute), expectations, obligations and probationary review in each unit must be clearly specified in the PRS (ISU FH Section 3.4.3.1.1. *Joint Appointments*).

Please see ISU FH Section 3.4.3.2. *Review and Modification of the Position Responsibility Statement*. The PRS will be subject to regular review by the Term, Tenure-eligible/Tenured faculty and their Department Chair, and allow for flexibility in responsibilities over time and for the changing nature of faculty appointments and faculty circumstances. Term, Tenure-eligible/Tenured faculty and their Department Chairs may review the PRS and modify it (if appropriate) at any time. ISU FH Section 5.1.1.2. *Annual Reviews* states that review of the PRS is to occur during the annual review meeting between the Term, Tenure-eligible/Tenured faculty member and the Department Chair.

The PRS should not be rewritten unless there is an agreed upon substantive change in the Term, Tenure-eligible/Tenured faculty member's position responsibilities. The PRS cannot be changed unilaterally by either the Department Chair or the Term, Tenure-eligible/Tenured faculty member. Best practice is that the PRS should stand until Tenured or advanced.

Section 11: Mentors

For University-level guidelines, see the ISU FH Section 6.7.6. *Mentoring Program for New Faculty*. As the Department supports early and mid-career faculty through mentoring, the goal is to support their success in faculty advancement, promotion, and inclusion at all levels. Therefore, the department appoints mentors to serve through mentee's promotion to full professor.

No later than the end of the first six months of paid employment, two mentors must be appointed. Two mentors, who have major responsibility(s) in the same mission area of responsibility(s) (teaching, research and extension/outreach) of the faculty member (minimum of one from the department) will be identified. These mentors must be agreed to by the faculty member, the potential mentors, and the Department Chair. The mentors and mentees will sign the mentoring agreement.

The mentor's function is to provide on-going guidance on University, College, Departmental and professional norms. Another function is to provide guidance on preparing and enhancing the faculty member's portfolio and other supporting professional documents.

The mentee's responsibility is to schedule regular meetings with their mentors, with a minimum

recommendation of two times per academic year. Additional meetings may be scheduled if desired. Meetings between mentee and mentors may include discussions on progress, challenges, successes, and future plans. It is the mentee's responsibility to implement advice and actions from their mentors as the mentee sees fit for success.

It is good practice for the mentee and mentors to document the areas of strengths and opportunities for improved performance and to share this written document with each other at least annually, for example at the preparation of the annual activity report. If desired by the mentee, a meeting between the mentors, mentee, and the Department Chair can be arranged.

If any faculty mentor/mentee requests to terminate the mentoring relationship for any reason, they may do so by notifying the Department Chair in writing. The Department Chair will establish another mentoring relationship for the mentee.

Additional faculty mentoring resources can be located at the ISU office of the senior Vice President and Provost: <https://www.provost.iastate.edu/faculty-success/mentoring>

Section 12: Annual review

The University uses the annual review outcome for several important actions that impact a faculty member, and the ISU FH reflects this importance. Refer to the ISU FH Section 5.1.1.2: *Annual Reviews*. The annual review process is a critical component of a faculty member's progress in their position, documenting both the faculty accomplishments as well as the Department Chair review comments, and interactions between the faculty member and the Department Chair. The annual evaluation will serve as a basis for determining merit salary increases.

Department Chair responsibilities

The annual review evaluation process is the responsibility of the Department Chair. Department Chairs will follow the annual review evaluation process as outlined in their departmental governance document. The Department Chair must:

- ✓ Send the annual review form to all faculty by April 1 for the next year's performance period
- ✓ Schedule the annual review meeting in a timely manner between the faculty member and the Department Chair at a mutually agreeable time and location

Faculty responsibilities

All faculty members must provide to the Department Chair their annual review by September 1:

- ✓ Updated CV
- ✓ Completed departmental annual review form(s)

Process to modify the annual review form

The Department Chair will seek consultation on the annual review form with faculty by January 31. The Department Chair may call for a faculty vote on the annual review form proposed changes if desired.

Annual review evaluation process

At a minimum, the annual review evaluation process must include:

- ✓ Review of the faculty member's PRS
- ✓ Review of the departmental annual review form(s)
- ✓ Review of the CV
- ✓ Discuss changes proposed by the faculty member or the Department Chair (e.g. PRS and associated responsibilities)
- ✓ Update on any plans from previous reviews (i.e., annual or post-tenure reviews)

- ✓ If needed, a written action plan for corrections of deficits identified at the annual review meeting

Review outcome

The annual review evaluation process is finalized in a written document prepared by the Department Chair. The document must include the Department Chairs comments and be signed by both the Department Chair and faculty member. The written document must include an evaluation of all areas related to the PRS as well as an overall summary assessment. The written document will be placed into the faculty members personnel folder. The acknowledgement of the review must be completed within 5 business days from the annual review meeting date through the University Human Resources. The faculty member's signature/approval signifies receipt only and not an endorsement of the written document content.

For probationary faculty, the chair must document the faculty members' progress towards Promotion and Tenure in the annual review.

Tracking of annual review outcomes and disputes

All other components of the annual review process, including, evaluation of action plans, as well as disputes and mediation thereof, will follow ISU FH Sections 5.1.1.2. *Annual Reviews*, 5.1.1.2.1. *Action Plan*, 5.1.1.2.2. *Initiation of Action Plan Mediation*, 5.1.1.2.2.1. *Purpose of the Action Plan Mediation Committee*, 5.1.1.2.2.2. *Outcome of Review by an Action Plan Mediation Committee*, 5.1.1.2.2.3. *Selection of the Action Plan Mediation Committee*, 5.1.1.2.2.4. *Action Plan Mediation Committee Review Process*, 5.1.1.2.2.5. *Timeline of the Action Plan Mediation Process*, 5.1.1.2.2.6. *Prior Action Plans* and, 5.1.1.2.2.7. *Concurrent Reviews*.

Section 13: Preliminary Review of Probationary Faculty

The purpose of the probationary performance review is to provide constructive, developmental feedback to Tenure-eligible (probationary) faculty regarding progress in meeting their Promotion and Tenure performance expectations relative to their Position Responsibility Statement(s). By providing feedback to the probationary faculty member during the probationary period, ample opportunity is given to probationary faculty to make any needed changes in performance to meet expectations to attain Promotion and or Tenure.

Terms of the probationary service are defined in the ISU FH Section 5.1.1.3. *Preliminary Review of Probationary Faculty*. This probationary performance review will play a role in the decision to reappoint during the probationary period. For more information, see the ISU FH Section 3.1. *Appointment Policies*.

At the time of appointment, the Letter of Intent establishes the non-renewal date of the probationary period which is the date by when a notification of intent not to renew is to be given if the appointment is renewable, and any special factors that apply to the appointment. Faculty members may request that their probationary appointment be extended because of special circumstances. If a request is made, probationary faculty members need to follow University and equivalent College requirements (<https://www.cals.iastate.edu/faculty-staff>). See ISU FH Section 5.2.1.4. *Extension of the*

Probationary period

Probationary faculty must have their preliminary review completed before the ending date of the probationary period and in accordance with deadlines set by the College and University. See: <https://www.cals.iastate.edu/faculty-staff/deadlines>

Materials

To be consistent with University policy to evaluate probationary faculty in the same manner as candidates applying for Promotion and or Tenure, probationary faculty must provide the following materials to the Promotion, Tenure and Review Advisory Committee (PTRAC) that cover professional activity under the period of consideration:

- ✓ Position Responsibility Statement(s) (Tab 1)
- ✓ Current Curriculum Vitae (Tab 1)
- ✓ Faculty member's portfolio summary - 25-page maximum. (Documentation of candidate's scholarship and performance; Tab 2)
- ✓ Student teaching evaluations (for those with a formal teaching appointment)

It is noted that this will be beneficial as the probationary faculty member will be preparing the same documentation that will be needed for the Promotion and or Tenure review.

See the Provost's recommendations and forms for preparation of cases and College templates for candidate preparation of promotion and tenure dossier at <https://www.provost.iastate.edu/faculty-success/advancement/promotion-and-tenure> and https://www.provost.iastate.edu/sites/default/files/wdclientcss/Faculty/Advancement/2021_PT_ProcessGuidelines.pdf

Optional information provided by the probationary faculty member to cover the period under consideration may include but is not limited to:

- ✓ Annual reports of faculty activities submitted by the probationary faculty member without the Department Chairs review
- ✓ Peer review of teaching (strongly recommended)
- ✓ Peer extension evaluations (for those with a formal extension appointment)

External letters

External letters are not normally expected as part of the process. Additional reviews may be conducted at the discretion of the department. See ISU FH Section 5.1.1.3. *Preliminary Review of Probationary Faculty*.

PTRAC review

Using the submitted material from the probationary faculty member, the PTRAC shall prepare and provide to the probationary faculty member and the Department Chair a written review letter of the faculty probationary faculty member's progress toward achieving Promotion and or Tenure.

This written review letter will be orally discussed with the probationary faculty member by the PTRAC Chair or a designee and at least one other PTRAC member to give the probationary faculty member the opportunity to seek clarification of items and correct any factual errors included in the review letter.

The PTRAC has the option to revise the review letter after discussion with the probationary faculty member, but the PTRAC is not obligated to do so. The final review letter will be made available to the probationary faculty member, the Department Chair and the eligible voting faculty.

The probationary faculty member has the option to send a written response of up to one page to the final PTRAC review letter to the Department Chair within 3 business days from receipt of the PTRAC letter.

The final PTRAC review letter and any probationary faculty member's response (if there is one)

will be orally presented by the PTRAC Chair or a designee to eligible voting faculty at a special meeting called by the Department Chair for this purpose. A vote will be taken by eligible voting faculty after the discussion of the final PTRAC review letter and any probationary faculty member’s response.

Department Chair

First, the Department Chair must discuss with and provide written evaluation to the probationary faculty member upon reviewing the final PTRAC review letter, eligible voting faculty discussion and the vote. Second, the Department Chair will provide a written recommendation letter to the Dean.

The final PTRAC review letter and the probationary faculty member’s response (if there is one) will become a part of the Promotion and or Tenure materials.

Further steps in the probationary review process are described at:

<https://www.cals.iastate.edu/faculty-staff> and ISU FH Section 3.5.1.2. *Nonrenewal of Appointments of Pre-Tenured Tenure-Eligible Faculty.*

Suggested schedule for Preliminary Review of Probationary Faculty

Deadline	Action
End of spring semester	Department Chair to inform by e-mail the candidate that they will be needing to complete their probationary materials for the following spring semester based on their Letter of Intent.
Two working days before the next spring semester begins	Candidate to have their materials to the Department Chair. The Department Chair will provide the PTRAC with the candidate’s materials.
First day of the spring semester	Department Chair will announce the date and location of the probationary meeting to the eligible voting faculty.
Feb 15	PTRAC will provide written and/or oral feedback to the candidate on revising and improving the materials.
End Feb	Candidate to submit final materials.
Feb 26	Candidate is given the PTRAC letter in a meeting with a subcommittee of the PTRAC. The candidate is given three business days to respond to the PTRAC letter if desired.
March 7	PTRAC needs to provide the finalized letter to the Department Chair.
March 7	Candidate’s materials and the PTRAC letter will be made available for review by eligible voting faculty for the candidate under review.
Mid-March	Eligible voting faculty to have the probationary meeting to discuss the candidate’s materials and vote.
April 1	Department Chair to send the candidates probationary materials and their letter of recommendation to CALS.

*Dates may have to be modified to meet Administrative deadlines at the College or University level. For any of the above dates that do not coincide with a normal work day at the university (i.e., Saturday, Sunday, or a university holiday), the deadline will be extended until the next normal work day at the university.

Section 14: Promotion and Tenure and Promotion Review Procedures**Promotion**

Promotion through the academic ranks is part of the recognition system of the University. Each step implies that the faculty member has demonstrated a certain level of competence, accomplishment, maturity, and recognition. Promotion from assistant to associate professor will be judged on actual accomplishment and potential for development. Promotion from associate to full professor will be judged on accomplishment and promise of continued development.

Professor is the highest academic rank, and a faculty member must have proven his/her merit to be awarded that title. All accomplishments and credentials of a faculty member will be considered in deciding on promotion, but emphasis shall be given to accomplishments and attainments while in the current rank.

Tenure

Tenure is a status granted to faculty members, after a probationary term of employment, which indicates their employment is permanent. (Adjunct faculty, affiliate faculty, lecturers, and clinicians are not granted tenure due to the nature of their appointments.) After award of tenure, a faculty member may be dismissed only for adequate cause, which includes, in addition to financial exigency of the institution, professional dishonesty in teaching, research, or extension activity, demonstrated incompetence, substantial and manifest neglect of duty, and serious misconduct prohibited by official university policies

The purpose of tenure is to ensure academic freedom. Tenure benefits society by preventing unjust dismissal of faculty members for presenting their ideas, results and conclusions that may be at variance with social, political, popular or religious viewpoints or dogmas. Granting of tenure to a faculty member of the Department of Animal Science implies that the individual is judged to have potential to develop into an outstanding member of the academic community. The individual is expected to have been involved in departmental, college, and/or university activities and governance; to have been a willing worker in local, national and/or international societies and organizations of his/her profession; and to have upheld the high standards of the University, the College of Agriculture and Life Sciences and the Department of Animal Science. Tenured faculty members are expected to conduct academic activities in a scholarly manner and to present their ideas and research results for rigorous peer review.

Terminology

For this section of the faculty governance document, “candidate” shall mean the individual who is being considered for promotion and tenure. “Faculty” shall mean individuals with rank of assistant professor and above who have an academic appointment within the Department of Animal Science and who are granted the privilege of voting on promotion and tenure issues. The “senior faculty” shall be all tenured faculty in the Department of Animal Science of higher rank than the candidate under review and shall consist of: Senior Faculty I (all tenured full professors) and Senior Faculty II (all tenured associate professors). A “vote” is the actual count and includes the number eligible to vote, those voting positively, those voting negatively, and those abstaining. The term “Dean” refers to the Dean of the College of Agriculture and Life Sciences, and the term “Department Chair” refers to the Chair of the Animal Science Department. Duties outlined in this document to be conducted by the Dean or Department Chair may be delegated to his/her representative(s). “Documentation” will mean items prepared and submitted to support the nomination of a candidate who is being considered for promotion and tenure within the Department.

General considerations

Through tenure and promotion policies, the Department of Animal Science seeks to add innovative and creative scholars to its senior ranks. Because each individual is unique, there must be a substantial subjective component to the criteria by which they are selected. Thus, the following criteria are general, not specific, to ensure that each candidate, regardless of his/her discipline or responsibilities or cross-disciplinary area, receives a fair and impartial evaluation.

Bases for evaluation

Evaluation of a faculty member for promotion and tenure shall be based on criteria related to the individual's job description in the following four areas: (1) teaching; (2) research; (3) extension/outreach and (4) service. For individuals who have assignments in more than one area performance shall be evaluated against the position responsibility statement in proportion to assignment in each area. To be promoted and/or tenured, a faculty member must have demonstrated scholarly excellence in at least one of the first three areas and competence in the other areas relevant to his/her assignments. In all areas of activity, a faculty member must exhibit a strong sense of professional ethics.

The University Promotion and Tenure Document provides ways in which excellence may be demonstrated in each area of evaluation, and it should be consulted. In general, the substantive criteria for promotion and tenure recommendations are the effectiveness of the candidate in carrying out his/her assignments. Appendix 1 attached to this document gives a sample format for documentation of scholarly activities. The candidate is encouraged to expand this listing if needed to better support his/her nomination. Excellence in these duty areas may broadly be documented by area including but not limited to:

- a) Teaching – high quality classroom contact, the development of quality educational materials, innovations, peer recognition of teaching contributions, quality advising, and quality student evaluations.
- b) Research/creative activities – peer reviewed publications that contribute substantially to basic and/or applied knowledge. The evaluation of a candidate shall be based on the significance of the contributions and the rapidity of publishing common in the candidate's research discipline.
- c) Extension/professional practice – clientele and peer recognition of effective outreach programs and innovations including bulletins and other forms of written communications; audio visual or computer outreach; and personal contacts.
- d) Institutional service – contributions to departmental program, college, or university committees and activities; professional/scientific societies; trade associations; or public, private, or international organizations that enhance the image and/or reputation of Iowa State University and the Department of Animal Science.

Criteria considered for promotion and tenure decisions shall primarily be scholarly activities completed by the candidate while in the current rank. All accomplishments and credentials of the candidate, however, may be important in establishing an individual's national or international reputation and shall weigh in making promotion and tenure decisions. Therefore, a copy of the candidate's complete professional curriculum vitae and portfolio shall be included in the documentation. The candidate is responsible to ensure that the materials are up-to-date and complete. Also, external reviews (see Procedures – External Reviews) from individuals competent in the candidate's discipline or cross-disciplinary area shall be solicited and will become part of the criteria considered.

Each faculty member will have a written position responsibility statement maintained at the departmental level against which performance shall be evaluated. The position responsibility

statement will list the responsibilities of the individual's position, which shall be reviewed by the faculty member and Department Chair at least every five years, and may be modified or changed upon mutual agreement. New faculty should have a consistent position responsibility statement until a decision on tenure has been rendered. (See section 10 of this document.)

Description of the academic ranks

For a description of the academic ranks, please see the University promotion and tenure policy.

Qualifications for academic rank

For a description of the qualifications of academic ranks, please refer to the University promotion and tenure policy.

Candidate selection for departmental review

1. By January 15 of each year, the Department Chair shall send an e-mail to all Tenure-track Assistant Professors and Associate Professors asking if they wish to be considered for Promotion and Tenure during the coming academic year. Potential candidates must acknowledge in writing that they have received the e-mail from the Department Chair by February 15. Non-mandatory cases must declare in writing their intention to the Department Chair. Failure of potential candidates to respond to the Department Chair shall be constructed as the candidate's desire to refuse consideration.
2. Mandatory review will occur according to the timing defined in the ISU FH Section 5.2. *General Policies on Tenure*. Except in unusual circumstances, candidates being considered for Promotion to Associate Professor will be simultaneously considered for Tenure.
3. The Department encourages Associate Professors with 6 years in rank or a total of 10 years combined at the rank of Assistant Professor and Associate Professor to apply for promotion until successful.
4. Candidates can request removal from consideration for Promotion at any time during the process. If an Assistant Professor opts not to be considered for mandatory Promotion and Tenure then their employment will end as stated by their date in the Letter of Intent.

The Promotion, Tenure and Review Advisory Committee (PTRAC)

Structure

The Promotion, Tenure and Review Advisory Committee (PTRAC) shall be comprised of 9 tenured Animal Science Department faculty members including representation of Associate Professors (at least one and no more than three) and Full Professors, and two Term Faculty at the Associate or Full Professor level. If there are term faculty in the department of appropriate rank that are not on the PTRAC then they could be appointed on an ad hoc basis in order to meet University requirements for representation and review of term faculty (CALs Section 6.3.1. *Department Review*). If two Term Faculty of appropriate rank are not available within the Department, then ISU Term Faculty member(s) of appropriate rank from outside the Department could be appointed by the Department Chair on an ad hoc basis.

The PTRAC structure must represent (whenever feasible, based on the Position Responsibility Statements of eligible faculty members) the University missions: Teaching, Research, Extension and Outreach. The Chair and Associate Chair of the PTRAC must be tenured Full Professors.

Procedural

Associate Professor members of PTRAC cannot evaluate candidates for promotion to Full Professor, and Term Faculty cannot evaluate Tenure Track candidates.

All candidate and PTRAC documentation and PTRAC discussions must be held strictly confidential.

Elections

Each year, all tenured, tenure-eligible, and Term Faculty in the Department will elect three tenured faculty members (two to three Full Professors and up to one Associate Professor) and up to two Term Faculty to serve on the PTRAC.

Elections will be conducted in a secret ballot format. In the event of a tie vote, the Department Chair will make the final PTRAC member selection amongst those that were tied. Elected PTRAC members are expected to serve for a 3-year term. If an elected member can no longer serve, a special election will be held to select a replacement PTRAC member as soon as possible. The PTRAC will elect the PTRAC Associate Chair from eligible committee members who are in their second year of service on the PTRAC. The elected Associate Chair will subsequently serve as PTRAC Chair in the following year or in case the PTRAC chair is no longer able to serve.

The initial election of two Term Faculty members who are eligible to serve on PTRAC will occur no later than May 1, 2025. The two Term Faculty members that receive the most votes will serve on PTRAC. In the event of a tie vote, the Department Chair will make the final PTRAC member selection. Initial terms will consist of one Term Faculty for a 3-year term and one Term Faculty for a 2-year term, and terms will be decided at the first PTRAC meeting.

Conflict of Interest

Mentors (whether serving or not serving on the PTRAC) will be considered resource persons to the PTRAC. The Mentor's role could involve input as specifically requested by the PTRAC, but providing input only upon request. Mentors will not be involved in the drafting or writing of the final review letter. PTRAC members cannot participate in discussions on candidates with whom they have a conflict of interest.

A Conflict of Interest includes but is not limited to:

1. Having a current or past personal relationship with the candidate
2. Having a professional relationship with the candidate such as co-owners of a company
3. Having a Graduate or Post-Doctoral advisor relationship with the candidate

Circumstances which do not rise to the level of Conflict of Interest include:

1. Having been a co-author with the candidate
2. Having been on a grant with the candidate
3. Having been on a Program of Study Committee, also known as an Academic Plan Committee, as only a committee member

If a PTRAC committee member believes that they cannot be impartial in conducting a review they can request the Department Chair recuse them from the PTRAC review of that candidate.

If both the PTRAC Chair and PTRAC Associate Chair have a Conflict of Interest with a candidate, the committee will elect one of the senior PTRAC members (defined as years of service on the committee) to serve in this role for discussion of the candidate in question.

Materials

It shall be the responsibility of the candidate to prepare and submit by August 1 the curriculum vitae, Tab2 template information, Executive Academic Summary and summary of professional accomplishments to be used in promotion and tenure decisions. The curriculum vitae shall be in a format similar to that outlined in appendix 1. Failure of the candidate to submit the curriculum vitae by August 1 shall make it self-evident that promotion and tenure consideration is not desired at this time by the candidate; however, this statement does not apply to candidates in years of mandatory review. Candidates being recommended for promotion and tenure by the department may need to alter the information contained in appendix 1 based on specific college or university requirement during the year promotion and tenure is desired.

Candidates are encouraged to add any information beyond that requested in Appendix 1, if they feel it is needed to fully explain their contributions and value to the Department of Animal Science, to the College of Agriculture and Life Sciences, or to Iowa State University.

The PTRAC may suggest changes in the curriculum vitae and other submitted materials, but the decision of whether to make the suggested changes will be made by the candidate. The curriculum vitae prepared for promotion and tenure decisions shall be available for inspection by external reviewers, senior faculty of the Department of Animal Science, and appropriate college and university committees and administrators.

External Reviews

Candidates for promotion and tenure shall have external review as part of their documentation. However, external reviews will not be solicited for candidates who receive a negative recommendation from the departmental PTRAC, unless the candidate is in a mandatory year of review. External reviews shall be solicited from sources outside the department of primary assignment. The external reviewers may be from other departments at Iowa State University, other universities, or other sources as deemed appropriate. The candidate's assignments in teaching, research, and/or extension should be considered in selection of the reviewers.

External reviews shall be solicited from five to six qualified individuals with at least one of the reviewers being suggested by the candidate and one not by the candidate. The candidate may present a list of individuals whom he/she believes may be biased; with a statement of reasons to support this belief. At least one of the solicited reviewers shall be from out-of-state. The Department Chair shall solicit the reviews. A copy of the candidate's complete curriculum vitae and other relevant materials (including the position responsibility statement) 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 their 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 tenure, but primary emphasis is given to accomplishments and attainments while in the current rank".

All external reviews received by the department shall become part of the documentation of the candidate. The original reviews shall be forwarded with the documentation to the Dean for candidates being recommended for promotion and 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 tenure, where they will be retained. To preserve confidentiality of reviews for candidates not being recommended for promotion and tenure, the external reviews shall be retained by the Dean or Department Chair, as appropriate, until it is evident that no appeal is forthcoming and then shall be destroyed. Copies of external reviews attached to copies of the documentation, for use in departmental or College promotion and tenure decisions, shall be handled with the same confidentiality as original reviews and either forwarded to the Office of the Provost along with the documentation for candidates being recommended by the College for promotion and tenure, or destroyed by the Dean or Department Chair as appropriate.

Faculty Review of Documentation

The curriculum vitae and external reviews of candidate portfolios for promotion and tenure shall be made available for review by the senior faculty. As defined in the “Terminology” section of Section 14, The “senior faculty” shall be all tenured faculty in the Department of Animal Science of higher rank than the candidate under review and shall consist of: Senior Faculty I (all tenured full professors) and Senior Faculty II (all tenured associate professors).

The documents shall be available for review by September 24 in the Department office or via a secure server or CyBox folder with access restricted to the appropriate senior faculty.

Promotion/Tenure Review Meeting

A meeting of the promotion / tenure committees shall be called by the Department Chair no later than October 7 with consideration given for maximal faculty participation. At least five working days advance notice shall be given. A quorum consists of two-thirds of the senior faculty who are employed on campus and who are not on faculty leave or on international assignment for fall term. If two-thirds of the senior faculty are not present, an alternate date shall be set when two-thirds of the senior faculty are present unless electronic voting and/or absentee ballots are available, in which case this statement does not apply. With sufficient justification, faculty members may remove themselves from the Promotion and Tenure Review Committee at any time before the Senior Faculty Meeting. This action requires the approval of the Department Chair, and is considered to reduce the size of the senior faculty quorum.

At the promotion/tenure meeting, the reports and recommendations on promotion and tenure shall be given by the PTRAC. Any senior faculty member may make individual comments after the PTRAC report has been given. Senior faculty members may ask questions of the PTRAC or other members of the senior faculty. The meetings will be chaired by the Department Chair and shall be conducted according to Robert’s Rules of Order.

Candidates for promotion to associate professor with tenure will be considered first. Senior Faculty II will then be dismissed, and candidates for promotion to full professor will be considered by Senior Faculty I.

The Vote

Ballots shall be distributed to senior faculty members by the Department Chair at the promotion and tenure review meetings. Ballot I shall be distributed to Senior Faculty I and Senior Faculty II and shall contain names of assistant professors being considered for promotion and tenure.

Ballot II shall be distributed to Senior Faculty I and contain names of associate professors being considered for promotion. Ballots shall list the name of the candidate, the promotion and tenure decision to be made and space for a vote of “yes”, or “no” or “abstain”. Senior faculty members may not be asked by the Department Chair to sign the ballot as a condition of submitting it.

Faculty who have legitimate excuses for missing the promotion and tenure meeting can vote via an absentee ballot. Each ballot is placed in an unsigned envelope that in turn is placed in a signed envelope to be delivered to the chair of the teller committee no later than the end of the day of the promotion/tenure review meetings.

The teller committee will consist of two full professors appointed by the Department Chair. The chair of the teller committee shall keep a record of those who have voted and securely store the unsigned, sealed envelopes until the end of the voting period.

When electronic voting is used exclusively for votes on promotion and tenure decisions, the first three paragraphs of this section do not apply.

For the candidate to be recommended for promotion and tenure, two-thirds of those voting must be affirmative. 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.

Multiple voting policy

Any senior faculty member involved in a promotion and tenure decision may vote only once on any individual candidate. For administrators, this one opportunity for input takes place at the appropriate administrative level. Departmental faculty serving on the College of Agriculture and Life Sciences Promotion and Tenure committee may not vote at the college level for candidates from their home department because they will have already voted on the candidate at the department level. It is important to adhere to a “one person one vote” policy.

Faculty members serving on the PTRAC will NOT cast a formal vote as a part of the process to achieve a committee recommendation for promotion and tenure. The recommendation of the PTRAC will be presented to the senior faculty. Only eligible senior faculty members are permitted to vote on the candidate at the departmental promotion and tenure meeting in October. The votes of the eligible senior faculty represent the department faculty’s decision. As a result, each faculty member’s vote counts equally and no faculty member votes more than once.

The Department Chair is required to make a recommendation on promotion and tenure decisions as part of his/her administrative responsibilities. This required recommendation is his/her one and only opportunity to vote or make a recommendation on candidates from his/her administrative unit. Thus, the Department Chair may not vote as part of the department faculty.

If the Department Chair serves in an advisory capacity at the college level, he/she may not provide advice on candidates from the Animal Science Department.

Administrative faculty at the college level (associate deans, etc.) who vote or give advice concerning promotion and tenure candidates at the college level may not participate in the promotion and tenure process in their home departments or as part of a college promotion and tenure committee. Administrative faculty at the provost level who vote or give advice to the Provost concerning candidates for promotion and tenure may not participate in the promotion and tenure process in their home departments or colleges.

Outcome

The teller committee will count the votes and deliver the results to the Department Chair. The Department Chair shall prepare the Recommendation for Promotion form for each candidate who is

being recommended for promotion and tenure by the senior faculty. Candidates being put forward to the Dean will assist the Department Chair in completing the Recommendation for Promotion form. The Department Chair shall inform the senior faculty of the outcome of the votes. Actual vote counts will be available to the senior faculty in the Department Chair's office. Also, the Department Chair will inform each candidate in writing of the outcome of the vote, including the actual vote count in order to give the candidate the opportunity to withdraw his/her application. If the vote is negative, the reasons for the negative vote (as perceived by the Department Chair in consultation with the PTRAC) shall be stated to the candidate. Senior faculty are encouraged not to divulge specific details of the promotion/tenure review committee deliberations directly with the candidate, as this potentially undermines the established process.

The Department Chair may prepare Recommendations for Promotion forms for candidates irrespective of the recommendation of the faculty. If the Department Chair chooses to do this, he/she shall inform the faculty of this action and shall forward the actual vote count of the faculty to the Dean. In addition, negative recommendations of candidates for whom tenure decisions are mandatory must be prepared and forwarded to the Dean, along with the actual count of the vote.

Promotion and Tenure Report

A report of the proceedings of the promotion/tenure review committee meetings is required as part of the Recommendation for Promotion form. The Department Chair shall be responsible for preparing this report, which includes the vote of the faculty and a discussion of the reasons the candidate is being recommended. Each candidate who is being recommended for promotion and tenure shall be given an opportunity to review the factual information to be submitted and to inform the Department Chair of any ways in which he/she believes this information to be incomplete or inaccurate. The factual information available for review by the candidate shall include all parts of the documentation being forwarded except the Recommendation for Promotion form and external reviews.

College Approval or Denial

The Department Chair will be notified of the College decision on promotion and tenure by written memo, and reasons for denial shall be stated. Subsequently, the Department Chair shall inform the candidate of the College decision by written memo. If promotion and tenure have been denied, the Department Chair shall discuss the reasons given for denial by higher administration and, where appropriate, the means for improving performance.

Tenure decisions for administrative positions wishing to have an academic home in the Department of Animal Science will follow the same procedures required for any faculty member in the department as outlined above.

Suggested schedule for tenure eligible Promotion and Tenure and Promotion consideration

Deadline	Action
Jan 15	Memo sent by Department Chair to all eligible faculty for the required or non-mandatory review by the PTRAC.
Feb 15	Faculty (aka “candidate”) must acknowledge in writing that they received the e-mail from the Department Chair. Non-mandatory cases must declare in writing their intention to the Department Chair.
March 1	The Chair shall provide to the department a list of eligible tenured faculty to serve on the PTRAC, and an e-vote will be sent to eligible faculty.
April 1	Final PTRAC members are announced by the Department Chair via e-mail to the Department. The Department Chair will send a complete list of candidates to the PTRAC that will be undergoing review.
April 15	Promotion and Tenure or Promotion materials submitted to the PTRAC and the Department Chair. Candidates must refer to the Iowa State University Faculty Handbook sections 5.2. <i>Promotion and Tenure of Tenured and Tenure-Eligible Appointment</i> and 5.3 <i>Documentation Guidelines for Promotion and Tenure</i> . Candidate must also consult the Faculty Promotion and Tenure Resources from the College of Agriculture and Life Sciences; https://www.cals.iastate.edu Candidates will provide the Department Chair names and contact information for one to three professionals whom they wish to be considered as external reviewers. Candidates may submit a list of persons whom they do not wish to serve as an external reviewer but must provide rationale for requested exclusion.
May 15	Preliminary PTRAC review of candidates complete. Written communication will be sent to the Department Chair, advising on whether to solicit external letters.
End May	PTRAC will provide written and/or oral feedback to the candidate on revising and improving the materials.
May 22	Department Chair will notify the candidates about the PTRAC recommendation and Department Chair decision on the non-mandatory cases. When warranted, the Department Chair to begin contacting potential external letter writers to determine willingness to review and to confirm that no conflict of interest exists.
June 1	Candidates final materials to be shared with external reviewers must be submitted. No changes can be made to Tab 1, 2 and 3 after June 1. See later deadline for submission of additional material to be considered internally.
June 10	Revised materials sent to confirmed external reviewers by the Department Chair. In addition, the Department Chair will provide to external reviewers the following sections from the Iowa State University Faculty Handbook; 5.3.3. <i>Department and Department Chair Responsibilities</i> . 5.3.3.1. <i>Letters of Evaluation (Provided by the Department)</i> and 5.3.3.1.1. <i>Letters of External Peer Evaluation from Professionals in the Field, outside the Institution</i> . In addition, the College of Agriculture and Life Sciences and the Animal Science faculty Governance documents must be provided to the external reviewers.
August 1	External reviewers’ letters are returned to the Department Chair.
August 16	Candidate’s materials and the external letters available for review by faculty within the appropriate academic rank for the candidate under review.
Early to mid-September	Department Chair will schedule and announce Promotion and Tenure meeting(s) for fall semester. https://www.cals.iastate.edu
Early September	Candidate is given the PTRAC preliminary review letter in a meeting with a

	subcommittee of the PTRAC. The candidate is given three business days to respond to the PTRAC preliminary review letter if desired.
Mid-September	Final PTRAC review letter sent to the Department Chair who will make this immediately available to all eligible voting faculty. Prior to the Promotion and Tenure or Promotion meeting, additional information from the candidate can be addressed to the Department Chair using the “late developed information memo” https://www.provost.iastate.edu/faculty-success/advancement/promotion-and-tenure
As described	Promotion and Tenure and Promotion meeting will be held no sooner than September 29 and no later than two weeks before the College of Agriculture and Life Sciences deadline for vote submission.
As required	Department Chair will send their letter and the required materials to the College by the specified date.

*Dates may have to be modified to meet Administrative deadlines at the College or University level. For any of the above dates that do not coincide with a normal work day at the university (i.e., Saturday, Sunday, or a university holiday), the deadline will be extended until the next normal work day at the university.

Section 15: Post-Tenure Review Procedures

Each Tenured and continuously appointed faculty member’s accomplishments will be reviewed according to the current Department, College and University Post-Tenure Review Guidelines (Refer to ISU FH Section 5.3.4. *Post-Tenure review policy*).

Post-tenure review of each Tenured faculty on full-time or part-time appointment will occur under the following guidelines:

- At least every seven years after Tenure, Promotion or previous Tenure review
- At the faculty member's request (but at least 5 years after Tenure, Promotion or previous Tenure review) or
- During the year following two consecutive unsatisfactory annual reviews

Faculty members are exempted from their scheduled Post-Tenure review if: 1) they are being reviewed for higher rank during the same year, 2) if they have officially filed for 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.

Committee for Post-Tenure review

The Post Tenure Review will be conducted by the PTRAC. Faculty members with joint appointments should have representation from shared departments so that the review meets the requirements for both departments’ post-tenure review policies, thus eliminating duplicate reviews. Department Chairs from the shared departments will develop a unified process and review for shared faculty.

Materials

For the Post-Tenure review, the PTRAC shall review the following required documents:

- All applicable PRS for the period under review
- Complete and up to date Curriculum Vita
- Executive summary not to exceed two pages covering the period under review
- Other documentation deemed relevant by the faculty member

Post-Tenure review outcomes

The PTRAC written review letter shall include an overall recommendation of the performance (meeting expectations, or below expectations) and result in acknowledgement of contributions, constructive critiques and suggestions for future development of the faculty member.

The PTRAC Chair will meet with the faculty member to discuss the PTRAC draft review letter. Following this meeting, the PTRAC Chair will report back to the PTRAC to discuss any changes or clarifications. Within 10 business days, the PTRAC will submit a final review letter to the Department Chair and to the faculty member. The Department Chair will follow the process outline in the ISU FH Section 5.3.4.3. *Role of the Department Chair*.

Outcomes of the Post-Tenure Review will be in accordance with the ISU FH Section 5.3.4.2. *Post-Tenure review outcomes*.

Reviewed faculty are allowed 10 business days after receipt of the PTRAC final letter to file a written response with the Department Chair.

The PTRAC letters and faculty member responses are confidential and cannot be distributed to anyone external to the official process without the faculty member's written consent.

Faculty members undergoing Post-Tenure Review grievance are strongly encouraged to review the following policies:

- ISU FH Section 5.3.4. *Post-tenure Review Policy* and ISU FH Section 9. *Faculty Grievance Procedures*
- CALS Governance Document; Post-Tenure Review Policy, Faculty Action Plan Mediation Policy and Faculty Appeals Policy

Suggested schedule for tenure eligible Post-Tenure Review consideration

Date	Action
Fall annual review	Department Chair notifies faculty member and PTRAC they are scheduled for post-tenure review.
January 10	The faculty member will provide the Department Chair all their Post-Tenure Review materials. Department Chair will make these available to PTRAC.
Feb 1	PTRAC draft letter is received by faculty member.
Feb 5	PTRAC chair and the faculty member meet to discuss the draft PTRAC letter.
Feb 15	Department Chair and the faculty member receives the final PTRAC letter.
Feb 25	Reviewed faculty are allowed 10 business days after receipt of the PTRAC final letter to file a written response with the Department Chair.
Feb 26	Department Chair follows the process outlined in the ISU FH section 5.3.4.3.

Dates may have to be modified to meet Administrative deadlines at the College or University level. For any of the above dates that does not coincide with a normal work day at the university (i.e., Saturday, Sunday, or a university holiday), the deadline will be extended until the next normal work day at the university.

Section 16: Procedures for Appointment and Review of Term Faculty**Term Faculty Appointments**

The Department of Animal Science and the College of Agriculture and Life Sciences follow term faculty appointment policies as described in ISU Faculty Handbook Section 3.3.2.

Term Faculty Titles

The Department of Animal Science and the College of Agriculture and Life Sciences defines these titles as described in ISU Faculty Handbook Section 3.3.2.2.

The following term faculty titles will be available for use within the Department of Animal Science:

- **Teaching Faculty Title and Ranks:** Lecturer, Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor.
- **Practice Faculty Title and Ranks:** Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice.
- **Clinical Faculty Title and Ranks:** Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor.
- **Research Faculty Title and Ranks:** Research Assistant Professor, Research Associate Professor, Research Professor.
- **Adjunct Faculty Title and Ranks:** Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor.

Lengths of Term Faculty Appointments

The Department of Animal Science and the College of Agriculture and Life Sciences follow the guidelines for lengths of term faculty appointments by rank as described in ISU Faculty Handbook Section 3.3.2.3.

Minimum Qualifications for Term Faculty by Title and Rank

The Department of Animal Science adopts the standard minimum qualifications for term faculty established by the College of Agriculture and Life Sciences. Refer to ISU Faculty Handbook Section 3.1.3 regarding establishing minimum qualifications at the department level.

The Department may seek a waiver to advertise a position with minimum qualifications below the department's stated minimum qualification for that type of position by having the department chair make the waiver request to the dean. The waiver request will consist of a justification of why the proposed lower minimum qualifications are appropriate for a particular position. If the dean approves the waiver, the dean will then request that a waiver be granted by the provost.

Teaching Faculty:

- Lecturer: master's degree
- Assistant Teaching Professor: master's degree
- Associate Teaching Professor: master's degree
- Teaching Professor: master's degree

Practice Faculty:

- Assistant Professor of Practice: bachelor's degree plus 5 years of relevant industry experience
- Associate Professor of Practice: bachelor's degree plus 10 years of relevant industry experience or five years of academic experience beyond the requirements for assistant professor of practice

- Professor of Practice: bachelor's degree plus 15 years of relevant industry experience or five years of academic experience beyond the requirements for associate professor of practice

Clinical Faculty:

- Clinical Assistant Professor: doctoral degree
- Clinical Associate Professor: doctoral degree
- Clinical Professor: doctoral degree

Research Faculty:

- Research Assistant Professor: doctoral degree
- Research Associate Professor: doctoral degree
- Research Professor: doctoral degree

Adjunct Faculty:

- Adjunct Assistant Professor: doctoral degree
- Adjunct Associate Professor: doctoral degree
- Adjunct Professor: doctoral degree

In addition to the minimum degree or professional experience requirements listed above, for an initial hire of a term faculty member at the associate professor or professor rank, the following minimum requirements are defined for titles of term faculty:

- Associate Professor: a record of successfully contributing to the mission of the university as defined by the PRS or a record of contributions in the professional field and promise of further academic and professional development
- Professor: a record of proven excellence in the primary responsibilities identified in the PRS and effectiveness in other areas of the PRS, or a record of demonstrated substantial contributions to their professional field

Term Faculty Roles and Responsibilities in Governance

The Department of Animal Science affirms that salaried term faculty are members of the general faculty and will fully participate in faculty governance as described in ISU Faculty Handbook Section 3.3.2.4. Term faculty employed by the university will have full voting rights in shared governance activities at the department level, except for voting on promotion and tenure decisions for tenure eligible and tenured faculty.

Non-salaried Faculty Appointments

The Department of Animal Science follows the policies for term non-salaried faculty appointments for affiliate faculty and professional scientific faculty as described in ISU Faculty Handbook Section 3.3.3.1 and 3.3.3.2, respectively.

Annual Evaluation and Renewal of Term Faculty*Annual Review*

All term faculty will undergo annual performance evaluations. The annual review of all term faculty will be based on their performance in the areas of their PRS following annual review procedures used for tenure eligible and tenured faculty.

Renewal Review

Term faculty appointments are eligible for renewal based upon the quality of performance and the continuing need of the department. Term faculty members, full-time and part-time, shall be reviewed by an appropriate faculty committee before the end of the third year after the initial appointment date. This committee will consist of two term faculty members of higher rank if available, one faculty mentor and two additional senior faculty members. Term faculty from sister departments can serve on Animal Science term faculty reviews. Subsequent peer reviews shall occur every three years or at appointment renewal time, whichever is greater. The outcomes of peer reviews shall inform appointment renewal decisions.

For research faculty to be eligible for re-appointment, they must demonstrate research and scholarly productivity commensurate with tenure-eligible faculty of the same rank, and must demonstrate independence as appropriate for their rank in their disciplinary field. Materials to be included in the review include the PRS, annual faculty activity reports, a current CV and any additional materials appropriate for assessment of performance (i.e. peer evaluation of teaching, student evaluations, clientele surveys on impact of programs, etc.) Research faculty are required to maintain sufficient external funding for no less than 80% of their salary and for sustainable research activity.

Reviews will be based upon scholarly performance within the areas that pertain to their position duties, which may be one or more of the following areas, including but not limited to:

- a) Teaching – high quality classroom contact, the development of quality educational materials, innovations, peer recognition of teaching contributions, quality advising, and quality student evaluations.
- b) Research/creative activities – peer reviewed publications that contribute substantially to basic and/or applied knowledge. The evaluation of a candidate shall be based on the significance of the contributions and the rapidity of publishing common in the candidate's research discipline.
- c) Extension/professional practice – clientele and peer recognition of effective outreach programs and innovations including bulletins and other forms of written communications; audio visual or computer outreach; and personal contacts.
- d) Institutional service – contributions to departmental program, college, or university committees and activities; professional/scientific societies; trade associations; or public, private, or international organizations that enhance the image and/or reputation of Iowa State University and the Department of Animal Science.

Peer evaluation of term faculty for renewal is conducted by a committee of faculty members to include the following: two term faculty of higher rank if available, one faculty mentor and two senior faculty members. Term faculty reviews are conducted on the calendar schedule shown below. Materials to be included in the review include the PRS, annual faculty activity reports, a current CV and any additional materials appropriate for assessment of performance (i.e. peer evaluation of teaching, student evaluations, clientele surveys on impact of programs, etc.). The review committee will report their recommendation to the faculty of higher rank for discussion and a formal vote by the eligible faculty will be conducted using the same procedures as for tenure eligible and tenured faculty members. Term faculty of higher rank are eligible to vote.

The Department Chair will report the vote to the Dean of the College and submit a letter of evaluation and affirmation, or reasons for disagreement with the faculty vote, if that is the case. Procedures for reporting back to the term faculty member and those associated with a negative recommendation by the faculty or department chair will be the same as used for tenure eligible or tenured faculty review.

Suggested schedule^a for term faculty renewal and advancement reviews

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- August 15 Memo sent to all term faculty offering the opportunity for consideration for renewal and advancement.
 - September 14 Last day for faculty to acknowledge desire to engage in advancement review.
 - September 21 A Renewal or Advancement Review Committee formed and candidate notified
 - September 28 Renewal or advancement materials turned in to Department Chair. These materials include annual activity reports, curriculum vitae and portfolios relative to candidate’s position responsibility statement.

 - October 21 Review by the Renewal or Advancement Committee is completed and a written communication to Department Chair on recommendation for advancement. The Renewal or Advancement Committee works with candidate on revising and improving advancement materials.

 - October 28 Revised advancement materials sent to external reviewers only for term research faculty (only if the Advancement Review Committee recommends).

 - November 30 External reviewers’ recommendations (required only for term research faculty) are to be returned to the Department Chair
 - December 14 Candidate’s materials are made available for Senior Faculty review

 - January 21 The Renewal Review Committee reports to eligible voting faculty (term faculty of higher rank and Senior Faculty) at a renewal review meeting and following discussion, a vote is taken. The Advancement Review Committee reports to Senior Faculty at advancement review meeting and following discussion, a formal vote is taken.

 - February 15 Department Chair forwards materials to the College after reviewing the decision with the candidate

^aDates may have to be modified to meet Administrative deadlines at the College or University level. For any of the above dates that do not coincide with a normal work day at the university (i.e., Saturday, Sunday, or a university holiday), the deadline will be extended until the next normal work day at the university.

Term faculty renewals will occur according to college and university timelines to ensure adequate notice as mandated in the Faculty Handbook.

Advancement Review of Term Faculty

Term Faculty appointments at the assistant/lecturer rank are eligible for promotion to the associate level after 5 years of employment as a faculty member at ISU (full or part time) or equivalent experience. There is no defined time-line for term faculty advancement from the associate to the professor level. All candidates for advancement must meet the standards for appointment at the proposed rank as defined in Faculty Handbook Section 3.3.3.2. Candidates for advancement to the associate rank must document a record of successfully contributing to the mission of the university as defined by the PRS, a record of contributions in the professional field, and promise further academic and professional development. Candidates for advancement to the professor rank must document a record of proven excellence in the primary responsibilities identified in the PRS and effectiveness in other areas of the PRS, and a record of demonstrated substantial contributions to their professional field.

In order for research faculty to be eligible for advancement, they must demonstrate research and scholarly productivity commensurate with tenure-eligible faculty of the same rank, and must demonstrate independence as appropriate for their rank in their discipline. Because of the emphasis on scholarly productivity, external letters are required as part of the process for advancement of term research faculty.

Department Review

Department review of term faculty for advancement is conducted by a committee of faculty members to include the following: two term faculty members of higher rank, one faculty mentor and two senior faculty members. Reviews are conducted on the same calendar schedule as for term faculty renewal. Materials to be included in the review include the PRS, annual faculty activity reports, CV, and any additional materials appropriate for assessment of performance (i.e. peer evaluation of teaching, student evaluations, clientele surveys on impact of programs, etc.). The review committee will report their recommendation to the department chair. If the chair's decision is to support the advancement, the chair will solicit 5 or 6 external reference letters of evaluation for research term faculty only. These external letters are not required for other term faculty. When received, the Department Chair will submit those letters and the review committee's recommendation letter to faculty who are eligible to vote on the advancement. All tenure eligible and tenured faculty and term faculty of higher rank will meet, discuss the request for advancement and participate in a formal vote using the same procedures as for tenure eligible and tenured faculty members. The department chair will make an independent evaluation of the advancement case informed by the faculty evaluation committee. The chair will explain to each candidate in writing both the faculty review committee's recommendation and the chair's recommendation before these are submitted to the college. The chair may decide to support or not support the advancement.

The Department Chair will report the vote to the Dean of the College and submit a letter of evaluation and affirmation, or reasons for disagreement with the faculty vote, if that is the case. If the chair's decision is to not support the advancement, the candidate may withdraw their application for advancement, or request that the chair submit the request for consideration by the dean. There is no penalty for withdrawing an application for advancement, and the candidate may resubmit their request in subsequent years. It is expected that the chair and evaluation committee will provide constructive assessment of performance to the candidate that includes guidance for improving performance in terms of the department's criteria for advancement to ensure their success. Candidates may request that a negative decision by the chair be submitted to the dean for college consideration.

Advancement of term faculty should follow the calendar schedule used for term faculty renewal. The Department chair should submit advancement requests to the college by February 15.

College Review

The dean will make an independent evaluation of the advancement case informed by the department evaluation. The dean may seek input from the college leadership team or may appoint a faculty committee to review the materials and make a recommendation. College tenured faculty and term faculty at or above the rank being considered shall be eligible to serve on the committee.

The dean will inform each candidate in writing before the college's recommendations are submitted to the provost for approval. The dean may decide to support or not support the advancement request.

Faculty who are not being recommended for advancement will be informed by the dean in writing. This information should be presented in a constructive manner and, where appropriate, should include guidance for improving performance in terms of the college's criteria for advancement. Faculty not being recommended for advancement, can request that their materials go forward to the provost with a negative college recommendation for further review at the university level.

Faculty who are supported for advancement will be forwarded to the provost.

Section 17: Appointment and Review of Affiliate Faculty

Affiliate faculty appointments are unpaid, usually part--time appointments granted to persons who are typically employed elsewhere and who provide academic service to the university in furtherance of the research or graduate education mission of the university. In some instances the affiliate appointment formally recognizes services provided to the university as per a cooperative agreement with another governmental agency (e.g., USDA). Faculty rank will reflect scholarly qualifications equivalent to those of similar rank in the department. Recommendation for the appointment is initiated within an academic department and must be approved by the faculty, department chair, and dean.

Appointments may be made for a term of up to five years, and renewal is possible. The conditions of the appointment, including the extent to which the department will provide support services for the individual, are stated in a written Affiliation Agreement signed by both parties at the time of the appointment (this is in lieu of a Position Responsibility Statement). An affiliate is not considered to be tenured, and time spent in affiliate status is not considered to be service in a probationary period leading toward tenure.

As a non-salaried faculty, an affiliate faculty member cannot be the instructor of record for a class. Furthermore, as a non--employee they may not be assigned research duties or responsibilities that would ordinarily be carried out by a person in a P&S or Post--Doctoral position. If a department desires to assign such responsibilities to a person on an affiliate appointment, that person's appointment status shall be converted to an appropriate status by following the university's procedure for filling a faculty or P&S position.

Persons on affiliate appointment are subject to university and faculty policies.

Application procedure for affiliate faculty membership:

1. A support letter from a current faculty member must be submitted with the entire package of materials outlining the academic and professional experience as well as the expected contributions when considering a candidate for appointment to affiliate faculty status in the Department of Animal Science.
2. The potential affiliate faculty member must provide a letter, which outline the possible contributions the person would make as an affiliate to the programs of the Department of Animal Science.
3. A letter must be provided from the affiliate faculty member's employer indicating approval of the affiliation with Iowa State University, adequate time to contribute to the Department of Animal Science, and compatibility of the collaborative status with current job responsibilities.
4. A curriculum vita describing the individual's educational and professional experience and scholarly achievements must be provided.
5. A letter from a faculty member in the Department of Animal Science that is interested in serving as a sponsor/liaison must be provided.

Review of Application

1. The Chair of the Department of Animal Science will appoint a 3-person review committee that will report to the faculty their assessment of the candidate.
2. Review criteria for affiliate faculty status:
 - a. The individual's scholarly qualifications must be at least equivalent to those of an Assistant Professor in the Department of Animal Science.
 - b. There must be a clear articulation from the potential affiliate faculty member on how his/her affiliate faculty status will enhance the Department of Animal Science.
 - c. Commitment by a faculty member to serve as a sponsor/liaison between the affiliate faculty member and the Department of Animal Science. The sponsor/liaison will be responsible for communicating the expectations outlined below as well as obtaining the yearly report of activities.

Voting on the applicant:

1. The nominee must receive an affirmative vote from a majority of the faculty in the Department of Animal Science to be an affiliate faculty member.
2. An affirmative vote will entitle the applicant to an appointment for five years as an affiliate faculty member. It is expected that each affiliate faculty member will submit a yearly report of activities to assist in evaluating reappointments.

Reappointment procedure:

1. At end of the fourth year of a five-year appointment, the affiliate faculty member will submit a request for appointment renewal to the Chair of the Department of Animal Science. In this request, the affiliate faculty member will document the collaborations with the department over the last four years.
2. The Chair of the Department of Animal Science will appoint three faculty members to serve as a review committee. The review committee will review the affiliate faculty member's contributions to the department and report to the Department Chair.

3. Affiliate faculty are expected to be active members and contributors to the department by engaging in one or more of the following activities:
 - a. Evidence of active participation in a research project with a faculty member of the department. [The department will be acknowledged in publications when departmental facilities and/or personnel (faculty or graduate students) are utilized in the research.]
 - b. Presentation of at least one formal lecture in a course or affiliated outreach activity.
 - c. Evidence of service on a program of study committee for graduate students (this shall not be the sole reason for faculty membership nor is it sufficient for appointment renewal).
 - d. Evidence of providing a unique _animal science- related off- campus educational experience for graduate or undergraduate students.
 - e. Evidence of contributing to departmental committees such as organizing outreach activities (e.g., conference, web site, online webinar).
4. The Department Chair will either reappoint the affiliate faculty for a new term of five years or deny the reappointment.

Voting rights

Affiliate faculty will have voting rights associated with faculty members, except for votes related to promotion and tenure issues.

Section 18: Procedures for review of the department Chair

The appointment of the Department Chair is 100% administrative. The position responsibilities are as follows. Provide effective, visible leadership to department. Maintain strong, positive relationships with major stakeholder organizations. Serve as departments advocate and point-of-contact with college administration. Coordinate activities of departmental administrative team. Effectively and responsibly manage department's fiscal, physical and personnel resources. Allocate program resources in recognition of priorities, needs, and performance. Assess performance of faculty; provide constructive feedback and appropriate reward through salary and other recognition. Supervise departmental administrative staff. Enhance diversity in departmental programming. Maintain open communication channels with faculty, staff, students and external stakeholders. Pro-actively plan future directions of department. Prioritize needs for new faculty; recruit and hire excellent new faculty; facilitate their success. Set standards of excellence for all departmental activities. Provide regional and national leadership for programs that enhance animal science programs.

Annual review of the Department Chair is to be conducted by the Dean of the College of Agriculture and Life Sciences (or his/her designee). All faculty members in the Department of Animal Science shall be provided an opportunity to provide feedback to the Dean during this review process. To be consistent with the evaluation of non-administrative faculty, the position responsibility statement for the Department Chair must be made available to the faculty. Faculty are asked to provide positive reinforcement as well as constructive criticism. Evaluations should be conducted during the spring of each year.

Prior to reappointment the Dean of the College of Agriculture and Life Sciences will initiate an evaluation of the Chair of the Animal Science Department. This evaluation will consist of evaluations by Animal Science Department Faculty, as well as the Dean. The focus of the

evaluation shall be on the performance of the Department Chair and his/her administrative units, considering:

- a) the Departmental mission statement and strategic plan
- b) leadership in developing, articulating, and implementing improvements in teaching, research, and outreach programs in the Animal Science Department
- c) progress in acquiring financial support and high-quality faculty and staff to achieve program objectives and to effectively administer those programs
- d) relationships with Animal Science Department faculty, staff, and students, administrators in the College of Agriculture and Life Sciences, faculty and administrators in other colleges at Iowa State University, and agricultural industry leaders

The Department Chair evaluation committee shall consist of six Animal Science Department faculty members selected by the Dean. Three of the faculty members shall be full professors or above, two shall be associate professors, and one shall be an assistant professor. In addition, one member from outside of the university who has a strong working knowledge of the animal science industry shall be included and be selected by the Dean.

The review and evaluation procedure shall consist of:

- a) A self-assessment by the Department Chair, which will be distributed to the Animal Science Department faculty after being discussed with and reviewed by the members of the Department Chair evaluation committee
- b) An evaluation committee assessment of the Departmental goals and progress toward those goals. Input shall be solicited from faculty, administrative unit leaders in the College of Agriculture and Life Sciences and other colleges at Iowa State University, selected agricultural leaders, selected student leaders, and others who may be knowledgeable regarding the function of the Department
- c) An evaluation committee report on the review and evaluation of the functioning of the Department, which will be made available to departmental faculty
- d) A confidential evaluation committee report on their review and evaluation of the performance of the Department Chair, which shall be provided to and discussed with the Department Chair, the Dean of the College of Agriculture and Life Sciences, and the Provost. The report shall be held in the Department Chair's personnel file.

Section 19: Procedures for filling a vacant department Chair position

When the position of Chair of the Animal Science Department becomes vacant, The Dean of the College of Agriculture and Life Sciences shall be responsible for filling the vacancy. All appointments, whether on an interim or regular basis, should not be made until after the Animal Science Department faculty have been consulted and given the opportunity to provide input to the Dean.

For appointment of a Chair on an interim basis, it is recommended that the Dean notify all Animal Science Department faculty members of the vacancy and solicit their nominations for an Interim Chair. It is recommended that the Dean then meet with the Department internal advisory committee to identify the three most qualified candidates to appoint. The Dean shall then appoint the Interim Chair.

For appointment of a Chair on a non-interim basis, it is recommended that the Dean notify all Animal Science Department faculty members of the vacancy. It is recommended that the Dean appoint a screening and search committee that shall consist, as a minimum, of at least six departmental faculty members (one assistant professor, two associate professors, and three full, University, or Distinguished professors), as well as two members from Iowa livestock commodity organizations. The screening and search committee shall identify a minimum of two and maximum of five candidates that shall be brought to campus for personal interviews. All departmental faculty shall be given the opportunity to participate in the interview process and to provide input to the Dean (either directly, or via the screening and search committee) prior to a hiring decision. After consideration of input from departmental faculty and interested others, the Dean shall appoint the Chair.

Section 20: Anti-discrimination statement

In accordance with University policy, the Animal Science Department prohibits discrimination, which can include disparate treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, status as a U.S Veteran (disabled, Vietnam, or other), or other protected class, that adversely affects their employment or education.

Section 21: Modification of the departmental faculty governance document

The policies and procedures described herein are effective upon adoption by a two-thirds affirmative vote of the faculty. Revisions of this document may be initiated at any time by written petition signed by one-third of the faculty, or by a majority affirmative vote of the faculty present at a regularly scheduled faculty meeting. Before a vote to amend this document is taken, at least one faculty meeting must be held at which the proposed amendment(s) shall be explained and discussed. Once a proposed change has been presented and discussed, the Chair shall conduct a written or electronic vote of the faculty, with a two-thirds affirmative vote being required for adoption. The departmental faculty governance committee, in conjunction with the Chair, may make non-substantive changes (e.g., correct spelling errors, minor verbiage changes that do not change the intent of the document, adopt language/policies mandated by the college and/or university) to this document without the need for a 2/3 vote. Recording of amendments and the date they occurred are maintained on the departmental web site. This document can be found at: <https://www.ans.iastate.edu/department-documents>

Where conflicts arise between the Department of Animal Science and College of Agriculture and Life Sciences and / or Iowa State University documents and policies, the College and University documents supersede.

Section 22: Professional development

The Department of Animal Science actively encourages professional development of all faculty. Professional development begins with choosing mentors to guide new faculty in meeting their PRS. All Assistant Professors, Associate Professors and Term Faculty are provided two senior faculty members as mentors to help them advance their career. Additionally, as technology changes, faculty are encouraged to take faculty development assignments to update or advance their skills in order to benefit themselves professionally and to make them more valuable teachers, researchers and extension educators to the clients they serve including Iowa State University and the State of Iowa.

23. Budget Advisory Committee

The Internal Advisory Committee serves as the Budget Advisory Committee. The budget

information is orally presented at Internal Advisory Committee meetings regularly throughout the academic year. The Department of Animal Science's Accounting Unit works in conjunction with CALS financial leadership to prepare budgets, budgetary oversight, expenses and identifies budgetary needs as mandated by ISU FH Section 2.6.3. *Department Governance Documents*. The Department of Animal Science process is that budget information is orally presented by the Accounting Unit at the departmental faculty meetings. Both oral and written correspondence occurs as needed to individual faculty and staff within the Department of Animal Science.

Curriculum Vitae

- I. Name of Faculty Member Departmental Affiliations
- II. Proposed Rank
- III. Degrees Held Institution Date
- IV. Summary of Professional Experience
(This section should itemize your years of experience in teaching, research, and extension/professional practice work and should not be limited to the years of service at Iowa State.)
- V. ISU Personnel Record
- | Ranks Held | Date of rank | Appointment base | Proportion of assignment in teaching, research, and extension/professional Practice |
|------------|--------------|------------------|-------------------------------------------------------------------------------------|
|------------|--------------|------------------|-------------------------------------------------------------------------------------|
- VI. Professional Associations
List membership in professional associations.
- VII. Awards, Honors, and Recognition
List all awards, honors, or other recognition received.
- VIII. Responsibilities (last five years or since last promotion)
Please indicate by the following categories the activities in which you have been involved.
- Teaching. Describe responsibilities for teaching. List catalog number, title, number of credit hours, and approximate number of students for courses taught.
- Research and Creative Activity. Describe the status and objectives of your research program.
- Extension and/or Professional Practice. Describe you responsibilities for extension and/or professional practice activities.
- Institutional Service. Summarize your committee assignments and activities for department, program, college and university; professional/scientific societies; trade associations; and public, private or international organizations. When other than a committee member, describe your contributions.
- International Assignments. Summarize international assignments including project title, number of months served, and major accomplishments.
Other. If you have major responsibilities outside the categories listed above, please describe their nature.
- IX. Productivity of Faculty Member in Teaching, Research, and/or Extension. If you have an

assignment in more than one area (teaching, research, extension/professional practice), list all of your publications, presentations, reviewer responsibilities, and proposals submitted only once in the appropriate area. Even if you do not have an assignment in an area but are active in that area, list your accomplishments in the appropriate area and indicate 0% assignment.

Teaching (assignment _____%)

- (i) Evidence to evaluate teaching effectiveness, including student evaluation summaries.
- (ii) Identify new courses developed and innovative teaching techniques introduced.
- (iii) Indicate the number of students advised per semester. Describe your club or other advising activities.
- (iv) Publications
 - (a) peer reviewed publications to include:
 - refereed journal articles – published – in press – in the review process
(not to include articles that are currently in preparation)
 - book chapters and reports
 - other
 - (b) non reviewed journal articles, newsletters, and conference proceedings in technical, semi-technical, and popular publications
 - (c) books and chapters in books
 - (d) published book reviews
 - (e) published abstracts
 - (f) published letters or comments to the editor
 - (g) general-audience publications such as bulletins, pamphlets, brochures, state-of-the-arts updates, fact sheets, home study materials
 - (h) non-print educational materials developed and prepared, such as packaged programs and program components utilizing slides, slide-tapes, overhead transparencies, and/or audio and video tapes; displays; posters
 - (i) other contributions to print, broadcast, and electronic media
- (v) Proposals submitted listing you as principal or co-principal investigator – funded – not funded – pending review
- (vi) Hosting visiting scientists or postdoctoral students. List names, specialties, and achievements.
- (vii) Significant presentations outside normal activities – invited – other
- (viii) Reviewer and editorial responsibilities – reviews of manuscripts, theses, external research proposals – editorial activities – departmental/program reviews – grant review panels
- (ix) List any consultation with legislative groups. Briefly indicate the nature of these relationships
- (x) Other

Research (assignment _____%)

- (i) Summarize the most important accomplishments and their significance.
- (ii) Publications
 - (a) peer reviewed publications to include:
 - refereed journal articles – published – in press – in the review process
(not to include articles that are currently in preparation)
 - book chapters and reports
 - other
 - (b) non-refereed journal articles, newsletters, and conference proceedings in technical, semi-technical, and popular publications
 - (c) books and chapters in books
 - (d) published book reviews
 - (e) published abstracts
 - (f) published letters or comments to the editor
 - (g) general-audience publications such as bulletins, pamphlets, brochures, state-of-the-arts updates, fact sheets, home study materials
 - (h) non-print educational materials developed and prepared, such as packaged programs and program components utilizing slides, slide-tapes, overhead transparencies, and/or audio and video tapes; displays; posters
 - (i) other contributions to print, broadcast, and electronic media
- (iii) Patents, or new plant or animal varieties.
- (iv) Identify theses and dissertations titles directed. Give name of student, title, year graduated, and whether M.S. or Ph.D.
- (v) Indicate the names and degrees sought of students for whom you currently serve as major professor. Indicate the number of other student POS committees on which you serve.
- (vi) Hosting visiting scientists or postdoctoral students. List names, specialties, and achievements.
- (vii) Proposals submitted listing you as principal or co-principal investigator – funded - not funded - pending review.
- (viii) Significant presentations outside normal activities – invited – other.
- (ix) Reviewer and editorial responsibilities – reviews of manuscripts, theses, external research proposals – editorial activities – departmental/program reviews – grant review panels.
- (x) List any consultation with legislative groups. Briefly indicate the nature of these relationships.
- (xi) Other

Extension/Professional Practice (assignment _____%)

- (i) Summarize your accomplishments and significance of contributions to your clientele. (This listing is not meant to be all- inclusive. Description may include such items as
 - (a) Nature of activity, e.g., meetings, conference, workshops, in-service
 - (b) Nature and degree of involvement;
 - (c) Subject matter;
 - (d) Type of clientele;
 - (e) Number of clientele contacts.)
 - (ii) Publications
 - (a) peer reviewed publications to include:
 - regional or national outreach publications
 - refereed journal articles – published – in press – in the review process
(not to include articles that are currently in preparation)
 - book chapters and reports
 - other
 - (b) non-refereed journal articles, newsletters, and conference proceedings in technical, semi-technical, and popular publications
 - (c) books and chapters in books
 - (d) published book reviews
 - (e) published abstracts
 - (f) published letters or comments to the editor
 - (g) general-audience publications such as bulletins, pamphlets, brochures, state-of-the-arts updates, fact sheets, home study materials
 - (h) non-print educational materials developed and prepared, such as packaged programs and program components utilizing slides, slide-tapes, overhead transparencies, and/or audio and video tapes; displays; posters
 - (i) other contributions to print, broadcast and electronic media
 - (iii) Proposals submitted listing you as principal or co-principal investigator – funded – not funded – pending review
 - (iv) Hosting visiting scientists or postdoctoral students. List names, specialties, and achievements.
 - (v) Significant presentations outside normal activities – invited – other
 - (vi) Reviewer and editorial responsibilities – reviews of manuscripts, theses, external research proposals – editorial activities – departmental/program reviews – grant review panels
 - (vii) List any consultation with legislative groups. Briefly indicate the nature of these relationships
 - (viii) Other
- X. Other Intellectual Properties and Activities (last five years or since last promotion)
List other professional contributions you have made during the last five years or since last promotion and not listed elsewhere.

APPENDIX 2. SCHOLARSHIP IN ANIMAL SCIENCE EXTENSION

Scholarship is providing tools and information to address problems that allows change in behavior and/or practices to occur when solutions and outputs (spreadsheets, publications, educational tools, etc.) are implemented.

Scholarship is demonstrated by providing evidence of having the creativity, ingenuity, and expertise to solve the current, critical problems. Indicators of scholarship include

- Development of tools/information and use of those tools/information by the public domain. Patented tools or tools designed for the private sector are of equal value. These tools might include:
 - Software development,
 - production of video,
 - distance education programs,
 - decision tools,
 - electronic educational materials including website development and maintenance,
 - presentations that are developed as part of curricula
 - presentations that are posted to a website for broad use
 - end-user oriented materials including conference proceedings, fact sheets, and departmental proceedings.
- Peer-reviewed publications that address problems and pose solutions and have been reviewed and approved by peers (peer-review process). This may include journal articles, conference proceedings and fact sheets that have undergone an external peer-review process.
- Non-reviewed publications that address problems and pose solutions and have been reviewed and approved by peers (peer-review process). This may include journal articles, conference proceedings, abstracts, departmental reports, and fact sheets that have not undergone an external peer-review process.
- Publications that address the pedagogy of extension
- Invitations to share solutions locally, nationally, and internationally at public and private forums
- Partnerships with industry and allied service providers (viewed as the credible, objective partner) in problem-solving forums (applied research activities, involvement in committees that shape the future direction of the industry, training sessions)
- Acquisition of financial support for problem-solving efforts (income generation, sponsored funding)
- Development of workshop, meeting, and conference contents targeted at stakeholders or scientists; specifically the intellectual aspect of the organizational effort
- Documented impact (change in procedures, thought, or performance goals)
 - Surveys or other measures (i.e. cull rate, efficiency measures, water quality, etc.)
 - Extent of adoption

Scholarly efforts (publications, tools, etc.) should not be weighted as they are specific components of the program as a whole and it is the sum of efforts that demonstrate the importance and / or impact of the program (see the following assessment matrix). Outputs may be the product of team efforts while the program as a whole reflects the scholarship of the individual.

Most Extension scholarly activities and daily faculty efforts contribute to the profitability and sustainability of the clientele we serve and the state of Iowa in general. Fact sheets, decision making tools, interpretation of research results (from personal contacts to popular press media), and technology transfer represent a few of the many means in which profitability, sustainability, and economic development are impacted through effective Extension programming efforts.

Assessing Scholarly Work

ELEMENT OF DEFINITION	CORRESPONDING ASSESSMENT QUESTIONS
<p>“creative, intellectual work”</p>	<p>How does the work build upon the knowledge, research, or practice in the field?</p> <p>How does the work respond to an identified need for new knowledge, a new approach, or a new method, or the creative adaptation of existing knowledge, approaches, or methods?</p> <p>How did the work result in the development of new information or the development of new or creatively adapted methods or approaches?</p>
<p>“reviewed by the scholar’s peers who affirm its value”</p>	<p>How has the scholar’s work been shared in published articles, academic presentations, exhibitions of work, creative performances, or in other public venues in which peers independently evaluated this work?</p> <p>How has the scholar’s work resulted in the receiving of an award, honor, or some other public recognition by peers?</p> <p>How has the scholar’s work resulted in testimonials, letters of recommendation, or adaptations that affirm the value of this work?</p>
<p>“added to our intellectual history through its communication”</p>	<p>How has the work been shared with colleagues?</p> <p>How has the work added to the body of knowledge?</p> <p>Where is the work accessible?</p>

“valued by those for whom it was intended”	<p>What actions did the intended audience take as a result of this work?</p> <p>What measurable impacts occurred as a result of the effort (e.g. individual, family, community – knowledge gained, information shared, behavior changed)?</p> <p>How were the developed materials or processes subsequently used by others?</p> <p>What were the implications, either positive or negative, beyond those anticipated for the intended clientele and/or community?</p>
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