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Preamble

Governance of the College of Agriculture and Life Sciences (CALS) is shared by the dean of the college and the college faculty. The administrative structure of the college is outlined in an appendix to this document. Governance shall be organized to promote the missions of Iowa State University and the College of Agriculture and Life Sciences and to serve the interests of our clientele. Governance shall be undertaken in a collegial and cooperative spirit.

The faculty is the legislative body of the College of Agriculture and Life Sciences. It has responsibility for, and authority over, educational policies and procedures of the college including, but not limited to, admission requirements, graduation requirements, academic standards, degree programs, curricula, and courses. The faculty will recommend candidates from the college for diplomas, degrees, and certificates. The faculty will also serve in an advisory role to the dean of the college on administrative matters as they relate to academic and educational issues, or to the general welfare of the faculty.

Promotion and tenure policies and procedures are a joint responsibility of the faculty and the dean of the college. These policies and procedures govern the promotion and tenure process.

The faculty acts as a body on matters falling within its scope of authority and responsibility except in those specific instances where the faculty has delegated authority to a committee or council.

1.0 College of Agriculture and Life Sciences Mission Statement

Our mission is to empower people with the skills and knowledge to improve global food security, protect the planet’s resources and agricultural capacity, and navigate a broad array of social challenges to the benefit of Iowa, the nation, and the world. We achieve this mission by translating discoveries and innovations into hands-on teaching and training for our students, for the people of Iowa, and beyond.

1.1 College of Agriculture and Life Sciences Faculty Caucus

The College of Agriculture and Life Sciences (CALS) Faculty Caucus will facilitate the exchange of information between the CALS faculty and the CALS administration. The CALS Faculty Caucus will consider for discussion any matters germane to the function of the college when such matters are brought to a CALS Faculty Caucus representative by either the CALS faculty or CALS administration. The CALS Faculty Caucus will advise the dean on these matters, and will also function to collect information from and disseminate information to the college faculty at the dean’s request. Under the provisions of the Resource Management Budget Model, the CALS Faculty Caucus and the CALS cabinet will serve as the dean’s faculty budgetary advisory committee.

1.1.1 Membership and Organization

The CALS Faculty Caucus will include the Faculty Senate Senators from each of the departments that are in the College of Agriculture and Life Sciences and any Faculty Senate Senators-at-Large who are members of departments in the College of Agriculture and Life Sciences. These departments include:

- Agricultural and Biosystems Engineering
- Agricultural Education and Studies
- Agronomy
- Animal Science
- Biochemistry, Biophysics and Molecular Biology
- Ecology, Evolution, and Organismal Biology
- Economics
- Food Science and Human Nutrition
- Genetics, Development and Cell Biology
- Horticulture
- Natural Resource Ecology and Management
- Plant Pathology, Entomology and Microbiology
The Chair of the CALS Faculty Senate Caucus will be chosen by a majority vote of all Senators serving on the Caucus.

1.1.2 Functions and Responsibilities
The CALS Faculty Caucus will meet with the dean or a mutually agreed upon representative if the dean is unable to attend. It is suggested that meetings be scheduled once per month during fall and spring semesters. The agendas for the meetings will include topic suggestions solicited from the CALS Faculty Caucus and the dean. The CALS Faculty Caucus Chair will be responsible for the agenda. The CALS Faculty Caucus Chair will serve as part of the CALS full cabinet (includes Chairs, Faculty Caucus Chair, and invited staff) representing the CALS Faculty Caucus.

Responsibilities of the CALS Faculty Caucus include:

The CALS Faculty Caucus will provide advice and counsel to the dean on administrative matters including budgeting, staffing, planning, and reorganizing. The CALS Faculty Caucus will discuss areas of concern raised by the College of Agriculture and Life Sciences faculty or administration.

The CALS Faculty Caucus, along with the CALS Cabinet, will serve as the dean’s faculty budget advisory committee. The CALS Faculty Caucus will discuss budget priorities, policies and procedures with the dean and offer advice and input on college budget decisions. After discussion with CALS Faculty Caucus and the CALS Cabinet, the dean will communicate to CALS faculty and staff annually on college goals, priorities, planning, and budget.

The CALS Faculty Caucus will promote the exchange of information between the College administration and the College faculty. The CALS Faculty Caucus will ensure that those departments administered in the College of Agriculture and Life Sciences remain informed of CALS Faculty Caucus activities.

The CALS Faculty Caucus may call for a vote by the college faculty on matters considered by the CALS Faculty Caucus to be of major concern before any administrative action is taken. A vote may also be instituted by a petition from at least 10 percent of the college faculty.

The CALS Faculty Caucus may communicate with and hear reports from college committees. The CALS Faculty Caucus will review the scope and coordinate the missions of the various ad hoc and standing committees of the college faculty and will recommend changes as necessary. Decisions regarding changes in college committee status or operations will be made jointly by the dean and the CALS Faculty Caucus.

2.0 Committee Structure and Responsibilities
The College of Agriculture and Life Sciences has established standing committees, department representative committees, and other committees to facilitate the programs of the college. All College of Agriculture and Life Sciences faculty and student members of the committees are voting members. Committees may restrict student members from voting on issues for which access to confidential files is necessary because student access to those files would be inappropriate. Other members may also be assigned to committees to facilitate communication and program administration; faculty and student members may extend voting privileges to other members by a majority affirmative vote.

2.1 Standing Committees
The following committees are appointed by the dean or the dean’s designee in consultation with department chairs and committee chairs. Unless otherwise stated, the term of faculty membership is three years, with approximately one-third of the committee rotating off each year, and no more than two consecutive terms may be
served. Student members are appointed for one-year terms, which may be renewed. The committee members elect the chair and the vice chair (who normally will become chair the following year).

The standing committees and their responsibilities are listed below:

**Honors Program**
Four faculty and three honors-program students are voting members. The committee administers the admission of students to the program and evaluates the programs of study and student progress. The chair (or a designee) normally represents the college on the University Honors Committee.

**Professional Development**
Four faculty are voting members. The committee is responsible for facilitating the professional growth of faculty, professional and scientific employees, staff, and administrators. This includes evaluating and ranking proposals for Faculty Professional Development Assignments (FPDA) or for various professional development grants and awards.

**Faculty Awards**
The committee is responsible for reviewing nominations and selecting recipients for CALS faculty awards and selecting faculty nominees for related university faculty awards. The committee is comprised of four faculty, invited to serve three-year terms by the dean, with one-third of the members rotating off each year. The chair is selected by the dean. The Associate Dean for Personnel and Finance serves as Ex Officio.

**Staff Awards**
The committee is responsible for reviewing nominations and selecting recipients for CALS staff awards and selecting college nominees for related university staff awards. The Staff Awards Committee is comprised of five staff members from the CALS Staff Council serving two-year terms, with one-third of the committee rotating off each year. No more than two consecutive terms may be served. The committee members elect the chair. The CALS Staff Council President serves as Ex Officio.

**Distinguished, University and Morrill Professor Nomination Review**
Nominations for these awards will be selected by committees comprised of three CALS Distinguished Professors, University Professors and Morrill Professors, respectively, each from at least three departments. There is no term or term limit, and the Chair is selected by the dean. The committees will provide recommendation to the dean regarding suitability of nominations for these distinguished titles.

**Student Awards**
Four faculty and one student are voting members. The committee is responsible for all aspects of the college scholarship and student awards program.

**Technology**
Six faculty, four undergraduate students and two graduate students are voting members. The committee provides recommendations on expenditures of student computer fees and other technology-related programs.

### 2.2 Department Representative Committees
The following committees have representatives from each department. When the term expires for a department’s representative, or a vacancy arises, the individual department’s governance document will specify procedures for selecting a replacement. Typically, the term of membership is two years. Faculty and staff may serve on the Academic Affairs and Recruitment committees for more than two consecutive terms provided they meet the other criteria specified for membership in other college committees (rev 4/18/97).

**Curriculum**
The Curriculum Committee has one voting member from each department and one voting member from each interdepartmental undergraduate program administered within the College of Agriculture and Life Sciences. When the term expires for a representative, or a vacancy arises, the individual department’s (or interdepartmental
program’s) governance document will specify procedures for replacement. A representative typically serves one four-year term. Half of the members will rotate off the committee every two years. One undergraduate student, selected by the CALS Student Council, serves a one-year term.

The committee chair will be selected by the committee members and will serve a two-year term, renewable for one additional term. If the chair is selected from among the committee membership, a new representative will be chosen to replace the chair as departmental (or supervisory committee) representative. The chair will not serve as a departmental representative to the curriculum committee and will only vote in order to break a tie. The chair will serve as the college representative to the Faculty Senate Curriculum Committee. A vice chair will be chosen from among the committee membership and will typically serve as the college representative to the Graduate College Curriculum and Catalog Committee.

The Curriculum Committee is responsible for reviewing and approving undergraduate and graduate courses (including experimental courses), programs and curricula. The committee also considers other pertinent matters related to curriculum and makes recommendations to the faculty. Recommended changes in programs or curricula that are considered major may be submitted to the college faculty for final approval. For example, new curricula or curricula proposed for elimination must be approved by the college faculty. The Outcomes Assessment Committee operates as a sub-committee of the Curriculum Committee.

**Academic Affairs**

The Academic Affairs Committee is responsible for general academic and educational policy, including but not limited to instructional policies standards and the academic calendar. The Committee is responsible for coordinating, establishing and enforcing College academic standards and admission policies at the department level. The committee serves to facilitate communication among faculty, staff, students, and administration on general academic and educational affairs. The Academic Affairs Committee has one voting faculty member from each department. The committee also includes two students appointed by the dean. All representatives serve potentially renewable one-year terms. Faculty may serve on the Academic Affairs Committee for more than two consecutive terms provided they meet the other criterion specified for membership in other College committees. The Associate Dean for Academic Innovation and the College Classification officer serve as ex-officio members. The committee Chair and Vice Chair are selected by the committee; the Vice Chair will normally serve as Chair the following year. The committee Chair (and/or a designee) represents the College on the Faculty Senate Academic Affairs Council. The Vice Chair represents the College on the Faculty Senate Academic Standards and Admissions Committee.

**Advising Committee**

The Advising Committee is responsible for determining advising strategies that holistically support students from onboarding through career placement. The Committee is responsible for establishing and coordinating best advising structures and practices at the department level. The committee serves to facilitate communication among faculty, staff, students, and administration on the practices, needs, and goals of holistic advising support. The Advising Committee has one voting faculty or staff member from each department. The committee also includes three students representing different backgrounds/experiences (new direct from high school/transfer, resident/non-resident, varied student identities, experiences, etc.) appointed by the dean. All representatives serve potentially renewable one-year terms. Faculty and staff may serve on the Advising Committee for more than two consecutive terms provided they meet the other criterion specified for membership in other College committees. The Assistant Dean for Undergraduate and Graduate Student Success, and the Director of Career Services serve as ex-officio members. The dean will appoint additional College Student Success staff as necessary as ex-officio members. The committee Chair and Vice Chair are selected by the committee; the Vice Chair will normally serve as Chair the following year. The committee Chair (and/or a designee) represents the College on the ISU Undergraduate Academic Advising Committee (UAAC).
Diversity, Equity, and Inclusion
The College of Agriculture and Life Sciences Diversity, Equity, and Inclusion Committee (DEIC) is composed of the chairs of each departmental DEIC and one student member, who will be appointed by the dean. The DEIC will be chaired by the CALS Faculty Success Advisor. The CALS Assistant Dean for Collaborative Initiatives serves as Ex-officio. The committee is responsible for developing and implementing strategies to increase and maintain diversity, equity, and inclusivity in the College, disseminating diversity, equity, and inclusion-related information and policies to faculty, facilitating diversity, equity, and inclusion-related activities in departments, and participating in the execution of plans for integrating diversity and inclusivity into the basic functions of the College.

Each department will form a standing Diversity, Equity, and Inclusion Committee (DEIC). Members are assigned by the department chair and, in addition to faculty representatives, can include staff and student representation. The agenda for department faculty meetings must include a regular reporting line from their DEIC. The committee is responsible for developing and implementing strategies to increase and maintain diversity, equity, and inclusivity in the department; disseminating diversity- and inclusion-related information and policies to faculty and staff; facilitating diversity, equity, and inclusion-related activities in the department; and participating in the execution of plans for integrating diversity and inclusivity into the basic functions of the department.

Recruitment
One faculty member from each department in the College of Agriculture and Life Sciences and two students, one representing the CALS Ambassadors and one representing the CALS Student Council, will serve on the committee. The committee is responsible for developing the long-range recruitment strategy for the college as well as developing and coordinating effective information and experiential programs for prospective students.

Other Committees
The CALS Faculty Caucus, College of Agriculture and Life Sciences Promotion and Tenure Advisory Committee, and Dean Evaluation committee structure and responsibilities are outlined in other sections of the College Governance Document.

2.2.1 Committee Restructuring
The committees, the CALS Faculty Caucus, or the dean may initiate the addition, removal, restructuring or review of college committees. Decisions regarding changes will be made jointly by the dean and the CALS Faculty Caucus.

3.0 Policies and Procedures for Appointment of Tenured, Tenure-Eligible, and Term Faculty

3.1 Appointment Procedures
Appointment types, terms of appointment and responsibilities of tenured, tenure-eligible and term faculty shall align with those defined in section 3 of the Faculty Handbook. Non-salaried faculty appointments including Affiliates, Visiting, and Professional and Scientific ‘rank only’ Term Faculty Appointments are appointed as defined by Senior Vice President and Provost, University Human Resources and CALS procedures. Departmental governance documents shall state the procedures for determining the initial academic rank. These appointments are not tenured or tenure-eligible faculty, and time spent in affiliate status is not considered to be service in a probationary period leading toward tenure.

3.1.1 Annual Reviews
Faculty members are reviewed annually in the fall semester for performance appraisal based on their Position Responsibility Statement (PRS) for the period of July 1 through June 30. Reviews shall be conducted following the criteria outlined in Chapter 5 of the Faculty Handbook. Faculty will submit to their department chair a written document summarizing their accomplishments, in accordance with policies defined in the department governance document. Chairs will meet with each faculty to discuss the content of the document and the faculty member’s
accomplishments and provide an opportunity for exchange of ideas that would be of benefit to the individual and the department. The chair will define each faculty member’s performance as either satisfactory or unsatisfactory. For faculty with Extension appointments the Associate Dean for Extension Programs and Outreach participates in and contributes to the review. This review will serve as a basis for determining merit salary increases.

Each faculty member shall receive a written summary of the chair’s evaluation of the faculty member. The faculty member will sign a document confirming they received a written review. This documentation will be retained by the department in their personnel files. The chair will submit their assessment of satisfactory or unsatisfactory to the faculty member’s Workday profile by November 1. Similar procedures apply to faculty holding administrative positions, such as the department chair and dean. These reviews are conducted by their immediate supervisors.

In the case of an unsatisfactory annual evaluation, the department chair, with the input of the faculty member will develop an Action Plan to guide improved performance in accordance with the faculty member’s PRS. The ADPF should be notified of an unsatisfactory assessment. The Action Plan must include the following elements: (1) a list of action items to be accomplished that are detailed, clear, and aligned with a timeline, (2) a specific date for a mid-term evaluation, and (3) a description of consequences if the action items are not completed by the designated timeline. The department chair will follow the Faculty Handbook polices outlined in section 5.1.1.2.1 concerning the Action Plan. It is the responsibility of the department chair to document if and when the elements of the Action Plan have been addressed and to ensure the timeline is met.

3.1.2 Position Responsibility Statement
Evaluations of tenure-eligible, tenured and term faculty are based on the position responsibilities of faculty members. The Position Responsibility Statement (PRS) describes the range of responsibilities undertaken by the faculty member. Details of the PRS composition and purpose are defined in the Faculty Handbook section 3.4 Position Responsibility Statement.

At the time of appointment, or within six weeks of the first day of work, the chair and the new faculty member will agree on the content of a PRS based on the position description. The finalized PRS shall be routed through Workday for signatures and stored in the faculty member’s Workday profile. For tenure-eligible faculty the PRS should stand for the first three years of appointment and in most cases will remain in effect until the tenure review. When tenure is granted, the faculty member and the department chair will review the details of the PRS and make any necessary changes. At least every seven years, as part of the post-tenure review process, tenured faculty members will re-evaluate their position responsibilities with their chairs. For term faculty the PRS should be reviewed at the time of appointment renewal. The PRS may be reviewed and/or changed more frequently when circumstances warrant. Any changes in the PRS must be made in consultation between the chair and the faculty member as defined in the Faculty Handbook section 3.4.3.2. The PRS cannot be changed unilaterally by either the chair or the faculty member.

Department chairs are considered a college-level appointment and will have a position responsibility statement, written by the department chair and the dean, describing the administrative and other departmental responsibilities of the position to be reviewed at the time of reappointment.

3.1.3 Mediation Guidelines to Handle Disagreements
If a faculty member or department chair disagree with the content of the PRS or changes are requested that cannot be reconciled, either party may refer the matter to the department’s PRS Mediation Panel in accordance with department governance documents and the Faculty Handbook section 3.4.4. If an agreement cannot be reached within ten working days of receiving the recommendation of the PRS Mediation Panel, the matter will be forwarded to the college. If the issue cannot be solved at this level, the matter will be taken to the dean for final resolution.

Disagreements on changes in PRS statements will be handled by a college-level PRS Arbitration Panel. In the College of Agriculture and Life Sciences, this panel will consist of all members of the CALS Promotion and Tenure Committee plus one non-voting member selected by the faculty member and one non-voting member
selected by the department chair. The full college PRS Arbitration Panel will gather and discuss relevant information. The non-voting members will be excused during the deliberative and decision-making meetings. Any member of the PTC who is in the same department producing the disputed PRS will also be excused during these final meetings, consistent with how promotion and/or tenure cases are handled. The deliberative process will produce a binding PRS within four weeks of receiving the disputed PRS. If either party is dissatisfied with the proposed resolution at this point, he or she may file a complaint through normal grievance procedures to the dean. Final authority rests with the dean. The PRS approved by the college PRS Arbitration Panel will be in effect during this process.

3.1.4 Faculty Members in Administrative and Extension Positions

In the College of Agriculture and Life Sciences, the appointment of an individual to an administrative position does not automatically guarantee tenure in a department. When an individual who has been a faculty member at another institution is appointed to an administrative position in the college, the granting of academic rank and tenure will be done as described in the Faculty Handbook section 5.2.1.2.

When current ISU faculty are assigned administrative responsibilities as part of their position; including but not limited to the titles of Chair, Director, Assistant/Associate Chair, or Assistant/Associate Dean, assessment of their performance in that role will be part of the advancement, promotion or tenure review. The percent of effort assigned to the administrative role must be clearly defined in the faculty member’s PRS, including description of the expected responsibilities and the reporting structure for their administrative role. In cases where the administrative role is linked directly to the home department of the faculty member (such as Associate Chair), the administrative responsibilities will be evaluated by the departmental review process. In cases where the administrative responsibilities are not linked directly to the home department of the faculty member (such as Center Director reporting to an Associate Dean), the supervisor of the administrative responsibility will provide input to the advancement, promotion and tenure process through documented assessment of performance. Annual performance reviews for faculty with administrative roles must include the supervisor if that is not the department chair (such as Center Director reporting to an Associate Dean).

Faculty who hold Extension appointments will have a tenure home in an academic department, but have reporting responsibilities to the Associate Dean for Extension and Outreach. Extension faculty are expected to participate in Extension workshops and events and may be assigned to plan of work groups. For annual performance reviews, the Associate Dean for Extension and Outreach should participate in the review with the department chair, and the faculty member may be required to submit annual reports specific to their Extension appointment performance. At the time of promotion and/or tenure the Associate Dean for Extension and Outreach participates in the review as part of the CALS administrative review along with the other associate deans.

4.0 Promotion and Tenure Policies

Standards for Promotion and Tenure Evaluation of a faculty member for promotion and/or tenure are based primarily on evidence of scholarship in the faculty member’s areas of responsibility as defined in their Position Responsibility Statement, which describes the individual’s current position responsibilities and activities in the following areas: teaching, research/creative activities, extension/professional practice, administration, and institutional/professional service. This statement is used by all evaluators to interpret the extent, balance, and scope of the faculty member’s scholarly achievements.

All faculty have the responsibility of furthering high-quality programs and initiatives and are fully accountable for their performance of these responsibilities. CALS provides intellectual and institutional leadership regarding equity, diversity and inclusion and strives to be a welcoming, inclusive environment of mutual respect for its members of all backgrounds and identities, consistent with a key institutional strategic goal. All faculty are encouraged to engage in initiatives that advance the land-grant mission of Iowa State and to document and acknowledge these activities.
4.1 Promotion
Promotion through 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 generally will be judged on actual accomplishment and potential for growth; whereas, promotion from associate professor to professor will be judged on accomplishment alone. Professor is the highest academic rank, and a faculty member must have proven his/her right to be awarded that title. All accomplishments and credentials of a faculty member will be considered in making a decision on promotion, but primary weight shall be given to accomplishments and attainments while in the current rank.

4.2 Tenure
Tenure is the keystone for academic freedom. The public is best served when faculty are free to teach, conduct research, provide extension/professional practice services and engage in institutional service without fear of reprisal or without compromising the pursuit of knowledge and/or the creative process. Granting of tenure to a faculty member of the College of Agriculture and Life Sciences implies that the individual was 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 and the College of Agriculture and Life Sciences. Tenured faculty members are expected to conduct academic activities in a scholarly manner and to submit their ideas and research results to rigorous peer review.

4.2.1 Terminology
For the promotion and tenure document, candidate shall mean the individual who is being considered for promotion and/or tenure. Vote is the actual count and includes the number eligible to vote, the number voting positively, the number voting negatively, and the number of abstention votes cast. The college records and sends to the provost the number absent and the number on leave. Dean refers to the dean of the College of Agriculture and Life Sciences. Chair refers to the chair of the department. Duties outlined in this document to be conducted by the dean or chair may be delegated to his/her representative(s). Documentation will mean those items prepared and submitted to support the nomination of a candidate who is being considered for promotion and/or tenure within the college. CALS utilizes the definition of scholarship found in the Faculty Handbook section 5.2.2.

4.2.2 Criteria
4.2.2.1 General Considerations
The College of Agriculture and Life Sciences seeks to add innovative and creative scholars to its senior ranks through tenure and promotion policies. Because individuals are 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 or her discipline or cross-disciplinary area, receives a fair and impartial evaluation.

4.2.2.2 Basis for Evaluation
Evaluation of a faculty member for promotion and/or tenure shall be based on criteria related to the assignments defined in their Position Responsibility Statement (PRS). All tenured and probationary faculty members are expected to engage in scholarship in all aspects of their responsibilities, and to exhibit a strong sense of professional ethics.

The Faculty Handbook Section 5.2.2 provides description of ways scholarship may be demonstrated in each area of evaluation and provides the guideposts for the departmental and college assessment of candidates. In general, the substantive criteria for promotion and/or tenure recommendations are the effectiveness of the candidate in carrying out his or her assignments. Collaborative and interdisciplinary work, outreach activities, and engagement with industry partners are valued.
Criteria considered for promotion and/or tenure decisions will 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/or tenure decisions. Therefore, a copy of the candidate’s complete professional vita shall be included in the
documentation. The candidate is responsible to ensure that the materials are up-to-date and complete.

4.3 Description of the Academic Ranks

4.3.1 Assistant Professor
An Assistant professor should have earned the accepted highest degree in their field, and is often the beginning
rank for faculty initiating employment with a university. It is recognition that the faculty member has exhibited
the potential to grow in an academic career. The primary responsibility of an assistant professor is to initiate
development of an effective professional program as described in the written Position Responsibility Statement.
An accompanying responsibility is to achieve a degree of success and recognition for his or her professional
competence that will qualify for promotion to associate professor in due course. The assistant professor also is
expected to devote some service to aid in the operation of the department, college and/or university.

4.3.2 Associate Professor
Associate professor is a high academic rank that embodies significant responsibilities in achieving the university’s
missions. Major among the associate professor’s responsibilities is to establish personal preeminence in his or her
discipline or cross-disciplinary area. Such is accomplished by establishing and refining his or her professional
program in the university and elsewhere, developing a high degree of performance in professional activities, and
attaining a level of utmost disciplinary competence. A concomitant responsibility is to render significant service
to the department, college and/or university and appropriate professional organizations. Significant service most
notably includes effectively undertaking tasks that aid in and improve the daily functioning of the university and
professional organizations (e.g., serving on committees and assisting in program evaluations).

4.3.3 Professor
Professor is the highest academic rank in the university and carries with it responsibilities beyond those of lower
ranks. Foremost among the faculty member’s responsibilities in this rank are maintenance of preeminence in a
discipline or cross-disciplinary area, except for a professor with full-time administrative assignments, and
assumption of principal leadership status in the university and the profession. Duties associated with maintaining
preeminence involve making significant contributions, both conceptual and factual, and sustaining excellent
performance according to the Position Responsibility Statement. Some examples of leadership include the
following: initiating program improvements both on and off the university campus, engaging in activities related
to effectiveness of the department, the college and the university, such as chairing standing and ad hoc
committees, service as a mentor for faculty of lower rank, promoting enthusiasm, cooperation and rapport among
colleagues in an environment allowing for professional disagreement and enhancing development and
effectiveness of relevant disciplines (e.g., holding office in professional societies, chairing symposia, editorial
review for professional journals and professional presentations for the general public).

4.4 Tenure
The College of Agriculture and Life Sciences will automatically recommend that tenure-eligible assistant
professors being recommended for promotion to associate professor also be granted tenure. Associate
professorship is normally required for tenure.

4.4.1 Department Review
Each department within the College of Agriculture and Life Sciences shall clearly define the process and policies
for Promotion and Tenure in their governance document which must be available to all faculty in the department.
Each department shall have a Promotion and Tenure Committee (P&T) as defined in the Faculty Handbook
section 5.2.4.2. The departmental document shall outline the schedule and procedures used for identifying and
assessing candidates for departmental recommendation in promotion and/or tenure decisions, and the procedures
for naming the departmental committee members. The document also shall outline procedures to be used in
providing a system to work with the candidate in ensuring that the candidate’s documentation is factual and complete. At a minimum the document must include:

- the process by which faculty members are selected for departmental review for promotion and/or tenure
- the composition and means of selection of the department promotion and tenure committee and of any other department committees that may be involved in the review process
- the definition of conflict-of-interest-operative in departmental review
- the procedures to be followed by the department P&T committee and related committees in conducting the reviews
- the role of the chair in the department promotion and tenure review process
- the process and circumstances under which a review may be postponed
- the types and sources of information that the department review committee will consider in conducting its review
- the means by which persons being considered submit information and documentation for the review process
- the procedures for obtaining any external evaluations used by the department in evaluating the performance of candidates
- the definition of the factual information in the dossier subject to review by the faculty member before it is advanced from the department
- the procedures for the notification of the results of the reviews

In all cases, the Faculty Handbook definitions, criteria, and policies shall be the authority in the promotion and tenure process. Candidates, departments, and the college will also comply with the Senior Vice President and Provost (SVPP) policies and procedures for promotion and tenure.

The candidate is responsible for submitting to their departmental P&T committee a promotion and tenure vita and a faculty portfolio which contains supplementary materials provided by the candidate related to their PRS as defined in the Faculty Handbook section 5.3.1. Ensuring the format of these materials meets required policies, and the content is accurate and truthful is the responsibility of the candidate. The candidate is responsible for meeting departmental deadlines for submission of materials, whereas the department chair is responsible for meeting college submission deadlines.

The department chair and/or the departmental P&T committee shall obtain a minimum of 5 and a maximum of 6 letters of recommendation from non-ISU experts qualified to assess the candidate’s achievements as defined in the Faculty Handbook section 5.3.3.1. At least one, but not all, of the reviewers should be suggested by the candidate. Letters should be solicited from appropriate professionals in the field and chosen for their ability to evaluate impartially the candidate’s activities and accomplishments. They should generally be tenured professors at peer institutions or aspirational Doctoral/Research Universities – or individuals of equivalent stature outside of academe who are widely recognized in the field. The letters will be made available only to the voting faculty in the department and not shared with the candidate or non-voting faculty. The candidates may submit a list of up to three people in their field who will not be contacted as reviewers.

Although not required, letters from department, college and university colleagues may be important. This may be appropriate for activities related to interdisciplinary research and teaching programs, joint projects, and services provided to other colleagues or in cases where a fuller understanding of specific activities is warranted.

The Departmental Promotion and Tenure Committee shall ensure that individual candidates receive a full and impartial review of their credentials and shall be responsible for conducting a faculty vote on whether or not to recommend promotion and/or tenure for the candidate according to the departmental governance document. The departmental P&T committee shall compile an evaluative summary of the candidate’s achievements which describes their strengths, areas that may be enhanced, and potential for future advancement in each area of their PRS. This summary should not be an outline of the candidate’s achievements but shall provide the committee’s assessment of the quality and impact of the candidate’s work and describe future opportunities for growth.
Assessment of the external reviewer’s perspectives should also be considered. The Departmental P&T committee will submit their written summary report, including the outcome of the faculty vote, to the department chair.

It is the responsibility of the department chair to provide a letter to the dean that describes their assessment of the quality and impact of the candidate’s work and to indicate their recommendation on promotion and/or tenure to the dean. It is the responsibility of the chair to ensure all of the required materials are submitted to the college in the correct format by the stated deadline (usually during the third week of October).

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

The chair will inform each candidate in writing, before the department’s recommendations are submitted to the college, whether a recommendation will be forwarded and, if so, the nature of the recommendation or recommendations. Faculty who are not being recommended by either the Promotion and Tenure Review Committee or the chair, or both, will be informed by the chair in writing of the reasons. This information should be presented in a constructive manner and, where appropriate, should include guidance for improving performance in terms of the department’s criteria for promotion and/or tenure.

4.4.2 Department and Chair Responsibilities
The responsibilities of the Department Chair in the Tenure and Promotion process are defined in the Faculty Handbook section 5.3.3. The college expects that department chairs will follow the policies and processes required for faculty evaluation within their department, the college and the university. Department chairs are expected to attend workshops and training sessions related to the tenure and promotion process and to ensure all faculty on the tenure and promotion committee also participate in these trainings. The department chair will ensure department governance document policies are followed for selecting members of the departmental promotion and tenure committee, ensure that members participate in all required training programs, and monitor the promotion and tenure process to ensure alignment with all departmental, college and university policies. The department chair will establish good communication with faculty to provide guidance and information relative to the process, including clearly defining dates for when reviews will occur and documents are due. They will direct faculty to resources in the department, college and university that support their career development including but not limited to mentoring, workshops, support programs and SVPP resources. The department chair will ensure that the promotion and tenure materials for each candidate are submitted to the college by the due date, utilizing the college template and formats, and that the materials have been appropriately reviewed by the candidate, departmental committee and the department chair. The department chair will maintain open communication with the Associate Dean for Personnel and Finance (ADPF) regarding any concerns or irregularities regarding the promotion and tenure process.

4.4.3 College Review
The College of Agriculture and Life Sciences shall have a College Promotion and Tenure Advisory Committee composed of nine faculty members at the rank of professor from the college. Each member will have a three-year appointment such that three members rotate off each year. Promotion and/or tenure decisions are critically important in the development and welfare of faculty within the College of Agriculture and Life Sciences. To ensure that each candidate receives fair and impartial consideration at the college level, the advisory committee must be structured so that the breadth of disciplines and variety of assignments within the college are adequately represented on the committee Membership on the committee shall be such that not more than one committee member shall serve from one department at any one time. With the approval of their departmental chair, the dean shall select the committee members. The dean will name a co-chair and chair (co-chair becomes chair the following year). It shall be the responsibility of the dean to ensure that the advisory committee is complete and that membership is current. The membership of the advisory committee shall be made available to the faculty (e.g. posted on the website).
Members of the College's Promotion and Tenure Advisory Committee will not participate in the discussion or vote on candidates from their respective departments. The guiding principle of "one-person--one-vote" will be followed, with the vote taken at the departmental level as defined in the Faculty Handbook section (5.2.4.1. Voting Procedure, and 5.2.4.3. College Review). Any recusals for this reason or other conflicts of interest will be noted in the committee's report. The chair of the advisory committee shall provide the dean with a brief written summary of discussions and votes for each candidate.

The associate deans shall review the promotion and/or tenure recommendations from the departments, chair and the college promotion and tenure advisory committee. The associate deans will vote on each candidate and prepare a brief memo for each candidate for the dean. The memo highlights the strengths and weakness of the candidate’s accomplishments, and potential for future contributions. The dean will utilize the input from the department committee, department chair, college promotion and tenure advisory committee and associate deans to determine whether to recommend promotion and/or tenure of the candidate to the SVPP. The dean will inform each candidate in writing of the college’s decision as outlined in the section 5.2.4.3.3 of the Faculty Handbook.

4.4.4 Appeal Process
CALS utilizes the process described in section 5.2.4.4.5 of the Faculty Handbook to address appeals related to the promotion and/or tenure process.

4.5 Probationary Period and Probationary Reviews
Faculty hired at the assistant professor rank and/or without tenure, are required to undergo a preliminary review at the end of the third year from the start of their academic appointment. The purpose of this review is to provide constructive, developmental feedback to probationary faculty regarding progress in meeting departmental criteria for promotion and/or tenure. This review also informs the decision to reappoint during the probationary period.

Each department must define the procedures and policies for conducting the preliminary review. Typically, the process includes a self-assessment prepared by the candidate (modeled after the dossier format), and a current curriculum vitae that are reviewed by the department according to the department governance document. An evaluative summary is produced by the departmental committee and, along with the outcome of the vote, is submitted to the department chair. The chair provides an evaluative summary letter, and forwards their letter, the departmental evaluation, and the candidate’s materials to the dean. The dean, in consultation with the associate deans, provides a decision on the candidate according to the following outcomes:

- Reappointment with no reservation
- Reappointment with no strong reservation, but with specific issues that need to be addressed
- Reappointment with reservation and specific steps to be taken (may entail a one- or two-year renewal with an additional review scheduled before the mandatory tenure review)
- Non-reappointment

If the outcome of the probationary review is negative, the faculty member will be notified by May 15 in their penultimate year of the initial probationary contract that their contract will not be renewed. This action will define the upcoming and last year of the initial appointment as the terminal year of appointment. If the outcome of the probationary review is positive, the faculty member will be awarded a second probationary term (generally 3 years) that will extend to the end of the full probationary period.

Faculty members may request that their probationary appointment and tenure evaluation be extended because of unusual circumstances as defined in the Faculty Handbook section 5.2.1.4. A faculty member seeking an extension of the probationary period should submit a completed extension request in Workday. Requests for extension due to the birth of a child, the adoption of a child, or the foster placement of a child are automatically approved. Requests based on other circumstances may need additional explanation and documentation. The request is routed by the department chair to the dean and provost for approval. In the case that an extension is approved, a new Letter of Intent (LOI) must be generated by Human Resources to indicate the new dates for the preliminary review and/or the end of the probationary appointment.
Non-salaried faculty shall not participate in any aspect of the promotion and tenure process at the department, or college level.

4.6 Promotion and Tenure Document Ratification and Changes
The policies and procedures described herein are effective upon adoption by a two-thirds affirmative vote of tenured, tenure-eligible and term faculty in the College of Agriculture and Life Sciences. The vote shall be by electronic ballot and sent by the dean. The two-thirds affirmative vote shall be of those ballots that are returned by the date specified by the dean. This document also may be revised with approval of two-thirds electronic vote of returned ballots from tenured, tenure-eligible and term faculty in the College of Agriculture and Life Sciences.

5.0 Post-Tenure Review Policies

5.1 Policy
Each tenured faculty member in the College of Agriculture and Life Sciences will be reviewed by their peers in accordance with the Faculty Handbook section 5.3.4 and procedures defined in their department governance document. The review should address the quality of the faculty member’s performance in accordance with all Position Responsibility Statements (PRSs) in effect during the period of the review in the areas of teaching, research/creative activities, extension/professional practice, administration, and professional/institutional service. The review shall include assessment of the performance (meeting expectations or below expectations) in each area of the PRS. The review should acknowledge contributions and include suggestions for future development of the faculty member. If a ‘meeting expectations’ post-tenure review recommendation includes a determination of below expectations performance in any PRS area, then the faculty member will work with the department chair and the chair of the review committee to develop a detailed action plan for performance improvement in those areas as defined in the Faculty Handbook section 5.3.4.2.

5.2 Faculty Action Plan Mediation Policy
In the case that a faculty member receives an unsatisfactory annual evaluation or a below expectations post-tenure review, the College follows the Action Plan policies outlined in the Faculty Handbook section 5.1.1.2.1. It is expected that the department chair and the faculty member will work toward resolution of any disagreements with a proposed written action plan and will resolve any disagreements within 10 working days from the date the faculty member received the proposed written action plan. However, in anticipation of the possibility that all disagreements may not be resolved within this time period, the formation of an action plan mediation committee must be initiated when the proposed written action plan is presented to the faculty member, so that the committee is formed and ready to start the mediation process at the end of 10 working day period. The selection of the departmental action plan mediation committee must be defined by the college governance document. For the College of Agriculture and Life Sciences, the members of the departmental action plan mediation committee will be selected from the department faculty (excluding those outlined in the Faculty Handbook) as follows:
   1. The department chair will appoint one faculty member to the committee.
   2. The faculty member involved will appoint one faculty member to the committee. If the faculty member does not appoint a member within 5 working days, this appointment will default to the department faculty who will need to select a second member.
   3. The department faculty will appoint one faculty member to the committee. The process for appointment by the department faculty, as well as the process to select a second member if needed, must be described in the department’s governance document.

5.2.1 Faculty Appeals Policy
The College will follow the procedures outlined in Chapter 9 of the Faculty Handbook (Faculty Grievance Procedures) for faculty to appeal a decision related to salary, promotion, tenure, reduction in force, or other matters related to employment, or other academic concerns and decisions.
6.0 Term Faculty Appointment, Evaluation, Reappointment, and Advancement Policies

6.1 Term Faculty Appointments
The College follows term faculty appointment policies as described in the Faculty Handbook Section 3.3.2.

6.1.1 Term Faculty Titles
The following term faculty titles will be available for use within the College of Agriculture and Life Sciences:
  - **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.

The college of Agriculture and Life Sciences defines these titles as described in the Faculty Handbook Section 3.3.2.2.

6.1.2 Lengths of Term Faculty Appointments
The College of Agriculture and Life Sciences follows the guidelines for lengths term faculty appointments by rank as described in Faculty Handbook Section 3.3.2.3.

6.1.3 Minimum Qualifications for Term Faculty by Title and Rank
The College of Agriculture and Life Sciences establishes the following standard minimum qualifications for term faculty. Departments may seek a waiver to advertise a position with minimum qualifications below the college’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

6.1.4 Term Faculty Roles and Responsibilities in Governance
The College of Agriculture and Life Sciences affirms that salaried term faculty are members of the general faculty and will fully participate in faculty governance as described in 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 (any restrictions, such as voting on promotion and tenure decisions, must be documented in departmental governance documents). Voting rights of non-salaried faculty appointments must be described in departmental governance documents, non-salaried faculty appointees may not participate in any promotion, tenure or advancement processes at any level.

6.2 Annual Evaluation, Renewal and Advancement of Term Faculty

6.2.1 Annual Review
All term faculty will undergo annual performance evaluations in the fall semester. The annual review of all term faculty will be based on their performance in the areas of their PRS following annual review procedures as defined in departmental governance documents.

6.2.2 Renewal Review
Term faculty appointments are eligible for renewal based upon the quality of performance and the continuing need of the unit. Term faculty members, full-time and part-time, shall be reviewed by an appropriate faculty committee, as defined by the departmental governance document, before the end of the third year after the initial appointment date. 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.

In order 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. Research faculty are required to maintain sufficient external funding for no less than 80% of their salary and for sustainable research activity.

Department governance documents must outline the process, timelines, and procedures for conducting peer evaluations of term faculty. This includes expectation standards for performance, required documents, and
submission deadlines and composition of the faculty committee conducting the review. It is expected that term faculty of equal or greater rank will participate in the review process.

Term faculty renewal and notification of non-renewal will occur according to the criteria defined in the Faculty Handbook sections 3.3.2.3 and 5.4.

6.3 Advancement Review of Term Faculty
Term Faculty appointments at the assistant/lecturer rank are eligible for promotion to the associate level after five years of employment as a faculty member at ISU (full or part time) or equivalent experience. There is no defined timeline 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 3.3.2.2. 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 faculty with at least 50% research effort.

6.3.1 Department Review
Department governance documents must define the process for evaluation of advancement of term faculty that include expectations for performance, required documentation and deadlines, and the procedures for evaluation. Governance documents must define the composition of the faculty committee conducting the evaluation, and the role of term faculty in selecting and/or participating on the evaluation committee. It is expected that term faculty of equal and/or greater rank as the advancement are included in the evaluation process. The faculty evaluation committee will submit a written recommendation and vote to the department chair regarding the request for advancement. 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 evaluation 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. 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. If the chair’s decision is to support the advancement, the chair will submit the evaluation committee’s recommendation and the chair’s letter of recommendation to the dean. Advancement of term faculty should follow the academic year deadlines as defined for tenure-eligible faculty. The department chair should submit advancement requests to the college by March 1.

6.3.2 College Review
The college’s associate deans will review each advancement case and vote. The associate deans will provide a summary for the dean who will evaluate the advancement cases informed by the department evaluation, chair’s recommendation and associate deans’ summary. The dean will make a final recommendation to support or not support the advancement request to the Senior Vice President and Provost.

The dean will inform each candidate in writing of their decision before the college’s recommendations are submitted to the SVPP. Faculty who are not being recommended for advancement will be provided 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, or may withdraw their application without penalty. Faculty who are supported for advancement will be forwarded to the SVPP.

7.0 Dean Evaluation Procedure
The Senior Vice President and Provost will initiate a faculty evaluation of the college dean and his/her administrative organization at least once every five years. The following procedures shall be followed in the review and evaluation process:

The focus of the evaluation shall be on the performance of the dean and his/her administrative units, considering:

- the college mission statement and strategic plan;
- leadership in developing, articulating, and implementing improvements in college teaching, research, and outreach programs;
- progress in acquiring financial support and high-quality faculty and staff to achieve program objectives and effectively administer those programs;
- relationships with college faculty, staff and students, administrators in the College of Agriculture and Life Sciences and related colleges, and stakeholders; and
- other topics requested by the provost when the evaluation process commences.

The Dean Evaluation Committee shall consist of three college tenured/tenure eligible faculty members, one member of the dean’s cabinet (department chair, associate/assistant dean), one term faculty, one college staff member, and an evaluator from outside the College of Agriculture and Life Sciences (preferably with college administrative experience). The CALS Faculty Caucus shall solicit nominations to serve on the committee from college faculty and staff and forward nominations to the SVPP who will name the committee.

The review and evaluation procedure shall consist of:

- a self-assessment by the dean, which will be distributed to the college faculty after being discussed with and reviewed by the Dean Evaluation Committee;
- a Dean Evaluation Committee assessment of the college goals and progress toward those goals. Input shall be solicited from faculty, administrative unit leaders in the college and related colleges, department chairs, selected agricultural leaders, selected student leaders, and others who are knowledgeable regarding the functioning of the college;
- a Dean Evaluation Committee report on the review and evaluation of the functioning of the college, which will be made available to the faculty; and
- a confidential Dean Evaluation Committee report on their review and evaluation of the performance of the dean, which shall be provided to and discussed with the dean and the SVPP, and held in the dean’s personnel file.

8.0 Jointly Administered Departments
The College of Agriculture and Life Sciences jointly administers eight departments with the College of Engineering, College of Human Sciences, and the College of Liberal Arts and Sciences.

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<th>COLLEGES</th>
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<td>CALS, ENGINEERING</td>
<td>Agricultural &amp; Biosystems Engineering</td>
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<tr>
<td>CALS, HUMAN SCIENCES</td>
<td>Food Science &amp; Human Nutrition</td>
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<tr>
<td>CALS, LIBERAL ARTS &amp; SCIENCES</td>
<td>Biochemistry, Biophysics &amp; Molecular Biology; Ecology Evolution &amp; Organismal Biology; Economics; Genetics Development &amp; Cell Biology; Sociology and Criminal Justice; Statistics</td>
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Department chairs from the jointly administered departments report to the deans of both colleges and represent their departments at cabinet meetings in both colleges. As such, departments are responsible for implementing the missions, plans and policies of both colleges. If a conflict in policy is identified, the deans will work with the appropriate chairs to develop an appropriate solution.

The deans of the appropriate colleges work together to appoint and evaluate department chairs of jointly administered departments.

Faculty in the jointly administered departments hold tenure in one of the colleges and as such follow the promotion and tenure procedures of that college.

9.0 Appointment and Reappointment of Department Chairs, Associate Deans, and Assistant Deans

9.1 Department Chairs
The department chair is appointed by the dean, in consultation with the departmental faculty and the Senior Vice President and Provost, for a term of three to five years. Candidates for the position of department chair must have credentials sufficient for tenure and the rank of professor in the department. Searches for department chairs will follow the departmental governance document. Appointments are renewable.

At the beginning of the final year of the department chair’s appointment, the dean will meet with him/her to review the chair’s performance. If the dean wishes to renew the appointment and if the chair is willing to be considered for reappointment for another term, the dean will meet with the faculty to discuss the reappointment and will solicit input from the faculty. The faculty will make a recommendation to the dean, in the manner designated by the departmental governance document. The dean will take the faculty recommendation into account in making the reappointment decision.

9.2 Associate or Assistant Deans
Associate or Assistant Deans are appointed by the dean, in consultation with the Senior Vice President and Provost, for a term of three to five years. Candidates for Associate Dean must have credentials sufficient for the rank of professor in a CALS academic department. Appointments are renewable.

At the beginning of the final year of the associate or assistant dean’s appointment, the dean will meet with him/her to review their performance. If the dean wishes to renew the appointment and if the associate or assistant dean is willing to be considered for reappointment for another term, the dean will solicit input from the college leadership team (associate and assistant deans) and meet with the Senior Vice President and Provost to discuss the reappointment. The dean will take the college leadership team’s recommendation into account in making the reappointment decision.

10.0 Conflict Between Governance Documents
College governance documents may not conflict with university governance documents. If such a situation is identified, the Faculty Handbook takes precedence, and it is the joint responsibility of the dean and CALS Faculty Caucus to revise college governance documents in accordance with college procedures to resolve the conflict.

Department governance documents may not conflict with either college governance document or the Faculty Handbook. If such a situation is identified the college/university document takes precedence and it is a joint responsibility of the department chair and the department faculty to revise department governance documents in accordance with departmental procedures to resolve the conflict.
10.1 Revising College Governance
Changes in college governance documents can be initiated by petition to the CALS Faculty Caucus or by the CALS Faculty Caucus. If the CALS Faculty Caucus considers the proposal to be a substantive change worth faculty consideration, the CALS Faculty Caucus shall develop the specific proposal to be voted upon, and submit it to eligible voting faculty for approval by electronic ballot. A two-thirds affirmative vote of tenured, tenure-eligible and term faculty casting ballots is required for approval of the proposed change.

Where changes in law or university policy require changes with little or no discretion, CALS Faculty Caucus may make those changes without requiring a faculty vote and distribute changes to the college faculty. This document contains both a preamble and appendix that provide context and additional information relevant to the document. The preamble and appendix are for information purposes only, and are not considered as binding part of the governance document. Changes to these sections can be made by joint approval of the dean and the CALS Caucus.

11.0 Voting Privileges
On College of Agriculture and Life Sciences issues all tenured/tenure-eligible faculty with CALS as their tenure college, and salaried term faculty with at least 50% FTE and 50% of their appointment in the College of Agriculture and Life Sciences are eligible to vote.

In departments, voting privileges on departmental issues may be extended to all tenured/tenure-eligible and salaried term faculty, regardless of college affiliation. Those eligible to vote on promotion and/or tenure may be restricted by the department and the Faculty Handbook. Non-salaried faculty (affiliates, visiting or rank only P&S) may have department voting privileges extended to them (or renewed) for a five-year period by a two-thirds affirmative vote of tenured/tenure-eligible and salaried term faculty.
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<tr>
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<td>Awards task force: Ruth MacDonald with input from Faculty Awards committee and Staff Council Awards committee</td>
<td>Awards committee revisions</td>
<td>By Faculty Caucus</td>
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<td>OCTOBER 2023</td>
<td>Associate Dean Carmen Bain</td>
<td>Edits to the Academic Affairs and Curriculum Committee descriptions</td>
<td>By Faculty Caucus</td>
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<td>MARCH 2024</td>
<td>Dean’s task force: Ruth MacDonald, Steve Freeman, Elisabeth Lonergan, Alan DiSpirito, Leana Bouffard and Jay Harmon</td>
<td>Overhaul of formatting and content in sections 4 through 11. Minor additional revisions</td>
<td>By Faculty Caucus</td>
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