

**Governance Document
Department of Graphic Design
Iowa State University**

Approved by vote of the Graphic Design Faculty
December 2016

Revised by vote of the Graphic Design Faculty
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I. Preamble

The Faculty of the Department of Graphic Design subscribes to the principles of scholarly and academic freedom, shared governance, as elaborated by the Faculty Senate Constitution, and the College of Design. We recognize the central role of cooperation in collegial decision-making among members of the university community. The organization and operations described herein are subordinate to the Governance Document of the College of Design, the Faculty Senate Constitution, the Statutes and By-laws, of Iowa State University of Science and Technology, and the policies of the State Board of Regents as outlined in the Faculty Handbook.

The Mission of the Graphic Design Department has as its goal the achievement of excellence in undergraduate and graduate graphic design education. The mission and vision statements are described in Appendix A.

II. Departmental Governance Structure and Procedures

This section of the document defines the governance functions and procedures of the Department of Graphic Design Faculty, including faculty membership, voting membership, department chair and DOGE, faculty meetings, standing committees, department representative and ad hoc committees of the department.

A. Faculty Membership

A member of the faculty is defined as any individual who holds a faculty appointment in the Graphic Design Department. All members of the faculty attend faculty meetings.

B. Voting Faculty Member

A voting faculty member is defined as departmental faculty having active appointments (full-time or part-time: tenured, tenure track, term faculty, and faculty on FPDA or in Rome), except where defined otherwise in the Governance Document. Visiting faculty, teaching or research assistants, collaborators, affiliates, are not members of the voting faculty and do not vote.

C. Department Chair (Chairperson)

The Chair is appointed by the Dean of the College of Design to a term normally of five years from a shortlist recommended by the Department and resulting from a search by a Department Search Committee. (Note: The Chair or Chairperson is also referred to in some documentation as the Department Executive Officer or DEO.)

The Chair represents the Department in meetings with officers of the College and the University and signs all documents requiring the signature of the Chair. When the need arises, the Chair may designate a substitute to perform these tasks, subject to the approval of the College Dean.

The role of the Chair is described in *Appendix B of the College of Design Governance Document*. In addition, the Chair assesses the performance of term faculty, tenure track faculty and recommends contract renewal following the procedures outlined College of Design Governance Document and with advice from the departmental Promotion and Tenure Committee.

D. Director of Graduate Education (DOGE)

The Director of Graduate Education is appointed by the Chair and serves at the pleasure of the Chair. DOGE coordinates and oversees administration of graduate degree programs. The role of the Director of Graduate Education is to lead the development and implementation of the various masters' degree curricula, acting as a temporary advisor for graduate students without a major professor, participating in recruitment and retention initiatives, and appointing and overseeing teaching assistants.

The DOGE assists the chair in keeping graduate faculty and students aware of department, university and college developments in graduate education; Advocates for graduate students; Manages graduate equipment and facilities; Guides and directs department curriculum proposals for graduate programs through the college review process; Reviews all Program of Study Committee submissions and ensures they meet Department program requirements; Reviews and assigns Department Assistantships and related budgeting in consultation with the Chair; works on recruiting and marketing efforts as they pertain to Graduate Education; Facilitates Graduate College and University procedures on behalf of the Department; Meets when appropriate with the Department Curriculum Committee in dealing with matters pertaining to graduate education; Recommends to the Graduate Dean, in writing, regarding changes to Restricted and Provisional admission statuses; advises all graduate students in the department until a Major Professor is selected.

E. Department Faculty Meetings

1. The purpose of departmental faculty meetings is to serve as the forum for conducting the business of the faculty, reports and announcements, and decisions on matters of general concern to the Graphic Design faculty. The department faculty shall meet at least monthly each semester, from August through May. Dates of meetings will be published at the beginning of each semester. The number of departmental faculty meetings, their dates, with the agenda will be established by the Chair in response to issues raised by administration, faculty, staff and/or students. Department meetings are conducted according to an agenda prepared and distributed by the Chair at least 24 hours before the meeting. Faculty members who wish to have items put on the agenda should submit them to the Chair in timely fashion.
2. Department meetings will be conducted in a respectful and constructive manner. Robert's Rules of Order will be put into action if department business or discussions cannot be conducted in a professional manner. Any member of the faculty may demand a secret written ballot on any vote. The Chair, or their designate, will preside over regularly scheduled departmental faculty meetings. Taking attendance and minutes (and their distribution) at departmental faculty meetings is the responsibility of the faculty. In addition to the normal faculty meetings there shall be at least one annual departmental retreat to assess the current state of the department, plan the future direction of the department, take care of "housekeeping" and air general concerns.
3. Agenda Items, Faculty Voting and Motions
 - a. Items that require voting faculty review and action include the following: degree programs; curriculum and curriculum requirements and content; academic standards and procedures; departmental mission and vision statements, planning and governance statements; systematic evaluation of departmental offices and officers; policies and procedures regarding the status of faculty regarding appointment, re-appointment, advancement, promotion and tenure; and granting of degrees and honors.
 - b. Items that may require voting faculty review include those that would have a departmentwide impact upon academic programs, faculty, or students; such as the use of physical and budgetary resources, initiatives dealing with outreach, and policies affecting the academic life of students.
 - 1) Items that require voting faculty action shall be presented and put on the floor at one meeting and for vote at the next meeting in order to allow ample time for review.
 - 2) Items that require additional changes cannot be brought up for a vote until accurate.
 - 3) Items that require a vote cannot be presented through email and then voted on through email or at a meeting without presentation and ample time to review.
 - 4) Voting is by voice, hand or if needed, secret or written ballot, if requested
 - 5) A quorum is two thirds of the voting faculty.
 - c. Items for discussion. The departmental faculty meeting shall also serve as the forum for faculty members to initiate discussion on any subject deemed to be in the interest of the department.
 - d. Motions to be brought before the voting faculty may be made by the Chair, committees of the department, or any member of the voting faculty. Motions are required to be "seconded" for further consideration. A majority of those voting at a departmental faculty meeting may determine if a motion should be put to the voting faculty for consideration.
 - e. Motions to be brought before the voting faculty may be made by the Chair, committees of the department, or any member of the voting faculty. Motions are required to be "seconded" for further consideration. A majority of those voting at a departmental faculty meeting may determine if a motion should be put to the voting faculty for consideration.

- f. Motions requiring a vote of the faculty will, whenever possible, be published in the agenda for departmental faculty meetings. Except for the decision to put a motion before the voting faculty, a quorum made up of a simple majority of voting faculty must be present to conduct a vote on a motion. If there is not a quorum present, a ballot will be sent to voting faculty. A simple majority of those voting faculty casting ballots will be required, in either case, for approval of motions before the faculty. An abstention does not constitute a cast ballot.

F. Department Councils and Committees

Department faculty appointments to university and college councils and committees, unless otherwise specified, will be made by the Dean, after consultation with the College Liaison Committee, the College Councils when appropriate, and the Department Chair.

Department committees are responsible to the faculty and the Department Chair. They play an important role in planning, recommending, and implementing policy related to specific areas of concern. They provide a mechanism whereby faculty, individually and collectively, participate in departmental policy decisions and actions. Standing committees have ongoing areas of responsibility as described in this document.

Search Committees are appointed by the Department Chair and all other committee membership is determined by nomination and election process at the beginning of the fall semester. Members will elect chairpersons of their committees. Standing committees will provide annual reports to the Department Chair and to the faculty of the department. Standing committees may receive specific charges, in addition to their stated responsibilities, from the Department Chair. Membership to an elected department committee will be for a three-year period. The Promotion and Tenure Committee will have 3 members and up to 5, if needed, all with one-year appointments. The Curriculum Committee, which is ongoing committee of the whole, all other standing committees will have a minimum of four members. Appointments will be staggered to provide for continuity in committee membership, when possible.

1) Promotion and Tenure Committee

The Promotion and Tenure Committee shall consist of at least three, up to a maximum of five elected tenured members of the Department Faculty, excluding the Department Chair.

In agreement with best practices as established by the Provost Office, only faculty at or above the rank for which a candidate is being considered should vote on promotion (for example associate professors should not vote on cases for promotion to full professor). If there are not three tenured members of the Department Faculty at the appropriate rank, the voting faculty will elect one or more tenured faculty members from one or more College of Design departments, to make up a three-person committee.

The members of the Promotion and Tenure Committee are elected in the fall of the academic year by the tenured and tenure-eligible faculty and shall serve a one-year term. Persons being considered for promotion and tenure, or who are under review or persons with a potential conflict of interest with respect to a candidate may not serve on the committee during that academic year.

An additional member with the rank of term associate professor or higher will, when appropriate, be included for evaluating candidates applying for term faculty advancement. This additional member must have a rank higher than the term faculty applying for advancement. If there are no term faculty of higher rank available in the department, one of equal status could serve.

The committee reviews candidates in tenure-eligible positions for reappointment, promotion, and tenure; and term faculty for advancement to the assistant, associate, or professor term faculty. Persons being considered for promotion and/or tenure and persons with a conflict of interest with respect to a candidate may not serve on the committee during the semester of review and recommendations of their case. See the ISU Policy Library on [Conflicts of Interest and Commitment](#) for the definition of conflict of interest.

- 1.) Committee members from the tenured ranks shall participate in all deliberations, advisory opinions, and votes of the committee regarding promotion, tenure, third-year and post-tenure reviews, and advancement. Committee members from the term faculty ranks participate and vote on third-year review and advancement for term faculty. Term faculty members do not participate in other work of the committee.
- 2.) The departmental Promotion and Tenure Committee conducts evaluations of candidate scholarship, teaching/advising, research/creative activities, extension/professional practice, and institutional service performance, and:
 - a) Conducts comprehensive reviews of faculty candidates being considered for promotion, tenure or advancement and recommends actions related to their promotion and tenure, and advancement as outlined in Appendix C: Procedures and Standards for Promotion, Tenure, and Advancement Review.
 - b) Conducts comprehensive reviews and prepares advisory evaluations of the following: probationary tenure-eligible and term faculty during their third year; and reviews of continuing term faculty not less frequently than outlined in the University Faculty Handbook. The Graphic Design Department follows all policies in the College of Design Governance Document for the appointment, evaluation, renewal, and advancement of term, tenure-track and tenured faculty with exceptions addressed in the Graphic Design governance document.
- 3.) Special Membership Elections by voting faculty members
 - a) Elections shall be conducted for temporary replacements for persons who step down from service due to conflict of interest with a tenure, promotion or advancement candidate. The duration of the term shall be limited to the semester during which the case is being considered. The elected replacement shall serve for all cases being considered during that term.
 - b) Elections shall be held to elect replacements for persons who are advanced or promoted out of their rank or who are unable to complete their term; or who are on leave; or who resign. In order to maintain staggered terms, the replacement faculty shall be elected to complete the terms of the persons they are replacing in same rank or position, or for the duration of the term of absence for those on leave.
 - c) Elections shall be held to elect temporary replacements for members of the committee who are being reviewed, or considered for tenure, promotion or advancement. The duration of the term shall be limited to the semester during which the case is being considered. The elected replacement shall serve for all cases being considered during that term.

2) Post Tenure Review Committee

The faculty member under review and the Chair shall jointly appoint that faculty member's review committee. The faculty member and Chair shall ascertain that there will be no conflict of interest with the members of the Post Tenure Review committee and the faculty member under review. The committee shall consist of three members, all of whom shall hold tenured appointments and none of whom shall hold administrative appointments. At the request of the faculty member under review, one or two panel members may be chosen from outside the member's program. In all cases, however, the review committee members shall possess relevant knowledge and experience in the general field

and/or area of the individual member's specialization. The function of this review committee is to provide an independent perspective to assist the faculty member in their review process.

3) Search Committees

Search Committees will include five appointed members. The Chair will name a diverse panel. Responsibilities of the committee include assisting the Chair in position description, recruiting and interviewing prospective faculty candidates, maintaining search records, and recommending candidates to the Chair. Significant faculty involvement in the review and selection of applicants for new or vacant positions is basic to the successful recruitment and retention of a high quality faculty. In the College of Design, new faculty tenure-track and term faculty appointments are based upon a selection of candidates identified by a faculty search committee that has been appointed by the chair of the department in which the vacancy exists. Whenever possible, search committees are composed of tenured or tenure-track faculty with an appropriate representation of academic ranks and areas of specialization. When appropriate, persons from outside the department, and outside the university may be added to the committee. The search committee, in cooperation with the department chair and with approval of the dean, develops a notice of vacancy, job advertisement, establishes guidelines, conducts a national search, reviews applicant credentials, and recommends a list of three to five unranked final candidates to be considered for campus interviews. The committee and other faculty may also assist the department chair, as requested, in campus visitations. The committee votes on a final candidate and forwards its recommendation to the department chair. It is expected that the final selection process is accomplished with the full consultation of the department faculty who are not members of the committee. A department recommendation for a new faculty appointment is initiated by the chair and must be approved by the dean of the college and the provost before becoming effective.

4) Curriculum Committee

Responsibilities of the committee include developing, reviewing and recommending curricular requirements and policies for approval of the entire program faculty. They may also appoint ad hoc committees to study particular issues such as Undergraduate and Graduate curriculum and degree requirements. Voting on curricular issues, changes and policies are done by eligible voting faculty defined in Section II.B. and voting on items in Section II.E.3.

5) Honors and Awards Committee

The Honors and Awards Committee will consist of two faculty members elected by the voting faculty and the GD Academic Advisor, carry a three-year term. The chair of the Honors and Awards Committee shall be a faculty member and elected by the Honors and Awards Committee members. The Honors and Awards Committee chair will also serve as the Department's elected representative to the College Student Honors and Awards Committee. The Honors and Awards Committee shall review and recommend criteria, policies and procedures for the department's student awards and scholarships, as well as faculty awards. It shall also review nominations and make recommendations to the faculty for the department's student awards and scholarships.

6) Ad Hoc Committees

Ad hoc committees have temporary responsibilities for one-time tasks. Ad hoc committees are organized and their responsibilities defined by the Chair.

7) Department representatives for College of Design Councils and Committees

A faculty member from the Department of Graphic Design represents each council and/or committee. Each representative must be elected and voted by members in the department every three years in January/February. Only one faculty representative for each council or committee is allowed.

- a) University Faculty Senate

- b) College Liaison Council
- c) Academic Affairs Council
- d) Faculty Development Council
- e) Student Affairs Council
- f) Research, Extension and Outreach Council
- g) Budget Advisory Committee
- h) Lecture and Exhibition Committee
- i) Student Honors and Awards Committee
- j) International Programs Advisory Committee
- k) Core Design Program Committee (Only represented by department faculty if teaching in the core program.)
- l) Diversity Committee
- m) Operation Committee

8) Studio Lead On a regular and rotating basis, a faculty member teaching major department studios (ArtGr270, 271, 272, 273, 274, 370, 371, 470, 471) will act as a ‘Studio Lead.’ Faculty teaching the course that term will select their lead for that term. If a lead cannot be agreed upon by the faculty teaching those classes, the Chair will assign the lead.

The goal of a studio lead is to balance shared department goals and faculty academic freedoms in teaching. Faculty should only be Studio lead in one class per semester. Graduate students cannot serve as a Studio Lead.

Studio Lead responsibilities are:

- As early as possible in advance of the term, convene studio faculty teaching the course to share and discuss individual plans for the term;
- Ensure a majority of course objectives are common between sections;
- Shared understanding of what is being taught in each session, and what sort of projects are being used to address the course descriptions;
- Review the course description to suggest potential revisions for AAC;
- Coordinate utilization of any assigned teaching assistants;
- Identify coordinator of common studio events (ex: Senior Show);
- Recommend that faculty preserve project outlines and student examples each semester in a shared archive for class planning purposes.

G. Graphic Design Advisory Council

The Graphic Design Advisory Council meets at least once annually to consider major issues concerning the department. The Chair, with the consensus of the Graphic Design Department voting faculty, names the members of the advisory council. Members of the council are from among graduates and friends of the department and may also be nominated by the Graphic Design faculty, or current and past members of the Graphic Design Advisory Council. The membership shall be discussed and agreed upon by the faculty of the Department of Graphic Design.

III. Standards and Procedures for Faculty Promotion, Tenure and Term Advancement

A. The Department of Graphic Design has developed standards and procedures for the awarding of promotion, tenure, and advancement that have been approved by the faculty, the Dean of the College of Design and the University Provost. These standards and procedures are consistent with college and university promotion, tenure, and advancement policies, but set standards and procedures within the context of faculty and mission of the department.

The promotion and tenure standards and procedures are in **Appendix C** of the Department of Graphic Design Governance Document.

The procedures and standards for promotion, and advancement review for term faculty are in **Appendix C1** of the Department of Graphic Design Governance Document.

B. Within six months after arrival of a new faculty member as an assistant or associate professor, the Chair, in consultation with the new faculty member, will ask another faculty member to serve as a mentor. If both faculty members agree to the arrangement, the mentor's responsibilities will include introducing the new faculty member to the university and its operations, an annual meeting with the candidate to review and discuss professional activities and growth, and assistance in reviewing and offering suggestions for improving documentation for promotion and/or tenure. It is the responsibility of the new faculty member to seek out the advice of the mentor as needed. If either the mentor or faculty member wishes to end the relationship, the Chair is to be contacted in writing and a new mentor may be selected.

IV. Principles for Faculty Appointments, Evaluation and Merit Review

Principles for faculty appointments, PRS development, contract renewal, evaluation and merit review are outlined in the College of Design Governance Document. At the discretion of the Chair and the Graphic Design faculty, other documents may be used for evaluation of the faculty as a replacement for the College evaluation form outlined in COD governance Document.

V. Policy for Evaluating the Chair

The Department Chair is reviewed by the Dean with the assistance of the departmental faculty, normally in the penultimate year of the contract. Ad hoc committees may be identified by the Dean and/or the Chair to assist in the evaluation of performance and development. Reviews result in the following outcomes: a self-assessment by the administrator, a performance evaluation of the administrator and office, and the provision for formal consultation involving the Dean, the Chair and the department faculty.

Following this appraisal, the Dean and the Chair discuss results with reviews, thus providing an opportunity for exchange of ideas that would be of benefit to the individual, the department and the college.

VI. Policies and Procedures for Amending the Governance Document

Proposed amendments to the Department Governance Document, including the appendices may be requested by the Chair or by the voting members of the faculty. Proposed amendments are submitted to the Chair for inclusion on the agenda of the succeeding department faculty meeting. At that meeting, the proposed amendment will be presented to the faculty. At the next department faculty meeting, a simple majority vote of those voting faculty present shall be required for the proposed amendment to be submitted to the entire faculty for vote by written ballot. Two thirds of all voting faculty must vote in the affirmative for passage of an amendment. Amendments to the appendices are accomplished through simple majority vote of the voting faculty.

VII. Appendices

Appendix A: Mission and Vision of the Department of Graphic Design

Mission Statement

Our mission is to educate experiential communicators who enrich our ethical, social, cultural, and environmental future. We prepare students to be adept in the ever-evolving graphic design discipline in the creation of communication artifacts and systems that inform and inspire in virtual and physical environments.

Vision Statement

To be a premier educator of innovative, people-centered graphic designers.

Appendix B: General Organization of the Department

- A. **Teaching/Advising:** The Department of Graphic Design offers both undergraduate and graduate degrees in Bachelor of Fine Arts in Graphic Design, Master of Fine Arts in Graphic Design, Master of Arts in Art and Design with a specialization in Graphic Design and Master of Arts in Art and Design with a specialization in Environmental Graphic Design.
- B. **Research/Creative Activity:** The Department of Graphic Design pursues research opportunities that foster interdisciplinary design explorations and benefit the individual, academia, practice, and communities.
- C. **Extension/Professional Practice:** The department of Graphic Design subscribes to the concept of integrated outreach whereby faculty and students undertake collaborative design explorations to advance knowledge, develop a sense of civic responsibility, and serve the diverse communities locally, regionally, nationally and internationally.

Appendix C: Procedures and Standards for Promotion, Tenure and Advancement Review

The ISU Faculty handbook, the College of Design Governance Document and the Departmental Procedures and Standards deal with promotion, tenure, and advancement matters. Faculty questions or concerns regarding promotion and tenure standards and procedures should be reviewed with the DEO, faculty mentors, and/or the College of Design Associate Dean for Academic and Student Affairs. Departmental procedures and standards are as described in the departmental document approved on December of 2016, but are subject to the Documents of the College of Design and of Iowa State University.

Timetable for Review

1. September 15: Chair to notify probationary tenure-track faculty of upcoming review.
2. December 1: Tenure Track faculty intending to apply for Tenure and/or Promotion shall notify the Department Chair in writing.
3. Before March 1: Chair will initiate the review process for the subsequent year. Candidates for tenure review and faculty interested in promotion consideration will meet individually with the Chair.
4. April 1: Chair and the candidate to determine the external reviewers, and the request to be sent.
5. April 30: Turn in External documents to Chair.
6. May 15: Candidate 'external review documentation' to be sent to external reviewers. The letter written to the Reviewers shall be from the Department Chair and will introduce the task, explain the requirements at Iowa State University for tenure and the rank applied.
7. September 1: Reviews by external professionals and letters from collaborators and ISU colleagues to be received by the Chair.
8. First day of fall semester classes: Candidate review documentation to be submitted to the Chair.
9. September 15: Chair provides all materials to Department Promotion and Tenure Committee.

10. October 15: Department Promotion and Tenure Committee review to be completed with recommendation(s) submitted to the Chair.
11. October 20: Chair recommendations to be completed and candidate notified.
12. October 25: Chair to forward candidate's documentation and recommendations to the college. Dates for college committee review to be completed; recommendations to be submitted to the dean; dean's review to be completed; recommendations to be submitted to the provost and candidate notification will be determined and announced by the university and college administration.
13. Before May 15: or no later than established in The Faculty Handbook; whichever occurs first: Candidate receives official notification of action taken by the university.

The Outside Review Packages shall be ready for mailing and mailed by the Department Chair to the outside reviewers by May 15. If agreeable to the both the Chair and the Candidate, the Outside Review Packages may be uploaded to CyBox or the University equivalent for download, inspection and review by the External Reviewers or the candidate can send out a printed copy.

Process:

External reviewers shall be selected by the chair and remain anonymous to the candidate. The candidate is to recommend up to four (4) External Reviewers. The chair shall pick up to two (2) of those reviewers suggested by the candidate. The rest are at the choosing of the chair, who may at their discretion solicit nominations from other faculty. At total of no less than six (6) external reviewers shall be selected. In the event that none of the candidate's suggestions are able or willing to serve, then, the chair may select all the candidates or solicit suggestions from departmental faculty. The External Reviewers should have no conflict of interest as defined by the University, the College of Design or this Governance Document. In the case of Tenure and Promotion review, the Reviewer should not have had a substantial working relationship with the candidate including grants, research and publication or have served as a major professor to that candidate. In all cases when responding with a written report and evaluation of the review materials, the Reviewer shall state their relationship with the candidate or if they in fact have met them. In such cases, they will briefly describe how they know the candidate. Simply having met and spoken with the candidate shall not be reason to dismiss that reviewer.

During and before the review, regarding the process, the candidate shall not have contact with nor shall they ask the potential reviewer if they would be willing to serve. Nor shall the reviewer have direct contact with the candidate. That is under the purview of the chair of the department. All questions and answers shall pass between the candidate and the reviewer through the department chair.

Materials: submitted to the outside reviewers are at the discretion of the candidate, the department chair and the candidate's faculty mentor in consultation with one another. Those materials will include any and all materials that provide a complete and fair picture of the candidate. Refer to College of Design Promotion and Tenure Review Guide: Tab 5 for a list of those materials.

Appendix C1: Procedures and Standards for Promotion, and Advancement Review for Term Faculty

Term Faculty

Term faculty have appointments from one semester to five years depending on title and rank and are eligible for renewal based on the quality of performance and the continuing needs of the department. Term faculty appointments are subject to approval by the dean and Senior Vice President and Provost.

Performance evaluations conducted by the P&T Committee shall be completed at least every three years of employment, even for faculty in part-time positions. Evaluations for renewal of appointment and/or advancement will be conducted by an appropriate faculty committee and recommended by the department chair.

The Graphic Design Department follows all policies in the College of Design Governance Document for the appointment, evaluation, renewal, and advancement of term faculty appointments as outlined in section 5 except the Practice Faculty minimum qualification stated in 5.2.1.4. Minimum Qualifications for Term Faculty by Title and Rank.

Minimum Qualifications for the Practice Faculty

Assistant Professor of Practice: bachelor's degree plus 10 years of relevant industry experience • Associate Professor of Practice: bachelor's degree plus 15 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 20 years of relevant industry experience or five years of academic experience beyond the requirements for associate professor of practice.

Third-Year Review for Term Faculty

Third-year review for term faculty should take place in accordance with university and college guidelines during the spring semester of the third year of service. Term faculty must present evidence appropriate to their rank and will be evaluated primarily on the basis of the evidence of teaching and the performance criteria specified in an individual's PRS.

Eligibility and Criteria for Advancement to Term Associate Professor

After a minimum of five years of total employment as a lecturer and/or assistant professor, the individual has the right to be reviewed for advancement to term associate professor by the Department P&T committee. Review is not mandatory. Term associate professors have full or part-time renewable appointments of three to five years requiring notice of one year of intent not to renew. An outcome of the review process should be to provide constructive, developmental feedback to the individual regarding progress in meeting departmental criteria for advancement. There are three potential outcomes of this review including: 1) recommendation for advancement to term associate professor; 2) continuation of appointment as term assistant professor; or 3) one-year advanced notice of intent not to renew. Individuals whose appointments are renewed, but who are not recommended for advancement, are eligible to reapply in subsequent years. To advance to term associate professor, a term assistant professor is evaluated primarily on the basis of the evidence of teaching and the performance criteria specified in their PRS.

Dossier Requirements

A dossier will be submitted for review that includes a current vita in ISU P&T format, all PRS's in force during the period of review, all annual reports for the period of review, all student teaching evaluations for the period of review, and a student teaching evaluation summary chart prepared by the Dean's Office. In addition, peer evaluation of teaching or additional evidence of teaching performance may be provided. The faculty member shall also provide a statement on teaching philosophy and a brief narrative statement of accomplishments and future plans based on areas specified in the PRS. A portfolio of student work or other accomplishments in areas of the PRS are included. External letters are not required. The chair will indicate a deadline for materials to be submitted to the departmental P&T Committee.

Term Committee Review

Upon completion of the review, the departmental P&T committee shall provide a letter to the chair stating their findings and recommendations. The voting members of the Department P&T Committee for term faculty advancement reviews are elected tenured associate professors, professors, and term faculty

members of the committee as described in the Department of Graphic Design Governance document, section F.1.

The results of the review are to be communicated to the faculty member by the department chair in a face-to-face meeting and a written report summarizing: 1) relevant assessment and recommendation content from the P&T Committee report, 2) the results of any votes taken by the P&T Committee, and 3) the department chair's independent assessment and recommendations. The report should make clear to the faculty member the relationship between the body of materials submitted for review and the department chair's findings, and state the decision on renewal/nonrenewal of the appointment.

Eligibility and Criteria for Advancement to Term Professor

After a minimum of four years at the rank of associate professor, the individual has the right to be reviewed for advancement to professor by the Department P&T committee. Review is not mandatory. Professors have full or part-time renewable appointments of five years requiring notice of one year of intent not to renew. An outcome of the review process should be to provide constructive, developmental feedback to the individual regarding progress in meeting departmental criteria for advancement. There are three potential outcomes of this review including: 1) recommendation for advancement to professor; 2) continuation of appointment as associate professor; or 3) one-year advanced notice of intent not to renew. Individuals whose appointments are renewed, but who are not recommended for advancement, are eligible to reapply in subsequent years. To advance to professor, an associate professor is evaluated primarily on the basis of the evidence of teaching and the performance criteria specified in their PRS.

Advancement and Appointment Renewal for Term Faculty with Other Titles and/or Ranks

Term faculty members with titles and/or ranks other than those currently in the Faculty Handbook will be reappointed and considered for advancement on a case-by-case basis. The department chair will instruct the Department P&T Committee on procedures in an individual case. All cases for reappointment and/or advancement must go through a review and vote by the Department P&T Committee. Renewal of all term faculty appointments must be approved by the dean and the senior vice president and provost.

Appendix D: Guideline for Annual Review and Merit Salary Allocation

The procedures for annual review and merit salary allocation are outlined in the College of Design Governance Document and correlated sections of the ISU Faculty Handbook. For the department annual review, the chair informs each faculty member of the department timeframe, the material format to follow in preparation of the Faculty Activity Report (FAR) at the time department deadline is announced. If additional materials are requested after the deadline is set, the deadline requires adjustment matching such request. Each faculty member provides a written report following the format provided by the chair for the FAR deadline. The department chair shall evaluate the performance of each faculty member based on this report. If no format is given, the Faculty Activity Report includes the faculty's self-evaluation corresponding with the individual's Professional Responsibility Statement (PRS). While the PRS can be reviewed and changed at anytime, the annual review is a good time to re-evaluate the faculty's PRS in discussion with the chair. Student evaluations for course taught under the annual review timeframe should also be discussed. The annual review serves as the basis for determining merit salary increase recommendations. The Chair communicates in writing with each faculty the results of the performance evaluation. A face-to-face meeting is required for each faculty member with the department chair. This meeting includes the evaluation letter for each faculty member to review. The annual review serves as the basis for determining merit salary increase recommendations. Faculty members wishing to meet with the Chair to express disagreement with the evaluations must do within the university policies outlined in the Faculty Handbook. The faculty member has the right to communicate in writing their disagreement(s) with the Chair's evaluation and to have that written response accompany the Chair's recommendation to the Dean. Following this period, the Chair submits the merit salary recommendations to the Dean along with appropriate evaluative documentation.

Appendix E: Faculty Conduct and Grievance Procedures

As outlined in “Faculty Conduct Policy” and “Faculty Grievance Procedures” of the Iowa State University Faculty Handbook.

Appendix F: ISU’s Definitions of Conflict of Interest

Definitions

- **Conflict of Commitment:** An external activity with the potential to reduce the time and attention an employee can devote to their university responsibilities, and thus negatively impact their performance of assigned university duties, constitutes a "conflict of commitment."
- **Conflict of Interest:** Any external activity, significant financial interest or management role that has the potential to negatively impact objectivity in the execution of university duties is a "conflict of interest."
- **Consulting:** The term "consulting" refers to professional services to a non-university entity that are not a part of the employee's position responsibilities.
- **External Activities:** For the purposes of this policy, "external activities" means service and/or organized activities/employment which require a substantial and regular commitment of time, whether compensated or not, for a non-university entity. This term excludes scholarly activities undertaken as a part of the employee's position responsibilities.
- **Immediate Family Members:** For purposes of this policy, an "immediate family member" refers to spouse and dependent children. Domestic partners shall be treated as spouses for purposes of this policy. The definition is different in policies related to nepotism and purchasing.
- **Management Role:** Management role refers to a position in a non-university entity with oversight over or responsibility for the entity's strategies and/or operations. Examples include director, scientific director, board member, line officer, etc.
- **Non-University Entity:** The term "non-university entity" includes for-profit or not-for-profit entities outside of the university, such as corporations, companies, partnerships, sole proprietorships, associations and governmental entities (federal, state or local). The term excludes affiliated entities, which act for the benefit of the university (such as the Board of Regents, Alumni Association, ISU Research Foundation, ISU Foundation or the like).
- **Professional Activity Leave:** Supervisor-approved leave granted to faculty and P&S staff for external activity such as consulting.
- **Significant Financial Interest:** A "significant financial interest" is any financial interest that has the potential to compromise an individual's objectivity. The dollar value that is considered "significant" for the purposes of this policy is determined by the relevant federal or state law, or agency policy. See the Procedures, Applications, and Guidance for dollar values specific to each situation. Significant financial interest includes, but is not limited to:
 - Equity ownership or stock options. Excepted are equities held in retirement accounts or mutual funds.
 - Sole proprietor, partner, owner or member of a partnership or limited liability for-profit entity (includes remuneration from private consulting activities).
 - Consulting substantially related to patented or patentable intellectual property in which the employee has an interest.
 - Consulting for an entity that has a financial interest in or sponsors the employee's university scholarly activities.
 - Ownership of, or rights held in, intellectual property or research materials (which may include rights to receive royalties), the value of which may be affected by the outcome of the employee's university activities. Excepted are intellectual property and research materials held by ISURF.
 - Any of the above applicable to the employee's spouse and/or dependent children.
- **University Employee:** University employees for the purposes of this policy include all full-time and part-time faculty, professional and scientific staff, merit staff, contract employees, graduate

assistants, and post doctoral scholars. For the purposes of this policy those persons designated as emeritus faculty who receive sponsored funding through the university and those persons with uncompensated faculty rank, such as affiliates, collaborators, and visiting faculty are considered university employees; casual hourly employees are not considered university employees. The definition of employee is different for conflict of interest vendor and nepotism policies.

Appendix G: Resolution of Conflicting Documents

The Department Governance Document is intended to be consistent with the Faculty Handbook of Iowa State University and the College of Design Governance Document, all of which establish policies and procedures for the governance of Iowa State University and its component parts. Occasionally, however, revisions are made to the Faculty Handbook and College of Design Governance Document that are not immediately reflected in the Department Governance Document. Should conflicts exist among the documents, the policies found in the highest-level document shall prevail. In addition, the rules and regulations of the Faculty Handbook and College of Design Governance Document are still in effect, even if absent from the Department Governance Document.

The Department Governance Document shall be made publically available through a web link to a document web site provided to the Office of the Provost and the Faculty Senate. The Department is not responsible for the contents or policies contained in linked websites not controlled by the Department.

Appendix H: Governance Transition Plan

The materials under this section are in need of continued work and are the only part of the transitional plan for the department faculty to develop. These are notes by the document editor and can certainly be developed differently.

- When reviewing committees, I took out committees that functioned more like an Ad Hoc committee or were too massive to add service roles for 4 faculty members. Certain tasks are needed at certain times of the semester. Perhaps the Ad Hoc Committee description could be redeveloped to include standing committees not included in this document in a new way: See below for standing committees that were not included.
- The task to develop a review plan, process and procedure for the advancement of Associate Professor to Full Professor is needed. Since we only have one full professor, not sure how to proceed with this task.
- The task to develop a review plan for Faculty Professional Development Assignment should have a place in the governance doc. Could be part of the Ad Hoc Committee procedure, if expanded.

Standing committees that are not listed in this governance document and functions need to be included in someway:

Faculty Research and Development Committee

Responsibilities of the committee include the review and development of research and outreach opportunities and facilities in coordination with college and university. The department representative on the College Faculty Development Council will automatically be a committee member.

Computer and Technology Committee

Responsibilities of the committee include the regular assessment of equipment, informing faculty of funding opportunities, and serving as equipment advisory source for faculty. The elected representative to the College Services and Facilities Council will automatically be a committee member.

•• END of GD GOV DOC ••