

Food Science and Human Nutrition
Governance Document
Revision September 2017

I. PREAMBLE

A. HISTORICAL CONTEXT

In 1990 the Food and Nutrition and Food Technology departments merged to create the Department of Food Science and Human Nutrition (FSHN). The first governance document for FSHN was established in December 1992. The document was revised in July 1999 to incorporate new P&T guidelines based on those set down by the Colleges of Agriculture and Family and Consumer Sciences and was approved by a favorable vote of the Department faculty on April 25, 2000. With the creation of the College of Human Sciences in July 1, 2005, the establishment of the Interdepartmental Graduate Program in Nutritional Sciences in March 2006, the document was again modified and approved as written by a favorable vote of the Department faculty on October 2, 2006. The name of the College of Agriculture was changed to the College of Agriculture and Life Sciences in December 2006 and the document was modified thereafter to incorporate the new name. The NTER position policy was added and approved by a majority faculty vote in December 2008. The FST Graduate Admissions Committee and the Graduate Recruitment Committee were combined into the FST Graduate Admissions and Recruitment Committee by a faculty vote in April 2010. Changes in the Review of the Probationary Period and Post Tenure Review processes were made to reflect campus policies and approved by faculty vote in August 2012. Also the faculty voted to remove voting rights for courtesy faculty. In November 2013 the faculty voted to edit Section IX.B.c Post tenure review of faculty - to be in compliance with the University policy. Specific definition of meeting expectations and superior performance were included. In March 2015 edits were made including adding the chair of the FST Graduate Advisor Committee to the membership of the Curriculum Committee and defining that only FST graduate faculty will vote on curricular and programmatic issues related to the FST graduate program; clarification of the structure of the Promotion and Tenure Committee to 3 elected members and 1 alternate; clarifying abstention and conflict of interest descriptions in the P&T voting section; adding the process for collaborator status appointments; deletion of the description of 'superior' performance in post-tenure review to be in compliance with University policy; and other minor corrections. In May 2016 edits were made to update the Department mission, vision and values statements and the strategic areas of excellence that were approved in the 2016-2021 Strategic Plan, to add the P&S Awards Committee and the Strategic Planning Committee as standing committees, to add the process for promotion of NTE faculty, and other editorial changes to be in compliance with ISU policies and to clarify wording in several places. In December 2016 edits were made to include procedures for the hiring, review and promotion of the newly defined NTE ranks of Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor. Additional changes were made in the description of faculty ranks, including the role of Adjunct Faculty, to align with changes made by the Faculty Senate. A statement regarding responsibilities of Extension faculty was added to Section III.C.2. In September 2017 edits were made to align the governance document with ISU policies, to clarify timelines and criteria for faculty evaluations and to define criteria for emeritus status for NTE faculty.

B. SCOPE

This governance document establishes the basic policies and procedures that govern the Department of Food Science and Human Nutrition at Iowa State University, subject to the directives and regulations of the University and the Colleges of Agriculture and Life Sciences and Human Sciences.

C. PURPOSE

The faculty is the governing body of the department. This document is designed as a departmental document, to recognize the contributions, roles, and responsibilities of all members of the department. The primary purpose of this governance document is to provide an orderly, efficient, transparent, and fair means of departmental decision making and to provide opportunities for open discussion and the representation of various viewpoints in the formulation and implementation of policies and procedures that concern the department and its faculty, staff, and students.

II. MISSION (as stated in the FSHN Strategic Plan)

Our mission is to enhance sustainable food, nutrition and healthcare systems that promote human well-being and improve the quality of life through education, research and outreach in food science, nutritional sciences, dietetics and nursing.

Our vision is to be a global leader in food science, nutritional sciences and human health by integrating outcomes driven education, collaborative research and knowledge application through research.

Our values

Promote health through food, nutrition and lifestyle

Design and deliver relevant, innovative, high quality curricular offerings to optimize student learning and retention

Achieve national and international recognition for excellence in our strategic areas

Integrate and develop sustainable, responsible, novel technologies that advance our mission

Promote collaborative, interdisciplinary and systems research

Advance a culture of diversity, inclusion, social justice and equality

Enhance community with our alumni, friends and stakeholders

Our Strategic Areas of Excellence

Community Education for Health and Food Safety

Food Safety and Quality

Functional Foods and Packaging

Green and Sustainable Food and Biomaterials Processing Technologies

Nutrition, Lifestyle and Health in Early-Life

III. DEPARTMENT ORGANIZATION (See Appendix for Department Organizational Chart)

A. DEPARTMENT CHAIR

The Department Chair of the Department of Food Science and Human Nutrition shall be a tenured regular member of the department. This person shall be appointed by the deans of Agriculture and Life Sciences (CALs) and Human Sciences (CHS) after consultation with members of the department, and with the approval of the Senior Vice President and Provost of Iowa State University and the Board of Regents. The Chair serves a 5-year term, with possible renewal. The department is responsible to both deans and represents the faculty, staff, and students. The Department Chair is responsible for administering department activities by providing leadership and delegating authority in but not limited to the following:

- 1) Academic Affairs
 - a. Directing instruction, research, extension and service activities
 - b. Developing, evaluating and improving curricula and the quality of instruction
 - c. Maintaining high academic standards
 - d. Procuring extramural and intramural funds to support research, extension, and innovative educational strategies
 - e. Approving student programs for graduation
 - f. Tracking trends in higher education and the food science and nutrition professions
- 2) Faculty Affairs
 - a. Guiding professional development of faculty and staff, including annual discussion of performance
 - b. Facilitating interaction among faculty
 - c. Promoting an environment conducive to interdisciplinary programs
 - d. Evaluating faculty members and recommending reappointment, graduate faculty membership, promotion, tenure and salary adjustments
 - e. Recruiting, hiring and mentoring new faculty members
- 3) Student Affairs
 - a. Providing curricular and career advisement
 - b. Developing and maintaining student recruitment efforts
 - c. Recommending students for honors, financial awards, scholarships and assistantships
 - d. Contributing to resolution of student complaints and grievances
 - e. Promoting development of student organizations
- 4) Internal Affairs
 - a. Assuring an atmosphere of excellence through support and encouragement of camaraderie, growth, interaction, high performance and professional recognition of all faculty, staff and students
 - b. Appointing all department officers and committees, or conducting elections
 - c. Convening and presiding over departmental meetings

- d. Establishing and maintaining intradepartmental communications
 - e. Preparing and administering allocation of annual budgets
 - f. Allocating and supervising the use of departmental facilities, equipment, and supplies
 - g. Hiring, supervising, evaluating, designating responsibilities of, and guiding development of staff personnel
 - h. Establishing and maintaining department record-keeping systems in accordance with university guidelines
 - i. Assuring compliance with university Office Procedure Guide
 - j. Maintaining an administrative office in both the Food Sciences Building and MacKay/Human Nutritional Sciences Building complex
- 5) External Affairs
- a. Promoting effective communication between the department, affiliated centers, decision makers, professionals, agencies, industries, and boards.
 - b. Assisting in developing, communicating and interpreting university, college, and department policies
 - c. Serving as spokesperson for department faculty, staff, policies, and activities to officials of CALS, CHS, the University and the public
 - d. Being responsible for the department's performance of all duties and activities assigned by the Dean of CALS or CHS and the University
 - e. Establishing and maintaining external departmental communications by such activities as newsletters and open houses

B. ASSOCIATE DEPARTMENT CHAIR

The Department Chair may appoint an Associate Department Chair with areas of responsibility as assigned by the Department Chair. The Associate Department Chair of the Department of Food Science and Human Nutrition shall be a tenured regular member of the department, appointed by the Department Chair in consultation with the faculty and the Department Chair Advisory Committee (DAC). The term of the associate Department Chair shall be agreed upon by the Department Chair and the associate Department Chair and shall end no later than the term of the Department Chair. The Associate Chair will have the following responsibilities:

- 1) Annual Academic Course Scheduling Responsibilities
 - a. Schedule classes and oversee catalog listings.
 - b. Propose faculty teaching assignments to Chair.
 - c. Coordinate undergrad TA recruitment
- 2) Personnel Supervision Responsibilities:
 - a. Perform a yearly activity review of any assigned supervisees in spring and report to the Chair
 - b. Non-tenure eligible faculty – regular communication – secondary supervisee unless otherwise assigned
 - c. FSHN Academic advisors – meet as needed – secondary supervisee
- 3) Committee Responsibilities
 - a. Curriculum – serves as Chair of the FSHN Curriculum Committee
 - b. Outcomes Assessment/Undergrad – member
 - c. Departmental Advisory Committee – member

- d. Others as agreed upon with the Chair
- 4) Miscellaneous Responsibilities
 - a. Serve as department liaison to the Disabilities Resources Office
 - b. Report to colleges with requested information on academic issues
 - c. Communicate with other Department Chairs or faculty on specific issues related to curriculum
 - d. Visit classrooms and perform peer evaluations of teaching as requested by faculty or the Chair
 - e. Participate in faculty annual reviews to discuss teaching issues as requested by the Chair
 - f. Sign various documents on own authority or for Chair in his/her absence
 - g. Responsible for teaching laboratories in Food Sciences, MacKay Hall and Human Nutritional Sciences
 - h. Keep current on recruitment activities, special projects related to academic programs, FSHN Learning Community, etc.

C. FACULTY

The department has the right, subject to college and university regulations, to designate categories of faculty membership and to select the members of its faculty and staff.

- a. FSHN follows the guidelines defined in the *ISU Faculty Handbook* Chapter 3 for tenure-track and non-tenure track (NTE) faculty appointments and policies.
- b. **Adjunct faculty** are NTE faculty appointments with the rank of Adjunct Assistant Professor, Adjunct Associate Professor or Adjunct Professor that are not permanently budgeted positions. Adjunct faculty must have completed the doctoral degree to be eligible for these positions. Adjunct faculty are eligible to vote on departmental policies with the exception of discussions or voting on promotion or tenure issues. They are eligible to be members of the Graduate Faculty.
- c. **Clinical Faculty** are NTE positions with the rank of Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor. These are limited term positions (1-3 years for Clinical Assistant or Associate, 3-5 years for Clinical Professor) with possibility of renewal. Clinical faculty are required to have a PhD or equivalent degree and will have a professional license (e.g. Registered Nurse, Registered Dietitian, or Doctor of Medicine) that is required to conduct the responsibilities of the position. Clinical faculty will have the same duties and responsibilities as tenure-track faculty with the exception of not participating in evaluations or voting for promotion and tenure of tenure-track faculty. Clinical faculty may be engaged in evaluations and voting on NTE faculty promotions.
- d. **Courtesy** members are faculty members who receive no portion of the departmental budget for salary but who are recognized as contributing to departmental programs and activities upon request and mutual agreement. Such persons hold one or more faculty positions in other units of the university. The participation of courtesy faculty members in FSHN activities is reviewed annually by the Department Chair.

Courtesy faculty are expected to participate in at least one departmental activity such as the following:

- Teach or team-teach one or more FSHN courses (this may include courses in the faculty member's home department that are cross-listed in FSHN);
- Regularly attend FSHN faculty meetings and retreats;
- Actively serve on at least one FSHN committee or task force each year.
- Serve as graduate student major professor or on Program of Study Committees

Committee and teaching assignments must be agreed upon by the faculty member and the Department Chair of FSHN as well as the Department Chair of the department in which the faculty member has a primary appointment.

- e. **Affiliate** membership is for persons who are not paid by the university. Such appointments are granted to permit scholarly activities that benefit both the person and the department. Affiliates are expected to engage in one or more of the following activities:

- Collaborate with FSHN faculty on research projects
- Provide learning and/or internship opportunities for graduate or undergraduate students
- Collaborate or assist with teaching or student learning activities
- Serve on graduate student Program of Study Committees

Affiliates are not tenured, do not service a probationary period leading toward tenure, and do not participate in the University's benefits program. Affiliate titles cannot be used while consulting, serving as expert witness in trials or in policy discussions. Affiliates are expected to submit an annual report to the Department Chair of their contributions to the department.

- f. **Named Endowed Professorships and Chairs** are special appointments with criteria defined by a Donor and the ISU Foundation. Appointments are made by the Department Chair, in consultation with the College Dean and with the approval of the Provost. If appropriate and possible, a Center Director, DAC or a faculty task force may be convened to provide recommendations on the appointment. Appointments are for a defined period, typically 3 years, with reappointment possible. Awardees are expected to fulfill the expectations of the position and failure to do so may result in removal of the title prior to completion of the term.

2) Duties and Responsibilities of Faculty

- a. Tenure-Eligible Faculty:

1. **Position Responsibility Statement (PRS):** A position responsibility statement (job description) for each faculty member shall be written by the Department Chair and faculty member during his/her first year and will describe the research, teaching, extension, outreach, service, administrative or other responsibilities expected of the faculty member. The PRS is typically prepared at the time of hire, and should be updated every 5 years or if there is a change of status, appointment, or other significant modification in responsibilities. The PRS will be signed and dated by the Department Chair and faculty member and a copy retained in the main office. A change in the PRS may be initiated at any time by the Department Chair or faculty member. Should the faculty member and Department Chair be unable to agree upon the PRS, the PRS Mediation Panel is consulted. This statement or its

revisions should guide all subsequent reviews (annual, promotion, tenure, and post tenure).

2. **General:** Members of the department shall maintain high standards of professional ethics. The department is committed to free and critical inquiry and preservation of academic freedom. Faculty members shall pursue these ideals within existing university policies and procedures as outlined in the most recent *ISU Faculty Handbook*. They also have responsibility to aid in outreach appropriate to departmental activities.
3. **Teaching and Learning:** The department shall provide a faculty and staff that will furnish appropriate and comprehensive education toward undergraduate and graduate degrees in food science and human nutrition and related areas. Student advising, related to academic and career opportunities, also will be provided. Classroom, laboratory, clinical, and industrial learning opportunities will be provided that incorporate scientific principles and their application to food science and human nutrition. Teaching faculty are encouraged to maintain high academic standards, to participate in outcomes assessment training, and to explore and utilize innovative teaching technology.
4. **Research and Scholarship:** All faculty are expected to engage in creative scholarly activities. Faculty will conduct imaginative research to provide knowledge that can be used to advance food science and human nutrition and benefit society. Research faculty will provide scientific training and research experiences for students preparing for careers within our discipline and related fields and for other interested scientists. Research and creative scholarship includes the development and communication of new information, knowledge, interpretations, insights and methods, as suitable to appropriate audiences. Research and review articles, bulletins, manuals, pamphlets, books, book chapters, teaching aids, and grant proposals are major indices of creative research and scholarship. The value of the creativity and scholarship of a particular item depends on its originality and significance of its insights to the development of theory or its potential for practical application. It is expected that the majority of research and scholarly activities are communicated to and validated by peers beyond the university.
5. **Extension and Outreach:** Faculty members of the department with Extension appointments will provide educational leadership and scholarly activities in food science and human nutrition programs and materials for the public and/or industry. Specific Extension activities, programs and materials will be in alignment with the ISU Extension and Outreach plan of work. The value of the scholarship of a particular item depends on its originality and significance of its insights to the development of theory or its potential for practical application. Faculty with Extension appointments will work with both the FSHN Department Chair and the Associate Dean of Extension from their respective college in defining their PRS and in their annual and promotion reviews. Extension faculty are expected to participate in all required Extension workshops and training sessions, in addition to their departmental obligations.

6. Technology transfer and economic development: FSHN scientists shall be involved in research programs and activities especially in the planning, data analysis, and transfer and application of knowledge for the public good. Efforts leading to economic development through new technology, patents, commercial endeavors or related activities are encouraged. Faculty will report and follow Conflict of Interest policies as defined by the University in all matters. All faculty of the department shall be expected to contribute to outreach and technology transfer endeavors when appropriate. Likewise, cooperation with food and nutrition-related agencies and societies with education programs, other ISU departments and units to conduct interdisciplinary educational programs is expected of all faculty.
7. Service Responsibilities: Faculty of the department shall engage in departmental, college, university and professional service. The amount of service shall relate to the person's appointment and other academic responsibilities. Faculty are encouraged to be active in state, national, and international food science and nutrition related organizations.
8. Administrative and Other Special Assignments:
 - a. *Faculty with Departmental Administrative Roles:* The Department Chair shall appoint committee chairs except the chairs of the Promotion and Tenure, Faculty Review, and Departmental Chair Administration Review committees and make administrative assignments such as the Associate Department Chair, Director of Graduate Education (DOGE), Director of the Dietetic Internship Program, Director of the Didactic Program in Dietetics and Director of the Midwest Dairy Food Research Center.
 - b. *Faculty with College or University Administrative Roles:* Any changes in proportion of appointment time for faculty members must be agreed upon with the Department Chair. If the change in the faculty member's appointment will have an impact on the teaching, research, or extension appointments of other members of the faculty, the Department Chair consults with the associate Department Chair, the affected faculty members, and the Department Chair Advisory Committee to plan how departmental needs will be met with the role change.
 - c. *Faculty with Non-University Administrative Roles:* Leadership in the profession is an important role of faculty members. The departmental guidelines on promotion and tenure (section VIII.B) states: all faculty members are expected to participate in and make significant contributions to appropriate technical, professional, or scholarly societies. Serving as an elected or appointed officer in a professional organization or as a journal editor may require significant time away from usual university responsibilities and may require university resources such as office space and clerical assistance to support the activity. Before accepting any such offer or appointment, a faculty member should meet with the departmental chair and other departmental administrative staff appropriate to the individual's appointment (e.g., Associate Department Chair, Extension Program Leader, etc.) to discuss the implications for the department and obtain approval to accept the appointment.

b. Non-Tenure Eligible Faculty:

1. Position Responsibility Statement (PRS): A position responsibility statement (job description) for each faculty member shall be written by the Department Chair and faculty member during his/her first year and will describe the research, teaching, extension, outreach, service, administrative or other responsibilities expected of the faculty member. The PRS is typically prepared at the time of hire, and should be updated every 5 years or if there is a change of status, appointment, or other significant modification in responsibilities. The PRS will be signed and dated by the Department Chair and faculty member, a copy provided to the faculty member and the original retained in the main office. A change in the PRS may be initiated at any time by the Department Chair or faculty member. Should the faculty member and Department Chair be unable to agree upon the PRS, the PRS Mediation Panel is consulted. This statement or its revisions should guide all subsequent reviews (annual, promotion, tenure, and post tenure).

2. All non-tenure-eligible faculty share the same rights, privileges, and responsibilities of tenure-eligible faculty in normal departmental functions. They are expected to attend faculty meetings, serve on appropriate department committees and task forces in relation to their role in the department, and vote on issues concerning the department's academic programs (e.g. curriculum changes, advising policies). Non-tenure-eligible faculty may not participate in promotion/tenure discussions or voting for tenure-eligible faculty. The department encourages non-tenure-eligible faculty to attend professional meetings and engage in other forms of professional development. Depending on the resources available, the department will try to assist in the financial support of such activities (e.g. contribution to travel costs to attend a meeting). NTER appointees do not have departmental voting rights.

3. Non-tenure eligible faculty with more than 10 years of continual service to ISU will be eligible for consideration of emeritus status at their retirement. Qualifications for emeritus status include consistent, effective and productive activity within their PRS assignments throughout their term of service. Faculty requesting emeritus status should provide a letter of request and their current curriculum vitae to the Promotion and Tenure Committee (PTC) Chair. The Department Chair will submit a letter to the PTC that describes how the faculty met or did not meet expectations in their professional responsibilities during his/her appointment. The PTC Chair will make these materials available to eligible voting faculty and will call a faculty meeting to discuss the nominee's contributions and qualifications. Eligible faculty to be included in the meeting and vote will be all tenure-track and non-tenure track faculty currently employed by FSHN. The PTC will compile a summary of the faculty discussion which will be made available to the eligible voting faculty. An electronic ballot indicating support or do not support emeritus status approval will be held by the eligible voting faculty. The PTC will compile the votes and generate a report outlining the qualifications of the nominee, and recommendation of either support or do not support emeritus status that will be submitted to the Department Chair and made available to the eligible voting faculty. The Department Chair will communicate the faculty decision to the nominee and to the Dean of the candidate's college.

- c. Collaborators, affiliates, visiting and temporary hires are expected to engage in departmental activities and may attend faculty meetings but do not have voting rights on any FSHN issues.

- 3) Duties and Responsibilities of Professional and Scientific (P&S) and Merit Employees: These employees have their responsibilities defined in a Position Description clearly identifying the goals and objectives of each position. These goals and objectives are defined and mutually agreed upon by the employee and the supervisor.

IV. Standing Committees

Members of the standing committees, with the exception of those instances in which membership is specified by the duties of particular staff or faculty or by the representative office held or determined by election, will be recruited by the Department Chair from faculty members who represent a mix of disciplines, P&S employees, merit staff, and students as needed to accomplish the work assigned to each committee.

In general, terms of committee assignments will begin August 1 and end July 31, except for the Seminar Committee which begins and ends on May 15. Faculty members with voting rights are expected to serve on their assigned committees. Chairs of all standing committees, with the exception of the Faculty Review, Promotion and Tenure, and Department Chair Administration Review committees, are appointed by the Department Chair. Ex officio members are full members with voting rights; this designation refers to the standing appointment related to another departmental role (e.g. DOGE, advisor liaison).

Standing committees in the department include, but are not limited to, the following. Committees can be added or deleted to meet the changing needs of the department but all changes must be approved by a faculty vote.

A. Faculty Awards: The Faculty Awards Committee notes awards that are available for which our faculty, and alumni might qualify and prepare appropriate nomination applications. The tasks of nominations are divided up among the committee, usually at a meeting in September. Deadlines for nominations come at various times of year, but the call for and criteria for college and university awards are generally published in early fall. The committee also considers nominations for professional and national awards. Nominations from previous years that were not successful may be passed on to the new committee.

Membership of the committee will include six faculty members and one graduate student. The Department Chair will assign an FSHN staff member to provide support to the committee and serve as a liaison with the Staff Awards Committee.

B. Staff Awards: The Staff Awards Committee notes awards that are available for which our staff might qualify and prepare appropriate nomination applications. The tasks of nominations are divided up among the committee, usually at a meeting in September. Deadlines for nominations come at various times of year, but the call for and criteria for college and university awards are generally published in early fall. The committee also considers nominations for

professional and national awards. Nominations from previous years that were not successful may be passed on to the new committee.

Membership of the committee will include five staff members. The department Communications Program Assistant will support the activities of the committee and serve as a liaison with the Faculty Awards Committee.

C. Information Technology: The Information Technology Committee has the following responsibilities:

Recommending policies for using shared resources and department support, developing a plan for shared computer (software and hardware) resources, establishing priorities for department purchases and program support, advising faculty and staff on availability of state-of-the-art software, allocating and overseeing resources distributed to the department from student computer fees, providing departmental representation (the chair or a designate) for the CHS Computer Resources Committee and CALS Technology Advancement Committee, and providing oversight for departmental computing resources.

Membership of the committee will include the department Information Technology staff member who serves as chair, two faculty members, a representative of the administrative staff, and an undergraduate and graduate student per the GSB/GSS covenants for distribution of computer fees.

D. Curriculum: This committee is in charge of Food Science and Human Nutrition undergraduate curricula implementation and evaluation. This committee recommends and develops policies and procedures for curricular standards, reviews catalog offerings and degree requirements, and initiates discussions on future curricular matters. The FSHN Curriculum Committee will implement curriculum revisions based on documented changes in learning provided by FSHN Outcomes Assessment Committee. Faculty members may individually or in groups make curriculum recommendations to the committee. The committee is advisory to the Department Chair and the department faculty. The department Associate Chair serves as the committee chair, and either serves as the department's representative to the college curriculum committees or assists the Department Chair in selecting other committee members to represent the department on the college committees.

Membership of the committee includes the Associate Department Chair who serves as chair, four faculty members with representatives from the disciplinary areas of food science, dietetics, nursing and nutritional science, Chair of the Food Science and Technology Graduate Advisory Committee and the academic advisor (ex officio). An undergraduate and graduate student will also serve. All members vote; but the chair votes only in case of a tie. The Department Chair will assign an FSHN staff member to provide support to the committee and assist with minutes and documentation of curricular revisions.

E. Department Chair Administration Review: When called upon, this committee is responsible for conducting the Department Chair evaluation process described in section VIII.C.

The committee is elected by the faculty and consists of three faculty members who have been employed in the department for a minimum of six months. The Department Chair will assign an FSHN staff member to provide support to the committee.

F. Department Advisory Committee: This committee acts in an advisory capacity to the Department Chair on administrative issues, academic matters, and faculty and staff development. The membership is drawn from faculty and staff, including those serving in designated administrative roles and in other program leadership positions. In addition, one at-large member is elected to a one-year term by the faculty. The composition of the committee varies with changing activities of the department and the university. Those serving as representatives of department program areas are responsible for reflecting the concerns of their respective groups. The Department Chair will assign an FSHN staff member to provide support to the committee..

G. Departmental Seminars and Lectureships: This committee is responsible for planning and scheduling seminars (exclusive of seminars offered for credit) and planning and hosting funded lectureships (e.g., BK Watt and Lotte Arnrich).

Membership of the committee will include seven representative faculty members from each discipline, and a graduate student from each discipline. Faculty representatives will include the instructors for FSHN 681. Faculty representatives will include members of the Nutritional Sciences Council who are assigned to coordinate the Modern Views in Nutrition seminar series. The Department Chair will assign an FSHN staff member to provide support to the committee. Seminar committee appointments begin and end May 15 rather than August to facilitate seminar scheduling.

H. Faculty Review: This committee conducts post-tenure review of faculty members. This elected committee will be composed of four tenured faculty members and will include at least one Professor. Committee members will serve a two-year term and are not eligible for re-election for two years after completing a term. Two members will rotate off the committee in alternating years. The Department Chair and the Associate Department Chair are not eligible for membership on the committee. The committee shall always include at least one member from nutrition and one from food science. Committee members will be elected by a vote of all tenure-track faculty members. Faculty members cannot serve simultaneously on the Faculty Review Committee and the Promotion and Tenure Committee. The committee will meet in September each year to select its chair for the upcoming academic year. The Department Chair will assign an FSHN staff member to provide support to the committee.

The functions of this committee will be:

1. To evaluate faculty review documents of designated faculty members
2. To submit to the Department Chair a written report along with all documents provided by the faculty member. External letters of evaluation are not required.
3. The chair of the committee will serve as a member of the PRS Mediation Panel

I. Food Science Graduate Recruitment and Admissions: This committee is responsible for defining, implementing, and assessing the graduate student recruitment plan, and for developing and improving application procedures and approving and admitting new graduate students. The specific functions include:

1. Develop recruitment activities, identify recruitment opportunities and enlist support from the faculty to participate in recruitment activities.

2. Oversee the development of recruitment materials, including the departmental webpage as related to student recruitment and participate in graduate recruitment events.
3. Establish the graduate application deadlines and procedures for receiving, compiling and processing graduate applications.
4. Provide counsel to students interested in applying to the department graduate programs.
5. Coordinate visits of students interested in applying to the department graduate programs.
6. Review completed applications and recommend to the DOGE for denial or admittance.
7. Inform faculty of the status of newly accepted students.
8. Coordinate applications for Biotechnology, HS college scholarships, Miller Fellowship, GMAP, etc, for new graduate students.
9. Participate in new graduate student orientation.
10. Survey faculty concerning graduate student needs for the next year (at the end of fall semester).

Membership of the committee will include four faculty members. There will be an overall chair and a co-chair who oversees the recruitment activities. The FST DOGE serves as ex officio. One graduate student will also serve on the committee. The Department Chair will assign an FSHN staff member to provide support to the committee.

J. Graduate Education: This committee will provide oversight for all graduate degree programs associated with the department (FST, IGPNS, Diet & Exer, MPP-D, GPIDEA-Dietetics, Ag-IDEA-FSD Certificate) in order to support the mission of graduate education in FSHN and ensure consistent expectations for students mentored by FSHN faculty. The committee will meet as needed to discuss issues and policies that affect all graduate students, and make recommendations to the faculty regarding policy. The Committee will be responsible for organizing new graduate student orientations, conducting annual graduate student evaluations, making Teaching Assistant assignments in collaboration with the Associate Department Chair, and collecting TA performance evaluations from instructors, and soliciting, collecting, and evaluating Graduate College Research and Teaching Excellence Award nominations.

Membership will include the DOGE's for each of the respective graduate programs. The Department Chair will assign an FSHN staff member to provide support to the committee.

K. Food Science and Technology Graduate Advisory Committee: This committee will oversee the curriculum for the MS and PhD programs in Food Science and Technology, including assessing the quality and effectiveness of the curricula, proposing and reviewing course development and revisions, coordinating scheduling of courses, providing recommendations to the faculty for modifications to the curricula and conducting outcomes assessment of the graduate curricula. The FST Graduate Advisory Committee will also provide oversight of all aspects of the FST graduate programs including, management of the student handbook and ensuring assessment of student progress.

Membership of the committee will include the FST DOGE (who will serve as Chair), two faculty with active teaching and research in FST graduate programs, one FST graduate student, and will

be supported by the Graduate Student Services staff. The FST Graduate Advisory Committee chair, or designate, will be a voting member of the Curriculum Committee to facilitate curricular discussions for the graduate program. The Department Chair will assign an FSHN staff member to provide support to the committee.

Voting on issues unique to the FST Graduate program and its curriculum will be limited to faculty with Graduate Faculty status in the FST graduate program.

L. Library Liaison: The Library Liaison serves as the departmental contact for any issues related to the library, such as procurement of books related to food science and human nutrition, changes in journal subscription or other library related activities. One faculty member is appointed to this position by the Department Chair.

M. Promotion and Tenure: This elected committee will be composed of three tenured FSHN Professors with an additional alternate member. Alternate members (designated as the next highest vote recipient and who maintains disciplinary representation) will serve in instances where a committee member has a conflict of interest, resigns or retires, or is otherwise unable to serve. Committee members will serve three-year terms and are not eligible for re-election for two years after completing their terms; one member will be elected each year. The Department Chair and Associate Department Chair* are not eligible for membership on the committee during their terms as Department Chair or Associate Department Chair. The committee chair will be the person serving his/her third and final year on the committee. Committee members will be elected by a vote of all tenure-track faculty members. The committee shall also include at least one member from each discipline (food science and nutrition). If necessary, a re-election will be held to ensure disciplinary representation.

*For purposes of promotion and/or tenure considerations, the associate Department Chair functions in the capacity of a faculty member except s/he is ineligible to serve on the PTC. FSHN faculty serving on college and/or University Promotion and Tenure Committees will vote at the department level, and abstain from voting on their colleague's promotion packet at any level outside the department.

The functions of this committee will be:

1. To meet by May 15th with the Department Chair and the candidates to clarify all steps, and material formats involved in the P&T process for the following year;
2. To advise in preparation of materials and to review for completeness and accuracy all materials for the purpose of promotion and/or tenure recommendation;
3. To prepare a list of 4-6 recommended external (off campus) reviewers from which the Department Chair shall solicit letters of review;
4. To make available for review by appropriate departmental faculty the written credentials of each candidate reviewed for promotion and/or tenure;
5. To call and conduct a meeting of appropriate departmental faculty* to review and discuss the credentials of each promotion and/or tenure recommendations for each candidate; and
6. To summarize the faculty vote and submit a written recommendation concerning promotion and/or tenure which includes a summary of the faculty discussion and the vote outcome to the Department Chair. The complete PTC summary will be made available to the eligible voting faculty.

7. The PTC summary will be provided to the candidate by the department chair. The Department Chair may request approval from the PTC chair to redact certain content to protect confidentiality or civility.

N. Scholarships: FSHN department-managed scholarships for undergraduate and graduate students are announced during fall semester. The scholarship committee reviews guidelines for each scholarship, determines format for submissions (in consultation with the Colleges) and announces the scholarships by flyer and e-mail in November/December. Scholarship applications are due in early February. The Undergraduate Program Assistant is responsible for organizing the applications for the committee after the deadline. A request for financial need figures from the Financial Aid office for scholarships based on financial need is made in late February. The committee arranges meetings for making scholarship decisions during March so announcements can be made before the end of spring semester. A request for the amounts of money in each account is made to ISU Foundation via the Department Administrative Specialist III.

The committee membership will include four faculty members and the Undergraduate Student Service Specialist.

O. Safety/Facilities: This committee is responsible for promoting a safe environment in FSHN laboratories and facilities. At the start of each semester, the committee organizes a department seminar for all faculty, staff, and graduate students to inform them of laboratory safety policies. Attendance at the safety seminar is mandatory for everyone involved in laboratory research. ISU Environmental Health and Safety (EHS) staff are consulted in preparing the seminar to provide the latest information on laboratory safety rules and regulations, procedures, and related matters. The Safety/Facilities Committee is responsible for encouraging FSHN faculty members to maintain their offices and laboratory spaces in a professional manner and condition. .

Membership of this committee will include three faculty members and sufficient research support staff to ensure the conduct of safe laboratory operations (including representatives from each building/facility). The committee is supported by the departmental staff member responsible for research and facilities.

P. Strategic Planning: This committee is responsible for development of and assessment of progress on the departmental strategic plan. Every 5 years, the committee will gather input from the faculty regarding the strategic goals and objectives for the department and draft the components of the strategic plan. The faculty will vote to accept the finalized plan. In other years, the committee will assess progress within the stated goals and objectives of the strategic plan and if necessary, propose modifications or adjustments to the faculty.

The committee will be comprised of the leaders of the Strategic Areas of Excellence which are defined by the faculty in the Strategic Plan. Leaders will be selected by the SAE groups and hold their position for a three-year term with the option of reappointment. The Department Chair, or his/her delegate will serve as the chair of the committee.

Q. Undergraduate Recruitment: This committee is responsible for defining, implementing, and assessing the undergraduate student recruitment plan for the department. The committee will develop recruitment activities, identify recruitment opportunities and enlist support from the faculty to participate in recruitment activities. The committee will oversee the development of

recruitment materials, including the departmental webpage as related to student recruitment. Typical recruiting activities include visits to high schools and community colleges, hosting visiting students and groups, FSHN days and similar events hosted by the colleges or campus. The committee works in collaboration with the college recruitment staff and programs, and members of the committee will serve on both CALS and CHS recruitment committees.

Membership of the committee will include five faculty members with representatives from each of the departmental programs, the Associate Department Chair and an academic advisor. An undergraduate student will also serve on the committee. The committee is supported by the department Undergraduate Student Services Specialist III.

R. Outcomes Assessment: This committee is responsible for the development and implementation of outcomes assessment plans for all FSHN curricula. The committee works with the FSHN Curriculum committee to document learning and to facilitate modification of course and program content based on student learning outcomes. The committee ensures that departmental outcomes are addressed within courses, encourages faculty to identify course-specific outcomes, and verifies the achievement of these outcomes through appropriate assessment strategies. The committee coordinates FSHN program assessment with college (CHS and CALS), university, and external accreditation (IFT, AND, etc.) assessment. The committee directs and may provide educational opportunities about outcomes assessment strategies for the faculty and regularly evaluates the effectiveness of the curriculum.

Membership of the committee will include five faculty representatives from each discipline and an academic advisor. Members are appointed to represent FSHN on outcomes assessment committees in each college. The Department Chair will assign an FSHN staff member to provide support to the committee.

V. OTHER DEPARTMENTAL SERVICE APPOINTMENTS

A. Department Service Coordinators: Appointed by Department Chair or Center Directors as appropriate.

Examples include:

- FSHN Club Advisors (as approved by the club members)
- Human Metabolic Unit Manager
- Sensory Evaluations Facility Manager
- Safety support
- Professor-in-Charge of lab or equipment

B. Centers: Some centers at ISU may share space and facilities with the department and have a parallel mission. These centers will interact with the faculty and staff of the department. Center directors will be in charge of their space, but the directors and the department will work closely together to insure that the goals of the centers are met. The centers can release space to the department or vice versa when the need arises. Should the centers complete their mission and be dissolved, the space shall revert to the department. Center directors with FSHN faculty appointments shall serve on department committees and fulfill their faculty responsibilities as agreed upon with the Department Chair.

C. External Advisory Committees: The Department Chair may form external advisory committees in consultation with the faculty. Members of such committees must be approved by the faculty prior to their appointments. External advisory committees serve to share ideas and resources with the department in order to enhance its ability to serve its intended audiences. External advisory committees do not have decision making power and do not hold any authority over the department. Typically, annual meetings of the EAC shall be held in the fall and spring.

VI. GENERAL FACULTY MEETINGS

Regular faculty meetings are held at least monthly during the academic year, with dates and locations announced at the beginning of each academic year. Faculty meetings may also be held during the summer months if necessary. In general, voting will not occur during the summer months, but if necessary, procedures described in section VII will be followed to ensure that B-base faculty members have the opportunity to vote.

All faculty members may attend. Departmental members with P&S or merit appointments may attend when agenda topics are germane to their position responsibilities. Graduate students, post-doctoral fellows and visiting professors may also be invited to attend meetings. The Department Chair will conduct the meeting, and the department support staff will record minutes. Minutes will be distributed to all faculty members and appropriate staff members and retained electronically.

Robert's Rules of Order shall apply to faculty meetings. A quorum of one person more than 50 percent of the faculty members eligible to vote and not currently on leave must be present for deliberations to be binding.

The agenda must be distributed to each faculty member at least 24 hours and preferably three days prior to any faculty meeting. The Department Chair will prepare the agenda, but all department members may submit items for the agenda. Items that are not on the printed agenda may be discussed but cannot be voted upon at the meeting. Only faculty members eligible to vote (defined in section VII) may vote.

Voting may be conducted by a voice vote or a show of hands. Any request for a secret, written ballot on any issue must be honored. A simple majority vote will decide an issue, including changes in the governance document. A majority is defined as more than 50 percent of the voting members plus proxies present or more than 50 percent of those voting in a secret, written ballot.

A faculty member may confer a proxy voting right upon another member. Absent faculty members must provide both the Department Chair and the proxy with a written verification of the proxy's authority.

VII. VOTING PROCEDURES AND ELIGIBILITY

A. Procedures: Departmental votes are conducted in one of the following ways: during department faculty meetings, by paper ballot, or by electronic ballot.

1. Paper Ballots: Voting on matters concerning promotion and tenure and third-year review are always conducted using paper ballots. Faculty members may request that paper ballots be used for any vote. In a paper ballot vote, a majority is defined as more than 50 percent of the votes cast within the time allotted for the vote. A minimum of five working days will be allotted for all paper ballot votes. Votes that are not cast are automatically considered abstentions.

2. Electronic Ballots

Votes on Departmental issues may be distributed and cast electronically via a secure system. In an electronic ballot vote, a majority is defined as more than 50 percent of the votes cast within the time allotted for the vote. A minimum of five working days will be allotted for all electronic ballot votes. Votes that are not cast are automatically considered abstentions.

In general, voting will not occur during the summer months. However, when circumstances dictate a summer ballot, the following procedures will apply:

- All ballots will be written
- The department administrative staff will ensure that written ballots are sent to all B-base faculty members and faculty members who are on leave or special assignment and which to participate in departmental votes.

Faculty members who are going on faculty improvement leave or special assignment and wish to participate in departmental votes during their absence should notify the Department Chair prior to departure and provide sufficient contact information.

- B. Eligibility: All regular faculty (including tenure eligible and non-tenure eligible), and P&S staff with administrative roles (e.g. Director of Dietetics, Academic Advisor), are eligible to vote except on matters concerning promotion and tenure. NTER appointments, collaborators, affiliates, visiting or temporary hires do not have voting rights. Only tenured and tenure-eligible faculty members may vote on tenure-track promotion and review issues (including votes for P&T and FRC committees and votes on candidates). The Department Chair does not vote on matters of tenure and promotion or third-year reviews. The Department Chair may vote on academic matters. The Associate Department Chair is considered a regular faculty member and is eligible to vote as such.

VIII. HIRING PROCEDURES

A. FACULTY POSITIONS

1. Regular Faculty Positions (tenure-eligible and non-tenure eligible (including Clinical Faculty))

The Department Chair shall appoint and advise ad hoc search committee composed of regular faculty members of the department. The search committee is advisory to the Department Chair. Committee membership shall be balanced in favor of disciplines appropriate to the position to be filled and may include one faculty member from an outside department at the university. The department Administrative Assistant shall be assigned to assist the committee.

A job description of the position to be filled shall be prepared by the committee together with the Department Chair and endorsed by the faculty. Final approval from the Dean is required. The position shall be appropriately advertised to ensure the diversity of

candidates intended through affirmative action and equal opportunity principles. As per University policy, the committee shall undergo diversity awareness training prior to starting the search.

The search committee shall receive and review applications and recommend to the Department Chair candidates to be interviewed. The search committee shall coordinate candidate interviews and shall solicit faculty evaluation of candidates. The search committee may also solicit evaluation from ISU faculty and staff members outside the department with whom the candidate might be expected to work, for example, Extension administrators or field staff or center directors.

The search committee shall submit evaluation of all interviewed candidates to the Department Chair, who shall make the final departmental decision and report his/her decision to the dean(s) and the search committee.

The Department Chair shall follow university procedures for faculty appointments as outlined in the *ISU Faculty Handbook*.

Faculty candidates that request tenure at the time of hire will be evaluated by the FSHN faculty as defined under B. Promotion and Tenure, and a faculty discussion and vote will be held. External letters of evaluation are not required, however the Department Chair and/or PTC will obtain verbal evaluations from at least three faculty external to ISU who have personal knowledge of the candidate. The candidate is required to meet with the Dean and Provost during the interview process.

2. NTER Appointments

NTER appointments will be approved at the department, college, and provost levels. Qualifications, standards, and procedures for ranks should be the same as for tenured and tenure-eligible faculty. Requests for NTER appointments in FSHN will be evaluated by a search committee, which is designated by the Department Chair, and comprised of tenured and/or tenure-eligible faculty. The search committee will provide the Chair with rank, term and departmental participation recommendations. The chair will seek input from the general FSHN faculty on making the appointment, but will have final decision for carrying the request forward. Typically, the term of an NTER appointment will be defined by funding availability. Should the funding source end, become insufficient to maintain the position or be otherwise inadequate to complete the term of appointment, the NTER position may be terminated by the Department Chair. As stated in the ISU policy, no state funding may be used to support NTER appointees, hence loss of funding is sufficient grounds for termination.

Research space, including laboratories and office, will be assigned to the NTER appointee by the Department Chair. There will be no obligation by the Department Chair to use departmental resources to cover expenses of remodeling, telecommunications, furniture or other costs associated with the NTER appointee. The Department Chair may negotiate with a tenured or tenure-eligible faculty member to share their research areas, however this must be a mutual agreement.

NTER may not be appointed by Centers or Institutes. Furthermore, the grant(s) providing funding for the NTER must be managed by the FSHN department before the NTER may be approved, and sufficient funding to provide salary for the NTER and adequate research expenses must remain within the department throughout the term of the NTER.

3. Adjunct Faculty Positions

FSHN will follow the standards for appointing Adjunct Faculty as defined in the *ISU Faculty Handbook*.

4. Visiting, Temporary, Affiliate, and Joint Appointments

The Department Chair shall follow university procedures for faculty appointments as outlined in the *ISU Faculty Handbook*.

5. Courtesy and Affiliate Appointments

A faculty member in another academic department that fully funds the faculty member's salary may be granted Courtesy faculty status in the FSHN Department. The Department Chair or faculty nominator shall present to the faculty members eligible to vote a request and rationale, including description of their potential contribution to the department, for the individual to be granted Courtesy Faculty status. By a confidential ballot the voting faculty shall approve or deny the request.

Affiliate appointments may be assigned to individuals not employed by ISU who provide expertise or skills of benefit to the FSHN department. The Department Chair or faculty nominator shall present to the faculty members eligible to vote a request and rationale, including description of their potential contribution to the department, for the individual to be granted Affiliate status. By a confidential ballot the voting faculty shall approve or deny the request.

6. Special Circumstance Appointments

Under special circumstances the department may appoint individuals to regular or adjunct faculty positions without an open search. Such circumstances might involve a qualified spouse of a new faculty member in another department or a newly hired administrator whose academic training and experience are appropriate to the department's mission.

An open search is required if an existing departmental budget line will be used for the position. If a new budget line is granted to the department for the position, the Department Chair shall appoint an ad hoc committee that shall arrange the interview process for the candidate, solicit faculty evaluations, and make recommendations to the Department Chair.

- B. P&S AND MERIT POSITIONS: Appointments shall follow personnel policies as outlined by ISU Human Resources.

IX. PERFORMANCE EVALUATION

Introduction: The Department Chair will conduct an annual conference with each faculty and staff member, or ensure that the appropriate supervisor conducts an annual conference. The purpose of this section is to set forth the departmental policies and procedures to be employed in the following types of performance evaluations:

- A. Annual Review of Faculty
 - a. Non-Tenure Eligible Faculty
 - b. Tenure-Eligible Faculty
- B. Promotion and tenure

- a. Review of Probationary Period - Third Year
- b. Promotion and Consideration for Tenure
- c. Post-tenure Review
- C. Department Chair review
- D. Associate Department Chair review
- E. Merit and P&S employee review

The document is based on the colleges and university documents on faculty and staff evaluation standards and procedures. Departmental review of department personnel will not differ based on college affiliation. The depth and purpose of the individual evaluations will differ among faculty, P&S, and merit staff, as well as among faculty, depending on rank, tenure status, and preference of the faculty member.

A. ANNUAL REVIEW OF FACULTY

a. All faculty (tenure-eligible and non-tenure-eligible) will be reviewed annually. The faculty member being reviewed will complete an annual activity report, based on calendar year, using the department template as appropriately amended to include only those responsibilities in the faculty member's job description. Pre-tenured faculty may submit their reports in the dossier format every year. Report materials are due by the end of January.

Other information to be used in annual reviews may include instructor/course evaluations (obtained for all courses and automatically placed into each faculty member's file), written evaluations and examples of materials (syllabi, course packets, lab manuals, exams, etc.) used in class.

In February, the Department Chair or designee will meet with the person under review to discuss activities, accomplishments, problems, concerns, and plans for the future. Depending on the role that the faculty member plays in the department, the Associate Department Chair, the Director of the Dietetics program or a Center Director may also participate in the meeting.

During or following the meeting, the Department Chair or designee will prepare a written summary of the annual review, noting accomplishments, concerns, and plans for the future. The faculty member will sign and return a copy of this report, acknowledging its receipt. The Department Chair will report on faculty activities to the respective Dean.

The faculty member should not be reviewed by someone with whom he/she shares an intimate, personal relationship

b. Appointments/Reappointments of Non-Tenure Eligible Faculty

A Lecturer or Clinician may be appointed for up to a 3-year term with criteria as defined in the *ISU Faculty Handbook*. The decision to extend the term for up to an additional 3 years rests with the Department Chair, will be based on the individual's annual reviews, and will be made in consultation with any faculty members who directly supervises the person under review. Recommendations of the departmental

chair will be forwarded through the appropriate college Dean and Provost for approval.

Adjunct Associate or Adjunct Professor, Clinical Associate or Clinical Professor, Senior Lecturers and Senior Clinicians may be appointed for terms of up to 5 years, plus a 1-year notification period if the appointment will not be renewed as defined by the *ISU Faculty Handbook*. They will be reviewed annually as outlined above, and will be reviewed for reappointment by a 3- member faculty committee at least once every 5 years, in a manner comparable to that used in the department for post-tenure review of tenure-track faculty. The decision on reappointment, including a summary of the review committee's findings, will be given to the individual in writing by the Department Chair and will be forwarded to the appropriate college Dean and Provost for approval.

NTER appointments will be reviewed annually by the Department Chair, using the same evaluation tools required of tenured and tenure-eligible faculty. Should the Department Chair determine that performance is inadequate, disruptive or inappropriate for the department, he/she may terminate the NTER appointment. Considerations for advancement in rank will be presented to the Promotion and Tenure Committee for review upon request of the appointee or the Department Chair. The P&T committee shall request appropriate documentation from the appointee in order to suitably evaluate performance. These documents will be made available to all FSHN faculty members and an open forum to discuss the appointee will be held under the direction of the P&T committee. The P&T committee shall make a formal report of their recommendation to the Department Chair who shall have final decision responsibility for carrying the request forward.

B. PROMOTION AND TENURE

The process for tenure begins when the faculty is hired. Pre-tenured faculty will be expected to attend departmental, college and campus workshops that clarify and explain the promotion and tenure processes and expectations. Pre-tenured faculty will develop their dossier over the course of their probationary period, in close consultation with their faculty mentors and the PTC.

a. Review of Probationary Period –Third Year

All tenure-eligible faculty will undergo a comprehensive review by the PTC after completing two years of service. This review is required of all tenure-eligible faculty and shall formally evaluate the faculty's progress toward promotion and tenure.

i. Timeline:

- In May of the second year, the Department Chair shall notify the faculty member and the chair of the PTC of the need for the third year review.
- By September 15, the PTC will meet with the faculty member to discuss dossier format, content, time lines, and other procedural issues. The dossier format is to be the same as the tenure dossier, with the exception of external letters. The faculty member is encouraged to work with their assigned

mentors and the PTC during this process, and the mentors are encouraged to attend the PTC meeting with their mentee.

- The faculty member will submit their third year review dossier to the PTC by January 30 – this will replace the annual performance review with the addition of any forms required by the department.
- The PTC will make the dossier available to tenured faculty for review during the first week of February and the PTC will call a meeting of tenured faculty to discuss the candidate’s performance as it relates to their PRS.
- Written ballots will be distributed to eligible voting faculty at the end of the discussion, and voting closed after one week.
- The PTC will record the vote and comments, and provide a written summary to the Department Chair by February 15. This summary will be made available to the eligible voting faculty.
- The Department Chair will meet with the faculty member to discuss the review, usually during the annual performance review. The PTC summary will be provided to the faculty member. The Department Chair, with approval from the PTC Chair, may redact sections of the summary, that would compromise confidentiality or civility, before sharing with the faculty member.
- The Department Chair will provide a written summary of the third year review to the faculty member that will include his/her recommendation by March 1.
- The Department Chair will share the recommendation with the college Dean by March 1.

ii. *Qualifications:* Evaluation shall be based on criteria related to the candidate’s assignments and position responsibility statement. It is not intended that each faculty must meet a certain set standard in each category. Nor is it possible or desirable to be quantitative about any of the criteria for promotion and tenure. Rather these guidelines are to be regarded as indicators of performance and achievement, which will be considered during the evaluation process.

Reappointment requires evidence of past accomplishments and achievements as well as promise of future growth and productivity. In all areas of activity, a faculty member must exhibit a strong sense of professional ethics and follow the guidelines in the Statement of Professional Ethics found in “Professional Policies and Procedures.”

iii. *FSHN Criteria:* In addition to university and college criteria, specific items or areas pertinent to FSHN are:

- Research will be evaluated on the basis of the quality and quantity of research publications, scholarly presentations, and other types of scholarly dissemination: the impact these make on the scientific community and/or the food industry; how well the research compliments and contributes to other programs within the department, colleges, and university; efforts to obtain research funding; and successful mentoring of undergraduate and graduate students. Mentoring postdoctoral research associates will also be considered.
- Teaching will be evaluated by students and peers on the basis of mastery and appropriateness of subject matter, clarity and presentation, and ability to

stimulate student interest. Evidence of excellence in teaching and/or advising may also include advances in teaching, publication of journal articles, texts, or other scholarly works; invited lectures; curriculum development; and other appropriate activities. Advisors are expected to be well informed about procedures, be available to students, and demonstrate an interest in student welfare.

- Faculty with extension responsibilities are expected to reflect a mastery in the subjects for which he/she is responsible and an ability to instruct and inform. The programs he/she initiates must be effective and appropriate, as reflected through evaluation data and complement university and national extension goals. These qualities also must be evident in state and regional extension publications, publication of journal articles, other scholarly works, and scholarly presentations and activities. Moreover, the individual in Extension is expected to demonstrate leadership in anticipating problems related to food science and human nutrition in Iowa and participate in the solution of these problems.
- Faculty are expected to contribute to the welfare of the department, college, and university through service. Faculty members play a vital role in the functioning of the university at all levels by participating effectively in faculty governance, and in the formulation of department, college, and university policies, or by carrying out administrative responsibilities including active participation on committees. Therefore to be reappointed, a faculty member is expected to have been involved in institutional service. In addition, a faculty member may make service contributions to technical, professional, and scholarly societies appropriate to his/her academic discipline. All faculty are expected to participate in and make significant contributions to appropriate technical, professional, and scholarly societies. The contribution to such organizations that may be considered as service should be distinguished from those activities that reflect one's reputation in the areas of teaching, research, and/or extension. Service alone, however, will not serve as the basis for reappointment.

The outcomes of the third year review are:

- Reappoint with no reservation
- Reappoint with no strong reservation, but outlining specific issues that need to be addressed
- Reappoint with reservations and specific steps to be taken in the coming years before the next review. The reappointment may be for less than the full probationary period with an additional review scheduled before the tenure review
- Non-reappointment with specific reasons

Should the latter be the outcome, the faculty member will be terminated at the end of the following fiscal year.

b) Promotion and Consideration for Tenure

Faculty who are required or who elect to undergo review for tenure and/or promotion will be evaluated by tenured faculty who hold the rank or higher of the applicant.

i. Timeline

- The Department Chair will ensure the election of the FSHN PTC by May 15 and notify the PTC of candidates that will undergo tenure and/or promotion in the coming year
- By May the candidate will submit a completed dossier (which has been reviewed and approved previously by the PTC) to the Department Chair
- By June the candidate, the PTC and the Department Chair will individually compile a list of potential external reviewers – the Department Chair will select and solicit six reviewers, and provide them with the candidate’s dossier. The Department Chair will ensure that at least three reviewers are from the committee’s list, and at least one is from the candidate’s list. The qualifications of the external reviewers will be in accordance with the *ISU Faculty Handbook* guidelines.
- By September 15 the external letters and the candidate’s dossier will be made available to eligible voting faculty to review
- The PTC will call a meeting of eligible faculty to discuss the candidate before October 1
- Following the faculty discussion, a written ballot will be provided and completed within one week. It is expected that all eligible faculty will provide a vote either for or against promotion and/or tenure. Abstaining from a vote should be allowed only when there is a conflict of interest. Any faculty member having a conflict of interest (as described in the *ISU Faculty Handbook*) concerning a faculty member under review will, after consultation with the Department Chair, excuse him/herself from all discussions and votes concerning the faculty member. A conflict of interest may take various forms but arises when a faculty member or staff member is or may be in a position to influence the university’s business, research, or other decisions in ways that could lead to personal gain for the faculty or staff member or others with whom s/he is closely associated.
- The PTC will compile a written summary of the faculty discussion and the numerical outcome of the faculty vote and submit the summary to the Department Chair before the end of October. This summary will be made available to the eligible voting faculty.
- Upon receipt of the PTC summary, the Department Chair will meet with the candidate and provide the PTC summary. The Department Chair, with the approval of the PTC Chair may redact sections of the summary, that might comprise confidentiality or civility, and exclude references and/or identification of external reviewers prior to sharing with the faculty member. The Department Chair will notify the candidate of his/her recommendation. If the review is not mandatory the candidate may choose, at this time, to withdraw the application or forward it to the Dean, regardless of the faculty and Department Chair recommendations.

- The Department Chair prepares and compiles all of the required forms as defined in the *ISU Faculty Handbook* for the candidate and submits the candidate's promotion/tenure file to the appropriate Dean for college review.
- Between November and May:
 - The college PTC will review the candidates and make recommendation to Dean
 - The Dean will notify the candidate of his/her recommendation
 - The Dean will submit his/her recommendation to the Provost
 - The Provost will submit his/her recommendation to the Board of Regents
 - The Provost will notify the candidate of the BOR decision

Only tenured faculty will review candidate documents and be present during the discussions of promotion and tenure and vote; other individuals, including adjunct professors, non-tenure-eligible faculty and the Department Chair, will not be present during faculty discussion of the candidate and may not vote. PTC members will vote as part of the faculty and will not conduct a separate committee vote.

The faculty member under review will not be present at either committee meetings or ad hoc faculty meetings that review him/her.

The faculty vote on promotion and/or tenure recommendations will be by written ballot ending one week after the date of the meeting. The numbers of yeas, nays, abstentions, and faculty failing to vote will be reported as specified in the *ISU Faculty Handbook*. In addition, the department shall record the names of all faculty who vote (separate from their specific vote). Following the vote the PTC shall notify all eligible faculty of the outcome of the vote.

ii. Promotion and Tenure Documents

- *Prepared by the Faculty Member:* The materials shall be submitted in the format as outlined in the P&T documents of the university and the home college of the candidate. The candidate should provide to the Department Chair a list of individuals at other institutions from who letters of review might be solicited (2-3 names). The candidate should also indicate in writing to the Department Chair any possible conflicts of interest regarding potential outside peer reviewers. This list shall be submitted to the PTC before consideration by the PTC of the possible external reviewers.
- *Prepared by the Committee:* The PTC shall submit to the Department Chair and the candidate a written summary of the faculty evaluation of the candidate. The evaluation report shall be submitted in the format preferred by the appropriate college. The report is to be factual and not evaluative or interpretive. Voting faculty may review the report of the PTC (the Promotion and Tenure Review prepared by FSHN PTC) when it is submitted to the Department Chair. This will be made available in the main office or at a secure website.

iii. *Candidate Rights*

Each candidate for whom a promotion and/or tenure recommendation is being forwarded to the college level shall be given the opportunity to review the faculty information in file (not including the letters of evaluation) and to inform the Department Chair of any ways in which he/she believes this information is incomplete or inaccurate.

a) Appeals of Department Promotion and Tenure Review

If an individual is dissatisfied with the departmental review received, he/she may, within one week of receiving the report of the PTC, appeal in writing to the Department Chair for reconsideration, describing in detail the justification for such reconsideration. The Department Chair may, after consultation with the individual and the PTC, refuse such reconsideration or may submit additional documents to the committee for further consideration. The decision by the Department Chair after reconsideration by the PTC shall be the final recommendation for the department. Any further appeals outside the department shall follow procedures outlined in the current *ISU Faculty Handbook*.

b) Joint Appointment Procedures

Promotion and/or tenure reviews of faculty holding rank in more than one department shall be initiated and conducted by the primary department, with advice from the secondary department. Prior to the review, the two Department Chairs shall decide the role to be played by the secondary department.

c) Extension of Tenure-Clock

Circumstances or life events may warrant a postponement of a mandatory review. In such cases, the candidate shall submit a Extension Request Form prior to April 1 to the Department Chair. The Department Chair will consider the request and make a decision as to forwarding the postponement request to the appropriate Dean.

iv. *Letters of Evaluation*

Letters should be solicited from appropriate professionals in the field and chosen for their ability to evaluate impartially the candidate's activities and accomplishments as defined in the *ISU Faculty Handbook*. They should generally be tenured professors at peer institutions or individuals of equivalent stature outside of academia who are widely recognized in the field. Letters should focus primarily on the aspects of the candidate's work that qualify as scholarship. While in some cases this might mean a focus on one area such as teaching or research, in others it might entail a mixture of scholarship in teaching, research/creative activities and/or extension/professional practice. At least one of the reviewers solicited, but not all, should be suggested by the candidate. In general, reviewers should not be colleagues with whom the candidate has frequently collaborated.

When necessary, however, these individuals should be solicited to detail the nature of collaborative projects or to respond to specific questions.

v. *Criteria and Qualifications*

Criteria: Evaluation of a faculty member for promotion and/or tenure shall be based on criteria related to the candidate's assignments and position responsibility statement. Standards for scholarship at rank will be as defined in the *ISU Faculty Handbook*.

It is not intended that each individual must meet a certain set standard in each category. Nor is it possible or desirable to be quantitative about any of the criteria for promotion and tenure. Rather these guidelines are to be regarded as indicators of performance and achievement, which will be considered during the evaluation process.

The awarding of tenure and/or promotion to the rank of Associate Professor requires evidence of past accomplishments and achievements as well as promise of future growth and productivity as defined in the *ISU Faculty Handbook*. Promotion to the rank of Professor will require evidence that such promise has come to fruition through sustained excellent performance. Criteria for granting tenure to those in tenure-eligible appointments are usually the same as those for promotion to the rank of Associate Professor. In the case of an unusual appointment, such as that of an Associate or Professor appointed without tenure, additional criteria for tenure may be specified as part of the term of the appointment. Tenure will not be granted to instructors or Assistant Professors except under unusual circumstances.

In all areas of activity, a faculty member must exhibit a strong sense of professional ethics and follow the guidelines in the Statement of Professional Ethics found in "Professional Policies and Procedures."

In addition to university and college criteria, specific qualifications pertinent to FSHN are defined in section IX.B.iii.

Qualifications: Recommendations for initial appointment and promotion are based on the evidence that the faculty member has met the qualifications for the rank to which the candidate is to be appointed or promoted.

1. Assistant Professor: should have a strong academic record and ordinarily should have earned the accepted highest degree in the field. The Assistant Professor rank is recognition that the faculty member has exhibited the potential to grow in an academic career. Appointment at or promotion to this rank should be based on evidence that the faculty member can be expected to become qualified for promotion to Associate Professor in due course.

2. Associate Professor: should have a solid academic reputation and show promise of further development and productivity in his/her academic career. The candidate must demonstrate:

- a) Excellence in scholarship that established the individual as a significant contributor to the field or profession, with potential for national distinction
- b) Effectiveness in the areas of position responsibilities
- c) Satisfactory institutional service

Furthermore, a recommendation for promotion to Associate Professor and granting of tenure must be based upon an assessment that the candidate has made contributions of appropriate magnitude and quality and has a high likelihood of sustained contributions to the field or profession and to the University.

3. Professor: should be recognized by his/her professional peers within the University as well as nationally and/or internationally for the quality of the contribution to his/her discipline. The candidate must demonstrate:

- a) National distinction in scholarship, as evident in the candidate's wide recognition and out-standing contributions to his/her field or profession
- b) Effectiveness in areas of position responsibilities
- c) Significant institutional service

Furthermore, a recommendation for promotion to Professor must be based upon an assessment, since the last promotion, that the candidate has made contributions of appropriate magnitude and quality and has demonstrated the ability to sustain contributions to the field or profession and to the University as defined in the *ISU Faculty Handbook*.

4. Initial academic rank of affiliates, collaborators, or others associated with the department shall be determined by a majority faculty vote of all tenured and tenure-track faculty members. The individual under consideration should submit a complete vita for review. These individuals shall not serve on the PTC.

C. Promotion of NTE Faculty:

When Lecturers or Clinicians have met the ISU standards for promotion as defined by the *ISU Faculty Handbook*, they may submit a request to the Department Chair to be evaluated for promotion. The Department Chair shall appoint a 4-member committee comprised of 2 tenured FSHN faculty members, 1 FSHN Senior Lecturer/Clinician and 1 faculty member from outside the department that will review and assess the candidate's qualifications for promotion. The candidate shall provide the committee with an extended curriculum vitae that describes the impact of their teaching and service activities during the period of employment. The committee shall make the candidate's documentation available for review by the faculty and voluntary comments about the candidate's qualifications will be accepted by the Committee. The Committee will present a summary of their assessment of the candidate's contributions to the

Department Chair. The Department Chair will consider the committee's assessment and determine if the candidate will be recommended for promotion to the Dean.

Adjunct Assistant Professors will be eligible for promotion to Adjunct Associate Professor following a successful completion of at least 6 years in rank, and Adjunct Associate Faculty will be eligible for promotion to Adjunct Professor when they have successfully achieved the expectations of rank. Candidates may be considered for early promotion to any rank with the approval of the FSHN Promotion and Tenure Committee. A review of the faculty's performance will be conducted by the FSHN Promotion and Tenure Committee using a similar format as for tenure-track faculty based on the PRS (preparation of a dossier by the candidate, collection of letters of evaluation from 3 persons external to ISU, vote of the tenure-eligible faculty at similar or higher rank, and review by the Department Chair). The Department Chair will present the case for promotion to the appropriate college Dean who will approve or reject the request.

Clinical Assistant Professors will be eligible for promotion to Clinical Associate Professor following a successful completion of at least 6 years in rank, and Clinical Associate Faculty will be eligible for promotion when they have successfully achieved the expectations of rank. Candidates may be considered for early promotion to any rank with the approval of the FSHN Promotion and Tenure Committee. A review of the faculty's performance will be conducted by the FSHN Promotion and Tenure Committee using a similar format as for tenure-track faculty based on the PRS (preparation of a dossier by the candidate, collection of letters of evaluation from persons external to ISU, vote of the tenure-eligible faculty at similar or higher rank, and review by the Department Chair). The Department Chair will present the case for promotion to the appropriate college Dean who will approve or reject the request.

C. POST TENURE REVIEW OF FACULTY

As stated in the *ISU Faculty Handbook* all tenured faculty members must be evaluated at least every seven years. An individual faculty member may request this type of review (but at least 5 years from the last review). A post-tenure review is also required during the year following two consecutive unsatisfactory annual reviews. The FSHN Faculty Review Committee (FRC) will carry out post-tenure reviews.

a. Documents Prepared by Faculty Member

By May 15, the FRC shall request information from the faculty members being reviewed. At the time of the request, the FRC will provide faculty members with the timeline for the process, and appropriate content and formatting information.

The candidate will submit to the FRC by January 15 the following:

- all PRS and annual performance reviews relevant to the review period (typically 7 calendar years from the last promotion or review)
- a current CV
- a narrative summary which reflects activity and performance since the last review (following the format of the department and including responses to recommendations from the Department Chair in annual

reviews as well as changes to the PRS, performance or duties that are not reflected in the PRS, and any extenuating circumstances).

b. Documents Prepared by Committee

The FRC will submit to the Department Chair a written report, along with all documents provided by the faculty member by February 15. The report shall provide a clear assessment of the faculty member's contributions to each of his/her PRS areas and define the candidate's performance as 'meeting expectations' or 'not meeting expectations' for each area of the PRS. The department chair will share this written report with the faculty member during the annual performance review.

c. Role of Department Chair

- Initiate the election of the faculty to the FRC as described above
- In spring semester prepare a list of faculty members to be reviewed and notify these faculty members and the FRC of their review status
- Meet with the FRC and faculty to clarify the process, format and deadlines
- Meet with each reviewed faculty member to discuss the FRC report, usually during the time of annual review
- Forward post-tenure review materials to the college Dean which includes the FRC letter and ranking
- Develop and mediate action plan for performance improvement with faculty who are below expectations

d. Evaluative Criteria

Evaluation shall be based on criteria related to the candidate's assignments and position responsibility statement. It is not intended that each faculty must meet a certain set standard in each category. Nor is it possible or desirable to be quantitative about any of the criteria for evaluation. Rather these guidelines are to be regarded as indicators of performance and achievement, which will be considered during the evaluation process.

Reappointment requires evidence of past accomplishments and achievements as well as promise of future growth and productivity. In all areas of activity, a faculty member must exhibit a strong sense of professional ethics and follow the guidelines in the Statement of Professional Ethics found in "Professional Policies and Procedures."

As part of the post-tenure review, faculty are expected to show that they are meeting expectations, as defined by the *ISU Faculty Handbook*. Meeting expectations, within the context of FSHN, requires fulfilling the PRS across the review period, including all responsibilities within teaching, research/creative activities, extension/professional practice, and institutional service. It is expected that all faculty will demonstrate productivity including scholarship in teaching, research and/or extension, mentoring students and service to the department, institution and profession. FSHN-specific criteria for meeting expectations are detailed below.

If the tenured faculty member is not meeting expectations in any area of their PRS, s/he must work with the department chair and the chair of the FRC to develop a detailed action plan for performance improvement in each area that is deemed to not meet expectations.

i. Research Criteria

Research will be evaluated on the basis of the quality and quantity of research publications, scholarly presentations, and other types of scholarly dissemination; the impact these make on the scientific community and/or the food industry; how well the research compliments and contributes to other programs within the department, colleges, and university; efforts to obtain research funding; and successful mentoring of undergraduate and graduate students. Mentoring of postdoctoral research associates will also be considered.

Meeting expectations in research will be defined as having a solid academic reputation and demonstrating excellence in scholarship that establishes the individual as a significant contributor to the field or profession.

ii. Teaching and Advising Criteria

Teaching will be evaluated by students and peers on the basis of mastery and appropriateness of subject matter, clarity and presentation, and ability to stimulate student interest. Evidence of excellence in teaching and/or advising may also include advances in teaching, publication of journal articles, texts, or other scholarly works; invited lectures; curriculum development; and other appropriate activities. Advisors are expected to be well informed about procedures, be available to students, and demonstrate an interest in student welfare.

Meeting expectations in teaching will be defined as effective teaching. As described in the *ISU Faculty Handbook* “Particular expressions of effective teaching vary widely, and teachers may demonstrate their pedagogical skills in a variety of ways. Regardless, faculty must demonstrate command of their subject matter, continuous growth in the subject field, and an ability to create and maintain instructional environments to promote student learning.”

iii. Service criteria

Faculty members play a vital role in the functioning of the university at all levels by participating effectively in faculty governance, and in the formulation of department, college, and university policies, or by carrying out administrative responsibilities including active participation on committees.

Meeting expectations in service is defined as meeting assigned responsibilities in institutional service and effectively contributing to the welfare of the department, college, and university through service. In addition, to meet expectations, faculty are expected to participate in and

make significant contributions to appropriate technical, professional, and scholarly societies.

iv. Extension criteria

Meeting expectations in extension will be defined as effective statewide extension programming as documented with evaluation data, and development of appropriate supporting materials such as extension publications, web sites, or other technology-based materials such as mobile applications.

C. DEPARTMENT CHAIR REVIEW

At the end of the first year and at the end of the appointment period, the faculty and staff of the department will be given the opportunity to evaluate the administrative performance of the Department Chair. The faculty may decide by written ballot to waive the Department Chair evaluation. The Deans of CALS and CHS may initiate a Department Chair evaluation as they so choose. Upon completion of a term of service, reappointment of the Department Chair will occur via protocols agreed upon by the Colleges with input of the FSHN faculty. When the faculty initiates a Department Chair evaluation, the procedure shall be as follows:

1. A Department Chair Administration Review Committee (IV.D) will be elected by the faculty.
2. The Department Chair will prepare a two-page self-evaluation and submit it to the review committee.
3. The Department Chair Administration Review Committee will make the Department Chair self-evaluation available to the faculty and will provide each faculty member who has been employed by the department for six months or more with a form for responding with his/her evaluation of the Department Chair's administrative performance. Completed forms shall be returned to the committee.
4. The committee shall summarize the responses into a single document and present a copy to the Department Chair and keep a copy on file along with the completed response forms.
5. The committee shall forward copies of the summary documents to the Deans of CALS and CHS along with any comments or responses from the Department Chair that he/she wishes to include.

D. ASSOCIATE DEPARTMENT CHAIR REVIEW

The Department Chair will conduct annual evaluations of the performance of the Associate Department Chair. The Department Chair will solicit input from the faculty in the first year review and for subsequent reviews on at least a biennial basis.

E. MERIT AND P&S EMPLOYEE REVIEW

It is required that all Merit employees receive an evaluation by their supervisors at least annually. The Department of Human Resource Services will forward the appropriate form to the department prior to the employee's review date.

Periodic performance appraisals are to be conducted at least annually for P&S employees. A new employee shall undergo an initial written appraisal by the end of three months, followed by additional appraisals at other appropriate times. A record signed by the employee and supervisor that the appraisal occurred will be maintained by the Department of Human Resource Services. Performance appraisal documentation will be maintained by the department, in accordance with ISU policies.

X. POSTLUDE

This document neither is intended to be not shall be in conflict with governance documents of the College of Agriculture and Life Sciences, the College of Human Sciences, and Iowa State University. The Department Chair shall appoint a committee to prepare appropriate suggested revisions of this document if and when such conflicts appear to exist or occur. Other revisions may be proposed by the Department Chair or by any faculty member eligible to vote under the eligibility guidelines delineated above. Any suggested revisions shall be presented as an agenda item for a department meeting. Acceptance of revisions shall require a favorable vote by a simple majority of the faculty members eligible to cast such ballots.

XI. APPENDIX

1. Department Organization Chart

**Department of Food Science and Human Nutrition
CHS/CALS
Organizational Chart – January 2017**

