Faculty Handbook -2. The University

2.1 Introduction
Iowa State University of Science and Technology is a public land-grant institution serving the people of Iowa, the nation, and the world through its interrelated programs of instruction, research, extension, and professional service. With an institutional emphasis upon areas related to science and technology, the university carries out its traditional mission of discovering, developing, disseminating, and preserving knowledge.

Iowa State University prohibits discrimination, which can include disparate treatment directed toward an individual or group of individuals based on race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S. Veteran (disabled, Vietnam, or other), or other protected class, that adversely affects their employment or education. Any person who has inquiries concerning this may contact the Director of the Office of Equal Opportunity.

Approved by the Faculty Senate on October 9, 2007, and by the president and provost on October 26, 2007.

2.2 History
Iowa State University, then known as the Iowa Agricultural College, formally opened on March 17, 1869. Initially Iowa State offered courses in agriculture, mechanics (which later developed into engineering), military science, and the liberal arts and sciences. Soon, courses in home economics, veterinary medicine and pedagogy were added. Iowa State was coeducational from its beginning. In 1897, the name was changed to Iowa State College of Agriculture and Mechanic Arts. In 1959, the institution became a university and took its present title of Iowa State University of Science and Technology.

Iowa State traces its origin to an historic act of federal legislation. The Morrill Act of 1862, which provided federal lands to endow land-grant universities, introduced a new era in higher education. Iowa was the first state to accept the terms of the Morrill Act and Iowa State was founded to serve the entire community by developing practical as well as classical knowledge, and to deliver that knowledge more effectively (e.g., through the

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3.1 Appointment Policies

Appointments to the faculty are ordinarily made for the nine-month academic year (B-base). Twelve-month A-base appointments are reserved for administrative positions and for persons whose responsibilities require year-round service. As professionals, faculty members and administrators arrange their own work schedules during their appointment periods so as to carry out their on-going responsibilities to the university. Persons on A-base are on duty the entire fiscal year, during which they accrue twenty-four days of paid vacation. Persons on B-base are on duty during the academic year, and they receive no paid vacation (See FH Section 4.5.1). Persons on A-base part-time appointments are expected to maintain their responsibilities to the department, college, and university throughout the entire fiscal year. Persons on B-base part-time appointments are expected to maintain their responsibilities to the department, college, and university throughout the entire academic year.

B-base payroll dates of August 16-May 15 result in equal monthly (1/9th) salary payments for the months of September through April with a half month in August and May. (B-base faculty may elect the 12-month pay option to have payroll spread equally over the fiscal year, July-June.)

Summer Effort

B-base faculty members may be appointed for specific assignments in the summer (i.e., for payroll dates of May 16-August 15), if warranted by the needs of the department. Summer appointments are ordinarily made on a year-by-year basis. Summer salary is based on the individual’s B-base salary for the respective fiscal year. Regardless of funding source, summer appointments on or after July 1 are at the new academic year rate of pay.
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Faculty Handbook - 4. Salaries and Benefits

4.1 Salary Policies and Procedures

Faculty salaries are determined annually on a merit basis and reflect the annual review of faculty performance based on position responsibilities, market factors, and equity considerations. Within the limits of budgetary resources, every effort is made to maintain faculty salaries at a level competitive with those of similar universities throughout the country. Because Iowa State University is a public institution, the salaries of all employees are a matter of public record.

The general procedure for initiating salary recommendations begins with the chair of a department or with persons in-charge of the individual’s work. In some departments, committees assist in the evaluation. The department’s salary recommendations are then reviewed by the college dean, the senior vice president and provost, and the president.
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Faculty Handbook - 5. Evaluation and Review

5.1 Evaluation and Review
Approved by Faculty Senate (3/24/98)
Approved by the General Faculty (5/1/98)
Incorporating editing and revisions as approved by
Faculty Senate Executive Board (9/18/98)
Approved by the Faculty Senate (10/13/98)
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6.7.5 Foreign Travel Grant Program

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6.1 Introduction
Faculty members need to be informed of the opportunities for career development and of the forms of recognition available to celebrate their accomplishments. The following information highlights the role played by faculty groups, notably the Faculty Senate and academic departments, in this process of development and recognition and explains the criteria and procedures employed in making relevant decisions.

6.2 Honorary Degrees
Iowa State University awards honorary degrees to celebrate and honor careers of extraordinary achievement in the community of knowledge, understanding, and creativity of which it is a part. In conferring an honorary degree, Iowa State University associates itself with the highest achievements in scholarship, research, and creative activity consistent with its educational mission. It expresses the ideals of a great university by designating models of exceptional merit for emulation and respect.

6.2.1 Eligibility
An honorary degree is not awarded for philanthropic activity or service to the university or the State of Iowa. A candidate's qualifications must be deeply grounded in a career of scholarship, research, and creative activity consistent with the academic endeavors of the university. The following criteria apply for a candidate’s eligibility:

- Neither active nor retired faculty of Iowa State University are eligible for candidacy.
- Those who have left Iowa State and have established a career in another setting would be considered eligible five years after leaving this institution.
- Holders of elective or appointive public offices are not eligible for consideration until five years or more after they have vacated office.

6.2.2 Policies for the Selection Process
- An honorary degree will be awarded only in exceptional circumstances. Awarding this degree need not be considered an annual occurrence.
- The committee will receive nominations only from members of the faculty. A nomination may originate from an individual faculty member, from an academic unit, or from the collaborative efforts of the faculties of two or more departments.
- A nomination that comes to the committee from a source other than the academic discipline with which the candidate is associated should be reviewed by the faculty of the appropriate academic unit before it is included in a recommendation forwarded to the president.
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Faculty Handbook - 7. Faculty Conduct Policy

Changes to this section were approved by the Faculty Senate, November 14, 2006.

7.1 Statement of Principles

Section 7 was approved by the Faculty Senate on 5/01/01, by the University President on 1/31/02 and by the Board of Regents on 3/14/02.

7.1.1 Academic Freedom

Academic freedom is the foundation of the university because it encourages and guarantees the right to inquiry, discourse, and learning that characterize a community of scholars. Iowa State University supports full freedom, within the law, of expressions in teaching, investigation in research, and dissemination of results through presentation, performance, and publication. No faculty member shall be judged on any basis not demonstrably related to professional performance. Iowa State University is dedicated to ensuring that faculty have the freedom to engage in teaching, research, extension, administration, and other professional activities and it considers a strong tenure system to be indispensable to the success of fulfilling its obligations. Iowa State University is committed to an uninhibited, robust, and unfettered pursuit of ideas. All members of the university community, faculty, staff, students, and administrators, are members of an ethical team whose goal is to create an environment in which no one hesitates to speak his or her mind for fear of reprisal. Iowa State University will take all appropriate actions to defend academic freedom, and to defend faculty who are accused or charged during the appropriate exercise of their duties.

In the exercise of academic freedom, faculty members may discuss without limitation any topic related to their professional area of expertise in the classroom, at professional meetings, or through publication. As scholars and educational officers, faculty should remember that the public might judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint and should show respect for the opinions
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Faculty Handbook - 8. University Community Policies
Changes to this section were approved by the Faculty Senate, November 14, 2006.

8.1 Board of Regents Policies
The Board of Regents, State of Iowa, is charged by law with the responsibility for the governance of the public universities of Iowa. In line with this responsibility, the Board adopts rules and policies of personal conduct for faculty, staff, students and visitors. Those rules and policies can be found in the Board of Regents Policy Manual and the Iowa Administrative Code. Violation of these policies, may be considered faculty misconduct and will be dealt with following the procedures in the faculty conduct policy.

8.2 Policies on Personal Conduct
Changes to this section were approved by the Faculty Senate, November 14, 2006.

8.2.1 Policy on Discrimination and Harassment
Iowa State University's Discrimination and Harassment Policy prohibits all members of the University community to engage in actions defined as harassment.

8.2.2 Policy on Conflict of Interest and Commitment
PLEASE NOTE: A new university Conflict of Interest Commitment Policy went into effect on July 1, 2011. See Policy Library.

As a land-grant institution with a strong commitment to research and outreach, Iowa State University and its employees have traditionally interacted with government bodies, private companies and individuals external to the institution. As interest grows in stimulating technology transfer and encouraging economic development, the number and types of external relationships will grow correspondingly. The complexity of Iowa State’s increasing interactions with non-university entities confronts faculty and staff members with a variety of issues and concerns. Central to these is ensuring that all parties to an agreement are fully aware of any personal or contractual relationships that might have relevance to or compete with a particular project.
Faculty Handbook - 9. Faculty Grievance Procedures

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Approved by Faculty Senate 4/7/2009; approved by president and provost 4/21/2009.
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