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| Ivy College of Business’ Guide to: Term Faculty Renewals and Advancements |
| This document is to guide Ivy Faculty Members and Review Committees through the University’s Term Faculty Renewal and Advancement Processes |
| Updated: 2020 |

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The purpose of this document is to assist term faculty preparing for their advancement review. The materials contained in this document have been collected from the following sources:

* Evaluation, Renewal and Advancement of Term Faculty Appointments on the Senior Vice President and Provost’s website
* Iowa State University Faculty Handbook
* Ivy College of Business Governance Document

All review and evaluation procedures will follow accepted university guidelines as specified in the Faculty Handbook, Ivy College of Business Governance Document, and applicable departmental governance documents. In the absence of specific guidelines or in case of a conflict, university and/or college policies will take precedence.

Faculty are advised to read sections pertaining to term faculty reviews in the Faculty Handbook, the college governance document, and in their department’s governance document.

This document is a work in progress. If you have concerns, edits, etc., please contact the Associate Dean for Personnel.

# Purpose of a Term Faculty Reviews

For the purposes of evaluating performance, Iowa State University uses the following forms of review for term faculty:

• Annual reviews (chair or designee)

• Review for renewal of appointment. (Peer review)

• Review for advancement

## Annual performance review

Term faculty (full-time and part-time) shall receive an annual performance review by the chair (or designee). The review shall follow FH 5.1.1.2 and department guidelines. In addition to the department’s standard annual performance review process, it is best practice for the department chair and faculty member to discuss advancement during every annual evaluation to discuss progress and intent.

## Review for renewal

Term faculty appointments are eligible for renewal based upon the quality of performance and the continuing need of the unit. Term faculty members, full-time and part-time, shall be reviewed by an appropriate faculty committee (peers) before the end of their third year after the initial appointment date. Peer reviews shall take place every three years (not counting annual reviews) OR at appointment renewal time, whichever is greater.

## Advancement review

All term faculty may be proposed for advancement to the next rank according to the schedule and current time at rank as specified in FH Section 3.3.2.3.

# Process for a Term Renewal Review

## Timeline

It is the department chair’s responsibility to work with their term faculty members to discuss their intent to be renewed or direct the mandatory review per years of service (at least every 3 years). After it is determined a renewal is appropriate, it is then the responsibility of the faculty member to prepare the renewal review documents.

The term faculty member seeking renewal is responsible to submit their renewal packet to their departmental representative (typically departmental admin or chair of the review committee) for their respective area by March 15th, unless otherwise noted in the departmental governance document. The departmental representative will work with the respective department chair to begin the departmental review. A complete calendar of events is listed at – [Additional Resources, Deadline Calendar –Renewal](#_Deadline_Calendar_–).

## Review Materials

The faculty member is responsible for providing the following information for the review process, unless otherwise stipulated by the respective departmental governance document.

* Section 1\*, reviewed for accuracy by the department chair
  + All Position Responsibility Statements (PRS) since initial appointment or last review
  + A current vita organized according to the [College’s Promotion and Tenure Vita Guidelines](#_Section_2_Formatting)
* Section 2\*
  + Numerical Summary of Teaching Evaluations since last renewal

Review materials will be submitted electronically via a CyBox folder that is set up by and maintained by the departmental representative.

\*Section 1 and 2 will be available to the candidate throughout the review.

## Department Review Committee and Evaluation Letter

The departmental review committee is composed of term faculty of equal or greater rank (unless stipulated by departmental governance document). When there are not enough term faculty of equal or greater rank in a department to constitute a committee[[1]](#footnote-1), term faculty from other departments may serve on the committee. Where needed, tenure and tenure track faculty may also serve. The committee will participate in the review process and are responsible for reviewing the faculty member’s renewal review materials and preparing an evaluation letter addressed to the department chair. The letter should not be a review of the process or recitation of the CV. The evaluation should point out, discuss, and analyze strengths and weaknesses in the case. It is a best practice to put concerns up front and deal with them directly and clearly.  The outcomes of these reviews shall inform appointment renewal decisions.

The evaluation letter should include the names and ranks of the faculty members who reviewed the case. This letter is considered confidential and is not shared with the faculty member seeking renewal.

## Department Chair’s Review and Contract Renewal

The department chair is responsible for reviewing the faculty member’s renewal review materials and the department review committee’s evaluation. Following the department chair’s independent review, the department chair is responsible for determining if the employment contract will be renewed and the renewal terms. Results of the review and recommendations must be provided to the faculty member as soon as practical. The department chair will then work with the HR Coordinator to route the renewal (or non-renewal) documents, as applicable.

# Process for an Advancement Review

## Timeline

It is the department chair’s responsibility to work with their term faculty members to discuss their intent to be advanced. After it is determined an advancement is appropriate and the term faculty member has met the college’s and department minimum criteria, it is then the responsibility of the faculty member to prepare the advancement documents. It is best practice for the department chair and faculty member to discuss advancement during every annual evaluation to discuss progress and intent.

The term faculty member seeking advancement is responsible to submit their Advancement Review packet to their departmental admin for their respective area by November 1st. The departmental representative (typically departmental admin or chair of the review committee) will then work with the respective department chair to begin the departmental review. A complete calendar of events is listed at – [Additional Resources, Deadline Calendar - Advancement](#_Deadline_Calendar_–_1).

## Review Materials

The faculty member seeking advancement is responsible for providing the following information for the review process. Please refer to the respective departmental governance document, for additional submittal requirements.

* Cover Sheet, reviewed for accuracy by the department chair, found on the Senior Vice President and Provost Office Website
* Section 1\*, reviewed for accuracy by the department chair
  + All Position Responsibility Statements (PRS) since initial appointment or last advancement
  + A current vita organized according to the [College’s Promotion and Tenure Vita Guidelines](#_College’s_Promotion_and)
* [Section 2](#_Section_2_Formatting)\*
  + A summary of candidate accomplishments, not to exceed 10 pages. The summary should follow the college’s narrative guidelines and provide detail and context regarding the candidate’s accomplishments during the review period. Suggested formatting of this section can be found within the [Additional Resources Section - Section 2 Formatting](#_Section_2_Formatting).
  + Included within the 10 pages should be a numerical summary of teaching evaluations since the last advancement or previous 5 of years.
* Section 3\*
  + Optional supplementary portfolio of selected works in support of Section 2. The portfolio, if included, is not intended to be an exhaustive compendium of work but rather a brief synopsis of accomplishments in support of materials presented in Section 2. Portfolio and supplemental materials are used during the departmental and collegiate review but are not forwarded to the Office of the Senior Vice President and Provost.

Review materials will be submitted electronically via a CyBox folder that is set up by and maintained by the departmental admin.

\*Sections 1, 2 and 3 will be available to the candidate throughout the review.

## Department Review Committee and Evaluation Letter

The departmental review committee is responsible for reviewing the faculty member’s advancement review materials and preparing an evaluation letter addressed to the department chair. The letter should not be a review of the process, recitation of the CV, or a summary statement. The evaluation should point out, discuss, and analyze strengths and weaknesses in the case. It is a best practice to put concerns up front and deal with them directly and clearly.

The evaluation letter should include the names and ranks of the faculty members who reviewed the case.

## Department Chair’s Review and Evaluation Letter

The department chair is responsible for reviewing the faculty member’s advancement review materials and the department review committee’s evaluation. Following this review, the department chair is responsible for writing an evaluation letter addressed to the dean that provides clear and constructive feedback about the faculty member seeking advancement’s accomplishments and if the advancement is supported.

### Notification

The chair will inform the candidate in writing before the department's recommendations are submitted to the college, soon as practical.

## Dean’s Review and Evaluation Letter

The dean is responsible for conducting an independent, analytical review and writing an evaluation letter addressed to the Senior Vice President and Provost (or appointing a review committee on his or her behalf). The evaluation letter must detail the candidate’s performance and impact identifying and analyzing strengths and weaknesses and addressing concerns directly and clearly. The primary purpose of the letter is to assess whether the candidate meets the qualification for advancement based on the criteria in university, college, and departmental governance documents as well as disciplinary expectations.

### Notification

The dean will inform in writing each candidate the college’s recommendation before the advancement request is submitted to the Senior Vice President and Provost. Faculty who are not being recommended for advancement will receive constructive feedback and, where appropriate, the feedback should include guidance for improving performance in terms of the college’s criteria for advancement. Faculty who are supported for advancement will be forwarded to the Senior Vice President and Provost.

# Additional Resources

## Deadline Calendar – Renewal

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| --- | --- |
| March 15th | Term Faculty member submits Renewal Review Packet to departmental representative and departmental review begins. Department committee writes a letter of evaluation, addressed to the department chair |
| April 15th | Departmental review letter due to Department Chair for review |
| April 30th | Department Chair submits contract renewal documents to HR Coordinator, if applicable |
| May 15th | Deadline for renewal contract or notice of non-renewal to be sent |

\*\* If due date fall on a weekend or holiday, the information is due the Friday prior to the due date.

## Deadline Calendar – Advancement

|  |  |
| --- | --- |
| November 1st | Term faculty member submits Advancement Review Packet to departmental representativeand departmental review begins. |
| December 1st | Departmental letter of evaluation, addressed to the department chair, submitted. Department Chair review begins. |
| February 1st | Review Packet submitted to Dean for review. |
| February 28th | Dean notifies candidate in writing of recommendation. |
| March 1st | Final decision is forwarded to the Provost Office |

\*\* If due date(s) fall on a weekend or holiday, the information is due the Friday prior to the due date.

## College’s Promotion and Tenure Vita Guidelines

The advancement vita uses the following format:

***Candidate Information (FH5.3.1.2)***

* Name
* Current rank
* Degrees held (beginning with most recent degree):

Degree Institution Date Field/Discipline

* Professional Experience (beginning with most recent appointment):

A. Iowa State University appointments and dates

B. Positions held elsewhere andates

**Areas of Position Responsibilities and Activities:**

***Research/Creative Activities (FH 5.3.1.4.2) (IF APPLICABLE)***

This section includes a listing of research/creative activities such as the following:

* publications (journal articles, monographs, textbooks, book chapters, etc.), *include volume and page numbers*
* manuscripts under review
* completed projects and programs
* current projects and programs
* patent awards and inventions
* grant activity *(funding record should clarify candidate’s role in collaborative grants)*
* other scholarly research activities

***Teaching (FH 5.3.1.4.1)***

This section includes a listing of teaching activities such as the following:

* teaching assignment and responsibilities
* teaching publications/creative activities, *include volume and page numbers.*
* advising activities
* direction of masters and doctoral candidates
* service on masters and doctoral committees
* curricular development activity
* grant activity *(funding record should clarify candidate’s role in collaborative grants)*
* honors, awards, etc.
* other teaching and learning activities

***Extension/Professional Practice (FH 5.3.1.4.3)***

This section includes a listing of extension/professional practice activities such as the following:

* consulting, workshops, seminars, training sessions, etc.
* service on agencies or boards because of individual expertise
* work in the area of technology transfer
* editorial responsibilities for journals (e.g., service on an editorial board or editorship)
* service as a referee for journals, books, grants, exhibitions, etc.
* grant activity *(funding record should clarify candidate’s role in collaborative grants)*
* service in professional societies, organizations and events (include leadership roles)
* other extension/professional practice activities

***Institutional Service (FH 5.3.1.4.4)***

This section includes a listing of memberships on department, college, and/or university committees and organizations as well as descriptions of responsibilities and leadership roles within these service positions. The candidate's role should be indicated.

## Section 2 Formatting

The portfolio should “provide a clear understanding of the candidate’s accomplishments within scholarship and his/her areas of faculty activities.” (FH 5.3.2, 5.3.2.1, and 5.3.2.2) Documentation should clarify impact of candidate in areas of responsibility. Up to 10 pages will be forwarded to the Provost. Below is a template of how the information should be presented.

**2.1 Candidate’s Statement(s)**

As the *Faculty Handbook* specifies, the portfolio should "provide a clear understanding of the candidate's accomplishments within scholarship and his or her areas of faculty activities" (FH 5.3.2). It also specifies that the portfolio include "an overall statement of the candidate's accomplishments in scholarship as they relate to teaching, research/creative activities, and extension/professional practice." Thus, this section serves as an executive summary of the most significant accomplishments in the candidate’s portfolio.

**2.2 Areas of Position Responsibilities and Activities**

This section provides the opportunity for the candidate to demonstrate effectiveness in those areas he/she has appointment responsibilities.

***A. Research or Creative Activity (FH 5.3.2.2.2)***

This section should not be a verbatim repetition of the material listed in the CV. This is the candidate’s opportunity to provide interpretation of the role s/he played in the suggested categories of research or creative activities listed below. This section is designed to allow the candidate to make the case for his/her contributions. What are the candidate’s accomplishments in these areas?

* Research agenda
* Summaries of completed, current and future research or creative projects and programs
* Summaries of grants and contracts applied for and disposition
* Summaries of current grant and contract support
* Summaries of potential future grant work
* Summaries of publications (types/quality of publications, role as author, significance of findings, citation counts)
* Honors and awards for candidate’s research scholarship
* Creation of intellectual property

***B. Teaching (FH 5.3.2.2.1)***

* Teaching philosophy
* Courses taught in last five years (tabular format, beginning with most recent): Include semester/year when taught, course number & title, and enrollment.
* Summaries of teaching evaluations as part of demonstrating teaching effectiveness. Results of student evaluations for all courses (since the last five years, or since the last review), presented in tabular format, comparing candidate’s results and department averages for the same or (if necessary) similar courses. This should include the first question asked by all departments in the college. Also report the % of students evaluating, comparing candidates % to department/college averages for the same or similar courses.
* Peer evaluations (based on classroom observations and a review of teaching materials)
* Teaching research/creative activities (if applicable)

Included among statements concerning teaching effectiveness should be a discussion and evaluation of any involvement by the candidate in the development of new courses, the development of new teaching materials, contributions to professional societies concerned with pedagogy and learning, the use of creative teaching techniques. Creation of intellectual case studies and textbooks should be considered under the area of teaching, unless they have a significant research component that may warrant their being evaluated in the area of research. Participation in technical, professional, or scholarly societies appropriate to a candidate's academic discipline and public service related to the candidate’s academic expertise may also involve scholarship in the area of teaching.

* Advising. (Describe general departmental practice toward undergraduate advising).

1. Undergraduate Advising. Average number of advisees per year (over past three years).
2. Master’s Program of Study Committees (since last promotion)

a. In progress:

* Chair/major professor (list names of students)
* Member of committee (list names of students)

b. Completed:

* Chair/major professor (list names of students and graduation date)
* Member of committee (list names of students and graduation date)

1. Ph.D. Program of Study Committees (since last promotion)

a. In progress:

* Chair/major professor (list names of students)
* Member of committee (list names of students)

b. Completed:

* Chair/major professor (list names of students and graduation date)
* Member of committee (list names of students and graduation date)
* Honors and awards for the candidate’s teaching/scholarship of teaching

***C. Extension or Professional Practice (FH 5.3.2.2.3)***

Provide an accounting of instances of a faculty member's extension and/or professional practice since the date of the most recent approved appointment or promotion and tenure action. Examples of these activities include teaching extension courses; preparing informational and instructional materials; conducting workshops and conferences; consulting; acquiring, organizing and interpreting information resources; engaging in clinical and diagnostic practices; participating in activities that involve professional expertise for appropriate technical and professional associations; and participation in technical, professional or scholarly societies appropriate to the candidate’s academic discipline and public service related to the candidate’s academic expertise. These activities may be local, statewide, regional, national or international in scope, and should be designated accordingly.

* Organizing and leading workshops, conferences and training programs.
* Giving advice and counsel to businesses.
* Presenting to major practitioner groups.
* Presenting to executive development programs.
* Serving in officer position in professional organizations.
* Serving as editor or editorial board member for journals.
* Serving as a referee for journals or conferences.
* Participating in professional meetings as chairperson, moderator, panel member or discussant.

***D. Institutional Service (FH 5.3.2.2.4)***

While service contributions cannot be the sole basis for a promotion and/or tenure recommendation, every faculty member is expected to be involved in institutional service, and each promotion and tenure recommendation must provide evidence of such contributions. These may include committee service at the departmental, college or university levels. It may also include international assignments on ISU projects that were not included in the extension or professional service category.

* Committee work at department, college, and university levels
* Positions held on regional, national, and international panels or committees; positions held in regional, national, and international professional organizations
* Public service; presentations, readings, panel participation at the local level
* Honors and awards for candidate’s service

1. For the purpose of this review, at minimum, three members is required to constitute as a committee. [↑](#footnote-ref-1)