

# DEPARTMENT OF INDUSTRIAL DESIGN GOVERNANCE DOCUMENT

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## **I. PREAMBLE**

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

## II. DEFINITION OF DEPARTMENTAL GOVERNANCE PROCEDURES AND FUNCTIONS

This section of the document defines the governance functions and procedures of the Department of Industrial Design faculty; including membership, departmental faculty meetings, and the committees of the department.

### A. Membership

**Voting faculty** is defined as departmental faculty having active appointments (full-time or part-time: tenured, tenure earning, adjunct, lecturers, senior lecturers, clinicians, and faculty on FPDA), except where defined otherwise in the Governance Document. Visiting faculty and instructors, teaching or research assistants, collaborators, affiliates, are not members of the **voting faculty** and do not vote.

### B. Chairperson

The **Chairperson (Chair)** is appointed by the Dean to a term normally of five years. The role of the Chair is described in Appendix B of the College of Design Governance Document. In addition, the Chair assesses the performance of temporary, non-tenure-eligible, adjunct and tenure track faculty and recommends contract renewal following the procedures outlined in Appendix E and with advice from the departmental Promotion and Tenure Committee. The **Director of Graduate Education (DOGE)**, **Director of Undergraduate Education, (DOUE)** and Departmental **Coordinators** serve at the pleasure of the Chair.

### C. Departmental Faculty Meetings

1. The faculty of the Department shall meet at **least** monthly each semester, from August through May. Dates of meetings will be published at the beginning of each semester. The number of departmental faculty meetings, their dates, and the agenda will be established by the Chair in response to issues raised by administration, faculty, staff and/or students. Robert's Rules of Order will be invoked, if necessary, in conducting departmental meetings. Decisions taken at meetings of the faculty and departmental committees will follow Robert's Rules of Order unless other specific decision-making procedures have been adopted. Any member of the faculty may demand a secret written ballot on any vote. The Chair, or his or her designate, will preside over regularly scheduled departmental faculty meetings. Taking attendance and minutes (and their distribution) at departmental faculty meetings will be the responsibility of the

departmental administrative support staff in lieu of such staff those will be the responsibility of the Chair or the Chair's Designate. In addition to the normal faculty meetings there shall be at least one annual departmental retreat to assess the current state of the department, plan the future direction of the department, take care of "housekeeping" and air general concerns.

2. The **purpose** of departmental faculty meetings is to serve as the forum for conducting the business of the faculty, reports and announcements, and decisions on matters of general concern to the Industrial Design faculty.
  - a. Items that *require* **voting faculty review and action** include the following: degree programs; curriculum requirements and content; academic standards and procedures; departmental mission, planning and governance statements; systematic evaluation of departmental offices and officers; policies and procedures regarding the status of faculty regarding appointment, re-appointment, advancement, promotion and tenure; and granting of degrees and honors.
    - 1) Items that *require* **voting faculty action**, shall be presented and put on the floor at one meeting and for vote at the next meeting in order to allow ample time for review.
  - b. Items that *may require* **voting faculty review** include those that would have a department-wide impact upon academic programs, faculty, or students; such as the use of physical and budgetary resources, initiatives dealing with outreach, and policies affecting the academic life of students.
    - 1) Items that *may require* **voting faculty action**, may be presented and voted upon at one meeting so long as they were listed on the agenda and distributed to the faculty not fewer than *three* days prior to the meeting in order to allow adequate time for review.
  - c. Items for **discussion**. The departmental faculty meeting shall also serve as the forum for faculty members to initiate discussion on any subject deemed to be in the interest of the department.

3. a. Motions to be brought before the **voting faculty** may be made by the Chair, committees of the department, or any member of the voting faculty. *Motions are required to be seconded* for further consideration. A majority of those voting at a departmental faculty meeting may determine if a motion should be put to the voting faculty for consideration.
- b. Motions requiring a vote of the faculty will, whenever possible, be published in the agenda for departmental faculty meetings. Except for the decision to put a motion before the **voting faculty**, a quorum made up of a simple majority of **voting faculty** must be present to conduct a vote on a motion. If there is not a quorum present, a ballot will be sent to **voting faculty**. A simple majority of those **voting faculty** casting ballots will be required, in either case, for approval of motions before the faculty. An *abstention* does not constitute a cast ballot.

#### D. Committees

1. Department faculty appointments to **university and college committees**, unless otherwise specified, will be made by the Dean, after consultation with the College Liaison Committee, the College Councils when appropriate, and the Chair.
2. **Industrial Design Advisory Council.** The Industrial Design Advisory Council meets at least once annually to consider major issues concerning the department. Members of the council are named by the Chair with the consensus of the Industrial Design Department voting faculty. Members of the council are from among graduates and friends of the department and may also be nominated by the Industrial Design faculty, or current and past members of the Industrial Design Advisory Council . The faculty member currently serving as Academic Affairs Coordinator is a member of the Council. If there is no Academic Affairs Coordinator at that time in the INDD department then that member will voted on by the faculty. The membership shall be discussed and agreed upon by the faculty of the Department of Industrial Design. Annual meetings may be held electronically if the majority of the department faculty agrees in a vote held by the first departmental meeting of the Spring semester in which that Advisory Council meeting is to be held.
3. **Departmental committees** are responsible to the faculty and the Chair and play an important role in planning, recommending, and implementing policy related to specific areas of concern. They provide a mechanism

whereby faculty, individually and collectively, participate in the policy decisions and actions of the department. Departmental committees consist of standing committees and ad hoc committees. Standing committees have ongoing areas of responsibility as defined in this document. Ad hoc committees have temporary responsibilities for one-time tasks. Ad hoc committees are organized and their responsibilities defined by the Chair. Departmental committees may include faculty, staff and, where identified, student members.

- a. Standing Committees of the department are identified and defined in the following listing. Standing Committees may receive specific charges, in addition to their stated responsibilities, from the Chair. Committee members are elected by the faculty or appointed by the Chair, as prescribed herein.
- b. Elections to committee membership may involve run-off elections in order to assure a majority choice of **voting faculty** casting ballots. Membership to an elected departmental committee will be, unless otherwise noted, for a three-year period. Initial appointment or elected terms will be staggered to provide for continuity in committee membership.
- c. Given the number of faculty members and the number of elected and appointed committee and representative positions within and beyond the department to be filled, a person may be elected or appointed to more than one position.
- d. There are student members of appointed committees. Student members are appointed by the Chair from nominations received from the Student IDSA chapter of Iowa State University or from the Industrial Design student body at large as appropriate.
- e. Chairpersons of Standing Committees will be elected by committee members unless by right of office as outlined below.
- f. Standing Committee Chairs will provide a brief verbal report of any current actions or current discussions at each faculty meeting in order to keep the faculty current on issues pertaining to that committee.
- g. Standing Committees will provide annual reports to the Chair and to the faculty of the department.

#### 4. The Committees of the Department:

- a. **Curriculum Committee** The Curriculum Committee will consist of a minimum of four (4) Faculty members, including the DOGE and DOUE. The membership will be voted on by the faculty in INDD. The committee has the responsibility to refine and recommend curricular requirements and policies suggested by the Graduate and Undergraduate Program Committees if such exist separate from the general faculty, the substantive area committees, and to develop and recommend curricular requirements and policies for approval of the Departmental Faculty. They are also to consider suggestions and requests from the Departmental Faculty at large when those suggestions are brought up during the faculty meetings or retreats. The term of service shall be three (3) years. (staggered terms)

The Curriculum Committee may also appoint ad hoc committees to study particular issues.

- 1) The Departmental representative to the CoD Academic Affairs Council, or what currently stands as that body, shall be the Chair of the Curriculum Committee. If the staggered terms do not match, the departmental Council representative shall remain on the Curriculum committee *ex officio*, without vote until the Collegiate term ends.
- 2) The substantive area committees may study particular issues and generate curricular suggestions.

- b. **Promotion and Tenure Committee.** The five members of the departmental Promotion and Tenure Committee are comprised of at least one from each tenured rank (associate & full professor), and are elected from among and by the **voting faculty**. The tenured members serve staggered three-year terms following the academic year: August 16 to May 15. The Chair may not stand for election or appointment to the Promotion and Tenure Committee. Persons being considered for promotion and/or tenure and persons with a conflict of interest with respect to a candidate may not serve on the committee during the semester of review and recommendations of their case.

Conflict of interest (COI) in this case is defined as any Committee member who is married to, or a spouse, domestic partner, significant other of, or related by marriage or family to the Candidate. Additionally it may consist of someone who stands to gain personally from the advancement of the candidate. This will include the official faculty mentor. This definition is subject to any definitions by the University or Regents. The University definition of COI is listed in Appendix G of this document.

1) 100% of the Committee members from the tenured ranks shall participate in all deliberations, advisory opinions, and votes of the committee regarding promotion, tenure and advancement for any rank at or below that member's current rank or position as suggested in the Provost's Best Practices. If, because of faculty membership size, there are not enough committee members currently at a particular needed rank for a particular case or a particular vote, then those additional temporary members may be found from other appropriate departments ONLY within the College of Design as is dictated by the CoD governance document and upon nomination and vote of the general Industrial Design faculty as per above paragraph. Their term shall expire at the end of the that particular case and needed votes as provided for in section 4.a,b,c (Special Membership Elections below).

2) Departmental representative to the CoD Faculty Development Council shall be elected from among and by the members of the departmental P&T Committee, and shall be a full professor in accordance with the College Governance Document unless one does not currently exist within the department. In such case, a representative from the next lower rank shall be elected until such a time a faculty member in the department advances to the required rank of Full Professor (Professor). If the staggered terms do not match, the departmental Council representative shall remain on the P&T committee *ex officio*, without vote until the collegiate term ends.

3) The departmental Promotion and Tenure Committee conducts evaluations of candidate scholarship, teaching, advising, research/creative activities, extension/professional practice and institutional service performance, and:

a) Conducts comprehensive reviews of faculty candidates being considered for promotion, tenure or advancement and recommends actions related to their promotion and tenure, and advancement as outlined in Appendix D, Procedures and Standards for Promotion, Tenure, and Advancement Review.

b) Upon annual vote by the faculty, annual reviews will be assessed by the INDD Promotion and Tenure Committee, and a report from that committee shall be provided to the Department Chair. In this case the role of this committee and its report are advisory to the Chair. The Faculty may also vote to have only the Chair assess the annual reviews, in which case the INDD Promotion and Tenure Committee shall not take part.

c) Conducts comprehensive reviews and prepares advisory evaluations of probationary tenure-track faculty and adjunct faculty during their third year, lecturers during their third year; and

reviews of continuing adjunct faculty and senior lecturers not less frequently than the university policy for post tenure review of tenured faculty.

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d) Threshold evaluation rubric for P&T and PTR is to be created by the P&T committee according to best practices of the department and voted on by INDD faculty -- FUTURE Decision

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#### 4) Special Membership Elections

a) Elections shall be conducted for temporary replacements for persons who step down from service due to conflict of interest (as defined above or in Appendix G) with a tenure, promotion or advancement candidate. The duration of the term shall be limited to the fall semester during which the case is being considered. The elected replacement shall serve for all cases being considered during that term.

b) Elections shall be held to elect replacements for persons who are advanced or promoted out of their rank or who are unable to complete their term; or who are on leave; or who resign. In order to maintain staggered terms, the replacement faculty shall be elected to complete the terms of the persons they are replacing in same rank or position.

c) Elections shall be held to elect temporary replacements for members of the committee who are being considered for tenure, promotion or advancement. The duration of the term shall be limited to the fall semester during which the case is being considered. The elected replacement shall serve for all cases being considered during that term.

- c. **Faculty Search Committee.** The Faculty Search Committee will include at least four members. The Chair will appoint a diverse panel including persons at the various ranks of assistant, associate, and full professor at the time a search is to be conducted. Searches shall be conducted for tenure-track positions. The Chair will be responsible for lecturer position appointments. Responsibilities of the committee include assisting the Chair in the definition of needed positions, the recruiting and interviewing of prospective faculty candidates, and recommending candidates for faculty membership to the Chair. The Chair will then advance the recommendation from the short list provided by the Committee. If during the process of the review of search candidates, there is a conflict of interest, that search committee member shall be replaced immediately upon discovery.



All initial hires for tenure-track faculty and lecturers, appointments or reappointments of more than one year duration at any rank or tenure status, and reappointments of probationary faculty, lecturers, and senior lecturers require the advice of the search committee, the Departmental Cabinet, and/or Promotion and Tenure committee as appropriate to the situation.

- e. **Graduate Programs Committee.** The members of the Graduate Programs Committee consist of grad level faculty and are appointed by the Chair. The committee is chaired by the Director of Graduate Education. Responsibilities of the committee include the implementation of the graduate curriculum, program development, recruiting and admissions, and the recommendation of curriculum changes to the departmental curriculum committee and voting faculty.
- f. **Undergraduate Program Committee.** The Year Level Coordinators, if instituted, and additional faculty members as appointed by the Chair constitute the Undergraduate Program Committee. The committee is chaired by the Director of Undergraduate Education. Responsibilities of the committee include the implementation of the undergraduate curriculum through the coordination of studio and lecture courses, program development, and the recommendation of curriculum changes to the departmental curriculum committee and voting faculty.
- g. **Research and Outreach Committee.** If this committee is instituted, the members of the committee are appointed by the Chair. The committee is chaired by the Academic Practices Coordinator if one is appointed. Responsibilities of the committee include the review and development of research and outreach opportunities and facilities in coordination with college and university activities.
- h. **Scholarships and Awards Committee.** The members of the committee are appointed by the Chair. The committee is chaired by the Advising Coordinator. The responsibilities of the committee include the development of awards opportunities and to identify the roster of recipient students.
- i. **Faculty & Staff Awards Committee.** This committee may also be the same committee as the Promotion and Tenure Committee if deemed appropriate by the Faculty and the Chair of Industrial Design. If a separate committee, the members and committee chair are appointed by the Chair. The committee responsibilities include nominating faculty & staff members for recognition at the college and university level, for

alumni and regents recognitions and other faculty recognitions. The committee also works with the nominees to develop documentation for those recognitions. Ad hoc faculty members may be selected to assist with these activities. Any member of the faculty may propose another faculty member for an award. The chair of the departmental Faculty Awards Committee shall represent the department on the College Awards Committee.

- j. **Industry Engagement and Sponsored Projects Committee:** The chair of this committee shall serve as the coordinator for class and studio sponsored projects and chair that committee in order to alleviate any conflicts and confusion as to those sponsors and projects. S/He creates the paperwork regarding the industry agreements and works with the graduate and undergraduate program committees for assigning the projects.

#### **E. Elected Representatives of the Department**

The **voting faculty** of the department shall elect representatives conforming to required rank, appointment and term of service by majority vote of the **voting faculty** casting ballots for the following offices, except as otherwise noted. Run-off elections will be held between the top two candidates in a tied voting result until a majority vote is reached:

1. Departmental representative to the CoD Liaison Council
2. Departmental representative to the CoD Academic Affairs Council shall be Chair of the Departmental Curriculum Committee.
3. Departmental representative to the CoD Student Affairs Council shall be appointed by the Chair.
4. Departmental representative to the CoD Faculty Development Council shall be elected from among and by the members of the departmental P&T Committee, and shall be a full professor in accordance with the College Governance Document unless one does not currently exist within the department. In such case a representative from the next lower rank shall be elected until such a time a faculty member in the department advances to the required rank of Full Professor (Professor).
5. Departmental representative to the CoD Services and Facilities Council (Operations Council) shall be appointed by the Chair.
6. Departmental Senator to the Faculty Senate shall be elected from and by the Departmental faculty.

7. The IDSA Advisor is elected by the faculty to represent our department at regional meetings of the IDSA regional and national conferences. They will also serve as the advisor to the departmental student chapter of the IDSA. The Advisor may be the Departmental Chair if desired by the Faculty.

## **F. Vacancies In Appointed and Elective Committee and Representative Positions**

Vacancies in unexpired terms may occur in appointed and elected committee and representative positions as a result of resignations, retirements, non-renewals, conflict of interest, FPDA's and other forms of leave.

1. Vacancies to appointed positions shall be filled with alternate faculty appointed by the Chair.
2. Vacancies to elected positions shall be filled by faculty elections as noted in this document for the position, with the following exceptions:
  - a. Vacancies of up to one academic year for the departmental representative to the Faculty Senate, the CoD Liaison Council and the ACSA Councilor may be filled either by vote of the faculty or appointment by the Chair.
  - b. Vacancies of more than one year are to be filled by faculty elections.

## **III. STANDARDS AND PROCEDURES FOR FACULTY PROMOTION, TENURE, AND ADVANCEMENT ACTIONS**

- A. The department of Industrial Design has developed standards and procedures for the awarding of promotion, tenure and advancement that have been approved by the faculty, the Dean of the College of Design and the University Provost. These standards and procedures are consistent with college and university promotion, tenure, and advancement policies, but set standards and procedures within the context of faculty and mission of the department. The promotion and tenure standards and procedures are listed in Appendix D of the Department of Industrial Design Governance Document.
- B. Within six months after arrival of a new faculty member as an assistant or associate professor, the Chair, in consultation with the new faculty member, will ask another faculty member from within the Department of Industrial Design to serve as a **mentor**. In rare cases the mentor may come from a department external to INDD if both the faculty member and the Chair agree that it is in the best interest of the faculty

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

#### **IV. PRINCIPLES FOR FACULTY APPOINTMENTS, RENEWAL, EVALUATION AND MERIT REVIEW**

- A. Principles for faculty appointments, PRS development, contract renewal, evaluation and merit review are outlined in the College of Design Governance Document. At the discretion of the Chair and the INDD faculty, other documents may be used for evaluation of the faculty as a replacement for the College evaluation form outlined in COD governance Document. The INDD Faculty will decide annually whether the Faculty Annual Review will be held with the Promotion and Tenure Committee or with the Chair. Post tenure reviews of tenured faculty will be held by a committee of departmental faculty of which two (2) members are chosen by the faculty member to be reviewed and one (1) chosen by the Chair of the Department. The Chair may opt for all three (3) to be chosen or recommended by the faculty member to be reviewed.

#### **V. POLICY FOR FACULTY EVALUATION OF THE DEPARTMENTAL ADMINISTRATION**

- A. The Departmental Chairperson is reviewed by the Dean with the assistance of the departmental faculty, normally in the penultimate year of the contract. The review of Associate Chairpersons, the Director of Graduate Education and the Director of Undergraduate Education are conducted by the Chair as part of annual faculty evaluations. Ad hoc committees may be identified by the Dean or the Chair to assist in the evaluation of performance and development.
1. Reviews of the Departmental Chair result in the following outcomes: a self-assessment prepared by the administrator and office; a performance evaluation of the administrator and office by the Dean; and the provision for formal consultation involving the Dean, the Chair and the departmental faculty.
  2. Following this appraisal, the Dean and the Chair discuss the results, thus providing an opportunity for exchange of ideas that would be of benefit to the

Chair, the department and the college.

## VI. POLICIES AND PROCEDURES FOR AMENDING THE GOVERNANCE DOCUMENT

Proposed amendments to the Departmental Governance Document, including the Appendices, may be requested by the Chair or by one third of voting members of the faculty.

1. Proposed amendments are submitted to the Chair for inclusion on the agenda of the succeeding departmental faculty meeting. At that meeting, the proposed amendment will be presented to the faculty.
2. At the next departmental meeting, a simple majority of those **voting faculty** present and casting votes shall be required for the proposed amendment to be submitted to the entire **voting faculty** for vote by written ballot.
3. Two thirds of **voting faculty** casting ballots must vote in the affirmative for passage of an amendment to the Governance Document and Appendix D.
4. Amendments to the other Appendices are accomplished through a majority of the **voting faculty** casting ballots.
5. An abstention does not constitute a cast ballot.

## VII. APPENDICES

### APPENDIX A: MISSION OF THE DEPARTMENT OF INDUSTRIAL DESIGN

Industrial design is structured creative activity resulting in products, systems or services that meet a specified commercial objective. It requires human sensitivity, empathy, artistic sensibility, technical competence and business acumen. As such, the Department of Industrial Design (INDD) is a comprehensive center for teaching, research, entrepreneurship and public service in Industrial Design. The department is an element of the College of Design and, together with the departments of Integrated Studio Arts, Graphic Design, Interior Design, Architecture, Landscape Architecture, and Community and Regional Planning, forms a unique and innovative interdisciplinary environment. Further, the Department of Industrial Design has unique and symbiotic relationships with departments across the university including but not limited to the College of Engineering, the College of Business, Liberal Arts and Sciences and the U.S. Department of Energy (DOE) Ames Laboratories. It is these relationships that further contribute to the strength and unique position of the Department nationally. Although all academic programs are grounded in the requisites of the profession, each is distinctly different. The four-year undergraduate program positions Industrial Design as an armature within a broad-based field of studies. The graduate program is a unique environment entailing professional, post professional and research-based

tracks allowing the student to explore special areas of interest in addition to the core curriculum in Industrial Design as it applies to theory, research and/or practice.

At all levels, the department is committed to the study of Industrial Design as a cultural discipline where the multiplicity of social formations is studied in services, products and systems, and the environmental effects are enfolded through explorations of manufacturing, object, material, form, ethics, empathy and use. The complexity of design, production, raw materials, the health of the greater society and of the environment and creative/innovative thought, research and practice are mirrored in an intentionally diverse, free thinking student body and faculty dedicated to the exchange of ideas. The department is further dedicated to a mutually beneficial working relationship with industry that benefits the students in the form of projects, work related learning experiences, and advancements in Industrial Design. In all cases the furthering of benefits to the students and faculty research while maintaining academic and scholarly freedom overrides all other considerations.

The department adheres to and supports the University policy regarding discrimination and harassment. The policy may be found at

<http://www.policy.iastate.edu/policy/discrimination/>

## **APPENDIX B: GENERAL ORGANIZATION OF THE DEPARTMENT**

- A. Teaching/Advising** The Department of Industrial Design offers both undergraduate and graduate programs leading to the accredited professional degrees of Bachelor of Industrial Design (BID) and Master of Industrial Design (MID).
- B. Research/Creative Activity** The Department of Industrial Design pursues research opportunities that benefit individual faculty and that foster interdisciplinary design explorations. Applied research addresses questions pertinent to the profession, the academy, and the communities we serve.
- C. Extension/Professional Practice** The department of Industrial Design subscribes to the concept of integrated outreach whereby faculty and students undertake design explorations that have the multiple objectives to advance knowledge, educate students and serve the diverse communities locally, regionally, nationally and internationally.

## **APPENDIX C: ADMINISTRATIVE ORGANIZATION**

- A. The administrative organization outlined here describes the roles and responsibilities of administrators in the Department of Industrial Design. Faculty members are appointed to these positions by the Chair, unless otherwise noted, to serve in these administrative capacities in addition to their teaching/advising, research/creative activities, extension/professional practice, and institutional service activities. In some cases these positions may not yet exist or may be considered as part of the role of existing positions. The Chair, upon consultation and agreement with the Departmental Faculty, will decide when the size of the Department warrants such positions and/or such separation of roles.
1. The Chair shall annually appoint or re-appoint persons to all the positions listed in this Appendix in paragraphs C through L.
  2. The Chair may appoint other faculty members to assist with departmental administration. Examples of these positions are: Intern Development Program Coordinator and Liaison, CORE Advisor, IDSA Advisor, and Module Coordinator. The portfolio of these and similar positions varies as determined by the Chair.
  3. The term of service for these appointments is neither fixed nor limited, Appointees serve at the pleasure of the Chair, and may resign or step down at any time with reasonable notice given.
- B. The Chair serves at the pleasure of the Dean. The role of the **Chairperson**, the Department Executive Officer, is described in the College of Design Governance Document. The Chair is responsible for staffing, budget, and program development.
- C. The **Academic Affairs Coordinator** serves on the Departmental Cabinet and works with the Department's Industrial Design Advisory Council.
- E. The **Director of Undergraduate Education (DOUE)** serves on the Departmental Cabinet, chairs the Undergraduate Program Committee, leads the development and implementation of the Bachelor of Industrial Design (BID) curriculum, and is responsible for assisting with second year admissions, new student orientation, and advising. The Director will also work with the Department's Industrial Design Advisory Council.
- F. The **Director of Graduate Education (DOGE)** serves on the Departmental Cabinet, chairs the Graduate Program Committee, leads the development and implementation of the Master of Industrial Design (MID) curricula, and is responsible for assisting with graduate admissions, new student orientation, and advising. The Director will also work with the Department's Industrial Design Advisory Council.

- G. The role of the **Advising Coordinator** is primarily to advise incoming and first year students as well as to coordinate the advising of students in subsequent years of the undergraduate program. The Advising Coordinator also serves on the scholarship and awards committee.
  
- H. The role of the **Professional Development Coordinator** is to develop and conduct continuing education programs for the advancement of practicing professionals within the state of Iowa.
  
- I. The role of the **Year Level Coordinators** is to develop interrelationships among studio, other courses, and modules at each year level including course content, scheduling and field trips. They work closely with the Director of Undergraduate Education.
  
- J. The role of the **Fabrication Lab Coordinator** is to develop studio experiences appropriate to studio level objectives, coordinate the activities of the several sections at each level. The Coordinator's role is to oversee that operation of the INDD Fabrication Lab, including safety, training, maintenance, advancement of the lab capabilities, etc. He or she will also serve as a contact for INDD with the University Hub Resource Center.
  
- L. The **Departmental Cabinet** serves in an advisory capacity to the Chair with respect to his/her roles and responsibilities. The Cabinet assists with staff assignments, scheduling, general development of academic standards, planning, and management of physical facilities, and any other matters of departmental importance that may be requested by the Chair. The Cabinet also specifically serves as the search committee for Lecturers.
  1. Membership is comprised of the DOUE, DOGE, and the Year-Level Coordinators.
  2. The college first-year CORE Director, regardless of departmental appointment, shall be invited to be an *ex officio* member. If that person does not have an Industrial Design department appointment and declines the invitation to serve, the First-year Level Coordinator for the department shall be a member.

#### **APPENDIX D: PROCEDURES AND STANDARDS FOR PROMOTION, TENURE, AND ADVANCEMENT REVIEW**

The ISU Faculty handbook, the College of Design Governance Document and the Departmental Procedures and Standards deal with promotion, tenure, and advancement matters. Faculty questions or concerns regarding promotion and tenure standards and procedures should be reviewed with the DEO, faculty mentors, and/or the College of Design Associate Dean for Academic and Student Affairs.



Departmental procedures and standards are as described in the departmental document approved on May 2014 but are subject to the Documents of the College of Design and of Iowa State University.

## **TIMETABLE FOR REVIEW**

1. **September 15:** Chair to notify probationary tenure-track faculty of upcoming review.
2. **December 1:** Tenure Track faculty intending to apply for Tenure and/or Promotion shall notify the Department Chair in writing.
3. **Before March 1:** Chair will initiate the review process for the subsequent year. Candidates for tenure review and faculty interested in promotion consideration will meet individually with the Chair.
4. **April 1:** Chair and the candidate to determine the external reviewers, and the request to be sent.
5. **May 30:** Candidate 'external review documentation' to be sent to external reviewers.
6. **August 1:** Reviews by external professionals and letters from collaborators and ISU colleagues to be received by the Chair.
7. **First day of fall semester classes:** Candidate review documentation to be submitted to the Chair.
8. **September 20:** Department Promotion and Tenure Committee review to be completed with recommendation(s) submitted to the Chair.
9. **October 10:** Chair recommendations to be completed and candidate notified.
10. **October 15:** Chair to forward candidate's documentation and recommendations to the college.  
Dates for college committee review to be completed; recommendations to be submitted to the dean; dean's review to be completed; recommendations to be submitted to the provost and candidate notification will be determined and announced by the university and college administration.
11. **Before May 15:** or no later than established in *The Faculty Handbook*; whichever occurs first: Candidate receives official notification of action taken by the university.

As indicated above, Tenure Track faculty intending to apply for Tenure and/or Promotion shall notify the Department Chair in writing by December 1 of the academic year previous to the year in which that faculty member is to be reviewed for Tenure or Promotion by the College of Design Faculty Development Council (FDC) (previously the Promotion and Tenure Committee).

The Outside Review Packages shall be ready for mailing and mailed by the Department Chair to the outside reviewers by May 30 of the spring before the fall of the FDC review. If agreeable to the both the Chair and the Candidate, the Outside Review Packages may be uploaded to CyBox or the University equivalent for download, inspection and review by the External Reviewers.

### **Process:**

External Reviewers shall be selected by the Chair and remain anonymous to the Candidate. The Candidate is to recommend up to four (4) External Reviewers. The Chair shall pick up to two (2) of those reviewers suggested by the Candidate. The rest are at the choosing of the Chair, who may at their discretion solicit

nominations from other faculty. At total of no less than five (5) and no more than six (6) External Reviewers shall be selected. In the event that none of the Candidate's suggestions are able or willing to serve, then, the Chair may select all the candidates or solicit suggestions from departmental faculty. The External Reviewers should have no conflict of interest as defined by the University, the College of Design or this Governance Document. In the case of Tenure and Promotion review, the Reviewer should not have had a substantial working relationship with the candidate including grants, research and publication or have served as a **major professor to that candidate**. In all cases when responding with a written report and evaluation of the review materials, the Reviewer shall state his or her relationship with the candidate or if they in fact have met them. In such cases, they will briefly describe how they know the Candidate. Simply having met and spoken with the Candidate shall **not** be reason to dismiss that Reviewer.

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

**Materials:** submitted to the Outside Reviewers are at the discretion of the Candidate, the Department Chair and the Candidate's Faculty Mentor in consultation with one another. Those materials will include any and all materials that provide a complete and fair picture of the Candidate.

Among those materials will be but not limited to:

- a) A complete chronological CV listing and delineating the accomplishments of the Candidate. Listings should distinguish those accomplishments since the last position or advancement from those prior.
- b) Examples of Scholarly writings, or images of creative works, clients, reviews, grants, personal research discussion, etc.
- c) Courses taught, explanation of the course content, student numbers and any syllabi, examples of student work/outcomes, course evaluations, a cross section of student comments.

Beyond a, b, and c above, it is to the discretion of the candidate in consultation with the Department Chair and the Candidate's Faculty Mentor as to what to include in the Outside reviewers' packet.

The letter written to the Reviewers shall be from the Department Chair and will

introduce the task, explain the requirements **at Iowa State University** for tenure and the rank applied. The Reviewer shall be asked to **not** state whether or not the Candidate would meet the requirements at the Reviewer's institution.

The Promotion and Tenure Committee shall meet, review and return their opinion to the Department Chair by September 30 of the fall in which the College FDC is to review the candidate.

## **APPENDIX E: GUIDELINES FOR ANNUAL REVIEW AND MERIT SALARY ALLOCATION**

The procedures for annual review and merit salary allocation are outlined in the College of Design Governance Document and correlated sections of the ISU Faculty Handbook. The format of the annual Faculty Activity Report will be as specified by the Office of the Dean at the discretion of the Chair and the faculty and adapted to the needs of the Department.

For the Department of Industrial Design, the Promotion and Tenure Committee provides advisory evaluation based upon review of Annual Reports at the discretion and annual agreement of the Chair and the faculty. The faculty's decision regarding whether the annual review will be evaluated by the Promotion and Tenure Committee or only the Chair will take precedence over that of the Chair.

The deadline for each faculty's review materials submission to the Chair shall be April 1 or the following Monday if that date falls on a weekend.

## **APPENDIX F: FACULTY CONDUCT AND GRIEVANCE PROCEDURES**

As outlined in "Faculty Conduct Policy" and "Faculty Grievance Procedures" of the ISU Faculty Handbook.

## **APPENDIX G: ISU DEFINITION OF CONFLICT OF INTEREST**

### **Definitions**

- **Conflict of Commitment:** An external activity with the potential to reduce the time and attention an employee can devote to his/her university responsibilities, and thus negatively impact his/her performance of assigned university duties, constitutes a "conflict of commitment."
- **Conflict of Interest:** Any external activity, significant financial interest or management role that has the potential to negatively impact objectivity in the execution of university duties is a "conflict of interest."
- **Consulting:** The term "consulting" refers to professional services to a non-university entity that are not a part of the employee's position responsibilities.
- **External Activities:** For the purposes of this policy, "external activities" means service and/or organized activities/employment which require a substantial and regular commitment of time, whether compensated or not, for a non-university entity. This term excludes scholarly activities undertaken as a part of the employee's position responsibilities.

- **Immediate Family Members:** For purposes of this policy, an "immediate family member" refers to spouse and dependent children. Domestic partners shall be treated as spouses for purposes of this policy. The definition is different in policies related to nepotism and purchasing.
- **Management Role:** Management role refers to a position in a non-university entity with oversight over or responsibility for the entity's strategies and/or operations. Examples include director, scientific director, board member, line officer, etc.
- **Non-University Entity:** The term "non-university entity" includes for-profit or not-for-profit entities outside of the university, such as corporations, companies, partnerships, sole proprietorships, associations and governmental entities (federal, state or local). The term excludes affiliated entities which act for the benefit of the university (such as the Board of Regents, Alumni Association, ISU Research Foundation, ISU Foundation or the like).
- **Professional Activity Leave:** Supervisor-approved leave granted to faculty and P&S staff for external activity such as consulting.
- **Significant Financial Interest:** A "significant financial interest" is any financial interest that has the potential to compromise an individual's objectivity. The dollar value that is considered "significant" for the purposes of this policy is determined by the relevant federal or state law, or agency policy. See the Procedures, Applications, and Guidance for dollar values specific to each situation. Significant financial interest includes, but is not limited to:
  - Equity ownership or stock options. Excepted are equities held in retirement accounts or mutual funds.
  - Sole proprietor, partner, owner or member of a partnership or limited liability for-profit entity (includes remuneration from private consulting activities).
  - Consulting substantially related to patented or patentable intellectual property in which the employee has an interest.
  - Consulting for an entity that has a financial interest in or sponsors the employee's university scholarly activities.
  - Ownership of, or rights held in, intellectual property or research materials (which may include rights to receive royalties), the value of which may be affected by the outcome of the employee's university activities. Excepted are intellectual property and research materials held by ISURF.
  - Any of the above applicable to the employee's spouse and/or dependent children.
- **University Employee:** University employees for the purposes of this policy include all full-time and part-time faculty, professional and scientific staff, merit staff, contract employees, graduate assistants, and post doctoral scholars. For the purposes of this policy those persons designated as emeritus faculty who receive sponsored funding through the university and those persons with uncompensated faculty rank, such as affiliates, collaborators, and visiting faculty are considered university employees; casual hourly employees are not considered university employees. The definition of employee is different for conflict of interest vendor and nepotism policies. See Resources below.

• END GOV DOC  
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