

DEPARTMENT OF INTERIOR DESIGN
IOWA STATE UNIVERSITY
GOVERNANCE DOCUMENT

March 15, 2019

Developed according to the Faculty Handbook and other Iowa State University governance documents maintained by the Faculty Senate and the Board of Regents, State of Iowa.

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1. PREAMBLE

The Faculty of the Department of Interior Design subscribes to principles of **Shared Governance**, and Scholarly and Academic Freedom, as set forth in the Faculty Senate Constitution. Since shared governance works best in a climate of mutual trust and respect, the department practices collaborative and collegial decision-making through open communication between faculty and administration. Principles, procedures, organization, and appendices in this document are binding, yet subordinate to the College of Design Governance Document, the Faculty Senate Constitution, Iowa State University (ISU) Statute and By-Laws, ISU Faculty Handbook, and State Board of Regents policies. Rules and regulations of higher-level documents are still in effect even if absent from the lower-level document.

2. DEPARTMENT GOVERNANCE STRUCTURE, PROCEDURES AND FUNCTIONS

2.1 Overview

This section of the document defines the governance functions and procedures of the Department of Interior Design faculty, including voting membership, department faculty meetings, and the committees of the department. This section also defines the structure of the department.

2.2 Membership

2.2.1 Voting faculty

Voting faculty is defined as departmental faculty having active full-time and one-year continuous part-time appointments (tenured, tenure-eligible, and term faculty), *except where defined otherwise in the Governance Document*. Graduate teaching assistants, other term faculty, visiting faculty and instructors, collaborators, and affiliates are not members of the voting faculty and do not vote.

2.2.2 Chairperson

The **Chairperson (Chair)** is appointed by the Dean to serve typically a five-year term. The role of the Chair is described in detail in Appendix B of the College of Design Governance Document.

2.3 Department Faculty Meetings

2.3.1 Overview

The Interior Design Faculty (IDF) shall **meet** at least once per month during the ISU fall and spring semester sessions. The IDF and Chair will agree upon dates, times, and locations for meetings, and the Chair will publish a meeting schedule at the beginning

of each semester. In addition to regularly scheduled meetings, the faculty or chair may call special meetings to address issues of departmental concern. In addition to the regularly scheduled Departmental meetings, the faculty may call special meetings as needed to discuss matters of departmental concern. Robert's Rules of Order will be invoked, if necessary, in conducting Department faculty meetings. In addition to normal faculty meetings, the IDF will hold at least one annual retreat to assess the current state of the department, plan its future direction, and integrate the curriculum across courses.

2.3.2 Organization of Meetings

Departmental meetings will be organized through a structured **agenda** co-developed by the Chair and IDF, and circulated by the Chair. The format of the agenda will follow a **template** developed by the IDF. The Chair will e-mail the agenda to all voting faculty at least two days prior to a meeting. The Chair will preside over regularly scheduled meetings. Faculty members will alternate taking minutes of each ID faculty meeting and minutes shall be published and archived online for faculty access.

2.3.3 Purpose of Meetings

The **purpose** of departmental faculty meetings is to serve as a forum for conducting business of the faculty on matters of Department and College importance, receiving input from faculty on such matters, generating discussions, voting on issues of departmental concern, and conveying reports and announcements. The faculty meeting shall also serve as a forum for individual faculty to initiate discussion on subjects deemed of interest to the department. Departmental committee representatives will either submit minutes or notes from their particular group and upload the documents to a common online location for faculty viewing.

2.3.4 Items *requiring* voting faculty review and collaborative action include, but are not limited to:

- Degree programs and requirements;
- Curriculum requirements, content, and process;
- Academic standards and procedures;
- Systematic evaluation of department directors and representatives;
- Use of physical and budgetary resources;
- Policies and procedures pertaining to the status of faculty regarding faculty appointment, reappointment, and promotion and tenure;
- Initiatives dealing with alumni development and community outreach;
- Departmental mission and long-range planning statements;
- Policies affecting the academic life of students.

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 all relevant

documentation for deliberation is distributed to the faculty not fewer than three days prior to the meeting in order to allow adequate time for review.

Items that **require voting** by faculty can be tabled and deferred to the next meeting by majority vote. Any member of the faculty may request an anonymous written or electronic ballot on any vote.

2.3.5 Motions

Motions to be brought before 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. Motions requiring a vote of the faculty will be published in the agenda for the department faculty meeting. Motions introduced at a faculty meeting will be voted on at the subsequent faculty meeting to allow adequate time for review.

2.3.6 Definition of Quorum

A **quorum** made up of a simple majority of voting members must be present to conduct a vote on any motion. If there is not a quorum present, an electronic ballot will be sent to IDF. Except for approval of amendments to the Department of Interior Design Governance Document, a simple majority of votes cast will be required for approval of motions voted on by the faculty.

2.4 Faculty and Staff Participation on Councils and Committees

2.4.1 University Appointments

Unless specified otherwise, the Dean appoints departmental faculty to University Councils and Committees as defined in Section 2 of the College of Design Governance Document.

2.4.2 College Committees and Councils

Unless specified otherwise, nominations and elections to **college and university committees and councils** will be conducted by the IDF at a departmental faculty meeting. A simple majority vote is needed for approval in such elections. Per the College of Design Governance Document, council membership is a three-year term and committee membership is a one-year term. [Whenever possible, departmental representatives to college councils will be composed of tenure-track or tenured faculty members.]

Renewal of departmental representation for college councils (3 year term) and committees (1 year term) is subject to re-election by the IDF, with a simple majority vote at a departmental faculty meeting. The Chair will maintain and provide faculty with a complete list of names of departmental faculty serving on committees and councils, including starting and ending dates of each term.

2.4.3 Departmental Committees

Departmental committees are responsible to the IDF and play an important role in planning, recommending, and implementing department policies. They provide a mechanism whereby faculty, individually and collectively, participate in the policy decisions and actions of the department. Department 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. IDF determines need for Ad hoc committees and define their responsibilities. Unless specified otherwise in this document, departmental committees may include faculty, staff, and, where identified, student members. All committee members elect chairpersons for their committee.

- a. **Standing committees** of the department are identified and defined in the following listing. Committee members are elected and voted upon by the IDF as prescribed herein.
- b. **Membership** to an elected departmental committee will be, unless otherwise noted, for a one-year period. Initial appointment or elected terms may 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 to more than one position.
- d. Where committees call for a student member, these members are nominated by the respective committee and voted upon by the respective committee.
- e. Chairpersons of Standing committees will be elected by committee members unless by right of office as outlined below.
- f. Standing committees will provide annual reports to the IDF.
- g. **Vacancies** in unexpired terms may occur in appointed and elected committee and representative positions as a result of resignations, retirements, non-renewals, conflicts of interest, FPDA's and other forms of leave. Vacancies shall be filled with alternate faculty elected by the IDF.

2.4.3.1 Promotion and Tenure Committee

With the exception of the person serving on the Faculty Development Council, the Interior Design **Department Promotion and Tenure Committee** (IDPTC) shall consist of all tenured members of IDF and at least five persons. This five-member IDPTC shall include at least one member who holds the rank of full professor. IDPTC shall not include the Chair of the Department. If the five member positions cannot be filled from within the Department, the IDPTC shall nominate and elect the remaining members from the College of Design. The elected external committee member is case specific and they shall not deliberate on other promotion and tenure discussions. The term of external committee members shall expire at the end of the particular case.

A. Responsibilities of Departmental Promotion and Tenure Committee:

- From among its members, the Department's Promotion and Tenure Committee elects a Departmental Representative for the CoD Faculty Development Council.
- Conducts evaluations of candidate scholarship, teaching/advising, research and creative activities, extension/professional practice and institutional service performance,
- Conducts comprehensive reviews of faculty candidates being considered for promotion, tenure, and 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,
- Prepares advisory suggestions for future promotion and tenure actions, faculty reappointments, and,
- Conducts comprehensive reviews and prepares advisory evaluations of tenure-track faculty and assistant rank of term faculty during their third year, lecturers every three years; and post tenure reviews of tenured faculty, continuing term faculty, and associate rank or higher of term faculty not less frequently than the university policy for post tenure review of tenured faculty.

B. Conflicts of Interest and Promotion & 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. As set forth in the Faculty Handbook, "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." In this department, conflict of interest is also defined as any person who seeks to positively gain from the non-advancement or advancement of a candidate, rendering their assessment biased. Appendix G includes University's definitions related to conflicts of interests. In the event of a stated conflict of interest, candidates for promotion may present a case for exclusion of one member from the IDPTC acting on their case for committee consideration, in which case the disputed member of the committee shall not participate.

C. Special Membership Elections

Elections shall be held by the IDPTC 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. (IDPTC). The duration of the term shall be limited to the semester during which the case is being considered. The elected replacement shall serve for all cases being considered during that term.

Elections shall be held by the IDPTC 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. The replacement faculty shall be elected to complete the terms of the persons they are replacing in same rank or position.

Elections shall be held by the IDPTC elections 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 semester during which the case is being considered. The elected replacement shall serve for all cases being considered during that term.

2.4.3.2 Faculty Search Committee

The **Faculty Search Committee** will include at least four members. In collaboration with the IDF, the Chair will appoint a diverse panel, including persons at the various ranks of the IDF at the time a search is to be conducted. Searches shall be conducted for tenured, tenure-track, and term faculty positions.

In collaboration with the Chair and Dean, responsibilities of the committee seeking a tenured or tenure-track position include defining the needs of the position, developing a position description and notice of vacancy, conducting a diverse national/international search, reviewing applicant credentials, and recommending a list of three to five unranked final candidates to the Chair to be considered for campus interviews. The Committee arranges on campus visits, interviews candidates, and recommends a candidate to the Chair. The committee votes on a final candidate and forwards its recommendation to the department chair. The Chair initiates a departmental recommendation for a new faculty member, which must be approved by the Dean of the College and the Provost before becoming effective. If there is a spousal accommodation request, the search Committee collaborates with the Chair in facilitating the request. If there is a conflict of interest during the search of candidates, the search committee member shall be replaced. Whenever possible, search committees will be composed of tenure-track or tenured departmental faculty. For searches involving tenured positions, whenever possible, the search committee shall be comprised of tenured departmental faculty. When appropriate, persons from outside the program, department, and outside the university may be added to the committee.

In collaboration with the Chair and Dean, responsibilities of the committee seeking a term faculty position include defining the needs of the position, developing a position description and notice of vacancy, conducting a diverse national search, reviewing applicant credentials, and recommending a list of three to five unranked final candidates to the Chair for consideration. The Committee arranges skype interviews of candidates and recommends a candidate to the Chair. The committee votes on a final candidate and forwards its recommendation to the department chair. The Chair initiates a departmental recommendation for a new faculty member, which must be approved by the Dean of the College and the Provost before becoming effective. If there is a conflict of interest during the search of candidates, the search committee member shall be replaced. Whenever possible, the search committee will

be composed of two tenured or tenure-track faculty and one term faculty member at the associate professor level or higher. When appropriate persons from outside the department may be added to the committee.

Minimum qualification of tenured and tenure track faculty

Terminal Degree in Interior Design/Interior Architecture or Design Related Discipline (Ph.D., M.F.A., M. Arch., or equivalent), and at least one degree in Interior Design/Interior Architecture.

2.4.3.3 Interior Design Advisory Council (IDAC)

The **Interior Design Advisory Council** will meet two times per academic calendar year, one time each semester, to consider issues of major concern to the department. Members of the council are nominated by the IDF, Chair, and Dean, selected from alumni and other interior design professionals (academia, practice, and industry), and voted upon by the IDF. The composition, roles and responsibilities of the IDAD shall be set forth in the procedural guidelines established by the IDF. The agenda for the Interior Design Advisory Council meetings shall be co-developed by the IDF and Chair.

2.4.3.4 Interior Design Cabinet (IDC)

The **Interior Design Cabinet** (IDC) collaborates with the Chair to develop and implement decisions on teaching, research, service, extension and outreach, and the departmental budget. In addition, the Interior Design Cabinet (IDC) reviews and integrates the Curriculum Philosophy and Policy, Undergraduate Program, Graduate Program, Academic Standards, distribution of the Department's Budget, and other matters of departmental importance. The IDC is comprised of a minimum of three faculty members including the Director of Graduate Education (DOGE- see Appendix C), Director of Undergraduate Education (DOUE – see Appendix C), and one at-large member determined by election of the IDF.

2.4.3.5 Graduate Programs Committee

The **Graduate Programs Committee** is comprised of the Director of Graduate Education (DOGE) and two graduate level faculty, who are nominated and elected by the IDF. The DOGE chairs the Committee. Responsibilities of the Committee include development and implementation of the graduate curriculum, program development, recruiting and admissions, oversight of teaching assistants with the departmental faculty, and the recommendation of curriculum changes to the voting faculty. With the exception of the DOGE, who serves a renewable three-year term, members serve for a renewable one-year term.

2.4.3.6 Undergraduate Program Committee

The **Undergraduate Program Committee** consists of Director of Undergraduate Education (DOUE) and two members of the IDF, who are nominated and elected by

the IDF. The DOUE chairs the committee. Responsibilities of the Committee include the development and 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. The Director of Undergraduate Education chairs the committee. With the exception of the DOUE, who serves a renewable three-year term, members serve for a renewable one-year term.

2.4.3.7 Budget Advisory Committee

The **Budget Advisory Committee (BAC)** consists of three members of the IDF, who are nominated and elected by the IDF. The Budget Advisory Committee has the following responsibilities:

- Recommend manner and detail in which the Department's budget is disclosed and distributed;
- Facilitate and encourage communication between faculty and the IDC in relation to budget policies and allocations;
- Collaborate on a set of budget goals and objectives for discussion with all IDF;
- Discuss proposals to ensure that the Department's budget reflects the goals and objectives of the Department;
- Make faculty aware of impacts of budget policies and allocations.

1. Ad-Hoc Student Scholarship and Awards Committee

The **Ad-Hoc Student Scholarship and Awards Committee** is under the leadership of the Scholarship and Awards Coordinator, who is nominated and elected by the IDF. The **Advising Coordinator** chairs this committee. The committee responsibilities include the development of awards opportunities and identification of the roster of recipient students.

2. Ad-Hoc Publicity Committee

The **Ad-Hoc Publicity Committee** is under the leadership of the Publicity Coordinator, who is nominated and elected by the IDF. Responsibilities of the Committee will include the development of a plan to promote to the public, and through all media, the awards, excellence, and influence of the ID program, faculty, and students. Upon approval of the plan by the IDF, the Committee is responsible for implementing the plan.

2.5 Elected Departmental Representatives to College Councils and Committees

The IDF shall **elect representatives** conforming to required rank, appointment, and term of service by majority vote of the IDF for the following offices, except where otherwise noted.

1. Departmental Representative to CoD Liaison Council.
2. Departmental Representative to CoD Academic Affairs Council

3. Departmental Representative to CoD Faculty Development Council (*elected from the departmental members of the P&T Committee*).
4. Departmental Senator to Faculty Senate.
5. Departmental Representative to Research, Extension, & Outreach Council
6. Departmental Representative to Services and Facilities Council
7. Departmental Representative to Budget Advisory Committee
8. Departmental Representative to Operations Committee
9. Departmental Representative to Diversity Committee
10. Departmental Representative to Student Honors and Awards Committee
11. Departmental Representative to Core Design Program Committee
12. Departmental Representative to Lecture and Exhibitions Committee
13. Departmental Representative to International Programs Advisory Committee
14. Departmental Representative to any other college or university council or committee, unless otherwise specified herein.

3. STANDARDS AND PROCEDURES FOR FACULTY PROMOTION, TENURE, AND ADVANCEMENT

- A. The Department of Interior Design **standards and procedures** for tenure and tenure-track and term faculty evaluation, review and promotion are consistent with the College of Design and university promotion and tenure policies, but set within the context of the faculty and mission of the department. The promotion and tenure standards and procedures are detailed in Appendix D of the Department of Interior Design Governance Document and Sections 3 and 4 of the College of Design Governance Document.
- B. Within six months after arrival of a new faculty member as an assistant or associate professor, the Chair, in consultation with the new faculty member, will ask another faculty member to serve as a **mentor**. If both faculty members agree to the arrangement, the mentor's responsibilities will include introducing the new faculty member to the university and its operations, an annual meeting with the candidate to review and discuss professional activities and growth, and assistance in reviewing and offering suggestions for improving documentation for promotion and/or tenure. It is the responsibility of the new faculty member to seek out the advice of the mentor as needed. If either the mentor or faculty member wishes to end the relationship, the Chair is contacted in writing and a new mentor may be selected.

4. EVALUATION, REVIEW, AND PROMOTION OF TENURED AND TENURE-ELIGIBLE FACULTY MEMBERS

Principles for faculty appointments and **individualized PRS** development, contract renewal, evaluation and merit review of term faculty members are detailed in Appendix E of the Department of Interior Design Governance Document consistent with the College of Design Governance Document and the Faculty Handbook.

4.1 Evaluation of chairperson

The Dean reviews the Chairperson, in collaboration with the departmental faculty, and normally in the penultimate year of the contract. Upon consultation with the faculty, the Dean may identify ad hoc committees to assist in the evaluation of performance and development of the Chair.

4.2 Term faculty appointment

When the appointment will include the responsibility for teaching a course by a term faculty member, departmental/program faculty consultation is required. Reappointment beyond one year requires faculty consultation as described in the pertinent governance document. The consultation procedures shall be specified in departmental/program governance documents.

The department of Interior Design faculty consultation procedure for term faculty appointments is delineated in Section 5.3 and its subsections of this document. Term faculty appointments or reappointments at assistant, associate or full professor require the advice of an IDF search committee and/or IDF promotion and tenure committee as appropriate to the situation.

5. EVALUATION, REVEWAL, AND ADVANCEMENT PROCEDURES FOR TERM FACULTY MEMBERS

5.1 Overview

Term faculty positions are term appointments eligible for renewal based upon the quality of performance and the continuing need of the department with which they are affiliated. The Department of Interior Design follows term faculty appointment policies as described in the Faculty Handbook Section 3.3.2.

5.2 Appointment of Term Faculty Members

The criteria of term faculty appointments and titles are outlined in the Faculty Handbook Section 3.3.2.1.

5.2.1 Titles for Term Faculty Appointments

Term faculty titles are described in the College of Design Governance Document Section 5.2.1.2.

5.2.2 Lengths of Term Faculty Appointments and Review/Appointment Schedule

The Department of Design follows the guidelines for lengths of term faculty appointments by rank as described in ISU Faculty Handbook Section 3.3.2.3 and College of Design Governance Document Section 5.2.1.3.

5.2.3 Minimum Qualifications for Term Faculty by Title and Rank

Refer to ISU Faculty Handbook Section 3.1.3 regarding establishing minimum qualifications at the department level. The Department of Interior Design establishes the following standard minimum qualifications for term faculty.

Teaching Faculty:

- Lecturer: master's degree
- Assistant Teaching Professor: master's degree
- Associate Teaching Professor: master's degree
- Teaching Professor: master's degree

Practice Faculty:

- Assistant Professor of Practice: bachelor's degree plus 5 years of relevant industry experience
- Associate Professor of Practice: bachelor's degree plus 10 years of relevant industry experience or five years of academic experience beyond the requirements for assistant professor of practice
- Professor of Practice: bachelor's degree plus 15 years of relevant industry experience or five years of academic experience beyond the requirements for associate professor of practice

Clinical Faculty:

- Clinical Assistant Professor: doctoral degree
- Clinical Associate Professor: doctoral degree
- Clinical Professor: doctoral degree

Research Faculty:

- Research Assistant Professor: doctoral degree
- Research Associate Professor: doctoral degree
- Research Professor: doctoral degree

Adjunct Faculty:

- Adjunct Assistant Professor: doctoral degree
- Adjunct Associate Professor: doctoral degree
- Adjunct Professor: doctoral degree

In addition to the minimum degree or professional experience requirements listed above, for an initial hire of a term faculty member at the associate professor or professor rank, the following minimum requirements are defined for titles of term faculty:

- Associate Professor: a record of successfully contributing to the mission of the university as defined by the PRS or a record of contributions in the

professional field and promise further academic and professional development

- Professor: a record of proven excellence in the primary responsibilities identified in the PRS and effectiveness in other areas of the PRS, or a record of demonstrated substantial contributions to their professional field

5.3 Evaluation, Renewal, and Advancement of Term Faculty Appointments

5.3.1 General Policies and Procedures

The policies and procedures described in the Faculty Handbook Section 5.4.1.2 for evaluation, renewal, and advancements with term faculty appointments shall be followed by Department of Interior Design.

A faculty member who disagrees with the evaluation may submit a written statement of concerns that will be appended to the evaluation. Grievance and appeals procedures for advancement are described in the Faculty Handbook Chapter 9.

5.3.2 Review of Renewal of Appointment

For the purposes of evaluating the cumulative performance, Department of Interior Design uses the following forms of review for term faculty consistent with the Faculty Handbook and with other University policies:

5.3.2.1 Annual reviews

Annual review of term faculty will be completed by the Chair or designee in accordance with the Section 4.2 of the College of Design Governance Document. Chair shall notify the departmental timeframe and schedule for annual faculty reviews and shall ask each term faculty member to provide a written report following the format for Annual Faculty Activity Report (FAR), with their updated vita and the PRS. Chair will initiate the review process after March 1st.

5.3.2.2 Review for renewal of appointment

Term faculty members, full-time and part-time, shall be reviewed by three members of the Interior Design Department Promotion and Tenure Committee (IDPTC). Tenured or tenure-track faculty and one term faculty member at the associate professor or professor ranks shall be eligible to serve on the committee. If the three member positions cannot be filled from within the Department of Interior Design, the chair shall nominate and elect the remaining members from the College of Design. The term faculty member shall have been advanced beyond initial appointment rank or at minimum have had one three-year review. The term member serves a one-year term following the academic year.

Term faculty at assistant rank or lecturers shall be reviewed before the end of third year after the initial appointment date; term faculty at associate or higher ranks shall be reviewed before the end of fifth year after the initial appointment date. Subsequent peer reviews shall occur every three years or at appointment renewal

time, whichever is greater. The outcomes of peer reviews shall inform appointment renewal decisions.

A candidate for renewal is expected to present evidence of: excellent teaching and advising, professional development, and/or institutional services, as specified in their PRS. For the renewal of an appointment, the following materials are required to submit: PRS, Vita, a 15-page summary (maximum) of candidate's Scholarship and Performance.

- **PRS:** Include copies of both current PRS and any prior PRS statements operative during the period of review. Describe any changes in your PRS during this review period or since your last appointment date.
- **Vita:** The vita is a listing of the candidate's faculty activities and accomplishments put together by the candidate. The candidate's role in any collaborations (whether teaching, grants, or other activities) must be clearly explained in reverse chronological order. (See Faculty Handbook 5.3.1.1 for details on what to include.)
- **Summary of Scholarship and Performance:** Provide a brief statement describing your scholarship such as course development and/or performance which weaves together the areas of your PRS into a coherent narrative and highlights your most significant contributions to your field. (See Faculty Handbook 5.2.2.2 for scholarship as encompassing all areas of responsibility, teaching and advising, institutional services)

Timetable for review for renewal of appointment

- **January 31:** Candidate submits documentation to the Chair.
- **February 1:** Interior Design Department Promotion and Tenure Committee begin to review to be completed with recommendation submitted to the Chair by
- **March 15:** Chair reach final decision, and candidate receive official notification.

5.3.3 Review for Advancement

Term faculty are eligible to apply for a promotion after five years of teaching (6th) within the College of Design, in accordance with Section 5.3 of the College of Design Faculty Handbook. At this time the faculty member may choose to submit for a promotion. If the faculty member does not choose to apply, the member remains in the same title as previously held. The Interior Design Department Promotion and Tenure Committee for term faculty shall consist of four members. The IDPTC committee shall be composed of three tenured or tenure track faculty in the department, and one term faculty member at the associate rank or higher if the applicant is applying for a higher position (e.g. at the rank of professor if the candidate is applying for professor). The term member serves a one-year term following the academic year.

If the four member positions cannot be filled from within the Department for the term evaluation, the chair shall nominate and elect the remaining members from the College of Design. 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.

The Department Promotion and Tenure Committee shall provide a recommendation to the Department Chair. The Chair then provides a recommendation to the Dean. The College Review process is outlined in Section 5.3.3. No external review shall take place for term faculty advancement. Term faculty advancements are not reviewed by the College FDC committee. Term faculty at the rank of associate term professor (of teaching, practice, or research) or higher shall have a five-year contract upon advancement.

Timetable for submission of materials

- **December 1:** Candidate shall notify Chair in writing that they intend to submit materials for promotion consideration.
- **January 31:** Candidate submits documentation to the Chair.
- **March 1:** Department Promotion and Tenure Committee review to be completed with recommendation submitted to the Chair.
- **March 15:** Chair and dean to have reached final decision, and candidate to receive official notification.

6. Evaluation, Renewal, and Advancement of Other Term Appointments

The evaluation, renewal and advancement of other term appointments shall follow the policies described in the Faculty Handbook.

6.1 Teaching Assistant

Evaluations of teaching assistants in the Department of Interior Design are consistent with the Faculty Handbook Section 5.6.1. The Department of Interior Design will evaluate teaching assistants' performances at the end of each academic period. The departmental faculty has the responsibility to mentor and arrange instructional assistance for students who teach at the beginning of each semester. Special attention should be paid to assuring that the evaluation is fully communicated to the teaching assistants involved. The agreement on the responsibility of each teaching assistant will be made between the supervising instructor and the corresponding teaching assistant during the first week of each semester. The Department Chair, Director of Graduate Education, and departmental faculty will collaborate to ensure that adequate standards of teaching proficiency are maintained among departmental teaching assistants at the last departmental faculty meeting of

each semester. The evaluation of teaching assistants is detailed in Appendix J of the Department of Interior Design Governance Document.

7. 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 five IDF.

- a. Proposed amendments are submitted to the IDF for inclusion on the agenda of the subsequent departmental faculty meeting. At the meeting, the proposed amendment will be presented to the faculty.
- b. At the subsequent departmental meeting, a simple majority vote of all IDF will be required for the proposed amendment to be submitted for vote by written ballot. If there is not a simple majority present at the meeting, an electronic vote will be sent to all faculty.
- c. With the exception of Section 3 and Appendix D, two thirds of the IDF (total IDF, not faculty present at meeting) must vote in the affirmative for the passage of an amendment to the Interior Design Department Governance Document.
- d. To amend Section 3 and Appendix D of the Interior Design Department Governance Document, two-thirds of the tenured and tenure-track Interior Design faculty must vote in the affirmative to pass an amendment.
- e. Amendments to the other Appendices are accomplished through a majority of the IDF casting affirmative ballots.
- f. An abstention does not constitute a cast ballot.

8. APPENDICES

Appendix A: Mission of the Department

The mission of the Department of Interior Design is to educate students to become successful designers and scholars who enhance human experience and improve built, cultural, and social environments through the field of Interior Design. We serve Iowa and broader national and international communities through design, research, and outreach.

We value innovation, creativity, collaborations, communication, research, scholarship, experimentation, global perspectives, human-centered design, and environmental, socio-cultural, and legal responsibility.

We foster core design and technical knowledge including diverse histories, theories of space and form, principles of color and light, ergonomic and accessible furniture and furnishings, efficient environmental systems, and effective interior construction and building systems. Our integrated educational process builds skills sequentially over the program.

Our vision for the future:

Faculty, staff, students, alumni, and partners will be leaders in the field of Interior Design, who envision and respond to challenges and opportunities in a physically, environmentally, and culturally sustainable manner using innovative interdisciplinary approaches and technologies.

Appendix B: General Organization of the Department

- A. Teaching/Advising** The Department of Interior Design offers undergraduate and graduate programs leading to the accredited professional degree of Bachelor of Fine Arts, as well as Master of Fine Arts (MFA) and Masters of Arts (MA), including first-professional and post professional curriculums.
- B. Research/Creative Activity** The Department of Interior Design pursues research opportunities that foster both individual and interdisciplinary design explorations, and which benefit individuals, academia, practice, and communities.
- C. Extension/Professional Practice** The Department of Interior Design subscribes to the concept of integrated outreach, whereby faculty and students undertake collaborative design explorations to advance knowledge, develop a sense of civic responsibility, and serve diverse communities of the region.

Appendix C: Administrative Organization of the Department

- A.** The administrative organization outlined here describes the roles and responsibilities of administrators in the Department of Interior Design. With the exception of the chair, administrators are nominated and elected by the IDF, to serve in administrative capacities in addition to their teaching/advising, research/creative activities, extension/professional practice, and institutional service activities. Renewal of service for departmental committee positions is subject to re-election annually for Committee members and every three years for the DOGE, DOUE, and at-large member of the IDC. Faculty may resign or step down at any time with reasonable notice given.
- B.** The **Chairperson** is appointed by the Dean, and in collaboration with the IDF, implements the department's staffing, budget, and program development. The role of the departmental Chairperson is described in detail in Appendix B of the College of Design Governance Document.
- C.** The **Director of Graduate Education** (DOGE) is the Department's Graduate Program Coordinator. The DOGE serves on the Departmental Cabinet, chairs the Graduate Program Committee, and leads the development and implementation of the MFA and MA curricula.
- D.** The **Director of Undergraduate Education** (DOUE) is the Department's Undergraduate Program Coordinator serves on the Departmental Cabinet, chairs the Undergraduate Program Committee, and leads development and implementation of the BFA in Interior Design curriculum. The DOUE is responsible for assisting with second year admissions, new student orientation, and advising.

- E. The **Interior Design Cabinet** (IDC) collaborates with the Chair to implement decisions on teaching, research, and service, extension and outreach, and the departmental budget. It reviews and integrates the Curriculum Philosophy and Policy, Undergraduate Program, Graduate Program, Academic Standards, distribution of the Department's Budget, and other matters of departmental importance.

Appendix D: Standards and Procedures for Awarding Promotion and Tenure

- A. The ISU Faculty handbook (Section 5), the College of Design Governance Document (Section 4), and the Departmental Procedures and Standards deal with **promotion and tenure matters**, including process, position responsibility statement (PRS), circumstances under which a review may be postponed, and responsibilities of the Chair, Candidate, and Dean. Faculty questions or concerns regarding promotion and tenure standards and procedures should be reviewed with the Department Chair, faculty mentors, and/or the College of Design Associate Dean of Academic and Student Affairs. Department of Interior Design procedures and standards described in this departmental document and are subject to the most recent versions of the College of Design Governance Document and Iowa State University's Faculty Handbook.
- B. The **Timetable for Review** is included below. By September 15 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), the **Department Chair will notify** Tenure Track faculty of upcoming review. By December 1 of the same year, the Tenure Track faculty member shall notify the Department Chair in writing of his/her intent to apply for Tenure and/or Promotion.

The **External Review Packages** shall be ready for mailing and mailed by the Department Chair to the outside reviewers no later than 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.

TIMETABLE FOR REVIEW

September 15: Chair to notify probationary tenure-track faculty of upcoming review.

December 1: Tenure Track faculty intending to apply for Tenure and/or Promotion shall notify the Department Chair in writing.

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.

April 1: Chair and the candidate to determine the external reviewers, and the request to be sent.

May 30: Candidate's 'external review documentation' to be sent to external reviewers.

August 1: Reviews by external professionals and letters from collaborators and ISU colleagues to be received by the Chair.

First day of fall semester classes: Candidate's review documentation to be submitted to the Chair.

September 20: Department Promotion and Tenure Committee review to be completed with recommendation(s) submitted to the Chair.

October 10: Chair recommendations to be completed and candidate notified.

October 15: Chair to forward candidate's documentation and recommendations to the college.

Dates to be determined for: Faculty Development Council 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.

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.

C. Process

1. External Reviewers are comprised of tenured faculty from other universities, specializing in the field of Interior Design or related design disciplines. 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) reviewers suggested by the Candidate. The remaining reviewers are at the discretion of the Chair, who may solicit nominations from other faculty. A 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, the Chair may select all External Reviewers or solicit suggestions from departmental faculty. The External Reviewers should have no conflict of interest as defined by the University, the College of Design Governance Document, or the Departmental 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, or 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 a Reviewer.

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

2. Factual Materials submitted to the External 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 encompass any and all materials that provide a complete and fair picture of the Candidate, including but not limited to:

- a. A complete chronological CV delineating the accomplishments of the Candidate. Listings should distinguish accomplishments while at ISU from those of former position(s). Post tenure reviews should distinguish accomplishments since the last advancement.
- b. Examples of scholarship, including but not limited to writings (e.g., publications, abstracts, conference/symposia papers, conference/symposia proceedings) or images of creative works, or examples of presentations, exhibits, etcetera.
- c. List of courses taught, explanation of the course, course syllabus, course schedule, number of students, examples of student work/outcomes, and course evaluations with a cross section of student comments.
- d. Awards and recognition (e.g., grants, reviews, citations, competitions).
- e. Institutional service (department, college, and university) and Extension/Professional Practice.
- f. Research

Beyond a, b, c, d, e, and f above, it is at 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.

Letters written to the Reviewers shall be from the Department Chair and will introduce the task, explain the requirements for tenure and the rank applied in the respective department/college **at Iowa State University**. The Reviewer shall be asked to **not** state whether or not the Candidate would meet the requirements at the External Reviewer's institution.

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

Appendix E: Standards and Procedures for Awarding Promotion of Term Faculty

Advancement dossiers:

Term faculty advancement dossiers shall include a cover sheet and three sections. The cover sheet must be completed by the candidate's department chair. The candidate is responsible for preparing **Sections 1 & 2**. **Section 3** includes the recommendations of the departmental review committee, the department chair, and the dean. Section 3 is confidential and not available to the candidate.

Section 1: Background Information

- 1.1 PRS from Period Under Review
- 1.2 Vita

For guidance on preparing the Vita, see Faculty Handbook 5.3.1.1. and the "Promotion & Tenure Vita Guidelines" on the College of Design's Faculty Promotion and Advancement web page.

Section 2: Documentation of Candidate's Scholarship and Performance

Section 2 comprises up to 15 pages in which a candidate makes her/his case for advancement. Section 2 is the primary text used by departmental reviewers. It is the primary means of demonstrating that the criteria for advancement, as defined in the ISU Faculty Handbook, the College of Design Governance Document, and one's departmental governance document, have been met. Section 2 need not repeat information included in the Vita and should focus on work accomplished during this evaluation period. Section 2 must not exceed 15 pages in length.

2.1 Candidate's Statement

An integrative statement including the candidate's teaching philosophy and contributions to the teaching mission of relevant departments and programs.

2.2 Teaching Summary

A. Courses taught and student evaluation of teaching effectiveness

A table including all courses taught during this review period with student ratings of teaching effectiveness will be prepared by college staff using the format shown below and provided as a PDF for inclusion in the advancement dossier. This table is included in the 15-page count. Use this section to discuss any courses where instructor/course ratings are lower than departmental averages.

Term – most recent first	Course Number	Course Title	Enrollment	Number who Responded	Credits	Contact Hours	Instructor Overall Rating*	Dept. Average*	College Average*	Course Overall Rating*	Dept. Average*	College Average*

* 5 = excellent, 1 = very poor

B. Other Evaluations of Teaching (if applicable)

Summarize outcomes of peer evaluation of teaching, classroom observations, review of teaching materials, etc.

C. Course and Curriculum Development (if applicable)

Summarize contributions to course and curriculum development, the development of new teaching materials, the use of creative teaching techniques, and contributions to professional societies concerned with pedagogy.

D. Professional Development Related to Teaching (if applicable)

List and describe professional development related to teaching completed during this review period.

E. Advising Responsibilities (if included in PRS)

F. Honors and Awards Related to Teaching (and Advising if included in PRS)

2.3 Contributions and Recognitions Related to Other Responsibilities Included in the PRS (if applicable)

2.4 Additional Contributions (optional)

Although not required, a candidate may include contributions made to the department, college, and/or university that go beyond responsibilities listed in their PRS. For example, if the candidate is an assistant professor of practice, documentation of professional accomplishments would be included here.

Appendix F: Guidelines for the Annual Review and Merit Salary Allocations to Faculty Members

The procedures for annual review and merit salary allocation to faculty members are outlined in Section 4 and Section 5 of the College of Design Governance Document and in 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.

Appendix G: Faculty Grievance Procedures

Faculty conduct and grievance procedures are outlined in “Section 7 - Faculty Conduct Policy” and “Section 9 - Faculty Grievance Procedures” of the ISU Faculty Handbook.

Appendix H: Iowa State University Definitions of Conflict of Interest

Iowa State University’s definitions of conflict of interest are outlined in “Section 7 - Faculty Conduct Policy” of the ISU Faculty Handbook.

Appendix I: Governance Transition Plan

The effective date of the Department of Interior Design Governance Document is the date of approval.

Appendix. J: Evaluation of Teaching Assistants

Evaluation criteria is consistent with Faculty Handbook Section 5.6.1.

Graduate Teaching Assistant Evaluation Form

Department of Interior Design

PART I: General Information

- **Name of Graduate Teaching Assistant:**
- **Course Name and Number:**
- **Instructor:**
- **Semester:**
- **Course Enrollment:**
- **Please check the TA’s specific duties:**
 - ___ Grading multiple choice exams
 - ___ Grading essay/short answer exams
 - ___ Grading written assignments
 - ___ Attending lectures
 - ___ Giving lectures - please indicate # of lectures
 - ___ Teaching lab or discussion sections
 - ___ Meeting with students outside of class
 - ___ Other – please describe:

PART II: Evaluation from Instructor

Please rate the performance of the Teaching Assistant in each of the following four areas.

1. Knowledge of the subject material for the course being taught

- Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

2. Proficiency in oral and written communication in formal and informal instructional settings

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

3. Ability to evaluate student performance appropriately

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

4. Facility with appropriate instructional materials and equipment

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

5. Please comment on any other strengths demonstrated by the Teaching Assistant:

6. Please comment on any other feedback on areas in which the Teaching Assistant can improve:

PART IV: Overall Rating

Please rate the overall performance of this GTA for the current review period.

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

Signature of Graduate Teaching Assistant

Date

Signature of Instructor

Date

Signature of Director of Graduate Education

Date

Signature of Department Chair

Date

• END GOV DOC •

