

GOVERNANCE DOCUMENT

**Department of Landscape Architecture
College of Design**

Iowa State University

APPROVED BY THE FACULTY OF LANDSCAPE ARCHITECTURE

JANUARY 14, 2019

REVISED MARCH 2019

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I. PREAMBLE

The Faculty of the Department of Landscape Architecture subscribes to the principles of 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 general procedures of the Department of Landscape Architecture faculty, including membership, departmental faculty meetings, and the committee structure of the department.

A. Membership

Voting faculty are defined as departmental faculty having active appointments as tenured, tenure eligible, and adjunct professors; as full-time lecturers and full-time senior lecturers; and as faculty on Faculty Professional Development Assignment (FPDA), except under special circumstances defined otherwise in this document. All other appointments, including visiting faculty, part-time lecturers, instructors, teaching or research assistants, collaborators, and/or affiliates, are not members of the voting faculty and do not vote.

B. Departmental Faculty Meetings

1. The purpose of departmental faculty meetings is to serve as the forum for the business of the faculty, reports and announcements, and decisions on matters of general concern to the department.
2. The Chair (or their designate) will preside over regularly scheduled departmental faculty meetings. Taking attendance and minutes at departmental faculty meetings will be the responsibility of the faculty on a rotating basis. Meeting agendas will be established by the Chair in response to issues raised by administration, faculty, staff and/or students.
3. The faculty of the department shall meet twice monthly each semester. Dates of meetings will be published at the beginning of each semester. Additional meetings may be requested by any member of the voting faculty. In addition to the normal faculty meetings there may be annual departmental retreats to assess the current state

- of the department, plan the future directions, discuss general concerns, etc.
4. Decisions and motions taken at meetings of the faculty and departmental committees will follow Robert's Rules of Order. A quorum (2/3 of voting faculty) must be present for a vote, and a simple majority of those faculty casting ballots will be required. In the case of a tie, the Chair will cast a vote that acts as a tie-breaker. An abstention does not constitute a cast ballot. Any member of the faculty may request a secret written ballot on any vote.
 - a. Items that *require* faculty review and vote include the following: degree programs; curriculum content and requirements; academic standards and procedures; departmental mission, planning and governance statements; systematic evaluation of the chair; policies and procedures regarding appointment, re-appointment, advancement, promotion, tenure and post tenure review of faculty; and granting of degrees and honors. There may be other items that have a department-wide impact on academic programs, faculty or students that may require faculty review and vote.
 - b. 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.

C. Committees

1. UNIVERSITY AND COLLEGE COMMITTEES. Department faculty appointments to university and college committees, unless otherwise specified, will be made as per Section 2.4 of the College Governance Document.
2. DEPARTMENTAL COMMITTEES are responsible to the faculty and the Chair and play an important role in planning, recommending, and implementing department policies and procedures. To the degree possible, committees shall embody a diversity of faculty rank, including tenured (full and associate professors), tenure-eligible (assistant professors), and non-tenure eligible (lecturer/senior lecturer). Departmental committees may include faculty, staff and, where identified, student members. Student members are appointed by the Chair from nominations received from faculty, student organizations or the landscape architecture student body at large as appropriate. Departmental committees consist of standing committees and ad hoc committees.
 - a. **Standing committees** have ongoing areas of responsibility and are defined by title in Appendix D.
 - i. 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 described in Appendix D. Membership to an elected departmental committee will be, unless otherwise noted, for a three-year period.
 - ii. Chairpersons of Standing Committees will be elected by committee members unless by right of office as outlined below.
 - iii. Standing Committee Chairs will provide a brief verbal report of any current actions or current discussions at faculty meetings in order to keep the faculty current on issues pertaining to that committee.

- b. **Ad hoc committees** have temporary responsibilities for one-time tasks. There may be both recurring ad hoc committees for common tasks and one-time ad hoc committees for special or unusual tasks.
 - i. The function and organization of recurring ad-hoc Committees (e.g., Faculty Search Committee, Chair Review Committee) are defined in Appendix D.
 - ii. One-time ad hoc committees may be created by the faculty or the Chair. The organization of the ad hoc committee is determined at the time it is initiated.
 - iii. Chairs of ad-hoc committees will provide brief verbal reports of activities at faculty meetings during the time of the committee's existence.

D. Faculty Conduct and Grievance Procedures

The Department follows rules for faculty conduct and grievances as outlined in Chapter 7: Faculty Conduct Policy” and Chapter 9 “Faculty Grievance Procedures” of the ISU Faculty Handbook.

III. FACULTY PROMOTION, TENURE, AND ADVANCEMENT

A. Standards and Procedures. The department of Landscape Architecture has developed standards and procedures for the awarding of promotion, tenure and advancement, listed in Appendix C of this document. These standards and procedures are consistent with college and university policies, but are here further defined within the context of the department.

B. Mentoring. The department, college and the university recognize the importance of supporting faculty through formal and informal mentoring. As described in the Faculty Handbook, the college and university support new faculty through a variety of programs coordinated by Provost's Office.

Support for junior faculty is further anchored in the assignment of a mentor to each incoming tenure-eligible faculty member. The Department Chair, in consultation with the new faculty member, recommends a mentor from within (or in rare cases from outside) the Department, and reports this to the Office of the Senior Vice President and Provost. If in special cases such as interdisciplinary hires more than one mentor is assigned to faculty member, the chair will designate a “lead mentor” to facilitate communication between mentee and mentors. The Mentor and mentee must agree to the arrangement, which should be documented in writing according to guidance provided by the Provost's Office. If either the mentor or mentee wishes to end the relationship, the Chair is contacted in writing and a new mentor may be selected. The mentor and the mentee may continue their relationship through the faculty member's pre-tenure years, with the focus on ensuring a successful probationary (preliminary) review as well as ongoing support through the promotion and tenure process.

Although the Chair may not serve as the designated mentor, the Chair works with new faculty members to ensure access to resources needed to succeed and provides appropriate feedback on performance.

IV. PRINCIPLES FOR FACULTY APPOINTMENTS, RENEWAL,

EVALUATION AND MERIT REVIEW

- A. General Principles.** Principles for faculty appointments, PRS development, contract renewal, evaluation and review are outlined in the ISU Faculty Handbook and the College of Design Governance Document. Specific departmental procedures are defined below in Appendix D.
 - a. Minimum Qualifications for Appointment.** The minimum qualification for tenure-track appointments is an accredited MLA or an accredited Bachelor of Landscape Architecture (BLA) plus a terminal degree in an allied professional discipline. The minimum qualifications for a term faculty positions are listed in the appendix.
- B. Review of Departmental Administrative Positions.** The review of Chair-appointed departmental administrative positions (such as DOGE) are conducted by the Chair as part of annual faculty evaluations.

V. POLICY FOR FACULTY EVALUATION OF THE DEPARTMENT CHAIR.

- A. Review Period.** The Department Chair is reviewed by the Dean, normally in the penultimate year of the contract (three to five years) as per the College of Design Governance Document.
- B. Evaluation Report.** At the time of the Dean's review of the Chair, the faculty will submit a departmental evaluation of the Chair to the Dean via a process conducted by the Department Chair Review Committee with the input of the faculty as a whole. The composition and duties of this committee are described below in Appendix D.
- C. Discussion with Faculty.** The Dean will discuss the results of the faculty review with the Chair.

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

Proposed amendments to the Departmental Governance Document, including the Appendices, may be requested by the Chair or any member of the faculty through the following process:

- A. Proposed changes** are submitted to the Chair for inclusion on the agenda of the next scheduled departmental faculty meeting. At that meeting, the proposed change will be presented to the faculty.
- B. Voting on changes.** At the next 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 electronic ballot.
- C. Minimum Votes.** Two-thirds of voting faculty casting ballots must vote in the affirmative for passage of an amendment to the Governance Document and the Appendices.

VII. APPENDICES

A. MISSION AND ACTIVITIES OF THE DEPARTMENT OF LANDSCAPE ARCHITECTURE

1. PROGRAM MISSION

Approved by Faculty vote on 12/10/13.

Our landscape architecture department is an innovative team committed to collaborative learning and discovery. We prepare the next generation of designers and scholars, working through the medium of landscape, to reinvent relationships among people, land and technology. We are rooted in the American heartland and we embrace (and incorporate) diverse ideas, cultures, and landscapes.

2. MAJOR ACTIVITIES OF THE FACULTY

The following activities are the major activities of the faculty and are listed on the PRS for each member of the faculty. Percentage of effort for each activity vary and are individual to each faculty member.

- a. Learning/Teaching/Advising: The department faculty teach and advise graduate and undergraduate students.
- b. Discovery/Research/Creative Activity: The Department faculty pursue individual and collective efforts that benefit professional and academic communities.
- c. Engagement/Extension/Professional Practice: The department subscribes to the concept of integrated outreach whereby faculty undertake design explorations that have the multiple objectives of advancing knowledge, educating students, and serving diverse communities.
- d. University/Professional/Community Service: The department faculty serve others through membership, leadership and advisory roles in academic, community and professional arenas.

3. DEGREES OFFERED

The department offers the BLA and MLA degrees. Faculty provide service and teach in the MDSE and MUD programs and in other departments as required and financed by those other departments.

B. ORGANIZATION OF THE DEPARTMENT

This Appendix describes the roles and responsibilities of members of the Department of Landscape Architecture. Unless otherwise noted below, 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.

1. DEPARTMENT CHAIR

The Chair serves at the pleasure of the Dean, but has obligations both to the faculty and to the administration. Obligations to the administration are indicated throughout the *Faculty Handbook*.

Within the Department, the Chair exercises an overall leadership role. The foremost responsibilities of the Chair are the evaluation of faculty, assignment of responsibilities to

the faculty, hiring of new faculty, and recommending faculty promotion and tenure as per the procedures of the Faculty Handbook, COD Governance Document and LA Governance Document. The Chair also communicates with the faculty about administrative decisions and other items of importance. The Chair acts in a fair and consistent manner, seeks and receives counsel from the faculty on administrative and budgetary matters, and endeavors to advance the Department toward goals for the Department set by the faculty. The Chair is aware of the needs of the department, of the specific interests of the individual members of the faculty, and takes these factors into account when making decisions.

The leadership role of the Chair is extensive and includes:

- a. Overseeing and coordinating all activities of the department, including budgeting, short and long term planning, and stewarding departmental records
- b. Representing the Department to the administration, to other units in the University, and to organizations outside the University
- c. Seeking opportunities for faculty development and department programmatic development
- d. Overseeing BLA and MLA program accreditation and representing the department to the Landscape Architecture Accreditation Board (LAAB)
- e. Appointing committee chairs and departmental administrative positions (such as DOGE) as outlined in this document
- f. Liaising with the Iowa ChPTer ASLA (IA-ASLA). If a faculty member is appointed to an IA-ASLA office, the faculty member may serve as the departmental representative. In particular, the Chair coordinates with IA-ASLA on the nomination of students for the IA-ASLA Merit and Honor Awards and the Landscape Architecture Foundation (LAF) on the national Olmsted Scholar Awards.

2. UNDERGRADUATE PROGRAM DIRECTOR (UPD)

The role of the Undergraduate Program Director (UPD) is to lead development, implementation, and evaluation of the BLA curriculum and oversee the portfolio review for incoming BLA students. The UPD coordinates the assignment of advisors and advising in collaboration with the college's LA advisor; and as called on by the Chair, assists in addressing undergraduate disputes, integrity violations, semester away concerns, and student grievances. The UPD shall be a member of the faculty of the department tenured at the Professor or Associate Professor level. The position is appointed by the Chair for a 3-year term and can be reappointed. Appointments are typically decided Spring semester before the new academic year and begin on the first day of the fiscal year.

3. DIRECTOR OF GRADUATE EDUCATION (DOGE)

The **Director of Graduate Education (DOGE)** chairs the Graduate Program Committee and leads the development and implementation of the Master of Landscape Architecture (MLA) curriculum, including outcomes assessment and catalog changes. The DOGE is responsible for managing graduate admissions, orientation,

and advising in the context of Graduate College policies and with the aid of the Graduate Program Committee. The DOGE participates in meetings with the other college DOGEs. The DOGE also coordinates and advises the Chair on the assignment and awarding of TA and RA appointments, graduate scholarships, MLA course scheduling, and MLA faculty teaching assignments. The DOGE shall be a member of the faculty of the department tenured at the Professor or Associate Professor level. The DOGE is appointed by the chair for a 3-year term and can be re-appointed.

C. PROCEDURES & STANDARDS FOR PROMOTION AND TENURE REVIEW

1. STANDARDS FOR PROMOTION AND TENURE

Faculty members in the Department of Landscape Architecture are evaluated on the basis of the evidence of scholarship as specified in the individual's Position Responsibility Statement (PRS). Scholarship and PRS are described in the Faculty Handbook and College Governance Document.

2. DEPARTMENTAL CONFLICT OF INTEREST

Conflicts of interest include conflicts arising out of personal relationships, family relationships, and those arising from activities outside of work. Documented incidents of harassment or discrimination can also represent a conflict of interest. A member of any committee (department promotion and tenure committee or Faculty Development Council) or an administrator (department chair, associate dean, or dean) with a conflict of interest with respect to a candidate shall not participate in reviewing that candidate or be given access to the candidate's review materials.

3. DEPARTMENT COMMITTEE, TIMING FOR FACULTY PROMOTION AND REVIEW, AND DISPOSITION OF MATERIALS

a. Review is undertaken by the Promotion and Tenure Committee. The Committee is described in Appendix D. General expectations for departmental promotion and tenure review and associated processes are set forth in the Faculty Handbook and the College of Design Governance Document.

b. General timing of Faculty Review

- i. **Probationary Review**—Untenured Assistant Professors have a probationary review at the end of their third year.
- ii. **Mandatory review—Untenured Assistant Professors** go up at the end of the probationary period, which is designated at the time of appointment. The probationary period may in some instances be shortened or extended, as described in the Faculty Handbook. Early review and extensions should be discussed with the Chair.
- iii. **Full Professor.** There is no set timeline for promotion to Full Professor, which is based on whether or not the candidate has met the criteria for promotion as defined in FH Chapter 5. Associate Professors should discuss timing with the Department Chair and review procedures initiated according to the regular review schedule below.
- iv. **Term Faculty.** The scheduled advancement review for Term Faculty is defined

in Chapter 5 of the Faculty Handbook, and generally occurs after six years of employment.

- v. **Adjunct positions.** Nominations for promotion from adjunct assistant to adjunct associate professor and subsequently to adjunct professor are forwarded only with evidence of substantial commendations received for work accomplished subsequent to appointment or promotion. Promotion to Adjunct Professor requires national recognition for the quality of the contribution to the discipline.

- c. **Disposition of Materials**

Materials submitted to the Promotion and Tenure Committee (excluding documentation or supporting materials), its written report, and any or all written responses by the candidate and chair will be kept in the candidate's department personnel file.

4. DEPARTMENTAL PROCEDURE AND POLICY FOR PRE-TENURE REVIEW

The intent of the pre-tenure review is to provide meaningful evaluation of tenure-eligible landscape architecture faculty members that will assist both the faculty member and the department in assessing the likelihood of the candidate's gaining tenure. The process shall provide factual information on and evidence of the faculty member's achievements, progress and work to the Promotion and Tenure Committee without creating an onerous documentation process for the candidate.

- a. **Selection of Faculty for Pre-tenure Review**

Tenure eligible faculty shall be selected for review near the end of their third year of employment (see Table 1) and as described in Faculty Handbook.

- b. **Selection of Faculty Review Committee**

The departmental review will be conducted by the Promotion and Tenure Committee (see Appendix D). In addition, because the intent of the process is to provide advice and guidance, the candidate may request that a total of up to two additional faculty members, one from within and one from outside the department with direct knowledge of his or her record of performance, may sit on the committee. These selected faculty shall give testimony or critical review about the value and quality of the performance materials and participate in discussions, but shall not be voting members of the committee.

- c. **Schedule for Review, Notification of Review and Submittal of Materials**

The pre-tenure review process shall occur during the second semester of the candidate's third year of teaching (see Table 1). The schedule for the pre-tenure review process is indicated below. This schedule coincides with the review schedule for post-tenure review.

Table 1. Department Schedule for Pre-Tenure Review

Department Schedule for Pre-Tenure Review	
Date	Activities to be completed
Fall Semester	Candidate meets with Chair to discuss process and additional committee members
By January 31	Candidate submits materials to Chair
March 1-30	PT Committee reviews and discusses materials
By April 21	Candidate meets with Committee and Chair to discuss their findings
By May 10	Chair sends recommendation to Dean
May 15	Candidate receives official notification of recommendation

d. Review Process

i. Preparation of Pre-tenure portfolio

The department faculty member shall prepare a pre-tenure review document. Normally, the candidate will follow an outline similar to that of Promotion and Tenure Portfolio (Tabs 1 and 2) and outlined in the Faculty Handbook but summarizing the work of the past three years.

ii. Committee Review

The Promotion and Tenure Committee shall review the candidate's materials. Following the review, a meeting shall occur with the voting committee members, the faculty member under review and the department chair to discuss the findings in writing by the committee. At the conclusion of the meeting, the Committee shall present the written report to both the candidate and the department chair.

The written findings of the voting committee will render one of the following four recommendations to the chair.

- 1) Satisfactory progress with no reservation
- 2) Satisfactory but with specific issues that need to be addressed
- 3) Conditional and additional review of the candidate recommended by the committee to the department chair.
- 4) Unsatisfactory and shows little or no progress toward promotion and tenure.

Within ten business days, the candidate member has the right to inform the department chair in writing of any issues the candidate has with the interpretation of the evidence by or with the opinion of the committee.

After ten business days, the candidate and the department chair will meet to discuss the candidate's future development and performance. At this meeting the following items will be reviewed:

- Consideration of potential changes in the PRS. The Chair will be responsible for ensuring that a new PRS, if needed, will be signed and in the faculty member's file by the beginning of the next academic year.

- A plan for future development based on goals and suggestions derived from the pre-tenure review.
- Any written response made by the candidate will be discussed.

Based on the committee recommendations and other pertinent material the department chair will review the recommendations and prepare his or her own evaluation and recommend whether the candidate be allowed to continue on tenure track. The chair will inform the candidate in writing of the chair's recommendation to the Dean. The materials will then be forwarded to the Dean's office for review. According to the Faculty Handbook, candidates have the opportunity to review the factual information contained within the recommendation.

5. DEPARTMENTAL PROCEDURE AND POLICY FOR TENURE REVIEW

a. Review Timeline and Process Timeline

Candidates for tenure and promotion shall initiate the review process and submit their materials for review by the Committee, according to the following schedule:

Table 2. Department Schedule for Tenure Review and Promotion

Department Schedule for Promotion and Tenure Review	
Date	Activities to be completed
Fall Semester	Selection for Promotion and Tenure Review must occur by beginning of academic year; includes discussion with Chair to review timeline and process.
Spring Semester	Candidate initiates review process with the Chair via discussion. From January to May the Chair investigates potential external reviewers
By May 30	Candidate submits complete draft for review by the Chair.
June/July	Candidate submits full portfolio (Tabs 1 and 2) to Chair. Chair positively confirms all external reviewers. Candidate reviews and discusses portfolio with Chair; makes revisions, copies as needed.
By July 15	Chair sends materials to external reviewers.
By September 1	Materials provided to Department PT Committee
September	PT Committee reviews and discusses materials, completes recommendation letter
October	Following College Calendar, letters and portfolio/materials sent to Dean's office for submission to CoD Faculty Development Council.

A candidate's selection for promotion should be made at a time that provides the Chair ample time to prepare documentation and committees. Typically, candidacy should be

discussed with the Chair a year before materials are due. Later selections will be discussed and accepted under unusual circumstances. During the meeting the Department Chair and candidate will share opinions on the probability of success. Every effort will be made to arrive at a mutually agreeable decision as to whether or not to proceed. In cases of disagreement, the candidate shall decide.

b. Evidence for Review

All candidates for promotion should use the Faculty Handbook for guidance on preparing the faculty portfolio and evidence for promotion. Candidates are responsible for compiling the evidence, including the PRS and Vita (Tab 1) and portfolio (Tab 2). Until approved by a college faculty vote, it should be noted that the portfolio—Tab 2—is guidance, not a template. It may be adjusted in outline by the candidate to best illustrate their work. Candidates will submit materials electronically to the Chair using CyBox or other digital repository. The Chair shall be responsible for compiling the evaluation letters from a minimum of five and a maximum of six off-campus reviewers. The department chair and college administration will be responsible for compiling student course evaluations into a table based on College recommendations and as described in Tab 2.

c. External Review Letters

- i. **Selection.** External Reviewers shall be selected by the Chair and remain anonymous to the Candidate. The Candidate can recommend up to four (4) External Reviewers and may provide a list of no more than three (3) outside reviewers who will not be contacted. 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. In the event that none of the Candidate's suggestions are able or willing to serve, then the Chair shall solicit suggestions for the missing reviewers from departmental faculty.
- ii. **Conflict of Interest.** External reviewers should be independent of the faculty being reviewed. The Chair should confirm that External reviewers do not have a conflicting relationship with a candidate prior to agreeing to be a reviewer and request that the External reviewers do not contact the candidate regarding the evaluation letter.
- iii. **Instructions to Reviewers** The Faculty Handbook guides the nature of correspondence regarding review letters. 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. External Reviewers will be asked to evaluate achievements based upon the candidates PRS.

d. Committee Review

The Promotion and Tenure Committee will evaluate the candidate's materials and review letters based on guidance in the Faculty Handbook and decide by majority vote to recommend for or against the nomination. The decision shall be forwarded to the department chair in writing. The committee letter will cite specific reasons and must include minority opinions (if any). The report will be issued in the name of the

committee without identifying who was responsible for any opinion or part. The report is to be signed by all members of the committee.

e. Department Chair Review and Forwarding Responsibilities

Upon receiving the committee's report, the department chair will review all material and prepare his or her evaluation, also following Faculty Handbook, and recommend for or against the nomination.

The department chair will notify the candidate in writing before the department's recommendations are submitted to the college, whether a recommendation will be forwarded and, if so, the nature of the recommendations. Persons who are not being recommended by either the PT Committee or the department chair, or both, will be informed in writing of the reasons.

In cases involving the final year in which the candidate must secure tenure or receive a terminal contract, the materials will be forwarded to the next level no matter what the reports recommend. In all other cases: if both reports recommend for the nomination, the promotion materials will be forwarded to the next level for review. If both recommend against the nomination, the materials will not be forwarded. If one report recommends for and another against, the decision to forward the material or not will be made by the candidate.

Each candidate for whom a recommendation is being forwarded to the college has the right to review a summary of the non-confidential, factual information therein, and to inform the department chair of any ways in which the candidate believes this information to be incorrect or inaccurate.

If the decision is to forward the nomination, the department chair will assemble the promotion materials for the college as defined in the College Governance Document.

In the event of unsatisfactory department and department chair evaluations, the department chair will provide the candidate with written documentation of the evaluations and information about faculty grievance procedures. The faculty member has the right to respond in writing to any evaluation and to make that response part of his or her employment record.

6. DEPARTMENTAL PROCEDURE AND POLICY FOR POST-TENURE REVIEW

According to the Faculty Handbook, tenured faculty members shall be reviewed at least every seven years following tenure. The Promotion and Tenure committee shall assess the individual faculty member's duties as defined by the PRS. The intent of this review shall be the following:

- Meaningful and equitable review of tenured landscape architecture faculty members. The review will aid the department chair in providing assistance with faculty development initiatives for the tenured faculty.
- The review will provide factual information without extensive documentation and data collection.

a. Timing of Review

Post tenure review of faculty within the Department of Landscape Architecture shall be conducted on a seven year cycle, with review occurring in the seventh year following the previous major review (i.e., tenure review, promotion in rank, previous post tenure

review). Faculty members who are formally on phased retirement (i.e., paperwork has been approved and is on file) will be excluded from participation in post tenure review.

Faculty members who hold major administrative appointments in the college (i.e., Dean, associate and assistant deans, department chairs) will be excluded from post tenure review since both the College Governance Document and the Faculty Handbook speak to their review process.

At the end of the major administrative appointment when/if the faculty member returns full time to the department, the post tenure cycle will start, and the faculty member will be reviewed in the seventh year. Faculty members who hold minor administrative appointments within the college and departments (i.e., DOGE, equity advisor, etc.) will be reviewed on the same time frame as other tenured faculty members who do not hold such appointments.

b. Time Frame for Notification of Faculty Member for Review

The faculty members shall be notified by the second week of Fall semester. Faculty will submit review materials to the Chair by the end of January (see Table 3).

Table 3. Department Schedule for Post-Tenure Review

Department Schedule for Post-Tenure Review	
Date	Activities to be completed
Fall Semester	Selection for Post Tenure Review must occur by beginning of academic year.
By January 31	Candidate submits materials to Department Office
March 1-30	PT Committee reviews and discusses Materials
By April 21	Candidate meets with Committee and Chair to discuss their findings
By May 10	Chair sends recommendation to Dean
May 15	Candidate receives official notification of recommendation

c. Materials for Post-Tenure Review

The post tenure review portfolio documents the faculty member’s activities related to their PRS. The portfolio shall contain a CV, PRS, and a written narrative, not to exceed 25 pages, including the following:

- i. Teaching and advising, research/creative activities, extension/outreach/professional practice, institutional and professional service. For teaching the narrative should include a statement of the faculty member’s teaching philosophy, critical self-evaluation of teaching, reflection on the meaning of student course/instructor evaluations, reflections on undergraduate/graduate student academic advancement and effectiveness in advising. For all other areas of the PRS, the candidate should provide a

descriptive interpretation of the significance and value of the faculty member's activities.

- ii. A section on future plans (this includes a projected vision of, and plans for, future activities during the next review period: seven years from now. This insight gives the committee 'context' and 'big picture' background against which to measure performance. This may be expressed as a shift in career goals or new directions in teaching and research.)
- iii. Other reflections as desired.

The narrative is followed by a section with relevant evidence in support of faculty activities, including the following: publications, abstracts, and a numerical table of student evaluations for the period under consideration. The faculty member's performance should be compared to both the department and college averages. Written student comments may be requested.

d. Committee Review

The committee will review the materials and recommend the candidate's performance under each area of the PRS and overall as meeting expectations or below expectations. The committee will then meet with the faculty member and the department chair to discuss the findings in writing of the committee. At the conclusion of the meeting, the Promotion and Tenure Committee shall present the written report to both the faculty member and the department chair.

Within ten business days, the candidate member has the right to inform the department chair in writing of any issues the candidate has with the interpretation of the evidence by or with the opinion of the committee.

The candidate and the department chair will meet after the ten business days to discuss the review and results and discuss any required action plans to bring a "below expectations" performance to "meeting expectations" in accordance with the Faculty Handbook. In addition, the following items will be reviewed:

- Consideration of potential changes in the PRS.
- A plan for future development based on goals and suggestions derived from the post-tenure review.
- Any written response made by the faculty member will be discussed.

7. DEPARTMENTAL PROCEDURE AND POLICY FOR NON-TENURE REVIEW

The intent of the non-tenure review is to provide meaningful evaluation of non-tenure-eligible faculty members that will assist both the faculty member and the department for retention and promotion to senior lecturer.

Selection of Faculty for Review

Non-Tenure-eligible faculty shall be reviewed at the end of their sixth year of employment and every three years thereafter as described in Faculty Handbook.

a. Selection of Faculty Review Committee

The review will be conducted by the Promotion and Tenure Committee (see Appendix

D). In addition, the committee will also include a member at the rank of senior lecturer.

b. Schedule for Review, Notification of Review and Submittal of Materials

Review shall occur during the second semester of the candidate’s sixth (or subsequent third) year of teaching. This schedule coincides with the review schedule for post-tenure review, as follows

Table 4. Department Schedule for Non-Tenure Review

Department Schedule for Non-Tenure Eligible Review	
Date	Activities to be completed
Fall Semester	Selection for Non-Tenure Eligible Review must occur by beginning of academic year; includes discussion with Chair to review timeline and process.
By January 31	Candidate submits materials to Chair
By March 30	PT Committee reviews and discusses Materials
April	Candidate meets with Committee and Chair to discuss their findings
By May 10	Chair sends recommendation to Dean
By May 15	Candidate receives official notification of recommendation

c. Review Process

i. Preparation of Non-tenure Eligible portfolio

The department faculty member shall prepare a non-tenure review document. Normally, the candidate will follow an outline similar to that of Promotion and Tenure Portfolio (Tabs 1 and 2) and outlined in the Faculty Handbook, summarizing the work of the past review period. Evidence should address the activities outlined in the PRS. At a minimum the portfolio should include the materials as described in the College’s Tab 1 (PRS and Vita) and documentation of teaching work in Tab 2. The department chair and college administration will be responsible for compiling student course evaluations into a table based on College recommendations and as described in Tab 2.

ii. Committee Review

The Promotion and Tenure Committee (PT) shall review the candidate’s materials. Following the review, a meeting shall occur with the voting committee members, the faculty member under review and the department chair to discuss the findings in writing by the committee. At the conclusion of the meeting, the Committee shall present the written report to both the candidate and the department chair.

The written findings of the voting committee will propose promotion of the candidate to senior lecturer or not.

Within ten business days, the candidate member has the right to inform the department chair in writing of any issues the candidate has with the interpretation of the evidence by or with the opinion of the committee.

After ten business days, the candidate and the department chair will meet to discuss the candidate's future development and performance. At this meeting the following items will be reviewed:

- Consideration of potential changes in the PRS. The Chair will be responsible for ensuring that a new PRS, if needed, will be signed and in the faculty member's file by the beginning of the next academic year.
- A plan for future development based on goals and suggestions derived from the non-tenure review.
- Any written response made by the candidate will be discussed.

D. TERM FACULTY: APPOINTMENT POLICIES AND PROCEDURES

1. DESCRIPTION OF TERM FACULTY POSITIONS

Term Faculty positions are term appointments eligible for renewal based on the quality of performance, the continuing need of the department, and are subject to approval by the Dean and the Provost. Individuals appointed to these positions will be evaluated for compensation and advancement using established criteria appropriate to their positions. The Chair will conduct annual evaluations of term faculty. Evaluations for renewal of appointments of three years or more will be conducted by the Promotion and Tenure Committee and recommended by the Chair. The term appointments defined in Faculty Handbook Section 3.3.2.2 as Lecturer, Assistant Teaching Professor, Associate Teaching Professor and Teaching Professor for teaching; Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice for practice faculty; Research Assistant Professor, Research Associate Professor, Research Professor for research faculty; and Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor for adjunct faculty are applicable in the Department, and the policies on nonrenewal of term appointments of Assistant Teaching Professor, Associate Teaching Professor and Teaching Professor and Adjunct faculty as outlined in Faculty Handbook Sections 3.5.1.1 will be followed.

2. APPOINTMENT OF TERM FACULTY

The Department subscribes to the required appointment procedures for term faculty as set forth in Faculty Handbook Section 3.3.2. Appointment and reappointment procedures will depend on whether a person is appointed a one year or multi-year contract, and also whether they are appointed for six credit hours (half-time) or less, or are hired for more than six credit hours (more than half-time).

- Appointments of one year or less, and half-time or less - The Chair is encouraged, but not required to consult with Department faculty on any term faculty appointments to a contract of one-year or less, for teaching of six credit hours or less.
- Multi-year appointments, or appointments for more than half-time - When a new term faculty appointment is to be made for a multi-year contract, or for a one-year contract for teaching of more than six credit hours, the Advancement, Promotion, and Tenure Committee will review the file(s) of candidate(s) for such an appointment, and make a

recommendation to the Chair. After receiving the recommendation, the Chair may act to appoint a recommended candidate contingent any necessary approvals of the Dean and Vice President and Provost.

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 or public sector experience
- Associate Professor of Practice: Bachelor's degree plus 10 years of relevant industry or public sector 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 or public sector experience or five years of academic experience beyond the requirements for associate professor of practice

Research Faculty:

- Research Assistant Professor: Master's degree
- Research Associate Professor: Master's degree
- Research Professor: Master's degree

Adjunct Faculty:

- Adjunct Assistant Professor: Master's degree
- Adjunct Associate Professor: Master's degree
- Adjunct Professor: Master's 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 of 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.

In accordance with Faculty Handbook Section 3.1.3, departments may seek a waiver for a candidate who does not have the stated minimum qualifications by having the department chair make the waiver request to the dean, after consultation and agreement with the department faculty or search committee, as specified in the department's governance. The waiver request will consist of the following materials: candidate's vita and a written explanation of how the candidate's experience is equivalent to the minimum qualifications. For new hires, the department chair will also justify why the proposed candidate is a better fit for the position than other candidates in the pool who meet the minimum qualifications. If the dean approves the waiver, the dean will then request that a waiver be granted by the provost.

Minimum qualifications are for the initial appointment, and shall not be used for purposes of advancement. If a faculty member is hired under a waiver of the minimum requirement, the usual minimum cannot be required for their advancement.

3. Term Faculty: Policies and Procedures for Annual Reviews and Reappointment

a. Position Responsibility Statement (PRS) for term faculty

A term faculty member's PRS should include the significant responsibilities of the faculty member in all of the following areas: (1) teaching, (2) research/creative activities, (3) extension/professional practice, and (4) institutional service, that are important in evaluating faculty accomplishments in the promotion and tenure process for tenure-eligible/tenured faculty, or for advancement for non-tenure-eligible faculty. The responsibilities identified in the PRS should not be inconsistent with the Department's stated criteria for promotion and tenure. The PRS shall not violate the faculty member's academic freedom in teaching, in the selection of topics or methods of research, or in extension/professional practice.

The PRS will be subject to regular review by the term faculty member and the Chair, and allow for flexibility in responsibilities over time and for the changing nature of faculty appointments. The statement should allow both the faculty member and his/her administrative and peer evaluators to understand the basis of the academic appointment.

b. Teaching

Teaching in the department normally involves regular on-campus, classroom instruction and/or professional studio. In some cases, term faculty may be involved in other activities associated with the teaching function, including serving on master's committees, advising undergraduate students on their projects or research, and developing new forms of pedagogy. In evaluating teaching, the Department is concerned with attitudes toward teaching and students, knowledge of the field of interest, effectiveness in presentation of course material, coherence of course organization, validity of grading and evaluation procedures, and overall contributions to the educational mission of the Department. Evidence for these indicators will come from the candidate's teaching statement, student evaluations, course syllabi, peer classroom visits, and contributions to Department curricular activities.

c. Institutional Service

Institutional service refers to those activities expected of all faculty members in participating in departmental governance, serving on departmental, college, and university committees, and carrying out administrative duties. The Chair will specify

the level of institutional service desired of term faculty at the time of appointment.

A term faculty representative from the department will serve on the Liaison Council for a one-year term and rotates through the seven departments in the College of Design in alphabetical order (Architecture, Art and Visual Culture, Community and Regional Planning, Graphic Design, Industrial Design, Interior Design, Landscape Architecture). The term faculty representative will be elected by their department before the Liaison Council meets at the start of the fall term. If a department does not have term faculty available, the appointment will rotate to the next department in the order above.

d. Annual Review

The Chair will conduct an annual review of every term faculty member with a multi-year appointment, unless the term faculty member is in the final year of his or her contract and is being considered for reappointment. The Chair will inform the term faculty member of the time frame and schedule for annual faculty evaluation and will ask the term faculty member to provide a written report following a format prescribed by the Chair. Upon receipt of the report, the Chair and term faculty member will conduct a face-to-face meeting to discuss the term faculty member's performance and development. Based on the report and the face-to-face meeting, the Chair will prepare a written evaluation to be provided to the term faculty member.

4. Reappointment and Advancement Procedures

a. Overview and Timelines

The Department will conduct an extensive review of each term faculty member during the penultimate year of her contract when there is the possibility of reappointment, or of advancement in rank from Lecturer to Assistant Teaching Professor. The timelines contained in Appendix A shall be followed when conducting these reviews. These timelines are intended to be consistent with those established by the University and the College.

The evaluation, renewal and advancement of other non-tenure-eligible appointments shall follow the policies described in the Faculty Handbook, specifically:

- Professional and Scientific (P&S) term appointments: a person employed in a P&S position and assigned term faculty responsibilities shall be evaluated in accordance with the procedures governing term appointments for that portion of their responsibilities related to their term appointment. See the Faculty Handbook Section 5.4.1.4.
- P&S employees who held adjunct rank at the Assistant, Associate or Full Professorial levels on February 11, 2003 retained these titles, and will be moved to the updated term faculty adjunct titles (see COD GD 5.2.1.2) in consultation with their department chair and dean.

b. Review Committee Members

For the purposes of conducting reviews for reappointment and advancement of term faculty members, the Review Committee shall consist of the Department Advancement, Promotion, and Tenure Committee.

c. Conflicts of Interest

Conflicts of interest include conflicts arising out of personal relationships, family relationships, and those arising from activities outside of work. Conflict of interest issues are addressed in Faculty Handbook Section 7.2.2.1. The Chair or any member of the Review Committee with a conflict of interest with respect to a candidate shall not participate in reviewing that candidate or be given access to the candidate's review materials.

d. Confidentiality

The deliberations of the Review Committee shall remain confidential. Discussions between any Review Committee member and any faculty member who is not a member of the Review Committee pertaining to any reappointment or advancement review are strictly prohibited.

e. Candidate Responsibilities

The candidate has the primary responsibility for preparing the following review materials in consultation with the Chair. Other faculty members may also informally advise the candidate on the preparation of the materials.

- PRS: Including the current PRS and any previous PRS relevant to the review period
- Vita: The vita is a listing of information about the candidate, including the candidate's activities and accomplishments in the areas of his/her responsibilities (teaching, institutional service, others as appropriate).
- Portfolio: The portfolio should include
 - A statement that outlines the teaching philosophy guiding his/her work and explains how that philosophy is evident in the courses taught and other teaching activities at ISU
 - A list of courses taught in the department, along with course syllabi
 - Evaluations and other assessments of teaching effectiveness
 - A statement of how the candidate has contributed to the university, college, department or other institutional units through institutional service, if part of their responsibilities described in their PRS
 - In addition, the candidate is encouraged to include other materials that would produce a full and fair evaluation of his or her performance, including but not limited to research or scholarship activities, or contributions to the planning profession, if part of their responsibilities described in their PRS.
- The candidate may be asked by the Chair or the Review Committee to add relevant materials to the review materials.

f. Chair Responsibilities

The Chair shall be responsible for the following documentation and actions in the review process:

- Conduct a preliminary face-to-face meeting with the candidate to review the documentation expected from the candidate, the evaluative criteria for reappointment and/or advancement, and the timeline for review;
- Prepare a written evaluation and decision. The evaluation should summarize the primary points made by the Review Committee and the Chair's own findings with regard to the evaluative criteria for reappointment and/or rank advancement, address both the strengths and weaknesses in the candidate's record of performance, and the

Chair's decision on reappointment and/or rank advancement, as appropriate.

- Provide the Chair's written evaluation and decision to the candidate, and conduct a face-to-face meeting with the candidate to review the decision. If the decision is not to reappoint, the candidate will be notified of such at least one calendar year prior to the end date of the current appointment.
- Provide the Chair's written evaluation and decision to the Review Committee.

g. Review Committee Responsibilities

The Review Committee shall be responsible for the following documentation and actions in the review process:

- Using the evaluative criteria for reappointment and/or advancement review, evaluate the candidate and make a recommendation to the Chair. The evaluation and recommendation shall be based on the information presented in the candidate's documentation. The recommendation will be reached on a majority basis through secret ballot. A tie vote means that the Committee is making no recommendation. The Committee chair will record the vote tally.
- Provide to the Chair a written evaluation and recommendation, including the vote tally. The evaluation should not be a statement of advocacy but should address both the strengths and weaknesses in the candidate's record of performance. The evaluation should include:
 - The candidate's accomplishments in teaching, institutional service, and other identified areas of responsibilities;
 - The candidate's prospects for future contributions to the Department; and
 - The Review Committee's recommendation.

E. COMMITTEES

1. PROMOTION AND TENURE COMMITTEE (STANDING COMMITTEE)

The primary function of the PT committee is to conduct pre-tenure, promotion, and post-tenure review and evaluations. The committee is composed of three members of faculty who are elected by the faculty as described below. The committee is elected at the end of the academic year in May and then serves a one-year term during the following academic year, from August to the following May.

- a. Committee for promotion and review of tenured and tenure-eligible faculty:**
- i. For the evaluation of tenured and tenure eligible faculty (including pre and post tenure), three members of the departmental Promotion and Tenure Committee are elected from and by the tenured and tenured-eligible faculty at the end of the academic year in May.
 - ii. Tenured faculty whose rank is at or above the rank level being sought by the tenured/tenure eligible candidate are eligible to serve. The department chair may not stand for election to the committee. If there are not enough faculty at rank, a faculty member from another department may be elected to serve. Persons being considered for promotion and/or tenure may not serve on the committee during the period of review of their case.
 - iii. Once constituted, the committee shall select its chair whose responsibilities

include meeting deadlines and assigning the preparation of the committee's recommendation.

- b.** Committee for non-tenure eligible advancement:
 - i. In matters of advancement in rank of non-tenure-eligible candidates, one adjunct, senior lecturer or lecturer faculty member, at or above the rank level being sought by the non-tenure eligible faculty, shall be elected by the voting faculty and shall replace one of the tenured faculty members as a voting member of the Promotion and Tenure Committee. If there are not enough non-tenure eligible faculty available at or above rank, a faculty member from another department shall be elected to serve.
 - ii. The departmental representative to the CoD Faculty Development Council shall be elected from and by the members of the Promotion and Tenure Committee. If the staggered terms do not match, the departmental Council representative shall remain on the Promotion and Tenure Committee *ex officio*, without vote.
- 2. GRADUATE PROGRAM COMMITTEE (GPC) (STANDING COMMITTEE)
 - a.** The committee consists of the Director of Graduate Education (DOGE) who chairs the committee, plus three additional members who are appointed by the department chair with consultation with the DOGE for a three-year term.
 - b.** The GPC oversees the graduate curriculum, including program development, recruiting and admissions of graduate students. The GPC makes recommendations for the program and its curriculum to the faculty and the Chair.
 - c.** GPC also reviews requirements for concurrent degrees (e.g., MLA/MCRP, MLA/MUD, MLA/MDSE) and makes recommendations to the faculty and the Chair regarding the relationship of other graduate programs to the department's graduate program.
 - d.** The Graduate Program Committee reviews applications and selects students for graduate-level departmental scholarships. Scholarships are approved by Chair prior to commitment.
- 3. UNDERGRAD PROGRAM COMMITTEE (STANDING COMMITTEE)

The UPC consists of the Undergraduate Program Director (UPD) who chairs the committee, plus three additional members who are appointed by the department chair with consultation with the UPD for a three-year term.

 - a.** UPC Ad Hoc Committees

The Undergraduate Program Committee may also appoint ad hoc committees to study particular issues. All faculty members may serve on UPC ad hoc committees as appropriate to their expertise or interests. Ad hoc committees may include, but are not limited to: year level 1 through 5 curriculum, study away curriculum, compressed curriculum, CoD core curriculum, academic standards, etc.
 - b.** Academic Affairs Representative.

The departmental representative to the CoD Academic Affairs Council shall be elected from among and by the members of the Undergraduate and the Graduate Program Committees. If the staggered terms do not match, the departmental Council

representative shall remain on the Undergraduate Program Committee ex officio, without vote.

4. SCHOLARSHIPS AND AWARDS COMMITTEE (STANDING COMMITTEE)

A chair for this committee and two additional members are appointed by the Chair and carry a three-year term. The responsibilities of the committee include the review of applications and selection of students for departmental scholarships, with input by the faculty as appropriate. The committee may also develop additional award opportunities and coordinate award celebrations.

5. FACULTY SEARCH COMMITTEE (AD HOC COMMITTEE)

The Faculty Search Committee (FSC) is an ad-hoc committee constituted when there is a tenure/tenure track faculty position open in the department. Searches shall be conducted for tenured or tenure-track positions. The Chair will be responsible for lecturer position appointments but may convene a FSC for important non-tenure eligible positions.

The FSC will include a minimum of four faculty members (including the chair) of varied ranks, three from the department and one from within or outside the college as appropriate. The department chair will appoint the committee chair, and the other LA appointments will be voluntary, subject to approval by the faculty. The committee chair will select and ask the non-departmental member to join the committee, based on discussions with the committee as a whole. Two student members, one representing undergraduate students and one representing graduate students, shall also be appointed by the chair.

A search committee shall remain in service until the position is filled. If during the process of the review of search candidates, a conflict of interest is identified, the search committee member shall be replaced.

Responsibilities of the committee include assisting the department chair in the writing the position description for submission to University Human Resources, subscribing to university procedures for hiring, and recruiting prospective faculty candidates. The search committee shall review candidates' application materials. Materials for all candidates will be available for review by the faculty, who shall provide their comments to the committee. However, it is the responsibility of the Committee to create a short list for on campus interviews after review of materials and telephone interviews.

Following interviews of the short-listed candidates, the committee shall organize the findings from the interviews, and present this information to the voting members of the faculty and the Chair. The faculty will then vote on the preferred candidate. Approval of the candidate for hiring shall be based on a voting outcome of (n-2), where n is the number of the voting faculty.

Following the faculty vote and approval, the candidate will then be recommended for hiring to the department chair. The department chair, with the consent of the dean, will then begin negotiations with the candidate. In the event that the negotiations are unsuccessful, faculty will then vote on the remaining candidates if appropriate, or extend

the search. In keeping with college and university policies, the committee will assist in implementing the policies described in the ISU Faculty Handbook.

6. DEPARTMENT CHAIR REVIEW COMMITTEE (AD HOC COMMITTEE)

As per the College Governance Document and the Faculty Handbook, the department shall participate in the evaluation of the department chair. The Chair Review Committee is convened to facilitate the faculty's evaluation of the Chair. The responsibilities of the committee include soliciting input from faculty and students and staff on the Chair's performance, and creating a written evaluation of the Chair's performance. The committee shall make a recommendation to the Dean after soliciting faculty input on the Chair's performance. Following submission of the document to the Dean, the Dean and the Department Chair Review Committee will meet to discuss the evaluation.

7. LA PRACTITIONER ADVISORY COMMITTEE (LAPAC)

The LAPAC is a committee of local, regional, national and international professionals that reviews and advises the department regarding its mission, policies, programs, curriculum, outreach, student awards, accreditation and other activities as they relate to the profession of Landscape Architecture, CLARB, ASLA, and ISU LA alumni. LAPAC membership is comprised of maximum of 15 members of individuals interested in the department, which include, but shall not be limited to ISU alumni. A faculty representative also serves as a member of the committee. The committee chair is elected by the committee. Each year the Chair selects a six-member steering committee from the larger pool of members. The Chair organizes and participates in meetings as needed, but is not a voting member of the committee.

8. EXTRA -DEPARTMENTAL COMMITTEES

The following assignments associated with the department will occur through chair selection and discussion with the faculty member or as described for each position. Vacancies shall be filled in a similar manner.

- a. The **CELA institutional representative** will be a voluntary appointment and carry a two-year term, with the potential of an additional appointment after the first term.
- b. Faculty advisors to SSLA and (Ab)Terris will be a voluntary appointment and carry a three-year term, with the potential of an additional appointment after the first term.
- c. Sigma Lamda Alpha faculty advisor will be voluntary appointment.

9. DEPARTMENTAL REPRESENTATION ON COLLEGE COUNCILS AND COMMITTEES

The department must have representatives on the following Councils and Committees

- a. CoD Liaison Council.
- b. Budget Advisory Committee.
- c. Operations Committee.
- d. Diversity Committee
- e. Lectures & Exhibitions Committee
- f. Departmental representative to the CoD Academic Affairs Council
- g. International Programs Committee
- h. Departmental representative to the CoD Student Affairs Council
- i. Student Honors and Awards
- j. CoD Research Extension & Outreach Council

With the exceptions of the Faculty Senator and the Department representative to AAC and the Faculty Development Council, department membership on college councils and committees will be through a volunteer process. If there is more than one volunteer, an election will occur.

The departmental representative to the CoD Faculty Development Council shall be elected from among and by the members of the departmental PT Committee as defined above, 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).

The departmental representative to the CoD Faculty Development Council shall be elected from among and by the members of the departmental Undergraduate Program Committee, as defined above.

The Departmental Senator to the Faculty Senate shall be elected from and by the Departmental faculty for a term as described in the Faculty Handbook.

10. 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, and shall be filled by volunteers and elections if required.

F. ABBREVIATIONS AND ACRONYMS

- AAC – Academic Affairs Council
- ASLA – American Society of Landscape Architects
- BLA – Bachelor of Landscape Architecture
- CELA – Council of Educators in Landscape Architecture
- CLARB – Council of Landscape Architectural Registration Boards
- CoD – College of Design
- CV – Curriculum Vitae
- DOGE – Director of Graduate Education
- FH – Faculty Handbook

FPDA – Faculty Professional Development Assignment
FSC – Faculty Search Committee
GPC – Graduate Program Committee
LAAB – Landscape Architecture Accreditation Board
LAF – Landscape Architecture Foundation
LAPAC – Landscape Architecture Practitioner Advisory Committee
MLA – Master of Landscape Architecture
MDSE – Master of Design in Sustainable Environments
MUD – Master of Urban Design
NSE – National Student Exchange
PT – Promotion and Tenure
PRS – Position Responsibility Statement
SSLA – Student Society of Landscape Architects
UPC – Undergraduate Program Committee
UPD – Undergraduate Program Director