Structure

1. Administration
2. Standing Committee List

Policy

1. Mission Statement
2. Procedures for Reviewing DEO and searching for new DEOs
3. Planning and Hiring Procedures
4. Post-Tenure Review Document
5. Promotion and Tenure Policies and Procedures (including policy on Affiliate and Courtesy Faculty)
6. Rules for Hiring and Reappointing Lecturers and Sr. Lecturers
7. Regulations for Adjunct Research Appointments
1. Administration

The Departmental Executive Officer (DEO) is responsible for all aspects of departmental administration subject to LAS College and University regulations and procedures, and the governance policies described in the following sections.

The DEO appoints an Assistant Chair of the Department for a mutually agreed term. The specific duties of the Asst. Chair are assigned by the DEO, and determined by the current needs of the Department. They include acting for the DEO in routine matters and meetings when he/she is absent, to a degree determined by the DEO’s ability to communicate with the Department. If both the DEO and Asst. Chair are absent, a senior professor is delegated to carry out essential department business. A rank-ordered list of individuals is maintained for his/her exigency.

The departmental office staff is generally under the supervision of the Departmental Secretary. The financial business of the department is supervised by the Administrative Assistant for Business and Finance. Laboratory and demonstration set-up and maintenance are supervised by the Teaching Lab Associate. All of these persons report to the DEO.

2. Standing Committee List

DEPT. CHAIR:
ASSISTANT CHAIR:
ADVISING COORDINATOR:
ADVISORS FOR UNDERGRAD STUDENT GROUPS:
    Freshmen Physics Advisors:
    Designated Undergraduate Advisors:
    Physics:
    Honors Program Students:
    Physics with Astro Emphasis or Minor:
    Undergraduate in High School Preparation Program:
ART AND DESIGN LIAISON:
ASTRO COORDINATOR:
COLLOQUIUM COMMITTEE:
COMPUTER FACILITIES AND WEBSITE COMMITTEE:
CURRICULUM COMMITTEE: Along with faculty members, one graduate student representative, one graduate student representative also serves on this committee.
DEPARTMENT ADVISORS (a.k.a. Executive Committee): One faculty member from the Astro, CMP, HEP, Nuclear and PAP areas serve.
DIRECTOR OF GRADUATE EDUCATION:
DIVERSITY COMMITTEE:
FACULTY HONORS AND AWARDS NOMINATING COMMITTEE:
FACULTY SENATOR:
FIRST YEAR GRAD ADVISOR:
GRAD ADMISSIONS COMMITTEE:
GRAD STATUS COMMITTEE:
GRAD STUDENT SUMMER ORIENTATION:
INSTRUCTIONAL RESOURCES COMMITTEE:
LAS REPRESENTATIVE ASSEMBLY:
LIBRARY LIAISON:
LONG RANGE PLANNING:
Observatory Director:
PHYSICS AND ASTRONOMY CLUB FACULTY ADVISOR:
PHYSICS AND ASTRONOMY LIVE GREEN COMMITTEE:
POST TENURE REVIEW COMMITTEE:
PROMOTION AND TENURE COMMITTEE:
PRS CONFLICT OFFICER:
CLASS SCHEDULING:
SEMINARS: Faculty members from the Astro, CMP, HEP and Nuc areas serve.
SPACE AND SAFETY COMMITTEE:
STUDENT HONORS AND AWARDS NOMINATING COMMITTEE:
STUDENT RECRUITMENT AND UNDERGRAD VISITS COMMITTEE:
TEACHING ADVISORY AND EVALUATION COMMITTEE:
UNITED WAY CAMPAIGN:
The mission of the Department of Physics and Astronomy of Iowa State University is:

- To conduct world-class research in Physics and Astronomy, including such subfields as condensed matter physics, biophysics, nuclear physics, high energy physics, high energy particle astrophysics, and astronomy and astrophysics.

- To have our research recognized for excellence by colleagues, journals, and funding agencies both national and international. To provide a stimulating and nurturing research community to underpin world-class education and training for graduate students, postdoctoral fellows, visitors, and interested undergraduate students.

Besides providing an excellent and rigorous education for undergraduate physics and astronomy majors, our department will provide an exemplary education in introductory physics and astronomy to all undergraduates majoring in the various other mathematical, sciences, and engineering disciplines.

Our department will encourage and engage in outreach activities, such as public lectures, web courses, planetarium and laboratory demonstrations, and K-12 classroom visits. We will extend our hand and, when useful, our expertise to assist the citizens of Iowa.
This document describes the policy and procedures for developing the annual hiring plan of new faculty members as well as the guidelines for maintaining the Long Range Plan (LRP) in the Department of Physics and Astronomy. The policies and procedures herein described are effective upon adoption by a 2/3 vote of the faculty, and may be amended by a 2/3 vote of the faculty. All amendments to this document shall be approved by written ballot. For these purposes and wherever referred to in this document, the faculty consists of persons of any academic rank who are either tenured or on tenure-track appointments and have at least one quarter of their academic-year salary listed in the Department of Physics and Astronomy budget. Membership in the faculty is not affected by leave of absence of any kind. However, when a vote is taken at a faculty meeting, a faculty member on leave, official travel, or sick leave, shall not be included in the count of eligible voters unless he or she is present at the meeting or has transmitted a proxy to the Department Executive Officer (DEO) before the meeting.

The Long Range Plan of the department shall be maintained by a committee titled the Long Range Planning Committee (LRPC). The same committee also develops the annual hiring plan, i.e. a plan that determines and rank orders the research areas for searches for new faculty members of the department in the subsequent academic year. The LRPC will be appointed by the DEO annually for a one–year term, with reappointments possible at the discretion of the DEO. The membership of the Committee shall be announced to the faculty at the beginning of each academic year.

The purpose of the LRP is to lay out a vision for the future of the department, emphasizing the next five years. The LRP shall include a long term strategy which sets the priorities for new faculty hires in the department. In particular, it shall contain, as part of the LRP, a list of rank-ordered future hires that will move the department in new directions, or strengthen existing areas. This list must include the areas for future hires along with explanatory material justifying these new positions and putting them in the context of a vision for the department. The LRPC will arrange for detailed proposals for future hiring priorities to be presented to the committee by members of the faculty in any agreed-upon format – including but not limited to oral presentation, written presentation, or emailed presentation. The LRPC will discuss each proposal and decide whether it should be included as future hiring priority in the LRP. It is the responsibility of the LRPC to review and, if appropriate, update the list of future hires on an annual basis. The list must then be approved annually by a simple majority of the faculty.

Every year, the Long Range Planning committee will make a recommendation for hiring in the subsequent academic year in the Department of Physics and Astronomy. This recommendation will be made to the chair of the department but must be supported by a simple majority during a faculty meeting. The guidelines and time line for the development of the annual hiring plan are:
- **Beginning of the fall semester:** The LRPC invites the faculty members or research groups to submit brief proposal for new hires.
- **End of the fall semester:** The LRPC schedules a committee meeting where individual hiring proposals are presented. This committee meeting will be open to all faculty members. All proposals must be defended in an oral presentation to the committee and the attending faculty, addressing issues such as the scientific challenge, the vision of the proposed hire, aspects of funding opportunities, as well as compatibility with existing efforts. Based on the proposals for new hires presented during this committee meeting and the list of rank-ordered new hires in the LRP document, the LRPC develops the annual hiring plan.
- **Beginning of the spring semester:** The LRPC presents its annual hiring plan, i.e. makes a recommendation to the faculty for new hires in the department for the subsequent year. The Committee shall summarize in writing the hires being recommended to the faculty prior to the faculty meeting where the recommendation will be discussed. The recommendation must be approved by a simple majority of the eligible faculty by written ballot. In case no simple majority of the faculty supports the proposal, the LRPC will produce and submit a revised plan. If no simple majority of the faculty supports the revised plan, the hiring plan for the subsequent year is considered failed, and the DEO determines the course of action.
- Once the annual hiring plan of the department is approved by the faculty, the DEO is authorized to request the permission from the Dean of the College to conduct faculty searches in the recommended areas.

In exceptional cases (e.g. hiring opportunities of highly accomplished senior scientists, partner accommodations, etc.) a different approach may be adopted. In such cases only the DEO has the authority to change the timeline, while the proposal for such a special faculty hiring must still be approved by a simple majority of the faculty during a faculty meeting by written ballot.
A post-tenure review of all tenured faculty in the Department of Physics and Astronomy will be done by the DEO and a faculty review committee. Faculty members will be reviewed at least every seven years in the order of the length of time since their last detailed review, either a post-tenure review or review leading to promotion. The review will be conducted consistent with the Post Tenure Review Policy document of the College of Liberal Arts and Sciences. The review should address the quality of the faculty member's performance in accordance with all position responsibility statements (PRSs) in effect during the period of the review. Persons who have given notice in writing to the DEO of retirement or phased retirement beginning in the next academic year will be exempted from review.

This review will be based on the faculty member's departmental resume and on input from the faculty review committee chosen by the DEO. All faculty members will be invited by the DEO to submit to the faculty review committee and the DEO written comments regarding the performance of faculty members under post-tenure review. At the conclusion of their review the faculty committee will provide the DEO with a written report. The report will conclude with a summary statement of the outcome of the committee’s review (“superior”, “meeting expectations”, “below expectations”) and suggestions for an action plan to improve performance where necessary. Based on the above materials and input from the faculty review committee, the DEO will prepare a draft of the post-tenure review report. This draft shall be given by the end of April to the faculty member, who has until the end of May to append comments or corrections, if so desired. The DEO’s final report will include an action plan for performance improvement in those areas deemed necessary and will reflect discussions between the DEO and the faculty member.

The post-tenure review report will not be circulated to anyone within the Department without the advance written permission of the faculty member being reviewed. The report of the review will be used by the faculty member and the DEO as a guide to enhancing the performance of the faculty member reviewed.

The policies and procedures described herein are effective upon adoption by a 2/3 vote of the faculty and may be amended by a 2/3 vote of the faculty. This document and all amendments to it shall be approved by written ballot. The definition of the voting faculty is identical to that used for amendments to the document entitled "Department of Physics and Astronomy Promotion and Tenure Policy and Procedure" and is given in that document.

The departmental resume normally contains the following items:

- Professional history
- Teaching responsibilities and student ratings
- Graduate students directed
- Service record
- Research summary
- Summary of publications and talks
- Numbers of citations
- Honors and awards
- Synopsis of funding
- List of invited talks
- List of refereed publications
II. Searching for a new DEO

A. If the majority of answers to question 4 of the preliminary questionnaire are in favor of an external search, or if the Dean’s office requires an external search, then a search committee shall be set up in consultation with the Dean.

1. This committee shall be structured and shall operate in a manner similar to other faculty search committees except that care shall be taken to avoid placing on it those who are likely to become candidates for the DEO position.

2. If any member of the search committee becomes a candidate for the DEO position, he or she shall immediately resign from the search committee.
3. Interviews for the DEO position shall be carried out in a manner consistent with all faculty searches, with the added requirements that the candidates should meet with key staff members in the department, should have a public Q/A session with faculty, and should meet with the graduate students.

B. If the decision is made to seek a new DEO from among present members of the department, a special procedure shall be followed:

1. The faculty shall be surveyed, by the Assistant Chair, for suggestions about the membership of the search committee, the likely DEO candidates, and issues likely to be important in the next 3-5 years. This questionnaire will be of the following format: Who among the faculty at the rank of associate professor and above would you suggest be considered a candidate for DEO? Who among the full departmental tenure track faculty would you recommend for inclusion on a DEO-selection committee? What do you see as key issues facing the next DEO?

2. The responses should be tabulated by the Assistant Chair, or another neutral party, and conveyed in a report to the faculty. A committee shall be appointed by the faculty, in consultation with the Dean, from among those suggested for such membership. Faculty members that appear to have strong support for DEO candidacy, based on the results of the questionnaire, should not be asked to serve on the selection committee.

3. Those nominated in the survey should be encouraged to participate in an informal interview process involving meets with the faculty, graduate students, and other interested parties and the Dean. This process shall be set up and expedited by the DEO selection committee.

4. A final ballot shall be circulated by the DEO selection committee. The ballot should ask for a ranking, and for comments about the perceived strengths and weaknesses of candidates for this position. Results of this ballot shall be tabulated. The top vote-getters should then be asked to agree to continue as candidates. The department should be informed about the finalists, typically no more than 3 or 4 of those interviewed, and including only those that, at this stage, agree to continue as candidates. This same list and a report summarizing comments should be sent to the Dean, as a recommendation from the department.
DEPARTMENT OF PHYSICS AND ASTRONOMY
PROMOTION AND TENURE POLICY AND PROCEDURE

This document describes the policy and procedures used in evaluating faculty members annually for promotion in the Department of Physics and Astronomy. The Department adheres to all policies of the College of Liberal Arts and Sciences and of Iowa State University, and this document is subservient to those policies in case of any disagreement. The policies and procedures herein described are effective upon adoption by a 2/3 vote of the faculty, and may be amended by a 2/3 vote of the faculty. All amendments to this document shall be approved by written ballot. For these purposes and wherever referred to in this document, the faculty consists of persons of any academic rank who are either tenured or on a tenure-track appointment and have at least one quarter of their academic-year salary listed in the Department of Physics and Astronomy budgets. Membership in the faculty is not affected by leave of absence of any kind, i.e., Faculty Professional Development Assignment (FPDA), sick leave, leave without pay (LWOP), or any other extended leave approved by the DEO. However, when a vote is taken at a faculty meeting, a faculty member on leave, official travel, or sick leave, shall not be included in the count of eligible voters unless he or she is present at the meeting or has transmitted a proxy to the DEO before the meeting. Proposed amendments must be circulated in writing at least seven days prior to the vote. In all procedural matters relating to these, or other votes mentioned hereafter, parliamentary procedure shall govern, as defined in Robert's Rules of Order, latest edition.

Evaluation of the qualifications of faculty members shall be carried out annually by a preliminary screening committee, as specified in the Faculty Handbook. This committee shall be titled the Promotion and Tenure Committee, and its membership shall include at least six members of the faculty with at least one holding a rank below professor. The Committee will be appointed by the Departmental Executive Officer (hereafter called the DEO) annually for a one-year term, with reappointment possible at the discretion of the DEO. The membership of the Committee shall be announced to the faculty at the beginning of each academic year.

The Promotion and Tenure Committee shall examine annually the qualifications of each faculty member below the rank of professor for promotion to the next higher rank. In cases of faculty members not holding continuous tenure appointments, it shall also examine, when appropriate, the qualifications of the faculty member for reappointment (see Appendix A). It shall determine which of the faculty members merit the detailed study appropriate to a recommendation
for promotion or a recommendation regarding reappointment, and shall inform each faculty member examined whether or not he or she is being given that detailed study. A faculty member who is not felt by the Committee to merit such close examination, but who disagrees with that judgment, may indicate his or her disagreement in writing to the DEO; the DEO will then inform the Committee, who will add this name to the list of those to be given detailed examination. The DEO may also add other names at his or her discretion or at the suggestion of faculty members. A faculty member may also withdraw his or her name from consideration for promotion unless he or she is in the sixth year and/or penultimate year of a tenure-track appointment; in such a case, withdrawal is permitted only upon presentation of a resignation to the DEO.

After the Committee has informed the faculty member that a detailed examination will be conducted, either for possible promotion or reappointment, all transmission of information to or from the candidate dealing with that examination, including any questions arising during the first meeting of the tenured faculty, will be dealt with exclusively by the Committee and when necessary in consultation and in cooperation with the Departmental Chair.

The Committee's evaluation shall be based upon a resume maintained by each faculty member, plus extra information kept in a dossier hereafter specified. At the end of the spring semester the Committee shall announce the date by which it expects all resumes to be complete for the following academic year’s evaluation process. The faculty member is then responsible for seeing that the resume includes all appropriate information, and specifically the following items:

1. Vita information - name, rank, base, university appointment data, professional history, academic history, list of publications with indication of refereed journals, list of invited papers and talks, citations in the Science Citation Index for the last four years.

2. A brief (one page) description of the faculty member's current research program.

3. A brief (one page) description of the faculty member’s teaching philosophy and methods.

4. A listing of all teaching assignments and tenures including the courses taught, the number of students, and the average rating where multiple sections are involved.

5. A listing of all students who have been directed in research by the faculty member, including both graduate and undergraduate students, the degree received, and the current activities of the student, if known. Also a list of the graduate student committees, inside and outside physics, served on during the last four years.
6. Service activities performed by the faculty member for the Department (including its activities related to the Ames Laboratory, USDOE), the College, the University, and relevant outside organizations.

The faculty member may include in the resume any other information he or she deems relevant, and shall have free access to all material in the resume. A sample resume is included with this document as Appendix B.

For those faculty members being given detailed evaluation as described above, the Committee may, at its discretion, use other material deemed relevant to each evaluation, which is kept in his or her Departmental dossier. It shall inform the faculty member involved, in writing, what extra material is being requested or what existing material is being used. The committee will develop a list of names from which letters of evaluation may be requested. This list shall contain referees suggested by the candidate, by the Committee, or by others. In accord with University policy the candidate may provide a list of up to three external referees who should not be used, along with a reason for each such exclusion. To be in accord with the College Promotion and Tenure Recommendations, at least five letters from qualified, impartial reviewers from outside the University should be submitted with a promotion and/or tenure recommendation, with at least two suggested by the candidate. Typically about ten letters will be solicited to guarantee that the required number of letters will be received and that the committee has the broad input it requires. The faculty member will not, however, have access to the confidential parts of the dossier assembled by the committee. The information in the dossier is considered to be privileged and may not be released for any uses other than those essential to the promotion and tenure procedure, except with the written approval of the faculty member involved.

The Committee shall then proceed with its evaluation, based upon the resumes and all additional material. In these evaluations the criteria followed shall be those specified in the Faculty Handbook, based upon the areas of research, teaching, and service. Of these three areas, research and teaching have overriding importance in the Department; service activities are also considered, but normally play a tertiary role. Evaluation of research ability is based primarily upon published papers in refereed journals, while teaching ability is determined by student evaluations, using Departmentally chosen forms (Appendix C), plus less quantitative peer and student evaluations. Academic advising activities are also included here. Service activities may include committee work and administrative activities on behalf of the Department, the College, the Ames Laboratory, the University, or relevant outside organizations.
The following guidelines for promotion to the various ranks with respect to evaluation of excellence in research are intended to define typical cases; they do not set absolute numerical standards, but rather illustrate what experience has shown to be the usual case. In the Department, persons appointed to the faculty rank of instructor ordinarily already possess the Ph.D. degree. For promotion from instructor to assistant professor, clear promise of excellence in research is required, as demonstrated typically by six papers of good quality, either published or accepted by refereed journals. What is stressed is the promise of the research effort, presumably foreshadowing a national reputation. For promotion to associate professor, excellence sufficient to lead to a national or international reputation is required and would ordinarily be shown by the publication of approximately fifteen papers of good quality in refereed journals. For promotion to professor, attainment of a national or international reputation for excellence in research is expected, and would usually require at least thirty published papers of good quality in refereed journals. It should be emphasized, however, that subjective judgment is involved in all of these cases; promotion with fewer papers than indicated above, or non-promotion with more, could occur based upon the Committee's evaluation of the research involved.

Criteria for teaching excellence within the Department are essentially those described in the most recent edition of the Faculty Handbook. In evaluating the teaching performance of a faculty member, the Committee will compare the candidate with available standards of teaching of both undergraduate and graduate students in the Department and will include evaluation by peers, gathered, for example, by classroom visits and by evaluation of syllabi, course materials, and examinations.

Promotion to any rank will be based upon these criteria with the expectation of excellence in one and at least satisfactory performance in the other. An individual outstanding in research, but significantly below the Department average in teaching, would normally not be promoted. He or she will usually have been counseled and assisted by the DEO in an attempt to develop satisfactory teaching performance by means of the annual evaluation. The same conclusion would apply to a faculty member outstanding in teaching; satisfactory research performance would normally involve productive participation in a research program, but not necessarily the promise of leadership in an area of research. A strong record of service will augment teaching and research, but will not replace either. In individual cases, the Department may deviate from these criteria, but such deviation would be expected to occur only in truly exceptional cases. In all cases of promotion, the ultimate criterion which is expected to be applied in deciding the departmental recommendation is the question "will
this promotion significantly enhance the ability of the Department and Iowa State University to meet the responsibilities implied by their respective missions?" All of the above guidelines for consideration are designed to answer this question in each individual case. No individual is considered to have a proprietary right to promotion. No individual earns a promotion without having earned a "yes" to this question.

The number of persons holding a given rank, or the number who might be recommended for promotion in a given year, shall play no part in the Committee's deliberations. It shall concern itself with faculty members on an individual basis, and shall recommend for or against promotion in each case.

The Committee shall rank-order those recommended for promotion to each rank. Many numerical evaluation schemes to aid in the ranking have been used, but all are subjective. The system employed may vary at the discretion of the Committee.

The Committee shall also consider and make recommendations in exactly the same way in cases where time limitations for tenure are relevant. It is expected that tenure will ordinarily accompany promotion to the rank of associate professor. Granting of tenure without promotion, or promotion to associate professor without tenure would be exceptional in the Department; it would require exactly the same procedure and approval as that being described for promotion.

When the Committee deliberations are complete, a meeting of all tenured full professors is held to discuss the report of the Committee on promotion to full professor. They have copies of the resumes and the report from the Committee. The Committee chairman may read excerpts from the dossiers. The full professors vote on whether to promote.

A second meeting of the tenured full professors is held a few days later to discuss the result of the vote. Another vote is then taken on the question "we recommend to the Dean that (specific candidate) be promoted this year". The candidates are considered in order from the top-ranked to the bottom-ranked, where ranking is determined by the number of "yes" votes for promotion on the first ballot. Those eligible to vote, in person or by proxy, are tenured faculty (see p. 1) holding the rank of tenured full professor. The DEO shall not vote and will not be included in the count of eligible voters. If a tenure or promotion vote is to be taken on a spouse or immediate relative of a faculty member, that member shall not be present for discussion, shall not vote, and will not be included in the count of eligible voters. The DEO may require that a proxy vote be delivered to the DEO personally by the voter in advance of the meeting.

A 2/3 vote of those eligible is required for a formal Departmental recommendation for
promotion or tenure. A quorum is defined as the actual presence at the meeting of at least 75 percent of all tenured faculty (see p. 1) holding the rank of tenured full professor and eligible to vote, except those who are absent while on leave or official travel.

Similar meetings of all tenured faculty (see p. 1) holding the rank of full or associate professor, with similar conflict of interest exclusions, are held to carry out the procedures for promotion to associate and assistant professor. Any cases of tenure without promotion are then voted on. All rules of procedure are the same as in the case of promotion to full professor, except that tenured associate professors may vote.

The Committee then provides the DEO with materials summarizing the recommendation of the faculty regarding each faculty member who has been given detailed examination. For each candidate who has received a formal Department vote, the Committee will submit a final version of the standard LAS College promotion dossier materials. The DEO then informs each candidate whether or not he or she has been recommended for promotion. The DEO transmits the recommendations for promotion or for tenure without promotion to the Dean of the College, including for each candidate the LAS College promotion dossier materials, the vote of the departmental faculty, a full copy of the resume, the letters of recommendation, both internal and external, and the DEO's letter of recommendation. The candidate may examine the resume to be transmitted to the Dean of the College.

The dossier materials will note that the Department requires the 2/3 vote for approval, this is especially important in cases where more than 1/2 but less than 2/3 of the faculty vote affirmatively for the promotion of an individual.

A faculty member with a grievance concerning the operation of these procedures in his or her particular case may appeal in writing to the DEO; or use the grievance procedures detailed in the Faculty Handbook.
Appendix A

APPENDIX ON REAPPOINTMENTS

Normally a faculty member is given an initial appointment of three years. During the third year of an initial appointment the P&T Committee will examine the faculty member’s resume and ask for letters from members of the Department. The P&T Committee will then make a recommendation to the faculty. This could range from a one-year terminal appointment to a three-year reappointment. The faculty would then vote on the recommendation of the P&T Committee and/or suggest amendments; passage would be by a simple majority of the eligible faculty. The rules for a quorum and voting eligibility would be the same as for promotion from assistant to associate professor.

Appendix B

DEPARTMENTAL RESUME FORMAT

DEPARTMENT OF PHYSICS AND ASTRONOMY
IOWA STATE UNIVERSITY
(Rev. Date)

NAME

TITLE	B BASE
AMES LAB TITLE (if any)	Grad Faculty Status

PERSONAL HISTORY

MEMBERSHIPS AND HONORS

Performance in Position Responsibilities

A. Performance in Teaching Position Responsibilities.

1. Statement of teaching philosophy.
2. List courses taught in last five years, beginning with the most recent semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Title</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Summarize results of student evaluations for all courses in the last five years on the two standard questions. Please note the following 5-point scale for instructor evaluations: 1 = very poor, 2 = poor, 3 = satisfactory, 4 = good, and 5 = very good

<table>
<thead>
<tr>
<th>Semester and Year</th>
<th>Course #</th>
<th>Total Enrollment</th>
<th>% of Students Responding</th>
<th>Overall Rating of Instructor</th>
<th>Department Mean for Comparable Courses</th>
<th>Overall Rating of Course</th>
<th>Department Mean for Comparable Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Course and curriculum development activity.

Summarize contributions to course and curriculum development.

5. Undergraduate Advising.
   a. Average number of advisees per year since appointment ________.

6. Graduate Advising.
   a. M.S./M.A. Program of Study Committees
      i. In progress:
         • Chair/major professor (list names of students)
         • Member of committee (list names of students)
      ii. Completed:
         • Chair/major professor (list names of students)
         • Member of committee (list names of students)
   b. Ph.D. Program of Study Committees (since appointment or last promotion)
      i. In progress:
         • Chair/major professor (list names of students)
         • Member of committee (list names of students)
      ii. Completed:
         • Chair/major professor (list names of students)
         • Member of committee (list names of students)

7. Honors and awards received for teaching

B. Performance in Extension/Professional Practice Responsibilities
1. Summary of extension and/or professional practice activities with information on quality and impact.

2. Honors and awards for work in extension or professional practice (please list)

3. Positions/offices held on regional, national, and international organizations, panels, or committees.

C. Performance in Institutional Service

1. Please list committee memberships and/or chairships since appointment or the most recent promotion and comment on the quality of contributions to those groups.

2. Honors and awards for institutional service
RESEARCH SUMMARY

NAME
Date

Research:
SUMMARY OF PAPERS AND PUBLICATIONS (See attached lists.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Refereed Publs. In Print</th>
<th>Books/Chapters</th>
<th>Invited Papers/Talks</th>
<th>Contributed Papers</th>
<th>Other</th>
</tr>
</thead>
</table>

^Refereed Publications in Process

CITATIONS (LAST 4 YEARS FROM SCIENCE CITATION INDEX)

<table>
<thead>
<tr>
<th>Date</th>
<th># plus</th>
<th># self-citations</th>
</tr>
</thead>
</table>

PAPERS AND PUBLICATIONS DETAILS

Books, Chapters.

EDITORIAL ACTIVITIES

HONORS, AWARDS

PROFESSIONAL INVOLVEMENT
INVITED PAPERS, TALKS

(Underline name of presenter.)

CONTRIBUTED PAPERS

(Underline name of presenter.)

REFEREED PUBLICATIONS IN PRINT

(These include only articles printed in Refereed Journals)

REFEREED PUBLICATIONS IN PROCESS
Appendix C

AFFILIATE AND COURTESY FACULTY

Affiliate Faculty

Affiliates are persons appointed to the faculty, without financial obligation on the part of the university, to carry out scholarly activities from which the individual as well as the department and the university will benefit. **Faculty rank will reflect scholarly qualifications equivalent to those of similar rank in the department.** Unlike collaborators, affiliates are not employed on a regular basis outside the university. Since affiliates are not recruited following university affirmative action procedures, they may not be assigned duties or responsibilities - such as teaching courses or providing research support for other faculty or staff - that would ordinarily be carried out by a person in a faculty or P&S position. If a department desires to assign such responsibilities to a person on an affiliate appointment, that person's appointment status may be converted to an appropriate status by following the university's procedure for filling a faculty or P&S position.

Appointments may be made for one to three years and may be renewed. The conditions of the appointment, including the extent to which the department will provide support services for the individual, are stated in a written agreement signed by both parties at the time of the appointment. If a person on an affiliate appointment obtains financial support from a grant or contract for which he or she is the principal investigator, he or she is paid through the university's payroll system and may participate in the university's benefits programs, provided that all salary and benefit costs are supported by the affiliate's grant or contract. An affiliate is not tenured, and time spent in affiliate status is not considered to be service in a probationary period leading toward tenure. Persons on affiliate appointments are, however, subject to university and faculty policies.

The bolded sentence does support a faculty rank.

Courtesy Faculty

Courtesy faculty appointments for tenured or tenure-track professors in other ISU departments will be made at the discretion of the DEO. Following a brief period for review by the tenured and tenure-track faculty, appointments will consist of a period of three to five years.
Physics and Astronomy Department  
Rules for Hiring and Re-appointing Lecturers and Senior Lecturers

Preamble

The Physics and Astronomy Department may employ non-tenure-track (NTT) faculty with the titles "Lecturer" and "Senior Lecturer" in teaching positions. The appointments should be made to the mutual advantage of both the individuals and the department in maintaining a high standard of teaching. The department will seek to assist people in these positions in the pursuit of their professional goals. Modification of this document requires a vote of at least 60% of the eligible tenure-track faculty for approval.

Description of Positions

The Lecturer and Senior Lecturer positions are non-tenure-track and are distinct from "Adjunct Research" positions described in a separate document. An M.S. in Physics or Astronomy is required for Lecturer. A Ph. D. in Physics or Astronomy plus five years teaching experience is required for a Senior Lecturer. The positions are limited-term appointments eligible for renewal based upon quality of performance and the needs of the department. The total amount of instruction within the Department done by non-tenure track faculty should be less than 15%. At no point in time may it be more than 25%. Following the University rule, faculty members who have been denied tenure in a mandatory review at Iowa State University are not eligible for appointment as Lecturer or Senior Lecturer.

Lecturer

Appointments as Lecturers will be made using established University search processes, with decisions made by the department chair upon recommendation of the assistant chair.

The normal term of appointment is one year. In special circumstances the duration of the appointment may be up to three years. The position may be full or part time, consistent with the advertisement through which the hire took place. The total length of time as Lecturer (through both appointment and re-appointment) must not exceed six years.

Renewal of an appointment is based upon quality of teaching as reflected in the vita, student teaching evaluations, faculty comments as well as continuing departmental need. The review will be made in the context of the Position Responsibility Statement (PRS) derived from the advertised position. The Chair upon recommendation of the Assistant Chair will make re-appointment.

After five years, persons on appointment as Lecturer holding a Ph. D. degree may be reviewed for advancement to Senior Lecturer.

Lecturers may participate in departmental faculty meetings, although they do not have voting privileges.
Senior Lecturer

Appointments as Senior Lecturers are made by the department chair upon recommendation of the P&E committee and approval of the P&A faculty. The Dean and the Provost also must approve them as described the Faculty Handbook. The appointments are based upon the person's vita and quality of teaching record over the last five years, as demonstrated by student and faculty evaluations. Excellence in teaching is expected. Advancement to the position is possible without a search if the person has been a Lecturer for five years; otherwise established university search processes must be used.

As with the initial appointment, reappointment as Senior Lecturer is made by the department chair upon recommendation of the P&E committee, approval of the P&A faculty and the continuing need of the department. Demonstrated continuing excellence is expected for re-appointment.

The Dean as well as the Provost must approve reappointments as described in the Faculty Handbook. The term of appointment is normally three years.

Senior Lecturers may participate in departmental faculty meetings, although they do not have voting privileges.
DEPARTMENT OF PHYSICS AND ASTRONOMY
REGULATIONS FOR ADJUNCT APPOINTMENTS
(Adopted 10/29/91 and amended 5/7/93, 12/17/93, 3/19/07 and 3/1/10 by faculty vote)

PREAMBLE: In addition to the customary tenure-track faculty appointment in the Department of Physics and Astronomy ("the department"), there can arise situations where the department may benefit in providing an adjunct appointment to an outstanding researcher who is expected to contribute in a significant way to the mission of the department but for whom the customary appointment is impractical. The department welcomes a limited number of applications of this type. University guidelines require that adjunct faculty not be I.S.U. employees. I.S.U. Employees are eligible for the similar Non-tenure-eligible Research Faculty Appointments, with departmental regulations described in a separate document. Once a person is given an adjunct appointment the department will seek to assist that adjunct faculty member in the pursuit of his or her professional goals.

Departmental Guidelines for Adjunct Faculty Appointments

1. An adjunct appointment will be a three-year non-tenured appointment at the rank of assistant professor, associate professor, or professor, renewable as described below. Adjunct faculty may be invited to fill a teaching need within the department. Financial remuneration for teaching services will be made in accordance with standard procedures.

2. Should adjunct faculty submit a grant proposal which would be administered through the department, provision will be made to reimburse the department for support services (secretarial and financial administration, etc.) required for preparing the proposal and all related work (reports to funding agency, purchasing, manuscript preparation, etc.).

3. Adjunct faculty members are expected to participate in the life of the department. Indeed, candidates for these positions should have shown significant involvement in the life of the department. Their active participation at faculty meetings is also encouraged (except for those meetings dealing with promotion and tenure matters) although they will not have voting privileges.

4. The department will submit the name of an adjunct faculty member for membership in the graduate faculty within one year from the time of the appointment.

5. The department regards an adjunct appointment as a matter for serious consideration. Thus an individual will be considered for an adjunct appointment if the following requirements are met:

   a. The candidate is deemed to have a research record which meets the criteria for a tenure-track faculty rank as set down in the departmental promotion and tenure ("blue") document.

   b. A faculty member of the department takes the initiative to bring forward the name of the candidate in a letter of nomination to the P&E Committee. This letter should include a description of the benefit the department will derive from the appointment. A letter from the candidate describing the reasons for the application is welcome.
6. The initial appointment and subsequent promotions will be dealt with by the P&E Committee. In particular, that committee will review the candidate's record and then make a recommendation to the faculty for consideration as described below. Specifically the P&E Committee will judge the research record of the candidate following similar procedures used in considering tenure-track faculty being considered for promotion at the same rank. In particular, the curriculum vitae and the research publications of the candidate will be examined. In addition, the committee will obtain letters from at least three external reviewers for their professional evaluation of the candidate. The committee will also take the initiative in scheduling a departmental colloquium to be given by the candidate.

7. A proposed appointment for an adjunct faculty position will be approved when not less than two-thirds of the eligible tenured and tenure-track faculty, at all ranks, vote in favor of the appointment. The eligible faculty is defined as those not on faculty leave plus those on faculty leave who vote. The faculty vote will be by secret ballot.

8. Renewal of an adjunct appointment will be initiated by the departmental chairperson and will follow the steps described above in paragraphs 6 and 7, with the exception that external letters will not ordinarily be required. In addition, the candidate will submit a statement describing his/her contributions to the Department during the past appointment period. The renewal period will normally be for 5 years. In the absence of renewal the appointment will automatically expire.

9. An adjunct faculty member will be welcome to direct a graduate student in the department jointly with a tenure-track faculty member. Both are expected to play an active, significant role in the direction and research of the student.

10. The department will define in the letter of appointment the title to be used in designating adjunct faculty. As an example, a suitable title for adjunct faculty at the rank of assistant professor will be "Adjunct Assistant Professor of Physics and Astronomy." The departmental chairperson and the person with budgetary authority for the candidate's existing position (e.g., unit director, grant principal investigator, etc.) should both sign the letter of appointment.

11. An adjunct appointment will be made only if it significantly strengthens the department.

12. These regulations will be superseded by college or university regulations in the case of any conflicts.