

Department of Aerospace Engineering
Governance Document

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I. INTRODUCTION

General

This document is supplementary and subordinate to the rules and practices of the College of Engineering, the Graduate College, the University administration, and actions of the State Board of Regents. This document is subordinate to the official University policies as laid out in the ISU Faculty Handbook.

Purpose

The success of a department depends on effective communication and interaction between the departmental administration and faculty, and departmental governance consists largely of promoting the widest and most effective participation possible in the departmental decision-making process. Such participation is best achieved through the traditional mechanisms of open discussion, committee participation, and consensus as is necessary to effectively and efficiently govern the department. The objective of this document is to ensure the maximum possible faculty participation in departmental governance without obstructing the governance process or placing an undue burden on the time of departmental faculty. In order to accomplish these objectives, this document establishes the general procedures to be followed in departmental governance.

II. FACULTY MEMBERSHIP AND VOTING RIGHTS

Membership in the faculty of this department is held by all tenured and tenure eligible faculty with rank of assistant professor or above, term and visiting faculty who have appointments in the department. The rules regarding the appointment, rank and length of appointment, and role will be governed as per Iowa State University Faculty Handbook section 3.3.2.

“Voting members of the faculty “are all tenured and tenure eligible faculty, and term faculty with primary appointment ($\geq 50\%$) in the department. Only voting members of the faculty may vote at departmental faculty meetings, and each member of the voting faculty will have one vote. Voting by proxy is prohibited. For all matters pertaining solely to the graduate program, a “voting member of the faculty” must also be a member of the Graduate Faculty or Graduate Term Faculty (as defined in the Graduate College Handbook). Non-tenure-eligible research faculty, collaborators, affiliates, courtesy appointments, and visiting professors are not voting members of the faculty.

The Department Chair is the Chairperson of the faculty. The Chair's status as a faculty member will be determined by his/her academic rank.

III. RULES OF PROCEDURE

- 1) Unless specified elsewhere in this document all procedural matters will be governed by simple parliamentary procedures. A 2/3 vote of the voting members of the faculty present during a vote is needed if Robert's Rules of Order (latest edition) are to be invoked for procedural matters.
- 2) Faculty Meetings and Voting Procedures
 - a. A departmental faculty meeting will be called by the Chair for any of the following reasons: (1) at the discretion of the Chair or (2) at the request of the Chairperson of a committee or (3) at the request of three or more faculty members. For reasons (2) or (3) above, the Chair will

call such a meeting within three weeks of receiving a written request. A departmental faculty meeting shall be conducted by the Chair or designated member of the faculty.

- b. A quorum for a departmental faculty meeting is defined as 2/3 of the voting members of the faculty currently in residence.
 - Votes on issues at a departmental faculty meeting shall be decided by a 2/3 majority of the voting members of the faculty present at the meeting, except as specified in other sections of this document.
 - Any voting member of the faculty may call for a secret written ballot, to be conducted during the meeting then in progress.
 - Any voting member of the faculty may call for a secret electronic ballot, to be conducted after the meeting. The electronic ballot will be available to all voting members of the faculty.
 - Voting by proxy shall not be allowed.
 - This document may be amended by a 2/3 vote of the voting members of the faculty who are in residence at the time of the vote.
- c. Written announcements of a departmental faculty meeting, together with the agenda and notice of vote (if any) for the meeting will be given to the faculty at least three days prior to the meeting. This rule (including the vote notice in the agenda) may be suspended by a vote of three fourths of the faculty present.

IV. COMMITTEES

Selection:

The department's three (4) general policies in committee member selection are:

- a) Unless otherwise specified, the Chair is responsible for making committee assignments and shall make an effort to accommodate the faculty members stated preference,
- b) The Chair shall make every effort to avoid overloading faculty members with committee assignments and balance the rank of the committee members,
- c) A faculty member should not serve longer than six (6) consecutive years on a given committee.
- d) Committee appointments shall be decided by the end of the Spring semester.

Standing Committees:

The department's standing committees are described as follows:

1) Facilities

The Chair shall appoint members of the faculty who represent the laboratory and computational interests of the department. The Chairperson shall be designated by the Chair.

The responsibility of this committee is to administer usage and develop policy regarding acquisition and use of equipment including computer equipment for the department consistent with the department's teaching and research needs.

The committee will also be responsible for writing off all (not needed, old, unserviceable, etc.) computer equipment. The computational equipment plan shall include software. Any departmental representative to a College or University computer committee shall be selected from this committee by the committee.

The Committee may choose to divide into subcommittees to consider particular aspects of the lab equipment and computational equipment individually.

2) Academic Standards

The Chair shall appoint members of the faculty to this committee. The Chairperson shall be designated by the Chair. The Chair of this committee shall serve as the ABET representative to the college.

This committee will oversee all accreditation matters so as to assure efficient completion of ABET reviews, and will ensure collection and archiving of all relevant materials.

3) Curriculum

Five discipline subcommittees consisting of the entirety of the faculty will each be represented by a member of the curriculum committee. The members of the subcommittees shall select their representative to the curriculum committee annually. These five subcommittees are: Flight Dynamics, Control and Astrodynamics; Structures and Solid Mechanics; Aerodynamics and Fluid Mechanics; Aerospace Design; and Service Courses. The Chairperson shall be designated by the Chair, and shall serve on the college curriculum committee.

This committee will oversee all curriculum matters so as to assure efficient utilization of course offerings on a university wide basis and also maintain constant vigilance over type and quality of course offerings.

4) Graduate

The Chair shall appoint faculty members who are associate or full members of the graduate faculty to this committee. The Chairperson shall be appointed by the Chair.

This committee is charged with coordinating the graduate qualifying examination for each discipline. The committee is responsible for overseeing development of the qualifying examination, monitoring, supervising and grading of the examination. The nature of the examination (content, type, and requirements for passing) and decision on whether or not to allow a graduate student to continue in their Ph.D. program is a responsibility of the entire departmental graduate faculty.

5) Chair Feedback

This committee shall consist of faculty members elected by a majority vote of the faculty at a departmental governance meeting once every second year by written ballot. The Chairperson of

this committee shall be determined by the committee.

The purpose of this committee is to provide the Chair with feedback from the faculty. The committee shall solicit input from all faculty in the Spring semester every year. Prior to the end of the semester, the committee shall meet with the Chair and provide a summary of the feedback from the faculty.

6) Faculty Review for Advancement and Renewal

This committee shall consist of all tenured faculty members. Only tenured full professors may vote on promotions to full professor.

All faculty members (tenured, tenure track, Term, whether fulltime or part-time) will be evaluated annually for performance appraisal and development on the basis of their position responsibility statement (PRS). Procedure for Promotion and Tenure Review will be based on the policies outlined in Faculty Handbook Sec. 5.2.4 Procedure for Promotion and Tenure Review.

Term Faculty will be reviewed for advancement and renewal by a three member committee appointed by the Chair of the department. The committee will consist of Tenured Faculty and Term Faculty at or above the rank being considered. The committee will report to the faculty and a vote will be taken. The committee report and the outcome of the faculty vote will be conveyed to the faculty and individual concerned.

7) Post Tenure Review

The Chair shall appoint a committee of tenured faculty members with rank full professor. The Chairperson shall be appointed by the Chair. The Chair will designate faculty for review on an annual basis, from the master plan submitted to the Provost.

The post tenure review will be conducted in the spring semester in accordance with policies and procedures described in the Faculty Handbook (latest edition) and Appendix B of this document.

8) Industrial Advisory Council

The department of Aerospace Engineering will maintain an industrial advisory council (IAC) that is comprised of representatives from industry, government, other universities and alumni of the college of engineering. The committee members will be appointed by the department chair. Members of the committee do not have any voting rights in the running of the department.

Ad hoc Committees:

1) Search and Hiring

When a faculty position becomes available, a search committee consisting of faculty, shall be appointed by the Chair.

Search and hire committees for tenured or tenure track appointments shall consist of tenured or tenure track voting members of the faculty.

If the position to be filled is not that of the Chair, the Chairperson of the committee shall be appointed by the Chair.

2) Need Based Committees

The Chair may appoint other ad hoc committees as needs arise. A request by faculty members to the Chair for the establishment of an ad hoc committee will bring the request to the faculty for discussion and consideration at a departmental faculty meeting.

V. CRITERIA FOR PROMOTION AND TENURE

The criteria for promotion and tenure to be followed by this department will be consistent with those in the Faculty Handbook (latest edition) and the Engineering College Promotion and Tenure Criteria Document. The philosophy of departmental criteria for promotion and tenure is stated in the Appendix A. A description of specific departmental procedures for annual promotion and tenure review is also contained in Appendix A.

Faculty performance shall be reviewed annually by the Chair, based on the most recently signed version of the PRS, Appendix C. Updates and changes to the PRS shall be negotiated between the faculty member and the Chair.

APPENDIX A
Criteria and Operational Procedures for Promotion and Tenure

The Philosophy of Criteria for Hiring, Promotion and Tenure

The function of this department is fourfold:

- a) to administer and provide courses for the undergraduate curricula in Aerospace Engineering
- b) to provide service courses in the areas of Aerospace Engineering and Engineering Mechanics for the College of Engineering and university
- c) to administer the graduate program leading to advanced degrees in Aerospace Engineering and Engineering Mechanics
- d) to conduct research in the appropriate areas

Education of students is the primary function of the faculty. The four activities that support this primary function are Teaching, Research, Service and Professional Practice/Professional Development.

1) Teaching

Effective teaching is the responsibility of every faculty member. Among the important items to be considered for evaluation in teaching are: quality of classroom presentation, breadth of outlook, scholastic preparation, preparation of notes and textbooks, advising, thesis supervision, development and improvement of teaching methods, innovative methods of teaching, and participation in meetings, symposia, workshops, etc. which will keep and enhance contact with the environment in which the student will eventually work.

2) Research

Research in appropriate areas of the engineering sciences is an important function of faculty members in the department. Important items to be considered for evaluation are: publications in refereed journals, presentations at technical meetings, external research funding and research program development. It is recognized that the number of papers, etc. connected with any research endeavor will vary from year to year. The evaluation of a faculty member's research activities should take this variability into account by considering research activities over the past several years.

3) Service

An important part of a faculty member's function will be active participation in departmental, college and university committees, councils, etc.

Other service needs to be filled by faculty members and to be considered in the evaluation process include: involvement in extension services, participation in honors programs, faculty advisor to student organizations such as the American Institute of Aeronautics and Astronautics, the Engineering Science Club, VEISHEA faculty advisor, etc.

4) Professional Practice/Professional Development

Participation in appropriate professional organizations, professional development activities and professional practice is encouraged. Consulting, periods of industrial work experience and active involvement in professional societies are important to the development of well-rounded faculty members. Professional development and practice increase the effectiveness of faculty members as teachers and researchers.

Operational Procedures for Annual Promotion and Tenure Review

The procedures described below are intended to provide a framework for the guidance, development, and assessment of progress toward promotion of the assistant and associate professors of the department. The procedures provide a formal mechanism for the full professors of the department to participate in this important aspect of faculty and departmental development. The procedures are described in terms of a series of chronological steps, with the understanding that in individual cases (particularly for joint appointees) the timing of some of the steps may be adjusted appropriately to meet constraints of the college or university procedures. The procedures are to be followed for all tenure track professors in the department on an annual basis.

1. All assistant and associate professors are asked to prepare vitae and a portfolio consistent with the College of Engineering process prior to the end of the Spring semester. A subcommittee of P&T committee shall be selected to review the non-mandatory cases and develop a presentation highlighting their recommendations relative to promotion.
2. A P&T committee meeting will be called early in the fall semester and the subcommittee will present their findings relative to non-mandatory cases. For all those considered eligible for promotion, assembly of the full dossier specified by the COE will commence, including sources of recommendation letters. Suggestions for further development of those not recommended for promotion will also be prepared.
3. When the dossier is complete, it will be made available for review by P&T committee members for one week in the department office.
5. The full Promotion and Tenure Committee discusses and votes on the tenure and promotion case, and selects a representative to prepare a memo with their vote and comments. The memo is presented to the Chair who finalizes the portfolio and prepares a memo to the Dean offering the Chair's position on the case. The completed dossier is submitted to the Dean for further consideration.

APPENDIX B

Process for Post Tenure Review

Stated Purpose of Post Tenure Review

Post-tenure review (PTR) is a periodic peer review of tenured faculty of the department for the purpose of providing guidance and recommendations for continuous and long-term professional development.

1) Timing and Initiating a Review

The interval between successive reviews will be no less than 5 years and no more than 7 years. Faculty to be reviewed in a given academic year will be determined by the department chair at least one full year prior to that review cycle.

2) Committee Selection

Each year the department chair will designate a PTR committee, composed of at least three associate and full professors.

3) Preparing for the Review

The following materials will be gathered by the committee:

1. All PRS in effect during the period of the review.
2. Teaching evaluations, including student comments, for the period of review.
3. Current curriculum vita.
4. Optional: Written summary statements highlighting notable accomplishments and efforts since the last review.

4) The Review Process

The PTR committee will determine a chairperson for each faculty member to be reviewed, who is responsible for writing the recommendation and report to the department chair. The chairperson of the committee will convene the PTR committee and follow policies established in the faculty handbook, including confidentiality of all deliberations and communications.

If the recommendation of the PTR committee is “underperforming”, then the recommendation decision goes to the department Promotion and Tenure committee. They examine the results of the PTR committee review and determine the final recommendation.

5) The Outcome of the Review

The PTR committee will generate a preliminary report and submit it to the department Chair and the reviewed faculty member. The faculty member may respond to this report in writing, and this response will be kept in the permanent record. The PTR committee may choose to revise its report based on the written response. The PTR committee will submit its final report to the department Chair.

The department Chair will write an evaluation, and provide comments regarding a recommended salary increase for professors who receive a superior recommendation. The chair will forward all review materials to the College.

Appendix C

Position Responsibility Statement (PRS)

PRS describes the range of responsibilities undertaken by a faculty member. It is written and approved by both the faculty member and the department Chair. PRS shall be reviewed and updated as necessary at intervals appropriate to the faculty career development.

Required elements of PRS: 1. Name of Faculty and faculty salary base 2. Title 3. Primary Department 4. Description of areas of position responsibility 5. Signatures of the faculty member and department chair 6. Formal Review Date

Procedures for Establishment and Maintenance of the PRS All tenure eligible faculty should have a defined PRS within 6 months of appointments. All Term faculty will have a narrow PRS almost after the appointment. All PRS's will be reviewed at least once per year during the annual review. A PRS may be modified at other times in case of significant change of responsibilities of a faculty. A PRS cannot be changed unilaterally by either the chair or the faculty member.

Formal review of the PRS:

PRS will be reviewed during annual review of the faculty by the Chair, generally during February-March every year. The PRS will be updated with a new formal review date and signed by both parties. Department will keep a copy for their record and forward a copy to the College of Engineering. In case of dual departments, the PRS copy will be sent to both the Colleges. Mid-year review of PRS will be done only if there is a significant change in the PRS.

Request for a change in PRS can be initiated in writing by the Chair or the faculty concerned.

Procedure for Mediating PRS Disputes

In case the Chair and Faculty cannot agree on the PRS a three member panel will be appointed. Their ranks will be equal to or higher than the faculty member being reviewed.

Member 1 will be appointed by the Chair Member 2 will be appointed by the Faculty member concerned. Member 3 will be selected by Members 1 and 2. This will be at a full professor rank. In case the third member cannot be selected, by Members 1 and 2, the third member will be picked by a random drawing.

The PRS recommendations of the panel will be binding on the parties involved in dispute.

For further details refer to Faculty Handbook, Sec.3.4.