

IOWA STATE UNIVERSITY

Department of Aerospace Engineering

Department of Aerospace Engineering

Governance Document

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I. INTRODUCTION

Preamble

The bylaws presented in this document delineate procedures and processes of the Department of Aerospace Engineering at Iowa State University. All faculty of the department, as defined herein, especially inclusive of the department chair, is governed by its provisions, and shall enforce the rights and responsibilities assigned by them.

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

<https://www.engineering.iastate.edu/dean/governance/> <https://www.provost.iastate.edu/faculty-and-staff-resources/faculty-handbook>

Purpose

The success of a department depends on effective communication and interaction between the departmental administration and faculty, and the governance consists primarily of promoting the most comprehensive and active 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. To accomplish these objectives, this document establishes the general procedures to be followed in departmental governance.

The Mission of the Department

- 1) To provide a high-quality education in aerospace engineering and engineering mechanics that prepares and enables graduates to be productive, highly competitive, leaders in their profession, and to serve as good citizens.
- 2) To engage in selected cutting-edge research that is nationally competitive, and discover and share new knowledge and technologies that will improve the quality of life and support societal needs and economy.
- 3) To build a robust outreach program that engages with community, industry, and profession.
- 4) To maintain a diverse and collegial environment that encourages all members of the department, faculty, staff, and students to pursue their interests and to realize their potential.

Administrative Structure of the Department

The department chair is the chairperson of the faculty. His/her academic rank will determine the chair's status as a faculty. The department chair is responsible for developing the department vision and mission, deciding all budget matters, setting up the administrative structure,

addressing personnel matters, allocating space, and overseeing department operations.

The chair may appoint faculty members to serve as associate chairs to assist in the operation of the department. The PRS of such faculty members will reflect the required percentage of their respective duties. The number and responsibilities of the associate chairs are the prerogative of the chair.

The chair may appoint faculty, staff, and non-university personnel to various standing and ad-hoc committees as delineated in Sec IV to assist in the operation of the department.

Director of Graduate Education (DOGE): The Chair appoints the DOGE. For the responsibilities and duties of the DOGE, refer to the Graduate College Handbook. Appendix A.1.2

The Budget of the Department

The College of Engineering finance representative assigned to the department will present an overview to the faculty, of the previous year's budget and the subsequent year's projected budget for the department. From time to time, but at least annually, the department chair will present an overview of budget information provided by the college, budget requests made to the college, and a summary of financial plans for the upcoming year.

II. FACULTY MEMBERSHIP AND VOTING RIGHTS

Membership in the faculty of this department is held by all tenured and tenure-eligible faculty members with the rank of assistant professor or above, the term (assistant teaching professor, associate teaching professor, and teaching professor) and visiting faculty members who have appointments in the department. The rules regarding the appointment, rank and length of appointment and, the role will be governed as per Iowa State University Faculty Handbook section 3.3.2., and COE Governance Document, Sec. 4.

a. Graduate faculty of the department:

- i. Graduate faculty membership is defined in the Graduate College Handbook Appendix – G.
- ii. Rights and responsibilities of all graduate faculty are enumerated in the Faculty Graduate College Handbook Appendix-G.

b. Faculty Responsibility

The department faculty has responsibility for, but is not limited to

- i. Research and education programs within the department
- ii. Developing faculty promotion and tenure policies and procedures
- iii. All academic matters
- iv. Holding of seminars
- v. Service and outreach programs
- vi. Recommending and awarding of diplomas, degrees, and awards

The department faculty makes decisions regarding their responsibilities as a body, except in cases where they have delegated authority to a committee.

Faculty Voting Membership

“Voting members of the faculty” are all tenured, tenure-eligible faculty, or term faculty, whose appointment in the department is greater than or equal to 50%. 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. (Sec. 3a COE Governance Document).

Voting rights of the members will be described in Section III, Rules of Procedures.

III. RULES OF PROCEDURE

a. General

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 referendum is needed if Robert's Rules of Order (latest edition) are to be invoked for procedural matters.

b. Faculty Meetings and Voting Procedures

i. The chair will call a department faculty meeting for any of the following reasons:

- (1) at the discretion of the chair,
- (2) at the request of the chairperson of a committee,
- (3) at the request of three or more faculty members, or
- (4) modifications to this document.

For reasons (2), (3), or (4) above, the chair will call such a meeting within three weeks of receiving a written request. The chair or designated member of the faculty will conduct the departmental faculty meeting.

ii. A quorum for a departmental faculty meeting is defined as 2/3 of the voting members of the faculty currently in residence.

1. 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.
2. Any voting member of the faculty may call for a secret written ballot to be conducted during the meeting then in progress.
3. Any voting member of the faculty may call for a secret electronic ballot to be

conducted after the meeting. The electronic vote will be available to all voting members of the faculty.

4. Voting by proxy shall not be allowed.
5. 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 referendum. Further details are presented in Section VI.

iii. 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 before the meeting. This rule (including the voting notice in the agenda) may be suspended by a vote of three-fourths of the faculty present.

c. Faculty Voting Rights

- a. All faculty have voting rights on academic matters.
- b. Voting rights on decisions regarding hiring, promotion, and tenure are described in Sec. IV.6, and Appendix A: Criteria and Operational Procedures for Promotion and Tenure
- c. Voting rights on decisions regarding graduate policies are described in Sec. II a.

IV. COMMITTEES

Committee Membership Selection:

Four (4) general policies in committee member selection for the department 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 department chair will designate the

chairperson.

The responsibility of this committee is to administer usage and develop a policy regarding the 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 department chair shall appoint a chairperson and members of the faculty to this committee. The chair of this committee shall serve as the ABET representative to the college.

This committee will oversee all accreditation matters to assure efficient completion of ABET reviews and will ensure the 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 representatives 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 to assure efficient utilization of course offering on a university-wide basis and also maintain constant vigilance over type and quality of course offerings.

4) Graduate

The department chair shall appoint a chair and faculty members who are associate or full members of the graduate faculty to this committee.

This committee is charged with coordinating the graduate qualifying examination for each discipline. The committee is responsible for overseeing the development of the qualifying examination, monitoring, supervising, and grading of the exam. The nature of the exam (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 Review

a. Annual Review

The chair will be reviewed annually by the department faculty. A committee will be elected to coordinate the review: it shall consist of faculty members elected in fall term of every second year, by a majority vote via written ballot, at a departmental meeting. There will be two tenured faculty members and one senior term faculty member on this committee. The committee shall determine the chairperson of this committee.

The committee shall solicit written input from the faculty and staff in the spring semester of every academic year. The verbatim comments will be made anonymously, will be held confidential, and will be treated with the same level of propriety as other personnel records. The committee shall prepare a summary and meet in person with the department chair to present their findings, along with the verbatim comments. The committee chair and the department chair will sign to acknowledge receipt of the summary.

b. Evaluation for term renewal

The dean will conduct a review for the term renewal as per the College of Engineering and Faculty Senate guidelines.

6) Promotion and Tenure

This committee shall consist of all tenured faculty members, except the chair. Only tenured full professors may vote on promotions to full professor. The department chair will appoint the P&T chairperson. The P&T committee appoints sub-committees for individual P&T cases.

The promotion and tenure policies and procedures to be followed in this department are those policies and procedures outlined in Appendix A, those described in the Faculty Handbook (latest edition) and the Engineering College Promotion and Tenure Document.

7) Post Tenure Review (PTR)

The department chair shall appoint a committee of tenured faculty members with the rank of full professor. The department chair will appoint the PTR chairperson. The PTR 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 following the policies and procedures described in the Faculty Handbook (latest edition) and Appendix B of this document. This review will be based on the faculty Position Responsibility Statement (PRS), as described in Appendix C.

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 department chair will appoint members to this committee. Members of the committee do not have any voting rights in the running of the department.

9) Diversity and Inclusion

The department chair shall appoint a chairperson, and members of the faculty and staff to this committee. The chair of this committee shall represent the department at the College of Engineering Diversity and Inclusion Committee.

This committee will promote diversity and inclusion within the department.

Ad Hoc Committees:

1) Search and Hiring

When a faculty position becomes available a search committee consisting of faculty members 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.

Search and hire committee for term faculty shall consist of tenured/tenure-eligible and associate teaching professor or above.

If the position to be filled is not that of the chair, the chairperson of the committee shall be appointed by the department chair.

Faculty appointments policies and procedures are governed by the COE Governance Document_Final_2018., Sec.4.

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 the next departmental faculty meeting.

v. FACULTY REVIEW FOR ADVANCEMENT AND RENEWAL

a. Evaluation

All faculty members (tenured, tenure track, term, whether full-time or part-time) will be evaluated annually for performance appraisal and development based on their position responsibility statement (PRS, Appendix C).

The procedure for promotion and tenure review will be based on the policies outlined in the 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 subcommittee will consist of tenure track faculty and/or term faculty above the current rank of the candidate. The subcommittee will present its findings and recommend further action to the full faculty, above the rank of the candidate under evaluation, and a vote will be taken.

Refer to Faculty Handbook Sec. 5.4, and COE governance document sec. 5.a.4 for policy regarding evaluation, renewal, and advancement of term faculty.

Refer to Faculty Handbook, Sec. 5.2.4.2.2 (Joint Appointment Procedures), and COE Governance Document Sec. 5.a.3 (Review of Joint Appointments) for the review of faculty who have joint appointments.

b. Unsatisfactory Review Action Plan

Faculty members who believe they have been treated unfairly with respect to salary, promotion, tenure, academic concerns, or other matters related to employment, may have their cases reviewed formally.

Appeals of administrative actions or actions to deny reappointment, promotion or tenure must be based on one of the following four grounds: 1) proper procedures were not followed, 2) academic freedoms or constitutional rights were violated, 3) policy was interpreted improperly, or 4) arbitrary and capricious criteria were employed in recommending the action being appealed.

Appeals may be initiated at any time within 30 days of the action or decision being contested.

c. Appeal Process

There are two avenues for appeal. The appellant can choose any of the avenues:

- a. Administrative Appeal: Refer to Sec. 9.2, Faculty Handbook
- b. Appeal through Faculty Senate Committee of Appeals: Refer to Sec. 9.3, Faculty Handbook

Refer to Faculty Handbook section 5.2.4.4.5, Appeals, for the procedure to appeal against an adverse decision on tenure.

VI. POLICY AND PROCEDURE FOR AMENDING THE GOVERNANCE DOCUMENT

This governance document can be changed only once per year, during the fall or spring semester. Any faculty member may suggest a revision of this governance document. The faculty member concerned will notify the chair of the department, with the proposed amendment. The chair will notify all faculty of the proposed change and the date of discussion in a faculty meeting. The modification will then be discussed and may either be tabled or voted on. This document may be amended only by a $2/3$ majority of the eligible voting members of the faculty who are in residence at the time of the vote. No amendment can be implemented and posted on the department website less than one year after any previous change.

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

The 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 essential items to be considered for evaluation in education 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.

All teaching assistants will be reviewed as described in Appendix D.

2) Research

Research in appropriate areas of the engineering sciences is an essential 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 essential 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, Engineering Science Club, AirISU, etc.

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 Promotion and Tenure Review

The procedures described below are intended to provide a framework for the guidance, development, and assessment of progress toward the promotion of the tenure track assistant and associate professors of the department. 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.

1. All assistant and associate professors are asked to prepare vitae and a portfolio consistent with the College of Engineering process before the end of the spring semester.
2. A Promotion & Tenure (P&T) Committee meeting will be called early in the fall to assess the progress of all assistant and associate professors. For all assistant and associate professors considered eligible for promotion, assembly of the full dossier specified by the COE, including sources of recommendation letters, will commence.
3. A vote will be held on whether to recommend the continuation of assistant professors not eligible for promotion but requiring contract renewal.
4. 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 P&T committee will discuss and vote on the tenure and promotion case and will select a representative to prepare a memo with their vote and comments. The memo will be presented to the department chair, who will finalize the portfolio and prepare an additional memo to the dean, offering the chair's position on the case. The completed dossier will be submitted to the dean for further consideration.

Voting procedure for P&T

The following conditions should be strictly followed in any P&T voting:

- a. Double voting is prohibited. If a faculty member voted for a candidate at the department level, then they may not vote at the college level. (COE Governance Document Section 6.b.1.1)
- b. The department chair evaluates a candidate independently, and may not vote in the department decision or contribute to the faculty memo (refer to COE Governance Document Section 6.b.1.3 for further details.)
- c. Any member of the P&T committee who has a conflict of interest with respect to a candidate shall not participate in the consideration of that candidate. The committee chair must inform the candidate in writing of the members of the committee to avoid any conflict of interest. (Refer to Faculty Handbook Section 5.2.4.2.3 for further details.)

Conflict of interest is as defined in the College and University policy.

Conflict of interest is explained in, but not limited to, the Faculty Handbook section 7.2.2.1.

Conflict of interest policy of the Iowa Board of Regents is available at <https://www.iowaregents.edu/plans-and-policies/board-policy-manual/21-human-resources/#Policies> Section 4.H.

No employee of a regent institution or the board office may participate in the decision to hire, retain, promote, grant tenure to or determine the salary of an immediate family member, as defined in these sources.

Procedure for the postponement of the review

A faculty member may request an extension of the probationary period based on legitimate special circumstances. Refer to Faculty Handbook sec. 5.2.1.4 for further details.

Factual information update

The faculty will be allowed to make changes to the factual information in the P&T dossier before it is submitted to the college P&T committee. The department chair will provide the revised material to the candidate for a final review, with all material to be submitted, minus the external reviews, recommendations of the department P&T committee, and the department chair's recommendation.

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 to provide 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 five years and no more than seven 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 committee will gather the following materials:

- a. All PRS in effect during the period of the review.
- b. Teaching evaluations, including student comments, for the period of review.
- c. Current curriculum vitae.
- d. 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. The members examine the results of the PTR committee review and determine the final recommendation.

5) 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)

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

Required elements of PRS: See Faculty Handbook Section 3.4.2

Procedures for Establishment and Maintenance of the PRS: See Faculty Handbook Section 3.4.3

Formal review of the PRS: See Faculty Handbook Section 3.4.3.2.1

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

Member 3 will be selected by members 1 and 2. This will be a senior faculty member.

The decision of the panel will be binding on the parties involved.

In case the matter is not resolved by this panel, then further steps will be taken as per COE Governance Document Sec. 4.b.3.

Appendix D

Review of Teaching Assistants

All teaching assistants will be evaluated every semester by the department DOGE (Director of Graduate Education). Any adverse comment will be in writing. The review will be based on the university student survey and on the written assessment by the faculty teaching the course. Future teaching assistant appointments may be based on the evaluations. Refer to Faculty Handbook Section 5.6, Evaluation of Teaching Assistants.