

Department of Apparel, Educational Studies, and Hospitality Management

Governance Document

Rev 8-09

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I. Mission Statements

A. AESHM Department

The mission of the Department of Apparel, Educational Studies, and Hospitality Management at Iowa State University (ISU) is to prepare professionals for leadership roles in careers represented in the department.

B. FCEDS Program

The mission of the Family and Consumer Sciences Education and Studies (FCEdS) program at Iowa State University (ISU) is to prepare professionals for educational leadership roles in family and consumer sciences.

C. HRIM Program

The Hotel, Restaurant, and Institution Management program aspires to excellence in foodservice and lodging education, research, and outreach with a mission of developing leaders for the foodservice and lodging professions.

D. TC Program

The mission of the Textiles and Clothing program is to provide integrated yet customized education and scholarship to optimize apparel and related products, services, and experiences.

II. Structure and Governance

A. Department and Program Administration

Administration of the AESHM department is handled by the Department Chair and Associate Chairs for Undergraduate Education and Advising and for Graduate Education and Research.

Department Chair

The Department Chair is appointed by the Dean of the College of Human Sciences in consultation with the AESHM Department faculty and staff. The Chair has obligations to both the department (its faculty, students, and staff) and to the administration of the college and university. The obligations to the administration are discussed in the *ISU Faculty Handbook*. Within the department, the Chair provides overall leadership which includes (but is not restricted to):

1. Evaluating faculty and staff and making recommendations for promotion and tenure.
2. Hiring and assigning responsibilities to faculty and staff.
3. Preparing and managing all aspects of the department's budget and diverse accounts, including delegation of some responsibilities as appropriate (e.g., management of project accounts by PIs).
4. Facilitating department planning and outcome evaluation.
5. Managing day-to-day activities and communicating information and decisions.
6. Chairing of faculty meetings.
7. Representing the department to the administration, to other units in the university, and to alumni and organizations outside the university.

Associate Chair for Undergraduate Education and Advising

The Associate Chair is appointed by the Department Chair. The Associate Chair for Undergraduate Education and Advising has responsibilities to the Department Chair and to AESHM Department faculty, students, and staff. The faculty member with this responsibility will have some course release time to compensate for administrative duties. Responsibilities of this Associate Chair include (but are not restricted to):

1. Develop and maintain teaching schedules (course and room scheduling and faculty teaching assignments) for each term: Spring, Summer, and Fall.
2. Coordinate training and updating of advisors as needed.
3. Disseminate information to advisors.
4. Oversee undergraduate advising.
 - a. Proofread advising materials as they are developed, revised, or modified.
 - b. Assign advisees to advisors.
 - c. Approve advisor change requests.
 - d. Approve changes on students' DARS form.
 - e. Approve use of transfer courses to meet undergraduate degree requirements.
 - f. Approve "32 Credit Waiver" forms and course substitutions identified on the form.

- g. Meet with incoming transfer students as needed to evaluate transfer courses, determine class schedules, and identify major and/or primary/secondary focus areas.
 - h. Sign off on “Declaration of Minor”, Multiple Curriculum Approval”, “Independent Study” and other AESHM, CHS, or ISU forms.
5. Work as liaison with community colleges.
 - a. Coordinate development and updates of transfer plans among community colleges and AESHM curricula.
 6. Supervise undergraduate student recruiting activities.
 7. Oversee the updating of recruitment materials.
 8. Serve as chair of the AESHM Curriculum Committee.
 9. Coordinate with college/university advising committees and the CHS classification officer.
 10. Work with AESHM 111 to ensure coordination among labs.
 11. Oversee faculty/committee and course/learning community activities related to outreach and community service
 12. Appoint advisors for undergraduate student organizations in AESHM (FCEDS, HRIM, and TC).
 13. Appoint advisor representatives to CHS Committees related to Advising, Career Resource, and other undergraduate education needs.
 14. Work with website coordinator(s) to maintain accurate information related to undergraduate education and activities.
 15. Coordinate development of and reports related to undergraduate student outcome assessment.
 16. Supervise enrollment of students in restricted courses (process preference forms or requests for AESHM 271/471, HRI 380/380L, TC 225, 278, 301, 321, 325, 326, 380, 381, and 495).
 17. Work with program study abroad coordinators and CHS Study Abroad/International Programs Coordinator to expand number of study abroad programs and increase student involvement in study abroad.
 18. Develop and maintain the Department Committee and Special Responsibilities list for program, department, college, and university committees and other responsibilities.
 19. Oversee professional development classes and activities for students, i.e., AESHM 311, Salute to Excellence, etc.
 20. Coordinate with advisors and internship supervisors to respond to inquiries from and disseminate information to recruiters.
 21. Coordinate with internship supervisors and company management to develop internship guidelines as needed.
 22. Assign responsibilities for summer orientation for freshman and incoming transfer students.
 23. Assign responsibilities for undergraduate scholarship selection.
 24. Respond to inquiries about the programs.
 25. Ensure that HRIM advisor attends IHA dinner with recipient.
 26. Assign HRIM advisor to assist with ACPHA updates.
 27. Assist with administrative responsibilities as determined by the Department Chair.
 28. Assist in developing reports and other specific documents as determined by the Department Chair.

29. Meet on a regular basis with the Department Chair so that open communication lines are maintained.
30. Maintain and revise Department Governance documents as needed.

Associate Chair for Graduate Education and Research

The Associate Chair is appointed by the Department Chair. The Associate Chair for Graduate Education and Research has responsibilities to the Department Chair and to AESHM Department faculty, students, and staff. The faculty member with this responsibility will have some course release time to compensate for administrative duties. Responsibilities of this Associate Chair include (but are not restricted to):

1. Serve as chair of AESHM graduate faculty
 - Meet with faculty on a regular basis
 - Work with the Chair to develop meeting agendas
 - Co-chair meetings
 - Assign responsibility for taking minutes of meetings
2. Coordinate graduate curricular changes
3. Update the AESHM Graduate Handbook as needed
4. Recruit students
 - Work on maintaining current graduate program information on the AESHM Web site.
 - Respond to inquiries about the program (written, telephone, e-mail).
5. Coordinate review for admission of graduate students
6. Work with subcommittees to advise all new graduate students
7. Work with subcommittees to coordinate graduate scholarship applications
8. Disseminate relevant information to graduate students and faculty
9. Select and assign GTAs and GRAs, in consultation with appropriate faculty
 - Determine faculty and program needs for students
 - Monitor work hours
10. Select advisors for the graduate student associations within AESHM (FCEDS, HRIM, and TC)
11. Provide guidance to new graduate faculty
12. Serve on Research and Graduate Education Advisory Committee (RGEAC) for CHS.
13. Serve on the CHS Graduate Scholarship Committee.
14. Represent AESHM at University DOGE meetings.
15. Assist with administrative responsibilities as determined by the Department Chair.
16. Assist in developing reports and other specific documents as determined by the Department Chair.
17. Meet on a regular basis with the Department Chair so that open communication lines are maintained.
18. Maintain and revise Department Governance documents as needed.

B. Support Staff Responsibilities

The Department is staffed with several support staff to facilitate the work in the department. Job responsibilities for the account clerk and secretarial positions are included in Appendix D.

C. Voting Procedures

Voting is limited to faculty members on appointments of at least one academic year in length with a minimum of 50% FTE appointment in the department and with a status or rank of tenured or tenure-eligible faculty, lecturers, advisors, senior lecturers, clinicians, senior clinicians, and adjunct appointments at any academic rank. Visiting professors, collaborators, affiliates, and non-tenure eligible research (NTER) appointments at any rank are excluded from voting.

D. Overload Compensation

Overload pay is defined as additional compensation received by faculty members for performing duties in addition to their normally assigned teaching, research, extension, and service responsibilities as specified by their PRS.

Eligibility for overload compensation

Policy on the amount of overload compensation

Approval policy pertaining to overload compensation

III. Recruitment and Hiring (Tenure-, Nontenure Track, and NonTenure Eligible Research Faculty)

A. Hiring of Tenure Track Faculty

Guidelines for all hiring procedures are set forth by the University and can be found in the current ISU Office & Procedure Guide. The ISU Faculty Handbook includes a description of the titles that may be used for a faculty position.

Position Description

Faculty positions are designated for each program within the department. When a faculty position becomes vacant, faculty members within that program will determine the position description and qualifications for that position. The department chair will develop the Notice of Vacancy for the position and have it approved by the program faculty.

Search Committee

The Department Chair will ask for volunteers to serve on a search committee. Typically, a search committee will consist of three faculty from the Department. The chair of the search committee will be appointed by the Department Chair. The Department Chair will meet with the search committee to review the search process and detail any expectations of the search committee.

Recruitment

The search committee will advertise vacant positions in appropriate media, announcements directed to other academic departments, and through other potential outlets to assure wide dissemination. In all phases of the recruitment and hiring process, university, state and federal policies and procedures will be followed.

The search committee will be responsible for reviewing all applicant files, collecting reference information on selected candidates, and making a recommendation to the Department Chair of applicants for campus interviews. The Department Chair and the search committee will meet to discuss the recommended candidates and make the decision of who will be invited to campus for an interview. The Search Committee Chair will call each candidate to invite them to interview and to share expectations of the candidate for the interview.

The search committee will compile an information file on each candidate that typically includes the candidate's curriculum vitae and candidate's teaching and research philosophy statements. The search committee will plan and make all arrangements for the campus interview. The campus interview will typically include a seminar (e.g. research, outreach, or other scholarly presentation) and teaching presentation and the opportunity to visit with faculty, administrators, and students. All those who interact with a candidate will be asked to evaluate and rank their preferences among candidates. An option to search further may be considered.

The search committee will consider all information and submit recommendations to the DEO. The Promotion and Tenure Review Committee will review any candidate recommended by the search committee who would be considered for hire at a rank other than Assistant Professor and/or the granting of tenure.

B. Hiring of Nontenure Track Faculty (Approved 3/10/03)

The decision to hire a nontenure-track faculty member, as well as the minimum qualifications needed for the position, rests with the Department Chair. Appropriate departmental faculty committees or the full department faculty should be consulted in this decision.

A search committee composed of Department faculty and academic staff members should conduct the search according to procedures defined by ISU Human Resources.

The decision regarding the level at which to hire an individual (Lecturer or Senior Lecturer, Clinician or Senior Clinician) should be made by the Department Chair in consultation with the search committee. The decision should be based on the qualifications and prior experience of the candidate, and should be in accord with the stated qualifications for these positions in University policies.

C. Hiring of Nontenure-Eligible Research Professors (NTER): See the ISU Faculty Handbook, sections 3.3.3 (including 3.3.3.1 and 3.3.3.2) and 4.1.3.

The decision to hire a nontenure-eligible research (NTER) professor, as well as the minimum qualifications needed for the position, rests with the Department Chair. Appropriate departmental faculty committees or the full department faculty should be consulted in this decision.

A search committee composed of Department faculty should conduct the search according to procedures defined by ISU Human Resources. Rarely will NTER positions be advertised. However, a position may be advertised as tenured, tenure-eligible, or NTER. Examples of NTER hiring situations most likely to occur are: recruitment of a prominent researcher to ISU, the accommodation of a dual-career partner, or the transition of a current faculty member or P & S employee to an NTER position.

The decision regarding the rank at which to hire an individual should be made by the Department Chair in consultation with the search committee. The decision should be based on the qualifications and prior experience of the candidate, and should be in accord with the stated qualifications for these positions in University policies.

IV. Faculty and Staff Review (Tenure, Nontenure Track and NonTenure Eligible Research Faculty)

A. Duties and Responsibilities

a. Tenure-Track Faculty: See the next section “Policies for Performance, Tenure, Promotion, and Post Tenure Reviews”

b. Nontenure-Track Faculty (Approved 3/10/03)

1. All nontenure-track faculty share the same rights, privileges, and responsibilities of tenure-track faculty in normal departmental and college functions. They will have a position responsibility statement. They are expected to attend faculty meetings, serve on appropriate department and college committees, and vote on issues concerning the college’s academic programs (e.g. curriculum changes, advising policies). Nontenure-track faculty may not participate in promotion/tenure discussions for tenure-track faculty.
2. The department encourages nontenure-track faculty to attend professional meetings and engage in other forms of professional development. Depending on the resources available, the department will try to assist in the financial support of such activities (e.g. contribution to travel costs to attend a meeting).
3. As part of the academic staff in the department, nontenure-track faculty are expected to participate in curriculum review and development.
4. ISU Policies regarding Non-Tenure-Eligible faculty are described in the Faculty Handbook, 3. Appointment Policies and Procedures and 5.4 Evaluation, Renewal, and Advancement of Non-Tenure-Eligible Appointments available at <http://www.provost.iastate.edu/faculty/handbook/> and on the CHS website at <http://www.hs.iastate.edu/facstaff/governance/govdocapprovedDec2008.pdf>. AESHM adheres to these policies.

c. Nontenure Eligible Research Faculty

1. All NTER professors share the same rights, privileges, and responsibilities of tenured and tenure-track faculty in normal departmental and college functions. They will have a position responsibility statement. They are expected to attend faculty meetings, serve on appropriate department and college committees, and vote on issues concerning the college’s academic programs (e.g. curriculum changes, advising policies). NTER professors may not participate in promotion/tenure discussions for tenure-track faculty.
2. The department encourages NTER professors to attend professional meetings and engage in other forms of professional development. Depending on the resources available, the department will try to assist in the financial support of such activities (e.g. contribution to travel costs to attend a meeting).
3. As part of the academic staff in the department, NTER professors are expected to participate in curriculum review and development.

4. ISU Policies regarding Non-Tenure-Eligible Research faculty are described in the Faculty Handbook, 3. Appointment Policies and Procedures and 5.4 Evaluation, Renewal, and Advancement of Non-Tenure-Eligible Appointments available at <http://www.provost.iastate.edu/faculty/handbook/> and on the CHS website at <http://www.hs.iastate.edu/facstaff/governance/govdocapprovedDec2008.pdf>. AESHM adheres to these policies.

d. Professional and Scientific (P&S) Non-Tenure Eligible Appointments

1. ISU Policies regarding Professional and Scientific (P&S) Non-Tenure-Eligible appointments are described in the Faculty Handbook, 3. Appointment Policies and Procedures and 5.4 Evaluation, Renewal, and Advancement of Non-Tenure-Eligible Appointments available at <http://www.provost.iastate.edu/faculty/handbook/> and on the CHS website at <http://www.hs.iastate.edu/facstaff/governance/govdocapprovedDec2008.pdf>. AESHM adheres to these policies.

B. Annual Performance Evaluation of Nontenure-Track Faculty (Approved 3/10/03) and Nontenure-Eligible Research Professors

1. All nontenure-track faculty and NTER professors will be reviewed annually, following standard department practices for faculty reviews.
2. The individual being reviewed will complete an annual activity report, using as a template the activity report form used by tenure-track faculty.
3. Other information to be used in annual reviews may include instructor/course evaluations (obtained for all courses and automatically placed into each faculty member's file), written evaluations prepared by faculty who work with the individual being reviewed or who sat in on classes, and examples of materials (syllabi, course packets, lab manuals, exams, etc.) used in class.
4. The Department Chair or designee will meet with the individual under review to discuss activities, accomplishments, problems, concerns, and plans for the future. Depending on the role that the individual plays in the department, a faculty member who works with or directly supervises the individual under review may also participate in the meeting.
5. Following the meeting, the Department Chair or designee will prepare a written summary of the annual review, noting accomplishments, concerns, and plans for the future. The individual will sign and return a copy of this report, acknowledging its receipt.
6. The individual should not be reviewed by someone with whom he/she shares an intimate, personal relationship.
7. In addition to the annual review, NTER faculty will be reviewed by faculty peers in the department at least every three years and should address the NTER faculty member's effectiveness in fulfilling the research mission and the ability of the NTER faculty member to obtain and sustain extramural salary support.
8. ISU Policies regarding Non-Tenure-Eligible appointments are described in the Faculty Handbook, 3. Appointment Policies and Procedures and 5.4 Evaluation, Renewal, and Advancement of Non-Tenure-Eligible Appointments available at

<http://www.provost.iastate.edu/faculty/handbook/> and on the CHS website at <http://www.hs.iastate.edu/facstaff/governance/govdocapprovedDec2008.pdf>. AESHM adheres to these policies.

C. Policies for Nontenure-Track and NTER Faculty: See the ISU Faculty Handbook, section 3.3.2.1 (Amended and approved by the Faculty Senate, April 10, 2007; revised and approved on January 15, 2008) and ISU Faculty Handbook, section 5.4.6.) and on the CHS website at <http://www.hs.iastate.edu/facstaff/governance/govdocapprovedDec2008.pdf>. AESHM adheres to these policies.

D. Chair Review and Term Renewal

The Department Chair is appointed by the CFCS Dean for a stated term. A review of the department chair's performance will be held prior to reappointment.

The CFCS Dean will appoint a faculty committee to coordinate the review. The committee will draft an evaluation form to be sent to each faculty member. The form will include the following question: "Do you support the re-appointment of the current Chair to another term?" Reasons for support or opposition shall be requested on the form. Results of the written ballot will be reviewed by the faculty committee with the Chair and the Dean, and reported to the faculty.

The CFCS Dean has responsibility to "recommend (s) the appointment of heads or chairs of departments to the president after consultation with the department staff..." (Faculty Handbook, 8/1/94, p. 9).

V. Apparel, Educational Studies, and Hospitality Management Department Policies for Performance, Tenure, Promotion, and Post Tenure Reviews

Approved 10/1/2007
Revised _____

Introduction

The Department of Apparel, Educational Studies, and Hospitality Management (AESHM) document concerning professional evaluation and/or advancement is a supplement to the official policies of Iowa State University as contained in the current *Iowa State University Faculty Handbook – 5. Evaluation and Review* at: http://www.provost.iastate.edu/faculty/handbook/faculty_handbook/section5.html; and the *Promotion and Tenure Policies and Procedures* of the College of Human Sciences, 2006, and the Summary of Changes to the CHS P & T Guidelines (listed as [College of Human Sciences Promotion and Tenure Procedures and Forms](http://www.hs.iastate.edu/facstaff/policies.php)) available at: <http://www.hs.iastate.edu/facstaff/policies.php>

The following AESHM document has six parts and defines:

1. The Position Responsibility Statement

2. Annual Faculty Performance Evaluation Procedures
3. Faculty Promotion and Tenure Review Procedures
4. Faculty Post-Tenure Review Procedures
5. Amendment Process
6. Calendar

A. The Position Responsibility Statement

The evaluation of each individual is based on performance in the areas outlined in the faculty member's position responsibility statement. This statement is negotiated by the candidate with the chair and dean at the time of initial hiring and may be modified at annual reviews. It should be updated with careful notations of changes in appointment status and dates of changes, if any. It should include percent time for teaching/advising, research, or Extension/professional practice.

Individual appointment responsibilities vary, but each faculty member will have responsibility in one or more of the following three distinct performance areas*:

- 1) Scholarship in teaching/advising,
- 2) Scholarship in research, and/or
- 3) Scholarship in Extension/professional practice.

Institutional service and professional development are expected of all faculty members.

B. Annual Faculty Performance Evaluation Procedures

1. The performance of each faculty member will be evaluated annually by the Chair of the AESHM Department.
2. The time period for Annual Performance Evaluation will be from January 1 to December 31 each year.
3. Faculty will submit annual goals to the chair by the second Monday in March or before Spring break of each year.
4. Faculty members are encouraged to organize goals and outcomes around the three performance areas.
5. Faculty will prepare a Professional Record Update based on the outline in Appendix B to cover the Annual Performance Evaluation period as above (January 1 to December 31).
6. Faculty also will prepare a written self-evaluation in regard to achievement of personal goals and position statement responsibilities.
7. All performance evaluation materials will be submitted to the Chair one week before the scheduled performance evaluation interview.
8. Performance review conferences will occur with the Chair in February or March.
9. A written summary of performance evaluation for each faculty member will be provided by the Chair by July 1.
10. The full vita will be updated annually by the faculty member and made available to the AESHM Department secretary.

C. Faculty Promotion and Tenure Review Procedures

AESHM Promotion and Tenure Committee

The Promotion and Tenure Committee (PTC) of AESHM shall consist of the following:

1. Three elected member from the Department faculty will be responsible for participating in evaluation of all AESHM candidates, will serve a two-year term and may be re-elected. All tenured Associate

* A descriptive explanation of these performance areas is included as Appendix A.

and Full Professors are eligible to serve on the PTC. When it is not possible to elect a committee of Associate or Full Professors, Adjunct Associate Professors are eligible to serve on the PTC. Persons holding administrative positions, temporary faculty, visiting professors, and instructors may not vote when electing program representative to serve on the PTC. Duly elected committee members will examine each candidate's materials in preparation for the discussion of the candidate's performance and vote on the decision.

2. All tenured Associate and Full Professors in the department are eligible to serve as committee members except for those who are members of the CHS Promotion and Tenure Committee and Department Chair. These criteria will be observed in selecting committee members:
 - Insofar as possible, membership on the AESHM Promotion and Tenure Committee should rotate among faculty.
 - Review committee members should be equal to or above the rank of faculty being evaluated, if possible.
 - In cases where a committee member is under review, an alternate committee member will be elected for the review.

The AESHM Department Chair will appoint the chair of the PTC.

Schedule for Reviews

Reviews for reappointment, tenure, and promotion are made on the following schedule. For each review, separate evaluations are conducted by the AESHM Chair and by the AESHM PTC.

- a. For probationary faculty, the first three-year appointment is reviewed in the third year of the term*. At this time a faculty member is recommended for a second three-year term or for a maximum of one additional year. Reappointment is based on satisfactory performance in moving towards tenure and promotion to Associate Professor.
- b. For faculty members, the usual time for tenure review, given the seven year probationary period, is in the summer preceding the sixth year. This allows the year to be used for the review process and still provides the candidate with a one-year terminal notice should that be necessary.
- c. Beyond those reviews that occur to meet impending personnel deadlines as outlined under a. - c. above, recommendations for tenure and/or promotion review may be initiated by members of the AESHM Promotion and Tenure Committee, the Chair, or the candidate as soon as the appropriate criteria for advancement are met. Faculty members may initiate a review through the Chair or through the AESHM Promotion and Tenure Committee.

Responsibilities of the Chair of the AESHM Department

1. The Chair is responsible for being knowledgeable about current standards and procedures related to promotion and tenure at department, college, and university levels.
2. The Chair supervises the mentoring of tenure-track faculty; the support of tenured faculty is enlisted to assist in mentoring activities.
3. The Chair works with candidates in an advisory role as they prepare their documentation materials for review during the spring and summer prior to the review the following fall.
4. For those candidates under review for promotion and/or tenure, the Chair discusses with the candidate names of possible evaluators inside and outside the university, as well as materials that might be sent to the evaluators. The Chair then discusses with the AESHM Promotion and Tenure Committee the list of possible persons from whom recommendations might be requested; the Committee may offer further suggestions. Together, the Chair and Committee arrive at the

*See "Probationary or Third Year Review" document on the Provost's Promotion and Tenure web page (under "Guidelines for the Promotion and Tenure Process").
<http://www.provost.iastate.edu/faculty/advancement/promotion.html>

final list of outside evaluators and the materials to be sent for review. At least one person will be from the list of names provided by the candidate. Guidelines for selection of outside evaluators are in the ISU Faculty Handbook, Section 5.3.3.1. Letters of Evaluation from External Reviewers.

5. The Chair conducts evaluations and prepares reports of all candidates using the standards for promotion and tenure, position responsibility statement, and form for recommending advancement as identified in the CHS Promotion and Tenure Policies and Procedures document “Department Chair Promotion and Tenure Evaluation Report Form” (Appendix C). Classroom observations of teaching are included in the review process by the Chair.
6. The Chair informs each candidate in writing (before a recommendation is forwarded to the college) if he or she will be recommended for promotion and/or tenure and clarifies the substance of the recommendation.
7. Chair and Committee reports are forwarded by the Chair to the Dean’s Office of the College of Human Sciences by first week in November.
 - a. All mandatory reviews for tenure and/or promotion of probationary faculty must be forwarded.
 - b. For non-mandatory promotion reviews, when there is a split vote between the Chair and Committee, the candidate determines if he or she wishes to have materials submitted to the College for review.
8. The Chair advises candidates of succeeding actions taken at the college and university levels.
9. On an annual basis, the Chair conducts performance evaluations with each faculty member in the department. Discussion focuses on a) faculty and Chair's evaluation of performance in relation to the faculty member's annual goals and b) eligibility for change in status related to reappointment, tenure, and/or promotion. The Chair provides an annual written evaluation. Annual reviews are guided by the Appendix A, Department of AESHM Performance Evaluation Guidelines.

Responsibilities of the AESHM Promotion and Tenure Committee

1. The AESHM Promotion and Tenure Committee is responsible for being knowledgeable about current standards and procedures related to promotion and tenure at department, college, and university levels.
2. The Committee works with the Chair and faculty during spring semester to identify individuals for whom reappointment, promotion, or tenure are required or requested for the following fall.
3. In preparation for reviews, the Committee conducts observations of teaching using a standard set of criteria for evaluation. Refer to AESHM Teaching Review Policy (Appendix D) and check the HDFS document (<http://www.hdfs.hs.iastate.edu/about/governance/goverancerevised.asp#Promotion%20&%20Tenure>) for statements regarding peer review of teaching or the CELT website section on peer review of teaching (http://www.celt.iastate.edu/faculty/peer_review.html) for recommended procedures.
4. The Committee conducts evaluations of candidates using the standards for promotion and tenure identified in the CHS Promotion and Tenure Policies and Procedures document “Guiding Values and Commitments” (p. 4). The three PTC members and one additional faculty member from the candidate’s program area will review the candidate’s portfolio and prepare the case to present to all AESHM tenured faculty members. All tenured faculty in AESHM will have access to the candidate’s vita (Tab 1), narrative (Tab 2), and Position Responsibility Statement (Tab 1). All tenured faculty members of the department are eligible to participate in the oral discussion of each candidate, that will be lead by a member of the AESHM PTC. Their comments will be incorporated in the report. Tenured faculty who are not members of the AESHM PTC will not participate in the development of the written report. The PTC members and tenured faculty will vote by written ballot on all reappointment, promotion, and tenure recommendations. The vote

occurs after oral discussion of the candidate by the committee and tenured faculty in the AESHM Department and before the written report is prepared. Based on the oral discussion and after the vote, the PTC prepares a report that summarizes major points of the discussion. All PTC members sign the report, which will be forwarded to the Chair by October 15.

5. The Committee submits to the Chair a written report that reflects the vote taken on tenure and/or promotion decisions. The person writing each report must be at or above the rank for which the candidate is being proposed. If more than one Committee member is qualified to write a report, the member writing the report will be selected by lot. The report will include separate vote tallies for members of the AESHM PT Committee and tenured faculty in AESHM.
6. The report shall include information outlined in Section 5.3.3.2 of the ISU Faculty Handbook. Specific information to be addressed in the report includes reference to the following items: name of nominee; date and rank of initial appointment; dates and ranks of promotions; proposed rank; position responsibility statement; academic record; prior experience; teaching/advising assignments and evaluation of performance; research responsibilities and/or achievements; extension assignments and evaluation of performance; professional practice; scholarly work in progress; publications; administrative and committee responsibilities; other pertinent activities (memberships and positions held in professional societies, consultation, committee and public service, etc.); and prospects for future development.

Responsibilities of the Candidate

1. Candidates for promotion and/or tenure are responsible for knowing about current standards and procedures related to promotion and tenure at department, college, and university levels.
2. Faculty members are responsible for informing the Chair whether they wish to be reviewed for promotion and tenure. Requests for review must be in writing and submitted to the Chair by the last Friday of March in the academic year before the year in which they wish to be considered for promotion or tenure. These requests shall be placed in the candidates files.
3. The candidate discusses with the Chair names of possible evaluators inside and outside the university if a reappointment, tenure, or advancement decision is scheduled.
4. Candidates complete their review documents by the end of the third week of July. At a minimum the review documents are to include (refer to Section 5.3.2 of the ISU Faculty Handbook):
 - Promotion and Tenure Vita: The vita should be inclusive of the faculty member's scholarship, activities and accomplishments. The format of the vita is not specified, but it should reflect the norm within the discipline and be organized to present the candidate in a positive perspective.
 - Candidate Information: Section 5.3.1.2 of the ISU Faculty Handbook.
 - Scholarship: See Sections 5.3.1.3 and 5.3.2.1 of the ISU Faculty Handbook for a list of suggested activities and accomplishments.
 - Areas of Position Responsibilities and Activities: See Sections 5.3.1.4 and 5.3.2.2 of the ISU Faculty Handbook for a list of suggested activities and accomplishments in the four areas of faculty activity.
 - Faculty Portfolio: See Section 5.3.2 of the ISU Faculty Handbook.
5. The faculty member requesting postponement of a mandatory review should first consult with the Chair. A request for postponement must be by written letter. Postponement of a mandatory tenure review is authorized only by the provost in accordance with university policy (See Section 5.2.1.4 of the Faculty Handbook for Extension of Probationary Period information).
6. Identified information generated in the promotion and tenure review process will remain confidential and will be shared in summary form only with the candidate. These include: letters

obtained from external reviewers, the recommendation from the PTC, the Chair, the CHS review committee and the CHS Dean.

D. Faculty Post-Tenure Review Procedures

Review Participants

The AESHM PTC will review the documents put forward for post tenure review by each faculty member within the department.

Review Timetable

Each faculty member will be reviewed within seven (7) years through either the university promotion process OR the post tenure review process and will continue to be reviewed using this seven (7) year schedule thereafter.

Review Materials

Materials to be reviewed consist of:

1. Full Vita.
2. A copy of the Position Responsibility Statement developed in conjunction with the Chair.
3. A narrative that details significant contribution or accomplishments; philosophy of scholarship (i.e., teaching, research, creative and Extension activities) as appropriate to the person's position statement; and future goals. This narrative should focus on the past seven (7) years.
4. A summary table/list of course evaluations and scholarly accomplishment during the past seven (7) years (e.g., number of refereed articles published or juried exhibitions). This should not exceed two pages. No other supportive materials are necessary.

Outcome of the Review and Mechanism for Faculty Response

The review committee will provide an evaluation of the faculty member's contributions and provide recommendations on ways of enhancing the person's professional development as needed. This review will be forwarded to the Chair. The Chair will provide the faculty member with a copy of the review. The faculty member being reviewed will work with the Chair if clarifications are needed or concerns arise. The Chair may forward this information to the committee. The post-tenure review does not go beyond the Chair and the faculty member.

E. Amendments of Review Procedures

This document is subject to review and amendment by the AESHM Department faculty members when college and university promotion and tenure documents change. The document also may be reviewed on a periodic basis for clarity and timeliness.

F. Calendar

<i>Date</i>	<i>Activity</i>
February 1	Department Chair begins to identify new candidates for next FY.
Last Friday of March	Faculty requesting review must notify the Chair of the department
April 1	Department Chair notifies Dean's Office of the names of candidates who are required or might seek promotion and/or tenure and begins to identify external reviewers

End of April	Election of CHS Promotion and Tenure Representative (in appropriate years); Report name to Dean's Office P & T Support Staff Member
May 1	Department Chair meets with the PTC to discuss names of outside reviewers before May 1. Department Chair contacts external reviewers
June 15	Department Chair sends new candidate materials to external reviewers for comments back by August 1
End of third week in July	Candidates complete review documents and submit to the Chair of the Department.
August 1 to September 1	Department Chair obtains letters from external reviewers
September 1 to October 15	AESHM PTC and all other department tenured associate and full professors review candidate materials (department tenured associate and full professors and PTC vote). AESHM PTC prepares and submits report to the Department Chair by October 15.
October 15 to November 1	Chair of AESHM Department reviews candidate materials
November 1	Department Chair submits review of P & T candidates to CHS Dean's Office.
End of third week of November	Chair of AESHM Department submits names of candidates for 3-year or other reviews to AESHM PTC.
End of first week in March	Candidates for 3-year or post-tenure review submit review materials to the Chair of the department and AESHM PTC.
February & March	Chair of the department conducts annual performance evaluations for all faculty
End of third week in April	AESHM PTC report on 3-year review or post-tenure review candidates is due to the Chair of the department.
Beginning of second week in May	Chair of the department reports results of 3-year and post-tenure reviews to the candidate

VI. Department Committees/Special Assignments/Advisory Boards

A. AESHM Department Committees

1. Administrative Leadership Team (ALT)

Committee Membership: Chair, Associate Chairs

Committee Responsibilities: assist department chair in planning and administrative responsibilities; bring program and department issues from faculty, staff, and students for discussion; respond to department issues from Chair; set agenda for department meetings; improve communication regarding resource allocation; provide advice on use of department resources; and recommend use of Development Funds.

2. Advisory Board Planning and Alumni Relations Committee ():

Committee Membership: Department Chair, 2 faculty members

Committee Responsibilities: set meeting dates, agenda, chair the meeting, correspond with advisory board members; plan local arrangements and conduct any formal meeting evaluations; write minutes, maintain records and files; and maintain partnerships with alumni.

3. Communication Team

Committee Membership: 10-15 undergraduate and graduate students from the department; membership by nomination by faculty/advisor or by application; Chair

Committee Responsibilities: represent AESHM Department in CHS and campus-related activities, assist the Department Chair in welcoming visitors to campus, act as hosts and assist with planning for department events, and assist with recruitment activities.

4. Computer Advisory Committee

Committee Membership: 2 faculty members, minimum of 1 undergrad and 1 grad student from AESHM)

Committee Responsibilities: meet as needed to discuss department computer needs and use of CAC computer fees, make recommendations for use of CAC money, and coordinate technology needs in AESHM.

5. Curriculum Committee

Committee Membership: Associate Chair for Undergraduate Education and Advising; three additional faculty members, one advisor, one AESHM undergraduate student, and one AESHM graduate student. Membership is a three-year term for faculty and advisors and one or more year(s) for students, depending on their interests and schedules.

Committee Responsibilities: reviews and makes recommendations to the AESHM faculty and appropriate college and university committees on matters relating to department

undergraduate curricula and courses; prepares catalog materials (including curricula, course descriptions, and front of the back materials) and secures faculty approval for catalog copy; reviews and makes recommendations regarding proposed course offerings submitted by faculty or developed by the committee; assesses impact on curriculum of catalog changes proposed by other departments and initiates objections as directed by majority vote of faculty; oversees reassessment and review of each program's curriculum at least every ten years; oversees the preparation of and conducting of undergraduate student outcomes assessments and reports findings to the college and university as required; oversees the file of syllabi for each program course offering that includes catalog description, course objectives and course outline; reviews recommendations of summer school offerings and sequencing of scheduled courses; identifies and promotes study abroad/international study programs; designs and recommends policy for enrollment in undergraduate courses and other advising issues.

6. Graduate Recruitment and Review Committee

Committee Membership: Associate Chair for Graduate Education and Research; 2-3 other faculty members serve on the committee for a three-year term.

Committee Responsibilities: reviews all applicants to the graduate program and makes recommendations on admission; reviews scholarship applications for CHS scholarships; oversees graduate program assessment process; supervises development of AESHM department graduate policies; advises graduate students until POS advisors are selected; reviews and makes recommendation to AESHM faculty and appropriate college and university committees on matters relating to graduate program curricula and courses; coordinates with the AESHM Curriculum Committee in preparing catalog materials; reviews and makes recommendations regarding proposed course offerings in the graduate programs; prepares measures and conducts graduate student outcomes assessments and coordinates reports to the AESHM Curriculum Committee, and college and university as required; maintains a curriculum-committee approved file of syllabi for each program course offering (including catalog description, course objectives and course outline); initiates and promotes educational agreements with selected international programs; reviews and makes recommendation regarding summer school offerings and sequencing of scheduled courses.

7. Honors and Awards Committee

Committee Membership: 2 faculty members (Committee chair selected from members and represents AESHM Department on the CHS Awards Committee).

Committee Responsibilities: solicit nominations from the faculty for college and university awards; works with candidate to prepare packet of information for award review; writes nomination letters.

8. Promotion and Tenure Committee (see additional comments in the Promotion and Tenure section of this governance document).

Committee Membership: determined according to the Promotion and Tenure section of this document.

Committee Responsibilities: review faculty for promotion and tenure; conduct peer review of teaching for promotion and tenure decisions; review faculty for 3rd year review, review faculty for post tenure review; review, revise, and update the department promotion and tenure governance materials so that they are current and in agreement with university and college documents; and advise faculty as requested with proposals for development leaves, foreign travel grants, university research grants, and other competitive programs. When requested by the Chair, rank proposals to be forwarded from the department.

9. Undergraduate Advising and Scholarship Committee

Committee Membership: 3 P & S advisors and 1 faculty member (Chair elected from committee membership; representative elected from committee membership to the CHS Advising and Scholarship Committee).

Committee Responsibilities: reviews and updates procedures for notification, application and evaluation of scholarships; obtains faculty approval for modifications to procedures; reviews scholarship applications and selects students to receive scholarships; recommends students and amount of scholarship to department chair; addresses advising issues identified by advisors, students, or administrators; implements changes in advising practices.

10. Faculty Search Committee: (see additional comments in the Recruitment and Hiring section of this governance document).

Committee Membership: determined according to the Recruitment and Hiring section of this document.

Committee Responsibilities: recruit for faculty positions; evaluate qualifications of applicants; work with Human Resources to ensure that standards and expectations are met in the recruitment and evaluation process; work with the Chair to determine individuals to invite to campus for interviews, make travel and interview arrangements, develop evaluation forms, report evaluation results to Chair.

B. Program Specific Committees and Special Assignments

1. Graduation Marshalls: 2-3 staff/faculty members to attend and represent AESHM Department at graduation ceremonies and receptions

2. Club Advisors:

Committee Membership: 1 faculty member or P&S advisor for each program as indicated: HRI (CMAA, HRI Club, FLM Graduate Club, NSMH Club (National Society of Minorities in Hospitality), VEISHEA Cherry Pies; FCEDS (AAFCS Club); and TC (MODA, Trend)

Committee Responsibilities: supervise student organization; and maintain continuity of organization.

3. Lab Safety Specialist: 1 faculty member; develop and maintain Laboratory Safety Plans and records; and supervise labs to ensure that requirements are met.

4. Library Liaison: 1 faculty member; gather information from faculty about library needs; work with Library staff to keep collections up to date; and report Library information/updates at AESHM faculty meetings.

5. Program Coordinators for Website

Coordinator: 1 faculty or P & S person for each program

Coordinator Responsibility: updates and maintains website; develops materials for website; works with program coordinators to maintain program information.

6. Textiles and Clothing Museum Collections Committee

Committee Membership: Chair (Curator of the Textiles and Clothing Museum), Collections Manager, 2 TC faculty members who work in history of dress, cultural study, or textile conservation and graduate students assigned to work in the collection.

Committee Responsibilities: reviews assessment/deassessment decisions; maintains communication with potential donors; updates policies for the collection; maintains collection records; stores and restores objects within the collection; develops and maintains long term exhibit schedule; coordinates installation of exhibits with exhibit curator; maintains positive public image and promotes the Textiles and Clothing Museum with appropriate groups and individuals; addresses issues related to the use of the collection and Textiles and Clothing Museum (including the gallery, storage area, and conservation lab), coordinates requests for tours and research using the collection.

C. Advisory Boards

Three advisory boards exist within the department: Family and Consumer Sciences Education Leadership Academy Advisory Board; Hotel, Restaurant, and Institution Management Industry Advisory Board; and Textiles and Apparel Advisory Board (TAAB). These advisory boards provide each program with the knowledge and support necessary to ensure its continued success in an ever changing field. The Boards provide a partnership with those working in the profession and help strengthen the understanding of the profession. Board members assist in the recruitment and retention of students and encouragement of their career development, provide insight into current issues in the profession, and engage in the identification and acquisition of resources for the program.

The composition of the advisory boards is determined by program faculty. Members of the Advisory Boards provide feedback on strategic issues, cutting edge information and technology, and the perception others may have of the department. The Advisory Boards will meet once or twice each year. Meeting often are scheduled to correspond with other major activities taking place at Iowa State University. Terms of service on the Advisory Boards shall be renewable three year terms.

VII. Visiting Scholar Program

AESHM offers opportunities for visiting scholars in all three program areas: FCEdS, HRIM, and TC. The length and other conditions of visiting scholars program are to be determined based on the Department's and applicant's needs. Applications will be processed throughout the year to meet individual needs.

The purpose of the visiting scholars program is to promote interdisciplinary or inter-institutional collaboration in teaching and research as well as diversified scholarship opportunities for both the program faculty and the applicant. Thus, potential applicants are particularly encouraged to apply with a proposed teaching plan or research project. The proposal may be developed in collaboration with an FCEdS, HRIM, or TC faculty member.

Application Procedure

- ❑ Contact Dr. Robert Bosselman (drbob@iastate.edu), Chair of the department, or an FCEdS, HRIM, or TC faculty member with whom the applicant wants to work during the visiting period.
- ❑ Submit an application packet that should include at least:
 - Curriculum vita
 - A statement of purpose for the visiting scholars program
 - A detailed research proposal or study plan for the period pursued (indicate a desired collaborating faculty member)
 - A statement of needs including facilities, equipment, financial aid, and other working conditions
- ❑ Submit evidence of competency in both spoken and written English (applicable to international applicants; TOEFL, GRE, GMAT, or other test scores are preferred.)

Desired Qualifications

- ❑ An earned terminal degree (Master's degree holders also will be considered as a special case based on the applicant's needs.)
- ❑ Established scholarship record and experience
- ❑ Excellent communication skills in English
- ❑ High standard of work ethics

Administration

Visiting scholar(s) will be given an orientation to the department, faculty, and university facilities. In addition, the scholar(s) will have access to various courses as well as departmental facilities. Visiting scholars are expected to be involved in departmental activities. The progress of visiting scholars will be reviewed periodically by the department chair and collaborating faculty.

Expected Activities

- ❑ Successful completion of the proposed teaching or research plan
- ❑ Presentations of research/creative work to both undergraduate and graduate courses

- ❑ Presentations of research/creative work with the collaborating faculty at professional conferences
- ❑ Preparation of manuscripts/creative works with the faculty member for publication
- ❑ Positive interaction with both students and faculty
- ❑ Observance to the department's rules and regulations

Appendix A

AESHM Performance Evaluation Guidelines

Scholarship in Program Area

All faculty are expected to contribute to scholarship for their fields of study. Scholarship involves dissemination of ideas relevant to the subject matter to colleagues in the discipline and beyond. Dissemination of ideas may take written, oral, and visual forms. Scholarship may focus more on teaching/advising, research/creative activity, or extension/professional practice. Scholarship forms the primary basis for annual evaluation and for tenure and promotion decisions. Both the quality and quantity of scholarship and the impact the faculty member is having in the profession are considered in annual evaluation. Evaluation is guided by the percentage of each member's position responsibility statement for teaching, research/creative activity, and extension/professional practice.

Scholarship in Teaching

Teaching scholarship includes providing excellence in learning experiences for students. Quality teaching challenges students to think critically and work at a high level. Faculty are encouraged to participate in dialogue about teaching within the department. Contributions to teaching scholarship include designing curriculum and/or evaluation instruments, new course development, substantive revisions of parts of existing courses, development of teaching materials (e.g., textbooks, videos, CD-ROMs, web materials), presentations at professional meetings, invited presentations, grant proposals submitted, and manuscripts accepted for publication. Other avenues of scholarship in teaching include academic advising of students; serving as major professor and committee member for graduate students; serving as student club adviser; and working with students on refereed publications, presentations, and designs for external audiences. Additional activities, such as manuscripts or creative works submitted also are considered.

Scholarship in Research/Creative Activity

Research includes theory development and advancement of knowledge that contributes to the discipline, including artistic expressions. Acceptance of curriculum and/or instructional materials, evaluation instruments, refereed papers, creative works, and presentations at professional meetings, as well as submission of grant proposals are evidence of contributions to research/creative activity scholarship. Additional activities, such as manuscripts or creative works submitted are also considered. Publication of research in refereed journals or exhibition of creative work in national and international juried venues holds major weight for advancement decisions.

Scholarship in Extension/Professional Practice

Scholarship in extension/professional practice includes interpretation and application of knowledge in the area of expertise to meet client needs. Extension/professional practice scholarship includes planning programs, original research in support of programs, assisting with policy development, seeking program support, consulting; technology transfer; diagnostic practices; and developing and leading workshops, seminars, and training sessions. Additional activities such as leadership in professional societies or organizations; service as editor, reviewer, or board member; and service on agencies or boards are also included.

Institutional Service and Professional Development

In addition to teaching, research/creative activity, and extension/professional practice; faculty are involved in their own professional growth, service to the university community, and department recruitment and marketing. Contributions in each category are considered in annual evaluation.

Institutional Service

Departments, universities, and individuals thrive through teamwork directed toward meeting goals. Contributions to institutional service may include participation in department, college, and university committees, as well as service to faculty governance and administration. It is important that faculty participate in department outreach and promotional activities that contribute to a) attracting and retaining outstanding students, and b) expanding visibility in the university, the community, and beyond.

Professional Development of Faculty

All faculty members are encouraged to pursue individual study annually and seek opportunities for professional development in Iowa, nationally and internationally through Faculty Professional Development Assignments, workshops, training, consulting, and professional meetings.

Service to the institution and to professional organizations, while valued and important, is not a basis alone for promotion or tenure. Overall, the process of evaluation is intended to aid in the advancement of the profession and to facilitate achievement of both the long-range and short-range goals of the department, the college, and the university.

Service to the institution and to professional organizations, while valued and important, is not a basis alone for promotion or tenure. Overall, the process of evaluation is intended to aid in the advancement of the profession and to facilitate achievement of both the long-range and short-range goals of the department, the college, and the university.

Appendix B

Professional Update Categories for Review*

Teaching: Expected performance for a 100% teaching assignment includes two contributions per year; a 75% teaching assignment includes one contribution per year.

- Courses taught, number of students taught, and student evaluation summaries
- Innovative instructional materials, audiovisuals developed
- New internal grant proposals for teaching
- New external grant proposals for teaching
- Continuing Internal Grant Proposals for teaching
- Continuing External Grant Proposals for teaching
- In-Kind Contributions, Equipment, Supplies for teaching
- Undergraduate advising, number of students, special contributions
- Graduate advising, mentoring
- Graduate students POS committees

Honors/Awards

Research/Creative Work: Expected performance for a 25% research/creative activity appointment includes two contributions per year.

- Refereed publications/Juried exhibitions
- Publications in press or accepted/Artwork accepted for exhibition
- Publications submitted for review/artwork submitted for review
- Books/Chapters in books published
- Books/Chapters in books in press
- Books/Chapters in books submitted for review
- Technical reports
- Refereed proceedings/presentations (Presentations at professional meetings, while expected, are not considered to be part of the two contributions per year.)
- Invited presentations/publications
- New internal grant proposals for research/creative work
- New external grant proposals for research/creative work
- Continuing internal grant proposals for research/creative work
- Continuing external grant proposals for research/creative work
- In-kind contributions/equipment/supplies for research/creative work

Extension/Outreach: Expected performance for a 10% extension/professional practice appointment includes one contribution per year.

- Presentations given
- Extension publications
- Extension audiovisuals & WWW
- Extension in-service education

Professional Service:

- University service and leadership

* This list may be incomplete.

- College of Human Sciences service & leadership
- Departmental service & leadership
- National and international service & leadership
- Regional and state service/leadership
- Manuscript/journal/book editor or reviewer/Exhibition juror or curator
- Consulting activities

Appendix C

AESHM Peer Evaluation of Teaching for Promotion and Tenure Reviews

Approved 2/10/03

Introduction:

Faculty members in the AESHM Department agree that peer evaluation is important to the continuous improvement of teaching and learning. Therefore, peer evaluation is encouraged at various stages of a faculty member's career. Informal observation and assessment, such as by a mentor or colleague, is encouraged and may take place at any time during a faculty member's appointment. Both the content and the form of this type of Peer Evaluation would be arranged between mentor and mentee.

Peer Evaluation of Teaching is expected as part of a promotion and tenure dossier at Iowa State University. What follows is a broad statement of procedures for peer review for promotion and tenure for Apparel, Educational Studies, and Hospitality Management faculty. The specifics of individual reviews may be negotiated within the broad guidelines presented here.

Procedures:

Reviews for Promotion and Tenure purposes should:

- take place during or shortly before the term of review for an advancement action;
- be initiated by the candidate, in consultation with the Department Chair;
- consist of a minimum of one visit to each course taught by the candidate that semester (Committee members may visit classes as a group or individually); and
- result in qualitative rather than quantitative assessment, covering as many of the following as are applicable: Command of content; Communicative skills; Choice and use of media; Organization; Enthusiasm for content; Student involvement and interest; Interaction and rapport with students; and Methods of assessment.

The review team should consist of members of the Departmental Promotion and Tenure Committee, who should review the candidate's teaching philosophy and basic course material before visiting a class.¹

The candidate should suggest days that would be most fruitful for observation.

The committee should share their written assessment with the candidate. This assessment and any written response by the candidate would become part of the total package reviewed at the college and university levels.²

¹ Since Committee Members must review class materials in order to make their report, this recommendation should not impose additional burdens.

² Other (optional) reports or letters based on Peer Evaluation may be included in promotion and tenure dossiers.

Appendix D

Forms for Promotion and Tenure Reports

AESHM Promotion and Tenure Committee Evaluation Report

DATE: _____

FACULTY MEMBER'S NAME: _____

DEPARTMENT: Apparel, Educational Studies and Hospitality Management

Select on of the following sections depending on the type of review conducted (include only the appropriate section in the report):

THIRD YEAR REVIEW: _____

POST TENURE REVIEW: _____

MANDATORY TENURE REVIEW/PROMOTION TO ASSOCIATE PROFESSOR: _____

REVIEW FOR PROMOTION TO PROFESSOR: _____

FACULTY MEMBER'S CURRENT RANK: _____

Select one of the following sections depending on the type of review conducted (include only the appropriate section in the report):

For Third Year Review:

P & T COMMITTEE REPORT (3 voting members on the committee):

No vote required: _____

Yes, renew for a second three year appointment: _____

No, do not renew for a second three year appointment: _____

Abstain _____ # on Leave _____ No vote taken _____

For Post Tenure Review:

P & T COMMITTEE REPORT (3 voting members on the committee):

No vote required: _____

For Promotion and/or Tenure Review:

P & T COMMITTEE VOTE (Committee consists of 3 voting members):

Yes _____ # No _____ # Abstain _____ # on Leave _____ No vote taken _____

VOTE OF ELIGIBLE DEPARTMENT FACULTY (Number of Eligible Faculty: _____)

Yes _____ # No _____ # Abstain _____ # on Leave _____ No vote taken _____

Description of the Department P & T Review Process:

In the Apparel, Educational Studies, and Hospitality Management Department (AESHM), the selection of faculty members eligible for mandatory review for promotion to associate professor with tenure is based on the date of the initial appointment and evaluation of materials compiled for annual review. Tenure-track faculty members are evaluated at the end of the third year of the initial three-year appointment based on materials compiled for annual review. Evaluation for promotion to professor is based on the evaluation of materials compiled for annual review. Post tenure review occurs every seven years for tenured faculty, regardless of rank, based on materials submitted by the faculty member (vita, the position responsibility statement, a short narrative,

and a summary table of teaching evaluations). The AESHM Promotion and Tenure Committee (AESHM P & T Committee) consists of three members and one alternate elected from the faculty eligible to serve on the committee. Faculty who are eligible to serve on the committee include all tenured faculty (professors and associate professors) with the exception of the Department Chair, visiting professors, and adjunct faculty. All tenured faculty (previously noted exceptions also apply here) are eligible to vote on tenure and promotion decisions. Tenured faculty either vote as members of the AESHM P & T Committee or as tenured faculty members. No one has more than one vote. The Department Chair independently assesses each candidate and writes a separate report. The Department Chair does not participate in the review of candidates by the AESHM P & T Committee.

Signature of Committee Members

Department Chair's Promotion and Tenure Evaluation Report Form

DATE: _____

Signature of Department Chair: _____

CANDIDATE: _____

DEPARTMENT: _____

PROMOTION: _____ TENURE: _____

If promotion, rank under consideration:

VOTE of Department Review Committee (numbers): Affirm ____ Deny ____

VOTE of Department Faculty if applicable (numbers): Affirm ____ Deny ____

RECOMMENDATION of Department Chair (check one): Affirm ____ Deny ____

In a comprehensive evaluative statement and in keeping with the stated University and College Policies and Procedures for Promotion and Tenure, delineate and discuss the criteria and evidences of performance used in making decisions to Affirm or Deny promotion and/or tenure. The statement shall include reference to the following items: name of nominee; date and rank of initial appointment; dates and ranks of promotions; proposed rank; position responsibility statement; academic record; prior experience; teaching and advising assignments and evaluation of performance; research responsibilities and/or achievements; extension assignments and evaluation of performance; professional practice; scholarly work in progress; publications; administrative and committee responsibilities; other pertinent activities (memberships and positions held in professional societies, consultation, committee and public service, etc.); prospects for future development; comments by the Department Chair;. Additional supporting evidence (e.g., copies of outside reviewers' letters, evaluations of teaching by students and peers, single copies of key publications) shall also be forwarded to the CHSPTC. Other material requested by the Provost's Office should be made available to the CHSPTC as well. In addition, the departmental promotion and tenure standards and procedures document should be made available to the CHSPTC.

RESPONSIBILITIES OF SUPPORT STAFF

Secretary III – Department Secretary

Secretarial & Administrative support to Department Chair

- Liaison with faculty, Dean's office, & other ISU personnel
- Contact persons outside ISU as requested
- Schedule appointments
- Open DEO mail
- Schedule events/meetings
- Assist with compiling annual reports, strategic plans, and other requested reports
- Correspondence and planning of Textiles and Apparel Advisory Board (TAAB) meetings
- Correspondence and planning of Hotel, Restaurant, and Institution Management (HRIM) Advisory Board meetings
- Filing
- Typing/Proofing
- Proxy approval for all Electronic Personnel Actions and faculty reimbursements

Budget / Accounting:

- Maintain budget spreadsheets and budget sheets; assist with budget planning for AESHM Department
- Maintain salary and payroll accounts; verify salary payroll vouchers online; verify monthly statements
- Check and sign hourly payroll reports and verify hourly payroll vouchers online
- Track salary savings and use of salary savings with Account Clerk

Faculty and Staff hiring:

- Initiate Notice of Vacancy online
- Support for search committees (advertising, letters, advise and assist committees regarding ISU required procedures)
- Complete applicant matrix online
- Originate Pre-employment monitoring form
- Prepare and process letters of intent
- Initiate Human Sciences College database form and Administrative Systems access request for new employees
- Maintain appropriate search and faculty personnel files
- Enter merit and P&S Position Description Questionnaires into the Classification and Hiring System

Human Resources:

- Complete and route EPA's for all full and part-time faculty and staff
- Assist faculty with personnel and payroll forms
- Maintain spreadsheet with all faculty, staff, and visiting faculty appointments

- Track and initiate applications for graduate faculty appointments
- Enter vacation/sick leave and verify monthly leave reports

Attend monthly Human Sciences Budget Roundtable meetings

Represent AESHM at bi-weekly Instructional Technology meetings

Maintain department administrative files

Maintain department global e-mail lists

Coordinate Central Stores moves and FP&M renovations, etc.

Coordinate ADIN services needed for faculty and staff

Respond to faculty/staff questions regarding ISU procedures

Coordinate office staff team, share information from chair (functional supervision)

Hire and supervise student workers

FP&M Building Supervisor for MacKay Hall and LeBaron Hall; attend construction meetings; approve building use; send appropriate notices to occupants; assist FP&M with scheduling of building projects; respond to inquiries from building occupants and report building problems; schedule and approve use of hallways and LeBaron Lounge.

Back up account clerk on faculty travel, purchasing, Tearoom financial operations, Continuing and Distance Education accounting and Ag Experiment Station CRIS Reports; back-up Sec II for initiation of graduate assistant EPA's, room scheduling, CDE on-line course initiation; assist Sec I with Employee Activity Summary of Effort (EASE) reports.

Secretary II (Graduate Secretary) – Full-time

Secretarial support to Directors of Graduate Education (TC, FCEdS, and HRIM programs)

- Maintain/revise MS/PhD information — print and Web
- Download information for requests for information from *ApplyYourself* Website
- Process requests for information regarding MS/PhD programs from other sources (telephone, mail)
- Type and send letters to applicants regarding admission status
- Filing
- Start and maintain files on current and prospective graduate students
- Attend Admissions and College Graduate Secretary meetings
- Type scholarship ranking forms for prospective and current graduate students
- When grad student is accepted, code all applicants on ADIN
- Print off graduate applications and letter of recommendation on College Net
- Process all applications on Doc Finity – print off transcripts, GRE's, and TOEFLS

Graduate Assistantships

- Initiate table of funds available & used for assistantships; update as needed
- Work with DEO & DOGE when the graduate students are selected for assistantships
- Write award letters
- Prepare, route, and follow-up on LOIs
- Complete EPA – copy to Sec III for budget
- Enter graduate tuition scholarships online
- Maintain spreadsheet of assistantship appointments and funds used,
- Assist graduate students with I-9s and payroll forms

Assist graduate students in making arrangements for research projects

- Printing
- Mailing
- Misc
- Prepare intramurals for approval
- Enter on-line requisitions

Maintain key records for graduate students, faculty and staff

- Order keys over Internet
- Prepare key cards for TC, FCEdS, and HRIM
- Prepare Morrill Hall key cards and maintain spreadsheet of keys and persons having access

Class Schedules:

- Work with faculty and Room Scheduling on class changes and classroom scheduling/changes (advise staff of changes)
- Prepare and route Authorization of Change of schedule of classes for TC, HRIM, and FCEdS
- Update instructors each semester in ADIN

Report of enrollment and use of rooms report for all TC, FCEdS, HRIM class rooms

- 1 MacKay Hall, 2088 LeBaron, 1084 LeBaron, 2092 LeBaron, 1058 LeBaron, 1059 LeBaron, 2061 LeBaron, 2063 LeBaron, 313 MacKay

Schedule department classrooms and conference rooms

Summer: Assist with instructor needs for FCEDS Academy, unlock classrooms, process grade sheets

Send grade reports to the Registrar

Prepare Continuing and Distance Education (CDE) request forms – provide copy of those with faculty payment to Sec III

Assist with equipment check out

Maintain general department academic files

Back up on answering department telephone, receptionist, and clerical support for both Sec I's; back up EPA entry for Sec III

Account Clerk

Financial support for HRIM Extension Specialist (5 hr/wk)

Faculty/Staff Travel

- Review travel authorizations and vouchers for account accuracy; obtain signature of DEO, distribute copies & forward for processing
- Reserve vehicles, prepare and fax intramurals
- Keep trip files and travel records
- Prepare travel summaries
- Purchase airline tickets
- Keep record of Professional Advancement Grants

Purchasing for AESHM, Tearoom, Grants, Continuing and Distance Education (CDE), IAHEES, Foundation, and HRIM Extension accounts:

- Initiate purchase orders, invoice vouchers, on-line requisitions
- Reconcile and reallocate purchasing card transactions on-line
- Prepare Honorarium/Expense Vouchers
- Prepare Professional Service Agreements
- Initiate/approve intramurals
- Renew standing orders
- Process incoming invoices
- Initiate Central Stores on-line orders
- Order and keep record of trade magazine subscriptions
- Provide Sec III with information on CDE expenditures

HRIM Tearoom Operations:

- Count and verify Tearoom cash receipts daily during Fall and Spring semesters and prepare online cash deposit
- Prepare UARCO billings and invoices for Tearoom sales

Maintain accounts and verify monthly statements for:

- AESHM operating account
- Salary payroll vouchers
- Tearoom operating account
- Grant accounts
- IAHEES - coordinate CRIS reports with faculty
- HRIM extension account
- Foundation accounts – write thank you letters to Foundation donors

Payroll

- Assist hourly with I-9s and payroll forms
- Enter hourly payroll

Scholarships:

- Initiate table of funds available for scholarships
- Prepare Sponsored Students scholarship forms and letters; follow up on acceptance

Inventory

- Maintain department equipment inventory and submit reports

Course Fees

- Maintain and verify course fee account records
- Enter variable course fees, including credits and maintenance throughout semester
- Type and process fixed fee course forms

Send FP&M work order requests on-line for department areas needing attention

Back up for Secretary III for DEO support and leave entry.

Back up for Secretary I on Telecommunications Coordinator duties.

Secretary I – 12-month

Secretarial support for HRIM Extension Specialist (5 hr/wk)

- General secretarial support
- Daily update to Hotel, Restaurant, and Institution Management Extension Food Safety website

Receptionist:

- Answer department telephone and respond to inquiries
- Create/record/manage department AUDIX messages
- Assist faculty/staff/grad students in operating telephone system
- Greet visitors and route to appropriate faculty/dispense info as required
- Schedule meetings and appointments and handle walk-in traffic
- Dispense department forms to students

Department clerical support:

- Follow-through on Copy Center requests
- Develop List Serves for all programs
- Use ADIN for class enrollment browse, student info
- General secretarial support for FCEDS and TC faculty and support Sec I as needed with HRIM
- Keep department & visitor permits for academic office
- Maintain files for course manuals/packets
- Update HRIM, FCEDS, TC faculty vitae as requested
- Do weekly communication announcements to faculty and staff
- Provide clerical support as needed for student activities such as Fashion Show, Showcase, etc.
- Record exams for students with disabilities
- Update department roster as requested
- Assist TC faculty with opening Mary Alice Gallery in Morrill Hall and giving tours when needed
- Maintain general department academic files

Undergraduate Advising Support

- Advisor list – Registrar copy for degree audit
- Work with Classification Office on setting up appointments for prospective and transfer students
- Maintain advising records for all programs
- Collect graduating senior folders from advisors and file in 22A MacKay
- Update List Serve for adviser and department lists and send out notices

Equipment Coordinator (computers, digital camera/video camera)

- Maintain schedules for equipment
- Oversee routine maintenance – work with computer techs to have equipment checked before each semester

Maintain supply of all department forms and miscellaneous forms as requested by faculty/staff

Supplies

- Purchase miscellaneous office supplies and special orders from ISU Bookstore
- Maintain office supply inventory (print cartridges, etc.)

Copy Machines

- Minor repairs, as needed
 - Paper jams
 - Add paper
 - Add toner and maintain toner supplies

Textbook Coordinator for TC, FCEdS, and HRIM

- Prepare orders
- Follow-up with faculty on changes/problems

Employee Activity Summary of Effort (EASE) report coordinator

Telecommunications Coordinator

- Request Authorization codes for faculty, staff, and special projects
- Initiate changes and repair orders for voice and data systems

Secretarial support for Curriculum Committee Chair (HRIM, FCEdS, TC)

- Catalog copy
- Maintain, revise, send out HRIM Senior Exit Survey

Coordinate document destruction bin pick-up

Lock all FCEdS, HRIM, and TC labs and classrooms and copy machine rooms each evening

Summer: sort mail, respond to requests for program information, thank you letters for ISU Foundation donors, assist with instructor needs for FCEdS Academy

Secretary I – 9 month

Mail:

- Distribution (1x/day)
- Preparation for Postal and Parcel Service (1x/day)
- Assign faculty and graduate student mailboxes
- Open and route general departmental mail (mail addressed to dept and not one person specifically)

Department clerical support:

- Follow-through on Copy Center requests
- General secretarial support for HRIM faculty and support Sec I as needed with FCEDS and TC
- Maintain files for course manuals/packets
- Provide clerical support as needed for student activities such as Cherry Pies, etc
- Record exams for students with disabilities

HRIM Tearoom Operations:

- Post HRIM Tearoom menus to WebPage
- Type Tearoom menu and mail to customers on- and off-campus
- Type Tearoom menu with prep and pre-prep for students and lab staff
- Type spreadsheet of all Tearoom menus for the semester
- Sell certificates and keep log of Tearoom gift certificate sales
- Keep log of certificate redemption
- Prepare cash receipts reports and record receipts and deposits for coffee/food sales

HRI 380L Coordinator:

- Keep records of student reservations
- Place students in lab sections
- Send out advisor letters; prepare and follow-up on registration forms
- Keep record of signed registrations and send to classification officer for entry into the registration system

HRI 383 Coordinator:

- Send screening questionnaire to students as requested
- Keep records of student reservations
- Work with instructor to place students in course
- Keep record of registrations and send to classification officer for entry into the registration system

TC courses requiring preference forms

- Work with TC undergraduate program coordinator and advisors to develop list of students to be placed in each section
- Develop spread sheet with information on students for each section
- send to classification officer for entry into the registration system

TC 380 Field Study Coordinator

- Type/Update study tour form each semester

- Collect from students
- Prioritize and give names and references numbers to advisors re: who will be going on trip each semester (work with Clerk III who assists faculty coordination of finances)

HRI 485/487 Catering/Fine Dining Management

- Maintain mailing list
- Type and mail announcement letter
- Take telephone reservations
- Send out reminder letters for each dinner
- Make place cards, menu inserts, guest checks for each dinner

Assist Clerk III

- Type thank you letters for foundation
- Type scholarship letters
- Assist filing, invoices, etc as needed

Assist with Secretarial support for Curriculum Chair (HRIM, FCEDS, TC)

- Catalog copy

Process requests for information for all undergraduate programs

Back-up to Sec II for faculty and staff

- Order keys over Internet
- Prepare key cards for TC, FCEDS, and HRIM

Back-up receptionist:

- Greet visitors and route to appropriate faculty/dispense info as required
- Schedule meetings and appointments
- Walk-in traffic -- dispense department forms to students
- Respond to telephone inquiries
- General office/secretarial support to department (send faxes, make copies, type letters, etc. as requested by faculty)
- Make appointments for department head and faculty

Prepare packets and distribute course evaluations (FCEDS, TC, HRIM)

Copy Machines

- Minor repairs, as needed
 - Paper jams
 - Add paper
 - Add toner

Back up clerical support for Sec I and II