

Interoffice Communication

DATE: February 3, 1999

TO: Faculty at Iowa State University

FROM: Denise Vrchota
President, Faculty Senate

Richard Seagrave
Interim Provost

RE: Implementation of *Evaluation/Review* and
Promotion and Tenure Policies and Procedures

Attached is a copy of the *Evaluation/Review and Promotion and Tenure Policies and Procedures* document unanimously approved by the Board of Regents on December 3, 1998. Note that this document includes document guidelines for promotion and tenure that will assist preparation of materials for review. The document can be found online either through the Senate Faculty website or the Provost website at: <http://www.iastate.edu/~provost/reports/Prom.html>.

Following approval by the General Faculty on May 1, 1998, the Faculty Senate approved a revised version of the document on October 13, 1998. The revision reflected editorial changes made by a Faculty Senate ad hoc committee working in cooperation with representatives of the Provost's office and the original drafting committee. The changes made ensured the resulting document would be internally cohesive and consistent with other current faculty policy.

In anticipation of the Regents' approval of the document, a transition committee was assembled. The committee, chaired by Faculty Senate President-elect Dean Ulrichson, is made up of representatives of the faculty, the Provost's office, DEO's and deans. In short, key individuals who are in a position to advise at all levels on the implementation of the new policy.

To assist in the most smooth transition and implementation of the document as is possible, the transition committee prepared two guides which were approved by the Faculty Senate on December 8, 1998. We forward these to the faculty as the agreed upon guidelines for the transition to the new policies and procedures.

Implementation Rules

1. The effective date of the 1999 P&T Document is July 1, 1999 for all faculty with the following exceptions:
 - a) An untenured tenure track faculty member whose appointment began before July 1, 1999 may choose to seek tenure and promotion under the pre-1999 P&T Document until the tenure decision date specified in his/her *Letter of Intent*. This decision should be made in consultation with the DEO and the appropriate departmental committee. The decision to elect the pre- 1999 P&T Document must be conveyed in writing to the DEO within 30 days after completion of the Preliminary Review of Probationary Faculty (1999 P&T Document, p. 1) or, if this review has already been held, by August 1, 1999.

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- b) A tenured faculty member seeking promotion on or after July 1, 1999 may choose the pre- 1999 P&T Document for a review to be completed before July 1, 2002. This choice must be conveyed to the DEO in writing by July 1 of the year in which the review process is undertaken. Consultation with the DEO and the appropriate departmental committee is expected. If the faculty member does not elect the pre- 1999 document, the 1999 document will apply.
2. A position responsibility statement for each faculty member is to be completed during the annual review process that occurs during the 1998/99 academic year. Beginning July 1, 1999 this statement or its revisions should guide all subsequent reviews (annual, promotion, tenure) regardless of the P&T document chosen.