

Term Faculty Renewal

Natural Resource Ecology and Management

Introduction: The process for term faculty renewal at Iowa State University is largely left to individual departments to develop although a formalized contract renewal process is encouraged. The goal of this process is to (1) provide the individual with constructive comments, (2) provide faculty an opportunity to become better acquainted with their accomplishments, and (3) facilitate a more transparent review process. This review does not take the place of an annual performance review. This process is meant to be constructive for the individual being reviewed and informative to the faculty. To clarify this process in NREM, the following guidelines have been developed. Faculty input into the process will (1) inform the Department Chair of the individual's accomplishments for their recent term, (2) inform the department (both TT and term faculty) of the individual's research, teaching, and service activities, and (3) provide the individual an opportunity to reflect upon their progress, highlight achievements, and identify areas for improvement and further development.

By developing a more systematic and transparent process, NREM's goals are to provide (1) a clear and more informed path for renewal, (2) support departmental renewal decisions, and (3) give individuals an opportunity to share accomplishments with colleagues, facilitating collaborations in research, teaching, service, or extension.

Timing: Contract renewals are due prior to the start of the new fiscal year (1 July annually). Candidate reviews will occur in the spring, one year before the end of the candidate's current contract (during year 2 of a 3-year contract; during year 4 of a 5-year contract). Reviews will occur during the spring semester (March or April).

Materials to submit:

1. Copies of all **Position Responsibility Statements (PRSs)**.
2. **Updated CV**, including detailed information regarding the candidate's % effort towards different projects and the potential impact(s) of research, teaching, service, and extension (if applicable). *Examples can be made available.*
3. A 3-5 page **Narrative** that reflects the candidate's accomplishments as they pertain to the PRS. Candidates should highlight achievements, progress on past, current, and future goals, and identify areas that need improvement and/or further development. The Narrative is an opportunity for the candidate to reflect on their work, their creative activities, and challenges addressed during the contract period. This is an opportunity to identify professional development needs, or where improvement may be necessary; the candidate is encouraged to suggest methods by which the department may provide assistance. Finally, mention of future plans for research, teaching, and service is appropriate (and again, encouraged) in the Narrative.
4. A **Portfolio**, containing examples of published papers, popular articles, teaching evaluations, peer reviews of teaching, syllabi, etc. is **optional**.

Process:

1. The candidate will form a committee, ideally including their faculty mentor, and both term and tenure track faculty members to review the renewal documents and lead the faculty discussion of the candidate's materials. The Department Chair is happy to assist in the selection of individuals to serve on this committee.

2. The Department Chair will review the documents and make them available to the faculty for review for at least 1 week prior to the faculty meeting during which the candidate's renewal will be discussed.
3. The candidate's faculty mentor (or another member of the committee as appropriate) will lead the faculty discussion.
4. The faculty will provide constructive input on the candidate's strengths while also noting areas for improvement, including suggestions to the candidate for future development. The faculty will NOT be asked to vote on the candidate's renewal.
5. The candidate's faculty committee will provide the Department Chair with a letter that encapsulates the faculty discussion.
6. The Department and Renewal Committee Chairs will discuss the faculty's feedback with the candidate during a scheduled meeting, similar in structure to an annual review meeting. During this meeting, any questions, issues, or concerns with the faculty's suggestions will be discussed to ensure their relevance, practicality, and feasibility.
7. The Department Chair will make the final decision as to a candidate's renewal and will send his/her decision to CALS by May 15. The candidate's materials will NOT be sent to CALS— they will remain in the candidate's personnel file; however, these materials will provide support for the Department Chair's decision should it be challenged by CALS.

Candidate's activities will be assessed according to those outlined in the PRS and will be evaluated as either satisfactory or unsatisfactory as per the Faculty Handbook (sections 4.1.1 and 5.1.1.2).

In the event of a good review, the candidate's contract will be renewed for 5 years, pending CALS approval.

In the event of a less than favorable review, the candidate's contract will be renewed for 1 year beyond the current contract. During that time, the candidate will be expected to work on the issues identified. The department is prepared and willing to assist the candidate in achieving these goals whether they involve research or teaching. If improvements are not achieved during that year, the candidate will meet with the Department Chair to develop a more formal performance improvement plan.

In the event of an additional unfavorable review, the candidate's contract will not be renewed beyond the current contract. The candidate will be informed of this decision no less than 1 year before the expected contract end date.

Candidates nearing retirement will not be required to complete this process.