

**IOWA STATE UNIVERSITY**

**DEPARTMENT OF CIVIL, CONSTRUCTION, AND ENVIRONMENTAL ENGINEERING**

# Governance Document

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## 1. DEPARTMENT VISION AND MISSION

### 1.1 Civil, Construction and Environmental Engineering (CCEE) Department Vision

The vision of Iowa State University's CCEE Department is to be a world-class source of civil, construction and environmental engineers and their concepts and technologies.

### 1.2 CCEE Department Mission

The Department of Civil, Construction and Environmental Engineering (CCEE) at Iowa State University promotes intellectual, social, and ethical development of civil and construction engineers, as well as creates and communicates engineering concepts and technology.

### 1.3 CCEE Goals and Activities

The primary goals of the CCEE Department are to provide quality teaching in the classrooms and laboratories and to maintain a high level of productivity in research and other scholarly activities. The CCEE Department views teaching, research/creative activity, extension, outreach, professional practice, professional service, and institutional service as synergistic and complementary activities – consistent with the land grant institution status. To fulfill the department mission, these are the roles and duties of the faculty. However, individual faculty members will make different levels of contribution to the activities.

### 1.4 Governance

This Governance Document is intended to provide guidelines defining the manner in which the faculty and the CCEE Chair in the CCEE Department are to manage the academic and administrative affairs of the department through shared governance. The CCEE Chair will represent and manage the academic and business affairs of the department. The faculty and CCEE Chair establish departmental policies and procedures. As with the faculty, the CCEE Chair should also be free to act in innovative and creative ways to achieve the goals of the department. If conflicts exist among the CCEE, college, and university documents, the higher-level governance document shall prevail.

## 2. DEPARTMENTAL EXECUTIVE OFFICER (CCEE Chair)

### 2.1 General

The Departmental Executive Officer (CCEE Chair) is the chief administrative officer of the department and an advocate for the department. The CCEE Chair is responsible to both the faculty and the College and University administrations, and for the efficient, fair, and transparent management of departmental affairs including developing departmental goals and objectives in meeting the department mission.

### 2.2 Duties

The CCEE Chair shall:

- a. Administer and evaluate the instructional, research, outreach and service programs of the department and oversee the strategic vision of the department
- b. Prepare and administer departmental budget. The budget of the department shall be shared with faculty; and staff in accordance with Faculty Handbook Section 2.6.3.
- c. Work with the CCEE Promotion, Tenure and Review Committee (PTRC) and peer faculty on promotion and/or tenure reviews, post tenure reviews, and other faculty review and advancement processes.
- d. Conduct annual performance evaluation of each faculty member. Conduct or delegate annual performance evaluation of staff members to immediate supervisor. Make salary recommendations for each faculty and staff member
- e. In consultation with representatives of the faculty, recruit new faculty
- f. Set teaching loads for individual faculty and oversee teaching assignments in consultation with the focus area coordinators
- g. Appoint Associate Chairs including the Director of Graduate Education (DOGE) to conduct the day-to-day and long-term functions of the CCEE Department. The CCEE Chair shall present the organizational chart and the responsibilities of the Associate Chairs at the start of the academic year
- h. Appoint coordinators from Focus Areas to serve on the Chair Advisory Committee and establish ad hoc committees as needed
- i. Conduct fundraising activities to meet department goals
- j. Prepare a departmental annual report.

### 2.3 Review

#### 2.3.1 Annual Feedback

The PTRC shall develop, in consultation with the Dean, a procedure for the annual feedback for the CCEE Chair. The purpose of the feedback is to ensure faculty-Chair interactions and to provide a means for collective, thoughtful recommendations from the faculty to the CCEE Chair for enhancing leadership of the department in relation to the duties in Section 2.2.

The PTRC shall provide for faculty input, in writing, in developing the annual feedback. Written results will be disclosed only to the Chair and Dean of Engineering and shall be handled according to the University policy on confidential documents. The PTRC will prepare a summary report on the performance of the CCEE Chair and it is to be presented or made available to the faculty and staff of the department.

### 2.3.2 Review for Reappointment

The review of the CCEE Chair shall follow the principles of the Faculty Handbook (Section 5.1.2) and the College of Engineering (COE) Governance Document criteria, section 5.c. The Evaluation Committee responsible for gathering inputs for the evaluation shall consist of the following individuals:

- Members of the PTRC
- A Professor from outside the department, having administrative experience in the college
- A CCEE P&S or merit staff member

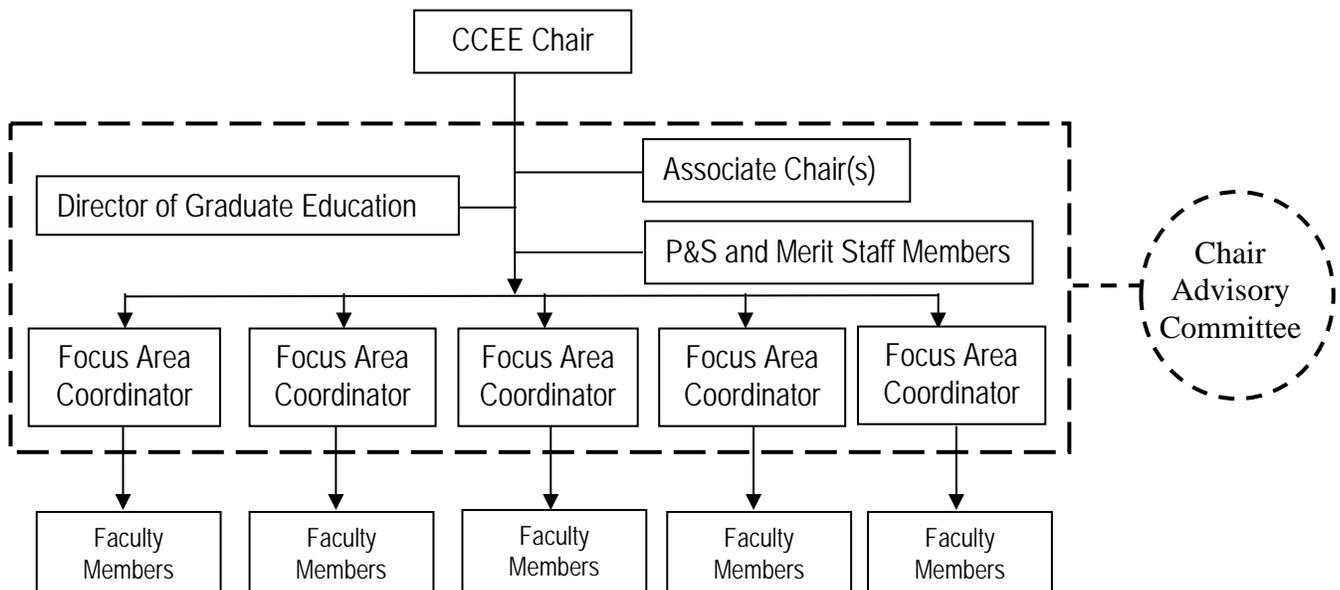
Input on the CCEE Chair's performance on the duties outlined in Section 2.2 shall be gathered from all CCEE faculty (tenured, tenure track, and non-tenure track), all CCEE P&S, all CCEE merit employees, and selected student leaders. Additional items as desired by the Dean may also be sought. A detailed report compiled and approved by the Evaluation Committee shall be provided to the Dean of Engineering, with a summary report provided to both the Dean and the faculty of the CCEE Department.

### 2.4 Associate Chair(s)

The department Associate Chair(s) will assist the CCEE Chair with the administrative and academic operations of the department. The Associate Chair(s) will represent the department in the absence of the CCEE Chair and will provide complementary oversight of the administrative and academic affairs of the department as delegated by the CCEE Chair. The Director of Graduate Education (DOGE) will direct the CCEE graduate program which includes working with the College Associate Deans for Research and Academic Affairs, graduate student recruiting, administering admission of graduate students, and documentation of the graduate program.

### 2.5 Department Organization

The organizational structure of the department is as follows:



### 3. THE FACULTY AND STAFF

#### 3.1 General

The faculty and staff shall conduct the business of educating the students associated with the CCEE Department.

The faculty shall establish and modify the academic requirements and standards in both undergraduate and graduate curricula to meet the mission of the department. To facilitate department operations, faculty shall be grouped/organized into major Focus Areas with common technical and research themes in civil engineering. Major Focus Areas include Structural Engineering, Geotechnical and Materials Engineering, Transportation Engineering, Environmental Engineering and Water Resources Engineering, and Construction Engineering. Faculty members should establish membership in a particular Focus Area in consultation with the CCEE Chair in accordance with the individual Position Responsibility Statements. A faculty member can establish membership in more than one Focus Area. Focus Areas are intended to facilitate collaboration among faculty members with different expertise and to build synergy within the department.

To improve communication and provide liaison, the CCEE Chair shall appoint a coordinator from each Focus Area to serve on the Chair Advisory Committee for a three-year term. Each Focus Area shall select and provide two nominees for the coordinator position and the CCEE Chair, in consultation with the faculty in the Focus Area, appoint one of the nominees as the coordinator. The coordinators will advise the CCEE Chair on teaching, research, committee and alumni issues. They are responsible for the direction of the Focus Areas, and they will be the catalyst for activities in their area. Since there is an academic degree program in Construction Engineering, the Focus Area coordinator in Construction Engineering will also be known as the "Professor-in-charge" and will assist the CCEE Chair in administering the Construction Engineering undergraduate program, administering Construction Engineering Foundation budgets and liaising with the Construction Engineering Advisory Council and alumni.

#### 3.2 Faculty and Staff Membership

The faculty and staff of the CCEE Department will consist of the following:

##### a. Faculty appointments

All tenured or tenure-track faculty in the ranks of assistant professor, associate professor, professor, university professor, Morrill professor, and distinguished professor shall have the privilege of voting on and participating in all issues pertaining to academic matters and other departmental activities. The only restrictions on participation and voting by certain members of the faculty are promotion and/or tenure considerations.

Term faculty members with a minimum of a three-year appointment shall have the privilege of voting on and participating in all issues pertaining to academic matters and departmental activities except for serving on graduate student's committee unless approved by the Graduate College. Term faculty voting rights with regard to faculty advancement are defined in section 3.3.4.

- b. Other faculty appointments  
All persons holding emeritus, temporary, visiting, collaborator, courtesy, adjunct or affiliate faculty status are considered non-voting members of the faculty. These non-voting faculty members have the privilege of attending and participating in all faculty activities pertaining to academic and departmental matters with the exception of promotion and/or tenure considerations.
- c. Professional and scientific staff  
All departmental employees holding professional and scientific (P&S) appointments may attend and participate in all faculty activities and discussions relating to the areas of their appointment within the department. P&S employees may not vote on matters of departmental business.
- d. Merit employees  
Departmental employees holding merit system appointments may be invited to attend and participate in meetings of the faculty but may not vote on matters of departmental business.

### 3.3 Faculty Meetings

#### 3.3.1 General

There shall be at least one meeting of the CCEE faculty each semester of the academic year and any number of other meetings as may be required to properly conduct the business of the department. All meetings are to be called by the CCEE Chair with a minimum of five working days' notice, unless unusual circumstances warrant otherwise. The notice shall include a listing of agenda item(s) to be discussed.

The CCEE Chair must call a faculty meeting listing agenda item(s) within ten working days of receiving a written request signed by at least five members of the faculty or by the chair of a standing or Ad Hoc committee. Items not on the agenda for any meeting cannot be brought to a binding faculty vote at that meeting.

All faculty meetings must be chaired by the CCEE Chair or an alternate designated by the CCEE Chair. All faculty meetings and meetings of department committees shall follow the latest edition of *Roberts Rules of Order*.

Minutes of faculty meetings will be taken by a member of the faculty or staff appointed by the CCEE Chair. All minutes must be approved at a subsequent faculty meeting (or electronically) with a copy retained in the permanent files of the department.

#### 3.3.2 Quorum

At least 50 percent of the voting eligible faculty members (tenured/tenure-track faculty members and term faculty members on 3 year or longer appointment), excluding those on leave of absence or on remote professional development leave at a given time, must be present to constitute a quorum for a faculty meeting. A quorum must be present at meetings where binding votes are taken.

### 3.3.3 Voting Procedures

Only members of the CCEE faculty, as defined in Section 3.2, may vote on official matters in the department. Faculty members must be present at the time votes are taken to be counted towards an issue at question; except faculty members who cannot attend a faculty meeting due to a departmental assigned activity such as an assigned class, travel to a regularly scheduled conference, or jury duty, or a similar responsibility that falls within our recognized assignments which is pre-approved by the CCEE Chair. The affected faculty may delegate another faculty member their proxy for the duration of the meeting. Such proxy requests must be in writing and must be presented to the chair of the meeting before it commences. In general, proxies should be discouraged since the input of the discussion at the meeting is important to making an informed decision.

Votes will be by voice or by raised hand except for votes on faculty advancement which shall be by secret written ballot. Voting may take place on any matter (except faculty advancement) through an electronic ballot. Any member of the faculty (including the presiding officer) may make a motion that a vote be by secret, written ballot and the faculty shall vote on that motion for a written ballot during the meeting. The motion for a written ballot shall state the conditions under which the written ballot is to be conducted. All matters shall be decided by a simple majority of voting faculty, except those motions as prescribed differently in *Roberts Rules of Order*.

Voting procedures for Governance Document Amendments are contained in Section 10.

### 3.3.4 Voting eligibility

Voting eligible faculty members for review or advancement of tenure stream faculty will include only those tenured and/or tenure-track faculty members who are equal or higher in rank to those being reviewed. Voting eligible faculty members for any term faculty review or advancement will include tenured/tenure-track and term faculty members who are equal or higher in rank to those being reviewed. Equal rank is defined as assistant tenure stream faculty to assistant term faculty, associate tenure stream faculty to associate term faculty, and full tenure stream faculty to full term faculty and professor of practice.

Action sought	Voting eligible faculty members
Term Assistant Professor* to Term Associate Professor*	Term Associate Professors Term Full Professors* Professors of Practice Tenured, or tenure-track Associate Professors Tenured Full Professors
Term Associate Professor* to Term Full Professor*	Term Full Professors* Professors of Practice Tenured Full Professors
Tenure stream Assistant Professor to Associate Professor with tenure	Tenured Associate Professors Tenured Full Professors
Associate Professor with tenure to Full Professor	Tenured Full Professors

Associate Professor without tenure to Associate Professor with tenure	Tenured Associate Professors Tenured Full Professors
Full professor without tenure to Full professor with tenure	Tenured Full Professors

\*Term Assistant Professor includes Teaching Assistant Professor and Research Assistant Professor;  
Term Associate Professor includes Teaching Associate Professor and Research Associate Professor;  
Term Full Professor includes Full Teaching Professor and Full Research Professor.

### 3.4 Faculty Recruitment and Appointment

#### 3.4.1 Faculty Recruitment

The search for new tenured/tenure-track faculty, term, and temporary faculty in the CCEE Department should originate from the CCEE Chair or a Focus Area. To begin the search process, the CCEE Chair will appoint a search committee to prepare the job description and advertisement and to select the most qualified person. The search committee shall include at least five members, at least two of which must come from the focus area for which the new faculty member is to be hired, and at least two of which must come from a focus area other than the one for which the new faculty member is to be hired. A member from outside the CCEE Department may count as one of the two "outside of focus area" committee members. A search committee is not necessary for a temporary appointment of one year or less.

Searches and appointments of term faculty members shall adhere to the College of Engineering's policies and procedures as defined in section 4.a.2. of the College's governance document. The Professor of Practice must have **at least 5** additional years of relevant work experience beyond what is specified for a full teaching professor depending on the level of their degree.

To achieve departmental targets for diversity and inclusion, special efforts shall be made to contact qualified persons in underrepresented categories to fill open positions on the CCEE faculty.

The recruitment process shall follow the University Procedures for hiring (Faculty Handbook Section 3.0) and shall include soliciting letters of references, phone interviews, if needed, on-campus interviews with a seminar presentation, and inputs from CCEE faculty members. The search committee shall forward a recommendation to the CCEE Chair which should include a proposed rank and tenure status.

If the recommendation is to offer a candidate the rank of associate or full professor, with or without tenure, the promotion and/or tenure criteria at these ranks and policies of the department must be followed. The PTRC shall advise the CCEE Chair on the proposed appointment. If appointment with tenure is considered, the PTRC shall present the proposed appointment to the appropriate faculty rank (peer group) for a CCEE faculty vote before the CCEE Chair offers employment at these ranks. For hiring or appointment of faculty with administrative duties, the above procedures for promotion and/or tenure are applicable (see Faculty Handbook Section 5.2.1.2 for further guidance).

### 3.4.2 Short-term Appointments

Temporary Lecturers may be engaged on a one-time emergency one-semester appointment. Temporary Lecturers may be rehired for subsequent semesters as part of a normal (non-emergency) search and hiring process for such positions.

### 3.4.3 Adjunct Appointments

The procedures for appointments to Adjunct positions or faculty rank-only positions for P&S employees shall follow the Faculty Handbook sections 3.3.2 and 3.3.3.2 and the College of Engineering governance document, sections 4.a.2.1.4 and 4.a.2.1.5 respectively. In addition, changes to these appointments (such as promotion, etc.) shall be reviewed by the PTRC, with recommendations forwarded to the CCEE Chair.

## 3.5 Position Responsibility Statement (PRS)

Each faculty member will have a defined performance assignment determined jointly by the faculty member and the CCEE Chair in the areas of teaching, research/creative activity, extension, outreach, professional practice, professional service, and institutional service activities as defined in their Position Responsibility Statement (PRS). This PRS shall be in accordance with the requirements of the current edition of the Faculty Handbook.

Disagreements related to the PRS should be referred to the PRS Mediation Panel as outlined in Section 3.4.4 of the Faculty Handbook. This panel will consist of one faculty member selected by the faculty member involved in the disagreement and one faculty member selected by the CCEE Chair. The third elected faculty member of the PRS Mediation Panel as outlined in Section 3.4.4 of the Faculty Handbook will be the PTRC Chair or a PTRC committee member as appointed by the PTRC.

## 3.6 Annual Review

### 3.6.1 Annual Review of Faculty and Assignment of Duties

The CCEE Chair will conduct annual reviews of the faculty and will provide a list of material to be furnished by each individual faculty including the evaluation matrix for faculty self-assessment. Faculty shall provide in writing a self-assessment of his/her annual performance to the CCEE Chair. The CCEE Chair will meet with each faculty member and provide a written evaluation along with the following year's expectations.

The Position Responsibility Statement (PRS) should be revised if a change in duties is agreed upon by the faculty member and the CCEE Chair. Teaching load and department duties will be assigned by the CCEE Chair in consultation with the faculty member and in accordance with the PRS. If the CCEE Chair and faculty member cannot agree on the annual evaluation or work load assignments, the PTRC may serve as a mediator. Mediation for PRS disagreement is outlined in Section 3.5.

The CCEE Chair will provide the criteria for evaluation, assignment of workload and duties, and recommendations for salary adjustments to the faculty. Good practices include evaluation matrices, ranking in comparison to peers in CCEE (such as research expenditures, papers, students graduated, teaching evaluation, etc.), or performance metrics.

### 3.6.2 Evaluation of Teaching Assistants

Procedures to evaluate teaching assistants shall follow the procedures as outlined in Faculty Handbook Section 5.6.

## 4. Departmental Committees

### 4.1 Departmental Committee Formation

The purpose of departmental committees is to provide an organizational framework for department personnel to collectively conduct activities vital to the functions of the department. Committee membership may include any persons budgeted in the department and may include students or others from within or outside the department or university. The CCEE Chair shall initiate the actions to empanel both standing and ad hoc committees. Faculty members shall not generally serve on more than two committees at any given time.

### 4.2 Standing Committees

Standing committees shall include the Promotion Tenure and Review Committee (PTRC), the Curriculum Committees, Safety, Health and Space Committee, Awards Committee, and Student Recruiting Committee. When possible, the composition of these committees should reflect the broad diversity of Focus Areas within the department. Except for the Promotion Tenure and Review Committee's responsibilities which are described in Section 5, the definition of the responsibilities of the committees is the responsibility of the CCEE Chair with the advice from the Chair Advisory committee. Actions by the Curriculum Committees generally require the approval of the faculty. Actions of the Awards Committee generally follow guidelines contained in Section 7.

### 4.3 Ad Hoc Committees

Establishing ad hoc committees, assigning their responsibilities, naming committee members, and terminating committees is the responsibility of the CCEE Chair. Ad hoc committees in the department are established to conduct departmental business that falls outside the responsibilities of the department standing committees. In addition any member of the faculty may propose formation of an ad hoc committee with required membership by a motion and subsequent vote at a departmental meeting. An ad hoc committee automatically dissolves after the completion of its assigned responsibilities.

Examples of typical ad hoc committees are as follows:

- Equipment Committee
- Computer Committee
- Special Events Committee

## 5. PROMOTION, TENURE AND REVIEW (PTR) COMMITTEE

### 5.1 Membership and Election

The PTR Committee (PTRC) shall consist of three tenured professors, two tenured associate professors, one assistant professor, and two term faculty members at the associate or full professor level. The tenured professors will serve for staggered three-year terms, and the associate professors, assistant professor, and term faculty for staggered two-year terms. Two of the three tenured professors, and the associate professors will be elected by the tenured/tenure-track faculty members. One of the term faculty members will be elected by the term faculty members. One tenured full professor and one term faculty member will be appointed by the CCEE Chair. The appointed tenured professor will also serve as the department representative to the College of Engineering Promotion and Tenure committee. The assistant professor will be elected by tenure eligible assistant professors. For evaluative functions, PTRC members will only serve if they are at equal or higher rank, as defined in section 3.3.4, than that being sought by the faculty member under review. The role of the assistant professor shall be set by the CCEE Chair and the PTRC. Typically, one new professor and one new associate professor will be elected each year. Elections are to be conducted under the direction of the incumbent PTRC and are to occur prior to the start of the fall semester. The newly elected members will commence serving on the PTRC at the start of the next academic year. The chair of the PTRC shall be one of the two professors elected by the faculty and will be appointed by the CCEE Chair. If a vacancy occurs prior to the completion of a term, the chair of the committee shall call a special election to fill the vacancy. If a vacancy occurs with a member having less than one full year remaining in his/her term, the committee may elect not to fill the vacancy until the election for the next academic year. The CCEE Chair or Associate Chairs, while holding these positions, shall not serve on PTRC.

### 5.2 Promotion and/or Tenure Review and Procedures

The criteria for promotion and/or tenure adopted by the College of Engineering and the Faculty Handbook shall be used as minimum standards for the selection of faculty members to be recommended for promotion and/or tenure by the CCEE Department. Additional criteria include the use of position responsibility statements, evaluation matrices, performance metrics, citizenship as defined in the Faculty Handbook, and high ethical standards complying with the principles of the Code of Ethics for engineers as promulgated by the National Society of Professional Engineers.

If a formal grievance exists between a PTRC member and the candidate being reviewed, that committee member will not participate in the vote.

In accordance with the Faculty Handbook Section 5.2.4.1., the CCEE PTRC is an advisory committee whose function in Promotion and/or Tenure (P&T) Review is limited to helping the candidate prepare the dossier, and/or summarizing and presenting the candidate's dossier for the voting faculty. PTRC members do not vote as a committee or make a recommendation on the case under review. Rather, PTRC members vote as part of the voting eligible faculty peer group. For the CCEE Department, the promotion and/or tenure committee as referenced in the Faculty Handbook consists of the voting eligible faculty peer group, e.g., tenured faculty members at the same or higher rank than the candidate seeks in the case under review.

The CCEE Chair will announce in writing to all faculty members concerning faculty advancement and review for the next academic year early in the spring semester. This announcement will include the timeline and deadlines

established jointly by the CCEE Chair and the PTRC. Faculty wishing to be considered for advancement and/or tenure shall notify the CCEE Chair in writing by the deadline published in this announcement.

All candidates shall submit the necessary and supporting documentations as specified by the university for review by the PTRC and the CCEE Chair. After reviewing the documents, the PTRC may advise particular candidates that they may not meet the Department, College or University criteria for promotion and/or tenure. In such cases, the chair of the PTRC will meet with the candidates and CCEE Chair to explain the potential reasons for not moving forward with the promotion and/or tenure review. A candidate may decide to withdraw from the review process. If the candidate still wishes to be considered, the PTRC will complete its review.

Voting faculty members will be given one week to review the candidate's factual record and submit any information or comments/questions in writing pertinent to the case to the PTRC. The PTRC shall then conduct a review, seeking to address the comments/questions submitted. They will prepare a review report, which will be made available to voting eligible faculty peer group, along with the candidate's factual record, at least one week prior to the faculty P&T meeting called to vote on the candidate. Letters from external reviewers will also be made available to voting eligible faculty members one week prior to the faculty P&T meeting.

The CCEE Chair may serve as a source of information on any candidate during the review process but will not participate in the voting process. The solicitation of the external letters shall comply with the Faculty Handbook and guidelines from the Provost's Office.

The PTRC members shall vote with the voting faculty at the faculty P&T meeting and the vote forwarded as the faculty vote for the department. The PTRC Chair or a designated PTRC committee member shall chair the faculty meeting for P&T decisions. Voting shall be by written, secret ballot. The PTRC Chair shall designate an individual to take minutes of the faculty meeting. The PTRC will prepare a summary report of the candidate's case to the CCEE Chair.

The PTRC will review the candidate's final documents for accuracy and submit their summary report, minutes of the faculty P&T meeting, and a summary of the department vote to the department chair. The CCEE Chair shall make an independent determination of the promotion and/or tenure cases and forward his/her recommendation(s) along with the compiled candidates' documentations to the Dean of Engineering. Notification procedures by the CCEE Chair to the candidates are outlined in Section 5.2.4.2.5 of the Faculty Handbook.

### **5.3 Other Duties of the PTRC**

#### **5.3.1 Promotion and/or Tenure**

In consultation with the CCEE Chair, the PTRC may make contact with faculty members eligible for promotion and/or tenure early in the promotion period. Individual faculty members not contacted by the PTRC may also nominate themselves for promotion and/or tenure. Individual faculty members being considered for promotion or tenure shall be responsible for providing documentation of their performance, achievements and peer recognition as required by the Faculty Handbook and the Office of the Provost. Procedures for promotion and/or tenure are listed in Section 5.2.

### 5.3.2 Preliminary Review of Probationary Faculty (Pre-tenure)

Probationary faculty members are typically reviewed by their departments in the third year of their appointments. The review shall be consistent with the annual faculty reviews and the PRS of the faculty member. The CCEE Chair and the PTRC shall provide constructive, developmental feedback to probationary faculty regarding progress in meeting departmental criteria for promotion and/or tenure. In this review the PTRC serves an evaluative function. The CCEE Chair, in consultation with the Dean, will inform the faculty member of the decision to reappoint during the probationary period. Further guidance is provided in the Faculty Handbook (section 5.1.1.3).

### 5.3.3 Post Tenure Review

Following tenure each faculty member shall be reviewed at least every seven years. The CCEE Chair, working jointly with the PTRC, shall determine the faculty members to be reviewed for that year.

The purpose of the review is to provide constructive and developmental feedback to the faculty member on their progress and performance in the areas of teaching, research/creative activity, extension, outreach, professional practice, professional service, and institutional service activities consistent with their Position Responsibility Statement (PRS) over the review period. In this review the PTRC serves an evaluative function.

The PTRC will prepare a report to the CCEE Chair documenting the results of the review and recommendations for performance enhancement and expectations. The CCEE Chair shall discuss the report with the faculty member and will forward the PTRC's report to the Dean. If appropriate, the PTRC will prepare a suggested plan for improvement and the CCEE Chair and the faculty member will review the report and mutually agree on a time-based improvement plan and subsequent progress review. The CCEE Chair will forward a copy of the PTRC's report and the mutually agreed upon improvement plan to the Dean. Further guidance is provided in the Faculty Handbook (Section 5.3.4).

### 5.3.4 Term Faculty Review and Advancement

#### 5.3.4.1. Term Faculty Review for Renewal of Appointment

Term faculty members shall submit a current vita and a summary of activity since the last peer review, e.g., renewal of appointment or advancement, to the PTRC and the CCEE Chair. The PTRC shall serve as an evaluative committee for this process. The PTRC will conduct a review and submit a recommendation regarding renewal to the CCEE Chair in accordance with procedures defined in the College of Engineering governance document section 5.a.4.1.

#### 5.3.4.1.1. Term Faculty Advancement

The process for term faculty advancement will be the same as for tenure stream faculty advancement, and is defined in section 5.2 of this document. Term teaching faculty will not include external letters of evaluation, however, term research faculty will, in accordance with the College of Engineering governance document section 5.a.4.2.

### 5.3.5 Faculty and Staff Disputes/Grievances

Faculty members and staff members who believe they have been treated unfairly by any other person in the CCEE Department and who feel that they have a legitimate grievance (as defined in the Faculty Handbook or, in the case of a staff member, appropriate University regulations) may follow the procedures outlined below.

As a first step in the process, the faculty or staff member should meet with the person that is the subject of dispute/grievance to explain the alleged treatment. If it is agreed that some other person(s) could help to resolve the alleged treatment, then this third party may be called upon to assist in resolving the matter, providing all parties agree.

In the event that relief does not arise in the first step, the grievant faculty or staff member should submit the dispute/grievance in writing to the PTRC. The PTRC will appoint a committee member to hear the dispute/grievance and may call any member of the CCEE faculty or staff to assist in resolving the dispute/grievance. If the faculty or staff member does not obtain acceptable resolution and wishes to pursue the matter further, the grievance procedure outlined in the Faculty Handbook or appropriate university regulations should be followed.

### 5.3.6 Annual Feedback of CCEE Chair

In accordance with Section 2.3.1 of this document, the PTRC will develop a procedure for annual feedback for the CCEE Chair.

## 6. CURRICULUM COMMITTEES

### 6.1 General

Each of the two undergraduate programs (Civil Engineering and Construction Engineering) offered by the CCEE Department requires a curriculum committee to implement departmental courses and curricular matters, and to carry out the actions required by the College and the University.

### 6.2 Membership

The Construction Engineering (ConE) Curriculum Committee shall be composed of three faculty members and two undergraduate students (one voting and one non-voting) from the ConE program. Faculty for the ConE Curriculum Committee will be elected by voting faculty of the ConE Focus Area. The CCEE Chair will appoint the ConE Curriculum Committee chair from among the committee's members. Faculty appointments will be for a three-year term. Faculty members are limited to two consecutive terms. Two additional members are: the chairperson of the CE curriculum committee and an associate chair. Both are voting members.

The Civil Engineering (CE) Curriculum Committee shall be composed of one faculty member from each Focus Area within the CE program, and two undergraduate students (one voting and one non-voting) from the CE program. Faculty for the CE Curriculum Committee will be selected by their respective focus area. The CCEE Chair will appoint the CE Curriculum Committee chair from among the committee's members. Faculty appointments will be for a three-year term. Faculty members are limited to two consecutive terms. Two additional members are: the chairperson of the ConE curriculum committee and an associate chair. Both are voting members.

Student members will be selected by their respective student chapter organizations during regular meetings. The student member's terms shall be set by the committee chairs in consultation with the student chapter organizations. A student's first term is generally as a non-voting member and the second term with full voting rights. Student members on the ConE Curriculum Committee will be selected by the vote of the ConE students as part of an AGC Student Chapter business meeting at the end of each semester (fall and spring only).

### 6.3 Duties

The duties of the CE and ConE Curriculum Committees are as follows:

- a. Execute a continuous improvement process to review and make changes to the curriculum on an annual basis and for ABET review
- b. Present proposed curriculum changes at faculty meetings and obtain necessary approvals
- c. **Approve**, on behalf of the faculty, and in consultation with the CCEE Chair, implementation of new interdepartmental programs where the level of participation of CCEE is limited to accepting students in CCEE courses, where such courses are electives in the new programs. The committees will inform the faculty of such decisions in writing
- d. Prepare and submit annual undergraduate catalog and catalog materials to the Engineering College Curriculum Committee
- e. Review and decide on student petitions for curricular modifications
- f. Develop undergraduate student guides presenting curriculum and policies affecting student programs and academic status.

## 7. AWARDS COMMITTEE

### 7.1 General

The Awards Committee serves as the initiating body for faculty and staff awards. The Awards Committee will make recommendations to the CCEE Chair for all awards, including department, college, and university awards. For awards that are internal to the department, the Committee will nominate no fewer than two candidates for each award to the CCEE Chair. For awards that are external to the department, the Committee should normally nominate only a single candidate but should confer with the CCEE Chair on the rationale for the selection. The Awards Committee will also select and prepare nominations for prestigious external awards for faculty and staff members who meet the criteria.

### 7.2 Membership

The Awards Committee will consist of one faculty member from each Focus Area plus a merit or P&S staff member. Faculty for the Awards Committee will be selected by their respective focus area. Members will be appointed for a three-year term and are limited to two consecutive terms. The staff member will be selected by the merit and P&S staff. The CCEE Chair will appoint the Awards Committee chair from among the committee's members.

### 7.3 Responsibilities

The Committee is responsible for making recommendations to the CCEE Chair on the various honors and awards (ISU internal awards, and external awards) offered by the department, the college, the university, or the profession for the faculty, staff, and both graduate and undergraduate students. The Committee shall meet at least once each semester to consider nominations for awards whose due dates fall in the next semester. Nominations may be submitted at any time by any member of the faculty, staff, or student and should be addressed to the Committee chair who will consolidate the nominations prior to each scheduled meeting. The Committee staff support person has the following responsibilities:

- Assemble and update the list of awards and honors for which nominations will be sought.
- Work with department staff to publish announcements and requests for nominations as required.
- Assemble the appropriate paperwork for each nomination.

## 8. SAFETY, HEALTH AND SPACE COMMITTEE

### 8.1 General

The safety and health of departmental faculty and staff, students and visitors are of importance. Management of CCEE-assigned, and CCEE-developed research, instructional, office and support spaces in an impartial manner that is equitable and assures efficient use of this limited and expensive resource is also important. The committee on Safety, Health and Space is an advisory body that reports to the CCEE Chair on issues related to safety and health of individuals who are involved with any departmental function or activity and the management of CCEE-allocated space.

### 8.2 Membership

Membership on the committee shall consist of CCEE and InTrans laboratory supervisors, a CCEE Operations staff member, a faculty representative from each focus area, a term faculty member not already serving as a focus area representative, a graduate student and an undergraduate student representative, a representative from InTrans and an associate chair. Members are appointed by the CCEE Chair except for the faculty representatives who will be elected by their respective focus area for a three-year term. Faculty members are limited to two consecutive terms. The CCEE Chair will appoint the Safety, Health and Space Committee chair from among the committee's members. To establish an efficient committee structure, the length of appointment to the committee for the laboratory supervisors and CCEE Operations staff member is not limited. The CCEE Chair can replace any appointed member of the committee in order to maintain a properly functioning committee.

### 8.3 Duties

- a. Advise the CCEE Chair on all matters regarding safety and health of any individual involved in a departmental function or activity and the management of CCEE-allocated space.
- b. Coordinate the implementation within the department of department and university policies regarding safety, health and space matters.
- c. Disseminate information on safety, health and space matters within the department as needed.
- d. Review and respond to any safety, health and/or space matter regarding departmental facilities that is brought to its attention by any individual.

## 9. STUDENT RECRUITING COMMITTEE

### 9.1 General

High performing students are a key component to the department's mission and vision and are crucial for the department to achieve its goals as defined in section 1 of this document. The Student Recruiting Committee will initiate actions to recruit and retain well prepared students at both the graduate and undergraduate levels.

### 9.2 Membership

Membership on the committee shall consist of a faculty representative from each focus area, an academic adviser, a graduate student and an undergraduate student representative. Members are appointed by the CCEE Chair except for the faculty representatives who will be elected by their respective focus area. The term for each member will be 3 years. Term end dates should be staggered to allow for continuity among the committee. Faculty members are limited to two consecutive terms. The CCEE Chair will appoint the Student Recruiting Committee chair from among the committee's members.

### 9.3 Duties

- a. Coordinate feeder institution recruiting activities within department and recruiting efforts conducted by university and College of Engineering.
- b. Actively seek exceptional students and take steps to recruit them.
- c. Coordinate annual graduate and undergraduate student recruiting events.
- d. Disseminate information on recruiting efforts within the department as needed.

## 10. AMENDMENTS

Amendments to this governance document may be proposed in writing by at least five members of the voting faculty of the CCEE Department or by the CCEE Chair. Proposed amendments by the voting faculty must be submitted to the CCEE Chair. The CCEE Chair will distribute the proposed amendments to all members of the CCEE faculty at least one week prior to a faculty meeting. Quorum for faculty meetings is stated in Section 3.3.2. At the faculty meeting, a written secret ballot will be distributed to all voting faculty. Proposed amendments must receive at least a 60 percent affirmative vote of voting eligible faculty. Amendments will take effect the first day of the next academic year, unless stated otherwise.

To ensure that this Governance Document remains current, the CCEE Chair and the department's Faculty Senator shall annually review this document to determine if it is in conflict with University or College of Engineering governance document or procedures and the Faculty Handbook. If conflicts are found, the CCEE Chair and the department's Faculty Senator shall propose amendments to this document to reconcile those differences and present them to the faculty for discussion and vote.