

IDS Departmental Policy Handbook (approved 4/28/21)

Departmental Faculty

Departmental faculty are defined as those full-time faculty members who are assigned, by contract or by temporary reappointment, at least 50% to the Department.

Departmental faculty teach in one or more of the programs housed in the Department and provide service in support of one or more programs, as well as the Department as a whole. Faculty who by memorandum of understanding, or by joint appointment, are assigned at least 50% to the Department of Interdisciplinary Studies, and who have declared IDS as their base department, shall also hold the status of departmental faculty, with all rights, duties and responsibilities.

Voting

All FT departmental faculty--tenured, tenure-track, or non-tenure track-- have the right to vote in department meetings. 12 month staff, assigned to the department by contract or temporary reappointment, and with key roles in instruction or instructional responsibilities, also have the right to vote in department meetings.

Service

At a minimum, all FT departmental faculty are expected to provide consistent service in support of the well-being of the department, its programs, and its students. Forms of service will vary considerably from faculty member to faculty member, and between various programs. Tenure track faculty are also expected to demonstrate a willingness to participate in institutional affairs in support of the college, the university, and their profession.

Department Meetings

The department chair is responsible for calling monthly department meetings. The chair shall request agenda items from the faculty at least two business days before any called meeting. The chair shall also make available minutes for the meeting, an agenda, and relevant supplemental documents prior to the meeting. Any faculty member has the right to request a called meeting. Under such circumstances, a majority of the voting faculty must support this request. At a minimum, each department meeting must provide faculty with updates from senate and standing committees. At least once a semester, the chair shall also provide a budget summary or budget update.

Search Committees

Search committees shall be composed of at least 50% FT teaching faculty. The chair of the search committee shall teach all or a majority of their courses in the discipline for which a search is constructed and shall be elected by the search committee.

Membership outside of FT teaching faculty is limited to less than 50% of committee make-up. Search committees shall be composed by nomination amongst faculty or by chair appointment, but in all instances, committee membership requires the majority approval by FT teaching faculty

Other Committees and Departmental Representatives

Department Senator: The department shall elect a senator for a three-year rotation, as according to the faculty handbook. When possible, the duties of senate representation should rotate among the faculty

Curriculum Committees: Each program has its own curriculum subcommittee. All FT faculty currently teaching in a program of study, or who have taught within a program of study within the past two semesters, or who are scheduled to teach within the coming two semesters are eligible to serve on and vote in the curriculum subcommittee. PT faculty may participate on curriculum committees as non-voting members. Faculty will commit to committee membership at the start of the academic year.

Faculty Welfare and Morale Committee: The faculty welfare and morale committee shall consist of three departmental faculty members. No faculty member shall serve for more than two years in a row on this committee. When possible, membership should rotate among the faculty.

Faculty Mentors: Newly hired, FT faculty will be assigned a tenured, departmental faculty member as their mentor. For tenure-track faculty, formal mentor relationships will remain in place through third year review. For non-tenure track faculty and for tenured new hires, the formal mentor relationship will remain in place for one year. We encourage faculty to continue mentorship relations throughout their professional career.

Promotion and Tenure Procedures

Tenured and tenure-track faculty should consult and be familiar with all policies on promotion and tenure, as laid out in the Faculty Handbook, section 4.4. Faculty should consult the Departmental Promotion and Tenure Guidelines for additional information on departmental-specific requirements for teaching, scholarship/creative endeavors, and service, as well as guidelines for supplemental materials including external letters of support.

Peer Review of Faculty

FT faculty members are responsible for coordinating their peer observations in accordance with the requirements outlined in the faculty handbook. Faculty may choose to approach peers within the department to serve as their peer observers, or they may request that the chair appoint a peer observer. When possible, faculty should not select the same peer observer for two consecutive observations. It is the expectation that the service responsibility for peer observation service will be distributed evenly across the faculty over the course of multiple years.

Note: the [Current Governance Document](#) does not reflect current departmental structure and will be revised during the 2021-2022 academic year.