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## **FACULTY EXECUTIVE COMMITTEE**

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### *Responsibilities and Structure*

**Approved 9/15/1990**

**Amended 5/11/1993**

**Amended 5/3/1995**

**Amended 10/1/1998**

**Amended 4/18/2001**

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**Amended 12/17/09**

**Amended 4/11/2013**

### **I. Responsibilities**

The Faculty Executive Committee (FEC) is the governance council for the general faculty of Iowa State University's College of Business. The general faculty includes all tenured faculty, nontenured tenure-track faculty, and nontenure-track faculty on continuous appointment. The FEC reports directly to the College of Business general faculty. The primary duty of the FEC is to represent the general faculty's viewpoint on all matters that require coordination between the administration of the College and the general faculty. For this purpose, the FEC represents the general faculty for the effective expression of views regarding the operation of the College of Business. In matters that affect the general faculty, the FEC has the responsibility to: (1) evaluate academic and administrative programs, proposals, and decisions; (2) administer an annual performance evaluation of all College of Business administrators, to be shared with the administrator and his/her immediate supervisor; (3) maintain formal documentation of all its actions and the actions taken by the general faculty as a permanent record for the general faculty. Moreover, the FEC has the authority to represent the general faculty, providing advice, opinions, and recommendations to College of Business administrators and the general faculty on both academic and administrative matters.

### **II. Committee Structure**

#### **A. Composition**

The FEC will be composed of all the College of Business faculty senators and one at-large member. The at-large FEC member will be elected from those nominated by the College of Business general faculty and by a plurality vote of the general faculty of the College of Busi-

ness. In the event there is only a single nomination for an FEC seat, the faculty vote will include an opportunity to reject the candidate and restart the nomination process.

#### B. Term of Service

The at-large FEC member is elected to a two-year term of service. Unlike the other FEC members, the at-large member will serve a term over two calendar years. Election of the at-large member will occur in the fall semester of the academic year with assumption of duties on January 1 of the next calendar year.

#### C. Partial Term of Service

At-large FEC resignations prior to the completion of a full term will result in the selection of a replacement to complete the resigning member's term, elected by a plurality vote of the general faculty of the College of Business. At-large FEC representatives may be recalled by a two-thirds majority vote by mail ballot of the general faculty of the College of Business. A new representative will be elected to complete the remainder of the recalled member's term.

#### D. FEC Chair

The chair of the FEC will be the at-large FEC member. The FEC chair is a voting member of the College of Business Cabinet.

### **III. Specific Responsibilities**

In addition to the general responsibilities of the FEC discussed above, the College of Business general faculty expressly authorizes the following specific duties.

#### A. Faculty Representation

As representatives of the College of Business general faculty, it is the duty of the FEC to seriously consider faculty concerns about academic and administrative matters. The FEC will place the concerns on the general faculty meeting agenda to be dealt with in a timely fashion. To facilitate communication between the FEC and the College of Business faculty, the FEC will call and hold a general meeting for all faculty in the College, with the FEC chair presiding, at least once in the fall semester and at least once in the spring semester. A quorum at these

meetings will be 50% of the tenure track faculty members. Prior to each meeting, the FEC will distribute a written agenda to all general faculty members. The agenda will contain all items that were raised prior to the meeting. The FEC itself will meet as frequently as necessary to effectively represent faculty interests.

## B. Committee Oversight

The FEC will have the responsibility for coordinating, in conjunction with the College of Business administration, the missions, objectives, structures, and efforts of all standing or ad hoc committees of College of Business faculty. The FEC may require each College of Business committee to evaluate its missions and objectives for consistency with the mission and objectives of the College of Business. As a representative of the College of Business faculty, the FEC will work with the Dean to determine committee structure, jurisdiction, and whether members are elected or appointed. The College of Business Dean will inform the FEC of all faculty committee appointments via a memo to the FEC chair. Any FEC objections to the appointments will be made in writing to the Dean. All faculty elections for elected college committee assignments will be coordinated by the FEC and the election results will be reported to the Dean. The structure of current College of Business standing committees is detailed in Appendix A.

Ad hoc (temporary) committees may be created by the Dean of the College for a variety of reasons (e.g. strategic planning, facilities, and etc.). In general, such committees would be expected by the FEC to have a limited life span of no more than two years. If the activities of a particular ad hoc committee concern an area for which one of the College Standing Committees has responsibility the Chair of the ad hoc committee should be expected to sit as a non-voting member on the requisite College Standing Committee.

## C. Evaluation of College of Business Administrators

As part of the FEC's responsibility to facilitate the effective operation of the College of Business, the FEC will coordinate faculty input for an annual review of College of Business administrators (Dean, Associate Dean(s), Assistant Dean(s), and Department Chairs). The purpose of the review is: (1) to provide feedback to administrators on their performance and other matters of concern to the College of Business general faculty; (2) to serve as a developmental tool for college administrators. The results of the annual review will be shared with the administration and his/her immediate supervisor. The confidentiality of these evaluations will be maintained by each FEC member involved in the review process. Once the reviews are summarized by the FEC and forwarded to the appropriate administrators, the evaluation forms submitted by the faculty will be immediately destroyed. Forms for these evaluations may be found in Appendix B to this document.

#### **IV. Changes in the Charter**

The FEC charter may be amended by proposals from the FEC or the College of Business general faculty. Any proposals presented at a meeting of the College of Business general faculty and receiving a plurality vote of the general faculty of the College of Business will be included as amendments to this document.

## **Appendix A**

### ***Standing Committees***

April 2001

#### **1. Academic Standards Committee**

- a. Reports to the Faculty.
- b. Membership: Three tenured/tenure-track faculty or non-tenure track faculty members with college voting rights appointed by the Dean and department chairs. Two undergraduate students sit on the committee. An Associate Dean and a designated individual from the College's undergraduate advising office serve as non-voting members.
- c. Chair: Faculty member elected by voting members of the committee.
- d. Terms of voting members: No more than two new faculty members should be appointed in any one year.
- e. Responsibilities:
  1. Recommends policy to the faculty on matters of academic standards.
  2. Oversees advising in the College and for prebusiness.
  3. Oversees the College's admissions policy.
  4. Directs the College's honors program.
  5. Monitors College student awards and scholarships.
  6. Considers issues of academic honesty.
  7. Committee chair represents the College on the Faculty Senate Academic Standards and Admissions Committee.
  8. Faculty member on the committee represents the College on the University Honors Program Committee.

#### **2. Cabinet**

- a. Reports to the Dean.
- b. Membership: Dean (chairman), Associate Dean(s), department chairs, and Chair of Faculty Executive Committee.
- c. Responsibilities:
  1. Advises the Dean on the formation and implementation of administrative policy.
  2. Counsels with the Dean regarding matters of College resource utilization.
  3. Advises the Dean on other matters of interest to the College, such as strategic planning.

### 3. Computer Advisory Committee

- a. Reports to the Dean or whomever the Dean directs.
- b. Membership: Three tenured or tenure-track faculty, no more than two of whom may be from the same department, appointed by the Dean; three students, two undergraduate and one graduate, appointed by the Dean or the Dean's designee; the Computing Services Manager non-voting); and an Associate Dean non-voting).
- c. Chair: Faculty member elected by voting members of the committee.
- d. Term of voting members: Faculty, two year staggered (i.e., no more than two new members appointed in any one year); students, until the end of the current academic year, renewable.)
- e. Responsibilities:
  1. Assess and make recommendations regarding services provided by the College computer lab in support of teaching.
  2. Monitor and make recommendations regarding lab policies and schedules.
  3. Assess College computing needs and make recommendations for the acquisition of hardware, software, and related items, and services for the computer labs and faculty offices.
  4. Act as the College Student Computer Fee Committee pursuant to the Memorandum of Agreement that established the University-wide student computer fee. In cooperation with the Dean,
    - i. establish and monitor policies governing the expenditure of college student computer fee income.
    - ii. recommend and approve specific expenditures of student computer fee income.
    - iii. recommend and approve changes in the level of the Majors Pool portion of the student computer fee for any or all majors in the College.
  5. Committee chair represents the College on the University Computation Advisory Committee and its Fee Allocation Subcommittee.

#### **4. Curriculum Committee**

- a. Reports to the Faculty.
- b. Membership: Five tenured/tenure-track faculty or NTT faculty with college voting rights, one each from the departments of Accounting, Finance, Management, Marketing, and Logistics, Operations, and Management Information Systems, appointed by the Dean and the department chairs; an Associate Dean, Directors of Graduate Programs, and a designated individual from the College's undergraduate and graduate advising office serve as non-voting members.
- c. Chair: Elected by voting members of the committee.
- d. Term of voting members: Faculty, two year staggered (i.e., no more than three new members appointed in any one year).
- e. Responsibilities:
  - 1. Recommend policy regarding the College core curriculum.
  - 2. Recommend policy relative to catalog course offerings and formally write policies approved by the faculty.
  - 3. Recommend programs of study leading to degrees offered by the College.
  - 4. Evaluate departmental curriculum changes.
  - 5. Evaluate new course offerings and the elimination of courses.
  - 6. Committee chair represents the college on the Faculty Senate Curriculum Committee.
  - 7. Associate Dean represents the college on the Graduate Curriculum Committee.

#### **5. Faculty Executive Committee**

- a. Reports to the faculty.
- b. Membership: All College of Business Faculty Senators plus one at-large member. All members vote.
- c. Chair: At-large member, elected by the faculty.
- d. Term of voting members: Faculty Senators, three year staggered; At-large member, two years (calendar year basis).
- e. Responsibilities:
  - 1. Governance council for the general faculty of the College of Business.
  - 2. Represents faculty concerns about academic and administrative matters.
  - 3. Coordinates, in conjunction with College of Business administration, the structure and efforts of all standing and ad hoc committees of College of Business.
  - 4. Coordinates annual evaluation of all College of Business administrators.

## 6. Faculty Development Committee

- a. Reports to the Dean.
- b. Membership: Three tenured/tenure-track faculty, one from each of the College's three separate academic units, appointed by the Dean and department chairs.
- c. Chair: Elected by voting members of the committee.
- d. Term of voting members: Faculty, two year staggered (i.e., no more than two new members appointed in any one year).
- e. Responsibilities:
  1. Develop, promote, and suggest faculty development initiatives in research, teaching, and service. This includes faculty internships with firms and not-for-profit organizations.
  2. Advise and consult with the dean with regard to funding for faculty development initiatives and faculty internships in research, teaching, and service
  3. Evaluate and advise the dean on all candidates for all competitive awards and grants administered by the college.
  4. Identify and advise the dean with regard to award and grant opportunities for faculty outside the college and university.
  5. Develop and disseminate guidelines to the faculty that will be used to evaluate awards and grants when such guidelines do not already exist.
  6. Committee chair represents the College on the university Faculty Senate Committee on Recognition and Development.

## 7. International Programs Committee

- a. Reports to the Curriculum Committee.
- b. Membership: Three tenured/tenure-track faculty **or NTT faculty with college voting rights** appointed by the Dean and department chairs.
- c. Chair: Elected by voting members of the committee.
- d. Term: Two-year appointment.
- e. Responsibilities:
  1. Recommend policy regarding the International Business curriculum, including integration of international business instruction across the college.
  2. Recommend policy regarding international experiential opportunities for students and faculty.
  3. Recommend policy for generating funds for international opportunities for students and faculty.
  4. Represent the college on university committees pertaining to the administration and promotion of international education and programs, such as the Study Abroad Executive Committee and the Council on International Programs.

## **8. Promotion and Tenure Committee**

- a. Reports to the Dean.
- b. Membership: Five tenured faculty with the rank of associate professor or higher, one each from the departments of Accounting, Finance, Management, Marketing, and Logistics, Operations and Management Information Systems. The tenured faculty with the rank of associate professor or higher, from each of the above departments will elect their departmental representative to this committee.
- c. Chair: Elected by the committee members.
- d. Term: One-year appointment.
- e. Responsibilities:
  - 1. Evaluate the research and publication, teaching, and service record of each faculty member being considered for promotion and/or tenure, and forward a written recommendation to the College Dean.
  - 2. Evaluate the research and publication, teaching, and service record of each untenured tenure track faculty member at the end of the three year probationary period, and forward a written recommendation to the College Dean.
  - 4. Examine and make recommendations designed to improve the College's promotion and tenure, three year review, and faculty improvement leave procedures as necessary.

## **9. Outcomes Assessment Committee**

- a. Reports to the Faculty.
- b. Membership: one tenured/tenure-track or NTT faculty (with college voting rights) member representing each of the current undergraduate majors; appointed by the Dean and the department chairs; an Associate Dean serves as a non-voting member.
- c. Chair: Elected by voting members of the committee.
- d. Term of voting members: Faculty, two-year staggered (i.e., no more than four new members appointed in any one year).
- e. Responsibilities:
  - 1. Oversee college and departmental assessment processes for both undergraduate and graduate curricula
  - 2. Aid in the on-going development of direct outcomes assessment measures
  - 3. Consolidate, evaluate, and monitor assessment data within the College
  - 4. Communicate assessment information with Curriculum Committee, faculty and administration
  - 5. Log/monitor actions taken by faculty in response to outcomes assessment

## 10. The MBA Core Faculty Team

- a. Reports to the Associate Dean for Graduate Programs.
- b. Membership: The Core Team is comprised of the business faculty teaching the MBA core courses. Members are appointed and replaced by the respective Department Chairpersons in consultation with the Associate Dean for Graduate Programs. Input from the existing members of the Core Team should be sought.
- c. Chair: Elected by the voting members of the team.
- d. Terms: Terms of appointment to the Core Team will normally be for three years and are renewable. No more than three new Core Team members should be appointed in any one year.
- e. Stipend: The Dean shall determine whether a stipend will be provided to Core Team members for carrying out the myriad responsibilities required for successful design and delivery of the core curriculum, promotion of the MBA program, and professional development of the MBA students (these responsibilities are delineated below).
- f. Responsibilities: The Core Team is expected to provide leadership in core curriculum development and implementation as well as professional development and learning activities outside the classroom. The Core Team has the following roles and responsibilities. Failure to fulfill these responsibilities by an individual Core Team faculty member is cause to be replaced.
  1. Maintain consistency in course content across the full and part-time MBA programs by teaching in all three programs.
  2. Develop integrative mechanisms that cut across the functional and organizational core content areas. The MBA core faculty are responsible for communicating the content of integrative mechanisms (e.g. books/readings, course outlines, cases, etc.) to other graduate faculty.
  3. The Core Team will continuously review the content and delivery of the MBA core curriculum, and will make recommendations to the College of Business Curriculum Committee regarding changes in the MBA core curriculum.
  4. Serve as the liaison between the MBA program and the College of Business Outcomes Assessment Committee.
  5. Help develop and participate in the MBA new student orientations, special lectures, workshops, colloquia, and similar events.
  6. Serve as mentors for MBA student teams, and assist in advising and counseling individual MBA students.
  7. Advise and participate in the organization and administration of MBAA service learning projects.
  8. Advise and participate in the organization and administration of MBA student team case competition.
  9. Serve as the selection committee for MBA student and team awards.
  10. Help promote and obtain feedback on MBA programs by participating in information forums, roundtables, and similar events and activities.
  11. Actively encourage the participation of other college faculty in MBA program events and activities.

## 11. Neuro Lab Committee

- a. Reports to the Dean.
- b. Membership: Four to six tenured or tenure-eligible faculty members of the college appointed by the Dean, one of whom is the Academic Director of the Neuro Lab, as needed to represent faculty interested in using the lab, with a maximum of one faculty member per curricular area, and the Neuro Lab Manager (non-voting). At the Dean's discretion, one Iowa State University faculty member outside the college who has needed expertise may be appointed as an additional voting member.
- c. Chair: The Academic Director of the Neuro Lab.
- d. Term of voting members: Academic Director — duration of appointment to the director position, up to three years, renewable; other voting members — two years, renewable.
- e. Responsibilities:
  - i. Recommend and review policies and procedures governing the lab to promote the goals of supporting research leading to high visibility and recognition of faculty members of the college, ensuring effective and efficient use of the lab, and ensuring fair access to the lab for all faculty and doctoral students of the college conducting neuroscience-based research.
  - ii. Oversee the use and care of the equipment in the lab.
  - iii. Review proposals for use of the lab for conceptual and methodological appropriateness, scientific and technical feasibility, and fulfillment of training and funding requirements.
  - iv. Assign priority for use of the lab to approved proposals. All else being equal, users are to be prioritized from high to low according to the criteria below, in a manner compatible with all College of Business users being able to complete approved research in a reasonable time.
    - Previously approved proposals that have not received access due to higher-priority proposals being completed.
    - Untenured, tenure-eligible COB faculty members conducting academic research and COB doctoral students conducting dissertation research.
    - COB tenured faculty members conducting academic research.
    - COB faculty, staff and student users conducting other research.
    - ISU researchers outside of the COB.
  - v. Review proposals from doctoral students of the college for grants to cover lab usage fees for dissertation research.

## **12. Doctoral Program Committee**

- a. Reports to the Associate Dean for Graduate Programs.
- b. Membership: Director of the Ph.D. Program, all members of active doctoral area committees, and Associate Dean for Graduate Programs (non-voting).
- c. Chair: Director of the Ph.D. Program.
- d. Term of members: Members serve for the duration of their appointments as Ph.D. program chair, area committee member or associate dean for graduate programs.
- e. Responsibilities:
  - 1. Make admission decisions.
  - 2. Recommend changes to doctoral curriculum and courses to the appropriate curriculum committee.
  - 3. Approve requests for study program extension and extended leave from students.
  - 4. Approve changes to the Ph.D. Handbook.
  - 5. Evaluate and recommend doctoral research grant applications to the Associate Dean for Graduate Programs.
  - 6. Review doctoral assistantship research time allocations.

**Appendix B**

***Administrative Evaluation Forms***

April 2001

## College of Business

### Evaluation of College Dean

Directions: The purpose of this questionnaire is developmental. By accurately describing the Dean on the following scales, your input can assist the Dean in improving his/her performance by pointing out areas needing improvement. Simply mark the appropriate response that best describes your opinions for each of the following statements on this sheet. However, if you are not in a position to assess the Dean on any of the following statements, please do not try to do so—instead, respond leave the response blank:

Strongly Agree				Strongly Disagree	<b>Not in a position to assess/No opinion</b>
a	b	c	d	e	<b>leave response blank</b>

1. Provides direction for the college
2. Provides leadership in attracting qualified faculty.
3. Gives proper recognition for faculty accomplishments
4. Allocates salary adjustments consistent with performance.
5. Properly evaluates faculty with regard to promotion and tenure.
6. Interacts very well with alumni and friends of the college.
7. Takes a leadership role in fundraising & working with business community.
8. Represents college interests well at university levels.
9. Strives to develop needed and innovative programs.
- 10 Encourages and supports a climate conducive to . quality research.
- 11 Encourages and supports a climate conducive to . quality teaching.
- 12 Encourages and supports a climate conducive to . quality service.
- 13 Promotes an atmosphere of cooperation and trust.  
.
- 14 Is knowledgeable about current issues in the various disciplines.
- 15 Is accessible to individual faculty.

- .  
16 Listens to faculty and staff concerns.
- .  
17 Is open to differences of opinion and others'  
. viewpoints.
- 18 Inspires enthusiasm for the college.
- .  
19 Overall, the Dean's performance is a) excellent.  
. b) good.  
c) average. d) below average. e) poor.

### **GENERAL COMMENTS**

Please elaborate on any of the Dean's strengths and weaknesses and provide suggestions for improvement by writing comments in the space below.

## College of Business

### Evaluation of College Graduate Associate Dean

Directions: The purpose of this questionnaire is developmental. By accurately describing the Graduate Associate Dean on the following scales, your input can assist the Graduate Associate Dean in improving his/her performance by pointing out areas needing improvement. Simply mark the appropriate response that best describes your opinions for each of the following statements on this sheet. However, if you are not in a position to assess the Graduate Associate Dean on any of the following statements, please do not try to do so—instead, please leave it blank. Please use the following scale to respond:

Strongly Agree	Strongly Disagree	<b>Not in a position to assess/No opinion</b>
a	b	c
d	e	<b>leave it blank</b>

1. Manages graduate staff effectively.
2. Represents faculty interests well at administrative levels.
3. Encourages and supports a climate conducive to quality research.
4. Encourages and supports a climate conducive to quality teaching.
5. Encourages and supports a climate conducive to quality service.
6. Promotes an atmosphere of cooperation and trust.
7. Is knowledgeable about current issues in the various disciplines.
8. Is accessible to individual faculty.
9. Listens to faculty and staff concerns.
10. Is open to differences of opinion and others' viewpoints.
11. Inspires enthusiasm for the college.
12. Overall, the Graduate Associate Dean's performance is
 

a) excellent. See next page	b) good.	c) average.	d) below average.	e) poor.
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#### GENERAL COMMENTS

Please elaborate on any of the Graduate Associate Dean's strengths and weaknesses and provide suggestions for improvement by writing comments in the space below.

## College of Business

### Evaluation of College Undergraduate Associate Dean

Directions: The purpose of this questionnaire is developmental. By accurately describing the Undergraduate Associate Dean on the following scales, your input can assist the Undergraduate Associate Dean in improving his/her performance by pointing out areas needing improvement. Simply mark the appropriate response that best describes your opinions for each of the following statements on this sheet. However, if you are not in a position to assess the Undergraduate Dean on any of the following statements, please do not try to do so—instead, please leave it blank. Please use the following scale to respond:

Strongly Agree	Strongly Disagree	<b>Not in a position to assess/No opinion</b>
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a	b	c	d	e	<b>leave it blank</b>
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1. Manages undergraduate staff effectively.
2. Represents faculty interests well at administrative levels.
3. Encourages and supports a climate conducive to quality research.
4. Encourages and supports a climate conducive to quality teaching.
5. Encourages and supports a climate conducive to quality service.
6. Promotes an atmosphere of cooperation and trust.
7. Is knowledgeable about current issues in the various disciplines.
8. Is accessible to individual faculty.
9. Listens to faculty and staff concerns.
10. Is open to differences of opinion and others' viewpoints.
11. Inspires enthusiasm for the college.
12. Overall, the Undergraduate Associate Dean's performance is
 

a) excellent. See next page	c) average.	d) below average.	
b) good.	e) poor.		

#### GENERAL COMMENTS

Please elaborate on any of the Undergraduate Associate Dean's strengths and weaknesses and provide suggestions for improvement by writing comments in the space below.



## College of Business

### Evaluation of College Department Chairs

Directions: The purpose of this questionnaire is developmental. By accurately describing your DEO on the following scales, your input can assist the DEO in improving his/her performance by pointing out areas needing improvement. Simply mark the appropriate response that best describes your opinions for each of the following statements on this sheet. However, if you are not in a position to assess the DEO on any of the following statements, please do not try to do so—instead, respond by filling in the letter **f**. Please use the following scale to respond:

Strongly Agree	Strongly Disagree	<b>Not in a position to assess/No opinion</b>
a	b	c
d	e	<b>leave blank</b>

1. Provides direction for the department.
2. Provides leadership in recruiting qualified faculty.
3. Gives proper recognition for faculty accomplishments
4. Allocates salary adjustments consistent with performance.
5. Evaluates faculty appropriately with regard to promotion and tenure.
6. Handles student concerns effectively.
7. Manages departmental office staff effectively.
8. Represents faculty interests well at administrative levels.
9. Takes a leadership role in fundraising.
- 10 Represents department interests well at college . levels.
- 11 Strives to develop needed and innovative programs.
- 12 Encourages and supports a climate conducive to . quality research.
- 13 Encourages and supports a climate conducive to . quality teaching.
- 14 Encourages and supports a climate conducive to . quality service.
- 15 Promotes an atmosphere of cooperation and trust.
- .
16. Is accessible to individual faculty.

