

Governance Document

Department of Military Science

January 31, 2022

Preamble

This governance document provides an institutional framework through which the Department of Military Science can transact its business, fulfill its responsibilities, and pursue its objectives. It is not intended to be a detailed code of practices and procedures. The Governance Document is subsumed under the authority of the University and the LAS College; University and College policy is supreme in the event of conflicting provisions.

The departmental governance document consists of three sections – one, outlining the organizational structure and operation of the Department, a second the Evaluation Policy of the Department, and a third the Curriculum Policy of the Department. All these elements together comprise the departmental Governance Document.

Article I: Organizational Structure of the Department

Section 1. Composition

- A. The Faculty is composed of all those assigned or attached to positions in the Department. These positions are non-tenured tracked and mandated by an Army manning document.
- B. The current manning document calls for eleven active duty personnel, one active guard or reserve personnel from the Iowa National Guard, three Department of the Army general schedule employees and one contractor personnel.
- C. The Faculty will normally be listed as Adjunct Instructor, Adjunct Assistant Professor, or Adjunct Associate Professor within the university classification system.
- D. The university also provides one university employee, an Executive Assistant, to the department.

Section 2. Selection and Term

- A. The Chair is appointed by the Department of the Army centralized selection board. The term of the Chair will be for a period of three years with the possibility of a one-year extension.
- B. The active duty Faculty members are assigned by the Department of the Army in accordance with current assignment policies and procedures. These positions are normally held for a term of three years.
- C. The General Schedule Faculty members are hired by the Department of the Army in accordance with current employee policies and procedures. These positions are normally held at will by the employee.
- D. The contractor Faculty members are hired by the contractor organization in accordance with the contractor's employee policies and procedures. These positions are normally held at will by the employee.

Section 3. Duties and Responsibilities

- A. The Chair is responsible for administering departmental affairs, including but not limited to making teaching assignments, assuring that position responsibility statements are followed, and disbursing the departmental budget. The Chair will convene and preside over meetings of the Department, recommend salary adjustments for Faculty and staff in accordance with policies of the Department of the Army, may initiate disciplinary actions concerning Faculty in accordance with policies of the Department of the Army, and take those actions necessary and proper to discharge the tasks assigned.
- B. The other Faculty members have the responsibility to carry out the orders of the Chair. Their duties include instruction, personnel, operations, training, and logistical functions for the department. Faculty members are also assigned responsibility to coach, teach and mentor cadets in preparation for service in the profession of arms.

Section 4. Grievance Procedures

- A. Active duty Faculty members will follow procedures established by the Department of the Army for all grievances and appeals.
- B. Active guard and reserve Faculty members will follow procedures established by the Department of the Army and their reserve component organization for all grievances and appeals.
- C. General Schedule Faculty members will follow procedures established by the Department of the Army for all grievances and appeals.
- D. Contractor Faculty members will follow procedures established by the contractor's organization and the terms of the contract between the contractor and the Department of the Army.

Article II. Evaluation Policy for the Department of Military Science

The Department of Military Science will conduct Faculty member evaluations in accordance with applicable Department of the Army, Civilian Personnel Office, contractor, and university policies and procedures. Normally the evaluation period is one year with an initial and final counseling session. Follow-up counseling is at the discretion of the Chair.

Article III: Curriculum Policies for the Department of Military Science

The Department of Military Science follows the Program of Instruction developed by the United States Army Cadet Command at Fort Knox, Kentucky. The Faculty members are encouraged to supplement this with their personal military experiences as appropriate. The department follows the Curriculum Policy of the university and the LAS College for guidelines and procedures to conduct classes at Iowa State University.

Approved by department chair, January 31, 2022.