Governance Document
Department of Air Force Aerospace Studies
21 November 2014

Preamble

This governance document provides an institutional framework through which the Department of Air Force Aerospace Studies 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, LAS College, and the Department of the Air Force; University, College, and Air Force 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 Air Force manning document.
B. The current manning document calls for six active duty personnel; four Faculty and two Affiliated Employees.
C. The Faculty are categorized within the university classification system based on their highest educational degree earned; it is a stated requirement that all Air Force active duty Faculty have a minimum of a Master’s Degree. The Professor of Military Science is automatically classified as Professor and Department Chair; the remaining Faculty are listed as Adjunct Assistant Professors. This classification is updated annually with the LAS Dean’s Office.
D. The Affiliated Employees are Department of the Air Force noncommissioned officers and perform Air Force-specific administrative duties.
E. The university also provides one university employee, a Secretary, to the department. This position is under the Iowa State Merit system and follows all Iowa State guidelines and procedures for the Merit System. The Department Chair, the Professor of Air Force Aerospace Studies, directly supervises the Secretary.

Section 2. Selection and Term

A. The Chair is appointed by the Department of the Air Force centralized selection board. The term of the Chair will be for a period of three years with the possibility of one-year extension(s).
B. The active duty Faculty members are assigned by the Department of the Air Force in accordance with current assignment policies and procedures. These positions are normally held for a term of three years with a possibility of a one-year extension.
C. The active duty Affiliated Employees are assigned by the Department of the Air Force in accordance with current assignment policies and procedures. These positions are normally held for a term of four years with a possibility of a one-year extension.

D. The LAS dean reviews for approval each of the applicants for selection to each of the Faculty positions.

Section 3. Duties and Responsibilities

A. The Chair is responsible for administering departmental affairs, including but not limited to making teaching assignments and disbursing the departmental budget. The Chair will convene and preside over meetings of the Department, may initiate disciplinary actions concerning Faculty in accordance with policies of the Department of the Air Force, 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

Active duty Faculty members will follow procedures established by the Department of the Air Force for all grievances and appeals.

Article II. Evaluation and Advancement Policies for the Department of Air Force Aerospace Studies

A. The Department of Air Force Aerospace Studies will conduct Faculty member evaluations in accordance with applicable Department of the Air Force 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.

B. The Department of the Air Force retains sole authority to promote Air Force personnel. All Faculty personnel are active duty and are in non-tenured positions within the university. Therefore, no additional policies are necessary regarding the Evaluation, Renewal, or Advancement Policies for Air Force Aerospace Studies Faculty.

Article III: Curriculum Policies for the Department of Air Force Aerospace Studies

A. The Department of Air Force Aerospace Studies follows the Program of Instruction developed by the Holm Center, Air Education and Training Command, United States Air Force. 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.

B. Curriculum requirements are mandated by Headquarters, Air Force Reserve Officer Training Command, in Air Force ROTC Instruction 36-2010, as a requirement for commissioning as an Air Force Officer.

Approved by department chair, 21 November 2014.