GOVERNANCE DOCUMENT FOR THE
VETERINARY DIAGNOSTIC AND PRODUCTION ANIMAL MEDICINE GRADUATE
PROGRAMS
November 5, 2018 (Reviewed by Dr. Linhares, VDPAM DOGE on 4/1/2023)

1. INTRODUCTION

    The Department of Veterinary Diagnostic and Production Animal Medicine (VDPAM) administers the following graduate programs in Veterinary Preventive Medicine (VPM) and Population Sciences in Animal Health (POPSC):

    The Programs are governed by the rules and policies of Iowa State University and subject to actions of the Board of Regents of Iowa. The Faculty Handbook, the Graduate College Handbook, and the General Catalog serve as the primary governance documents for the Programs. This document is intended to define the organizational structure and procedures used to fulfill the mission of the Programs.

    This governance document was created in October 2018, and replaces the "Graduate program in Veterinary Preventive Medicine Governance Document" that was in effect since April 14, 2010 to include all graduate programs administered by VDPAM.

2. MISSION STATEMENT

    The VDPAM graduate programs seek to understand disease and promote health in populations. The mission of the programs is to equip future leaders (veterinarians and non-veterinarians) with the knowledge and skills to protect and promote the welfare and health of animals in populations. By nature, the VDPAM graduate programs are interdisciplinary and VDPAM faculty and students are encouraged to interact with faculty and students from a variety of other majors across the University including, but not limited to, agricultural engineering, animal science, food science and technology, genetics, economics, entomology, environmental science, immunobiology, information systems, microbiology, nutritional sciences, veterinary microbiology, veterinary pathology, statistics, and toxicology.

3. ORGANIZATION

    3.1 **Administration of the Program.** The VPM and POPSC Programs are administered by the Department of Veterinary Diagnostic and Production Animal Medicine (VDPAM). All issues brought to a vote will be decided by a simple majority of the VDPAM graduate faculty voting unless otherwise stated in this document.

    3.2 **Faculty.** The VDPAM graduate faculty is responsible for the quality and well-being of the Program, for supervising students in the Program, and for promoting research with support from various governmental, industrial, and private agencies. Membership in the VDPAM graduate faculty confers the right to vote on Program issues. Because of the Graduate College's eligibility criteria for graduate faculty membership (Grad College's Handbook Appendix G – Graduate Faculty Membership & Associate Membership), there will be two lists for VDPAM Graduate Faculty: one for the VPM MS program, and one for the POPSC

program.

3.3 **Affiliates.** Affiliates are experts not employed by the University whose participation in the Program is mutually beneficial. Affiliate's participation and function in the Program is defined by the Faculty Handbook and the Graduate College Handbook. Eligible affiliates may seek term Graduate Faculty Associate Membership. Affiliates without Graduate Faculty Associate Membership are not eligible to vote on Program issues.

3.4 **Students.** Students are admitted to the Program based on the criteria and procedures established by the Graduate College and the VDPAM graduate faculty.

4 POLICIES AND PROCEDURES

4.1 **VDPAM Graduate Faculty.**
4.1.1 Eligibility.
4.1.1.1 VDPAM Tenure-Track Faculty. VDPAM tenure-track faculty who have Graduate Faculty Full Membership will automatically be added to the graduate programs based on their education.
4.1.1.1.1 VPM. VDPAM tenure-track faculty with an MS or doctoral degree who have Graduate Faculty Full Membership will automatically be added to the VPM graduate faculty.
4.1.1.1.2 POPSC. VDPAM tenure-track faculty with a doctoral degree who have Graduate Faculty Full Membership will automatically be added to the POPSC graduate faculty.
4.1.1.2 Term and Affiliate Faculty. Term and Affiliate faculty will be granted Graduate Faculty Associate Membership through election of existing graduate faculty in the respective programs
4.1.1.2.1 VPM. Term and Affiliate Faculty with an MS or doctoral degree will be voted on by the VPM graduate faculty.
4.1.1.2.2 POPSC. Term and Affiliate Faculty with a doctoral degree will be voted on by the POPSC graduate faculty.
4.1.1.3 Faculty in other departments. Faculty from other departments within Iowa State University will follow the same eligibility requirements as Term and Affiliate Faculty.
4.1.2 Application Procedure. The Term Faculty, Affiliate Faculty, and faculty in other departments applicant will submit the following to the VDPAM graduate support staff member:
- A complete curriculum vitae;
- A statement of research interests and experience;
- A statement of graduate level teaching interests and experience;
- One copy each of no more than 5 relevant publications produced during the last 5 years.

A vote of the graduate faculty in the respective program will be conducted by written ballot. Each applicant receiving a majority of the votes cast will be granted graduate faculty membership in the program they applied to. Membership will be for a period of five years.

4.2 VDPAM Graduate Students. Students must be admitted by the Graduate College and secure a Major Professor who is a member of the Program's graduate faculty prior to being admitted. Continued good standing in the Program is subject to University rules and regulations, the provisions described in the Graduate College Handbook, and satisfactory progress toward fulfilling the requirements from the VPM or the POPSC degrees.

4.3 Organization of plan of study and committee (POSC). POSCs must adhere to the policies of the Graduate College, and the following:

4.3.1 Graduate Faculty Full Members may supervise to the level of their own highest awarded degree:

4.3.1.1 Graduate Faculty Full Members with a masters level degree may:

    4.3.1.1.1 Serve as a major professor/chair on a masters level POSC

    4.3.1.1.2 Serve as a co-major professor/co-chair on a masters level POSC

    4.3.1.1.3 Serve as a co-major professor/co-chair on a doctoral level POSC when there is another graduate faculty holding a doctoral degree serving as co-major professor.

    4.3.1.1.4 Serve on a master's and doctoral level POSC (more details on section 4.3.3)

4.3.1.2 Graduate Faculty Full Members with a graduate doctoral level degree may:

    4.3.1.2.1 Serve as a major professor/chair on a master's and doctoral level POSC

    4.3.1.2.2 Serve as a co-major professor/co-chair on a master's and doctoral level POSC

    4.3.1.2.3 Serve on a master's and doctoral level POSC

4.3.2 Graduate Associate Faculty Members (Term and Affiliate Faculty) may co-supervise to the level of their own highest degree awarded:

4.3.2.1 Graduate Associate Faculty Members with a masters level degree may:

    4.3.2.1.1 Serve as a co-major professor/co-chair on a masters level POSC

    4.3.2.1.2 Serve on a master's and doctoral level POSC

4.3.2.2 Graduate Associate Faculty Members with a graduate doctoral level degree may:

    4.3.2.2.1 Serve as a co-major professor/co-chair on a master's and doctoral level POSC

    4.3.2.2.2 Serve on a master's and doctoral level POSC

4.3.3 Composition of POSC

    4.3.3.1 MS students (VPM Program) need at least 3 members in their POSC. There is the need to have 1 POSC member outside the student's area of emphasis.

    4.3.3.2 PhD students (POPSC Program) need at least 5 members in their POSC. At least 3 members must be from the POPSC Graduate Faculty, and one must be outside the student's area of emphasis.

4.4 Any graduate faculty in VDPAM major, associate and full graduate faculty, may teach graduate level courses for the duration of the appointment.

4.5 Amending the Governance Document
Amending the Governance Document requires a simple majority of the votes cast by the

VDPAM Research and Graduate Studies committee, followed by simple majority of the votes cast by the VDPAM graduate faculty.