

**REPLACE 3.3.2.1. Appointment Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments, with the following:**

### **3.3.2.1. Appointment Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments**

Amended and approved by the Faculty Senate April 10, 2007

Non-tenure-eligible faculty positions are term appointments eligible for renewal based upon the quality of performance and the continuing need of the unit. They are subject to approval by the Dean and Provost. Individuals appointed to these positions will be evaluated for compensation and advancement using established criteria appropriate to their positions. Evaluations for renewal of appointment will be conducted by an appropriate faculty committee and recommended by the department chair.

The types of non-tenure-eligible appointments include the following:

- Lecturer and Clinician<sup>1</sup>: a limited term, full- or part-time renewable appointment of from one semester to three years, ~~and renewable for no more than a total of six years.~~
- Senior Lecturer and Senior Clinician<sup>1</sup>: a limited term, full- or part-time renewable appointment not to exceed five years, requiring a notice of one year of intent not to renew. To be eligible for appointment as Senior Lecturer or Senior Clinician, the individual shall have served as a Lecturer or Clinician or its equivalent for a minimum of six years or ~~and~~ completed 12 semester FTEs of employment.
- Adjunct appointment: a limited-term, full- or part-time renewable appointment with possible titles as adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct instructor<sup>2</sup>. The Adjunct title signifies that the person, because of special personal or departmental circumstances of a clearly unusual nature or character, is neither tenured nor tenure-eligible. Adjunct appointments are not to exceed five years for each appointment, requiring a notice of one year of intent not to renew except when the appointment is for a year or less.
- Professional and Scientific (P&S) non-tenure-eligible appointment: employees on P&S status may be appointed to limited-term, renewable appointments, of from one to five years, to carry out faculty duties as specified in 3.3.2.5.

<sup>1</sup> Colleges and other administrative units may substitute other descriptors in place of Clinician or Senior Clinician to reflect the usages and norms of their disciplines with approval of the Faculty Senate and the Provost.

<sup>2</sup> As specified in 3.3.2.4, the title of "adjunct instructor" is reserved "for persons with DVMs or equivalent degrees, and persons in the Construction Engineering Program of the CCEE Department with a Master's Degree and at least five years of industrial experience."

Short-term non-tenure-eligible teaching shall be limited to opportunities for utilizing outstanding master scholars and practitioners or to unanticipated pressures like funding shortages or unforeseen enrollment increases. Positions shall not be considered temporary when they are filled from year to year.

ISU subscribes to AAUP guidelines and standards for part-time and non-tenure-eligible faculty, in effect as of 10/09/01, including the AAUP recommendation that part-time and non-tenure-eligible faculty appointments be limited to no more than 15 percent of the total instruction within the university, and no more than 25 percent of the total instruction within any given department

Non-tenure-eligible faculty appointments should have equitable compensation and access to professional development opportunities.

Non-tenure-eligible faculty will be included in the departmental and institutional structures of faculty governance. In addition, non-tenure-eligible faculty can also serve in the Faculty Senate, with the exception of persons employed in a P&S position, their institutional representation being the P&S Council. Individuals who are degree candidates from ISU and teach as a part of their educational experience will not be given faculty rank nor counted as non-tenure-eligible faculty.

No changes to the status, title, and privileges of persons already holding continuous adjunct non-tenure-eligible faculty positions shall be made unless requested by such a person. See section 3.3.3. on continuous adjunct appointments for a definition of a continuous adjunct.

The Faculty Senate shall exercise oversight of compliance with these recommendations and will accept and review applications for exceptions to departmental appointment limitations described above from the Provost. Other related policy issues will be addressed by the FDAR Council with the Provost in attendance.

Approved as revised by the Faculty Senate on January 15, 2008, and by the President and Provost on January 23, 2008.

[http://www.provost.iastate.edu/faculty/handbook/faculty\\_handbook/section2.html](http://www.provost.iastate.edu/faculty/handbook/faculty_handbook/section2.html)

**REPLACE 5.4.1. Evaluation, Renewal, and Advancement Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments, with the following:**

### **5.4.1. Evaluation, Renewal, and Advancement Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments.**

Non-tenure-eligible faculty positions are term appointments eligible for renewal based upon the quality of performance and the continuing need of the unit. They are subject to approval by the Dean and Provost. Individuals appointed to these positions will be evaluated for compensation and advancement using established criteria appropriate to their positions. Evaluations for renewal of appointment will be conducted by an appropriate faculty committee, and recommended by the department chair at the time of reappointment. Additionally, performance evaluations conducted by a faculty committee should be completed at least every six semesters of employment third year for those who will be considered for future on-continuing re-appointments and shall be based on the individual's PRS. – (See 5.1.1.2 for related information on annual reviews.)

Approved as revised by the Faculty Senate on January 15, 2008, and by the President and Provost on January 23, 2008.

REPLACE 5.4.1.1. Eligibility Criteria, with the following:

### 5.4.1.1. Eligibility Criteria

- Lecturer and Clinician<sup>1</sup>: a limited term, full- or part-time ~~renewable~~ appointment of from one semester to three years and renewable. After a minimum of six years or the completion of 12 semesters FTEs of employment, the individual has the right to be reviewed may request a review for advancement by the appropriate departmental committee. Criteria for advancement shall be based on the quality of work relative to the individual's PRS. The three outcomes of this review include: recommendation for advancement to Senior Lecturer or Senior Clinician; continuation of appointment as Lecturer or Clinician; or ~~termination non-renewal~~ -of contract. Individuals who are not recommended for advancement are eligible to reapply in subsequent ~~calendar~~ years. An outcome of the review process should be to provide constructive, developmental feedback to the individual regarding progress in meeting departmental criteria for advancement. ~~for no more than a total of six years.~~
- Senior Lecturer and Senior Clinician<sup>1</sup>: a limited term, full- or part-time renewable appointment not to exceed five years, requiring a notice of one year of intent not to renew. To be eligible for appointment as Senior Lecturer or Senior Clinician the individual shall have served as a Lecturer or Clinician or its equivalent for a minimum of six years ~~and~~ completed 12 semester FTEs of employment.
- Adjunct appointment: a limited term, full- or part-time renewable appointment not to exceed five years for each appointment, requiring a notice of one year of intent not to renew except when the appointment is for a year or less.
- Professional and Scientific (P&S) non-tenure-eligible appointment: employees on P&S status may be appointed to limited term, renewable appointments, of from one to five years, to carry out faculty duties as specified in 3.3.2.5.

<sup>1</sup> Colleges and other administrative units may substitute other descriptors in place of Clinician or Senior Clinician to reflect the usages and norms of their disciplines with approval of the Faculty Senate and the Provost.

<sup>2</sup> As specified in 3.3.2.4, the title of "adjunct instructor" is reserved "for persons with DVMs or the equivalent degree, who are performing faculty work as part of a PhD or specialty training program."

Tenured and tenure-eligible faculty shall be responsible for selecting, reviewing, and renewing non-tenure-eligible faculty appointments, consistent with the principles of shared governance, and in accordance with each unit's governance document. This purview includes all personnel carrying out instructional duties providing course credit.

Approved as revised by the Faculty Senate on January 15, 2008, and by the President and Provost on January 23, 2008.

[http://www.provost.iastate.edu/faculty/handbook/faculty\\_handbook/section2.html](http://www.provost.iastate.edu/faculty/handbook/faculty_handbook/section2.html)

**REPLACE 5.4.1.2. Evaluation, Renewal, and Advancement Procedures for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments., with the following:**

### **5.4.1.2. Evaluation, Renewal, and Advancement Procedures for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments.**

In addition to the above principles established in conjunction with the Faculty Senate, the following practices and procedures shall apply:<sup>3</sup>

- Since the appointment of Lecturers and Clinicians is for a specified period of time, no special notice of intent not to renew is necessary.
- Persons on appointment as Lecturer or Clinician may be reviewed for advancement to Senior Lecturer or Senior Clinician and may be advanced without a search.
- Persons on adjunct appointment may be reviewed by an appropriate faculty committee for advancement to adjunct associate professor or adjunct professor using established criteria appropriate to the position.
- Persons appointed as Senior Lecturer and Senior Clinician must receive notice by May 15 of the year preceding the end of the term appointment (or at least 12 months in advance of the end of the term appointment when the appointment end date is not May 15) of intent to renew or not renew.
- Renewal of Senior Lecturers and Senior Clinicians or adjunct appointments must be approved by the dean and the provost. Request for approval should include a summary of the review results and a statement regarding the continuing need of the unit.
- ~~Review schedules and reappointment decisions are determined by the period of time covered by the appointment and not by the percentage of time served. Both full-time and part-time non-tenure-eligible faculty will receive annual reviews as well as review by a faculty committee at least every~~ **six semesters of employment. three years.**
- Review of individuals in these positions will be based on the Position Responsibility Statement (PRS) derived from the advertised position. At each renewal time, the Position Responsibility Statement may change, depending on the continuing and/or changing needs of the unit. The PRS will be discussed and disagreements negotiated at that time as a part of the renewal agreement. The agreed upon PRS will be signed by both parties and dated.

<sup>3</sup> For P&S employees, notice of intent not to renew is governed by the P&S appointment. Termination of the P&S appointment will also mean termination of the non-tenure-eligible appointment.

Approved as amended by the Faculty Senate 2/13/07.

Approved as revised by the Faculty Senate on January 15, 2008, and by the President and Provost on January 23, 2008.