Non-substantive changes to Fully Incorporate Clinical Faculty into FH Ch 3 and 5

Problem—When Clinical Faculty as a type of NTE was approved, it was placed in the handbook as a type of NTE appointment (FH 3.3.2.6). Not all relevant headings were changed and mention of clinical faculty was not fully incorporated into the text. These changes fully incorporate clinical faculty into Chapters 3 and 5 by changing headings to include clinical faculty when appropriate, adding bullets referencing clinical faculty when appropriate and adding a nonrenewal paragraph to make clinical faculty parallel to other NTE types.

AMENDMENTS TO CHAPTER 3

3.3 Types of Appointments
Faculty Appointments are made as tenured/tenure-eligible (with rank of assistant professor, associate professor, or professor) or as non-tenure-eligible (e.g., lecturer, clinician, senior lecturer, senior clinician, instructor, clinical faculty, adjunct, affiliate, collaborator or visiting faculty). The type of appointment influences such considerations as fringe benefits, tenure status, and renewal procedures.

3.3.2 Non-Tenure-Eligible Appointments
(For evaluation, renewal, and advancement policies of non-tenure-eligible appointments, see FH Section 5.4)

Faculty Senate approved this policy on December 11, 2001 and the university Administration approved this policy in April of 2002. Revisions were approved by the Faculty Senate and the Administration in 2003. Further revisions approved by the Faculty Senate on January 20, 2009, and by the provost and president January 27, 2009.

3.3.2.1 Appointment Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct, and Clinical Faculty 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 senior vice president 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 Clinician¹: a limited term, full- or part-time renewable appointment of from one semester to three years.
- Senior Lecturer and Senior Clinician¹: a limited term, full- or part-time renewable appointment not to exceed five years, requiring a notice of one year of intent not to
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 completed 12 semesters of employment (full or part time), or the equivalent.

- **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. 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 (FH Section 3.3.2.5).

- **Clinical Faculty**: a limited term, full-or part-time renewable appointment as described in (FH Section 3.3.2.6).

1 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 senior vice president and provost.

2 As specified in (FH Section 3.3.2.4), the title of "adjunct instructor" is reserved for persons "with DVMs or equivalent degrees," persons in "the Construction Engineering Program of the CCEE Department with a Master's Degree and at least five years of industrial experience," and persons "in the Department of Animal Science with a Master's Degree and at least three years of relevant experience in the animal production or meat processing industry."

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.

**3.3.2.1.1 Guidelines for NTE Percentages**

... *unchanged sections of text deleted*

**3.3.2.2 Appointment 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:

- Appointments as non-tenure eligible faculty are made using established university search processes.
- Appointment of Senior Lecturers and Senior Clinicians or adjunct appointments must be approved by the dean and the senior vice president and provost. Request
for approval should include a summary of the review results and a statement regarding the continuing need of the unit.

- Appointments may be advertised and filled as either full- or part-time.
- Standard appointment is for nine months (B-base).
- Ordinarily a graduate or professional degree is required for appointment.
- Appointment to the Graduate Faculty for non-tenure eligible individuals is governed by Graduate College policy.
- Faculty members who have been denied tenure in a mandatory year review at Iowa State University are not eligible for appointment as non-tenure-eligible faculty.

3 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.

4 Appointment practices and procedures for Clinical Faculty are described in (FH Section 3.3.2.6).

3.3.2.3 Adjunct Faculty Employed Elsewhere
... unchanged sections of text deleted

3.3.2.4 Adjunct Faculty Employed by the University
... unchanged sections of text deleted

3.3.2.5 Professional and Scientific (P&S) Non-Tenure-Eligible Appointments
... unchanged sections of text deleted

3.3.2.6 Clinical Faculty
... unchanged sections of text deleted

3.5 Nonrenewal and Termination of Appointments

3.5.1 Nonrenewal and Termination of Term Appointments

3.5.1.1 Nonrenewal of Term Appointments of Lecturers/Senior Lecturers and Clinicians/Senior Clinicians
... unchanged sections of text deleted

3.5.1.2 Nonrenewal of Term Appointments of Term Adjunct Faculty
... unchanged sections of text deleted
3.5.1.3 Nonrenewal of Appointments of Clinical Faculty  [NOTE: the wording in this added paragraph is modeled after other Nonrenewal text with advance notice times taken from FH 3.3.2.6.]

An Assistant Clinical Professor whose appointment is only for one year must be given advance written notice of nonrenewal at three months prior to the end of his or her contract. Clinical faculty with multi-year contracts must be given advance written notice of nonrenewal of his or her current contract at least one year before its expiration. In case notice is not given and a new contract has not been entered, the appointment automatically renews for a one-year term for which no further notice of non-renewal is required.

3.5.1.34 Nonrenewal of Appointments of Tenure-Eligible Faculty
... unchanged sections of text deleted
3.5.1.45 Termination of Non-tenure-eligible Appointments Due to Elimination of Academic Programs and Financial Exigency
... unchanged sections of text deleted

AMENDMENTS TO CHAPTER 5

5.4 Evaluation, Renewal, and Advancement of Non-Tenure-Eligible Appointments
(For appointment policies of non-tenure-eligible appointments, see FH section 3.3.2)
Faculty Senate approved this policy on December 11, 2001 and the university Administration approved this policy in April of 2002. Revisions were approved by the Faculty Senate and the Administration in 2003.

5.4.1 Evaluation, Renewal, and Advancement Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct, and Clinical Faculty appointments
Approved as revised by the Faculty Senate on January 15, 2008, and by the president and provost on January 23, 2008
... unchanged sections of text deleted

5.4.1.1 Eligibility Criteria
- Lecturer and Clinician: a limited term, full- or part-time appointment of from one semester to three years and renewable. After a minimum of six years or the completion of 12 semesters of employment (full or part time), or the equivalent, the individual has the right to be reviewed 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 non-renewal of contract.
 Individuals who are not recommended for advancement are eligible to reapply in
 subsequent 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.

- **Senior Lecturer and Senior Clinician**: a limited term, full- or part-time renewable
  appointment, for a length of two to five years, requiring a notice of one year of intent
  to renew or 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 12 semesters of employment (full or part
  time).

- **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 *( FH Section 3.3.2.5)*.

- **Clinical Faculty**: a limited term, full-or part-time renewable appointment as
  described in *( FH Section 3.3.2.6)*.

1 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 senior vice president and provost.

2 As specified in *( FH section 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
Approved as revised by the Faculty Senate on January 21, 2014; by the president on 2/2/14; and senior vice
president and provost on 1/30/14.
Amended and approved by the Faculty Senate on December 9, 2014; the Senior Vice President and Provost on
January 3, 2015; and the University President on January 8, 2015.

5.4.1.2 Evaluation, Renewal, and Advancement Procedures for Lecturer,
Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments
... unchanged sections of text deleted
5.4.1.3 Evaluation, Renewal, and Advancement of Adjunct Faculty Employed Elsewhere
... unchanged sections of text deleted

5.4.1.4 Evaluation, Renewal, and Advancement of Adjunct Faculty Employed by the University
... unchanged sections of text deleted

5.4.1.5 Evaluation, Renewal, and Advancement of Professional and Scientific (P&S) Non-Tenure-Eligible Appointments
... unchanged sections of text deleted

5.4.1.6 Evaluation, Renewal, and Advancement and Review of Clinical Faculty
... unchanged sections of text deleted

5.4.1.6.1 Annual Evaluation
... unchanged sections of text deleted

5.4.1.6.2 Review for Renewal of appointment
... unchanged sections of text deleted

5.4.1.6.3 Advancement of Clinical Faculty
... unchanged sections of text deleted

5.4.1.6.4 Criteria for advancement
... unchanged sections of text deleted