5.4 Evaluation, Renewal, and Advancement of Non-Tenure-Eligible Term Faculty Appointments

(For appointment policies of non-tenure-eligible Term Faculty 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, and Renewal, and Advancement Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, Adjunct, and Clinical of Term Faculty Appointments

Approved as revised by the Faculty Senate on January 15, 2008, and by the president and provost on January 23, 2008

Non-tenure-eligible For the purposes of evaluating performance, Iowa State University uses the following forms of review for term faculty positions:

- Annual reviews (chair or designee)
- Review for renewal of appointment (Peer review)
- Review for advancement (Peer review)
- Reviews shall take place every three years (not counting annual reviews) OR at appointment renewal time, whichever is greater.

5.4.1.2 Review for Renewal of Appointment

Term faculty appointments are 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 the department chair at the time of reappointment. Additionally performance evaluations shall be reviewed by an appropriate faculty committee, and recommended by the department chair. Subsequent peer reviews shall occur every three years or at appointment renewal time, whichever is greater. The outcomes of peer reviews shall inform appointment renewal decisions.

5.4.1.3 Review for Advancement

A Term Faculty member may be proposed for advancement to the next rank according to the schedule and current time at rank as specified in FH 3.3.2.3. Colleges and departments shall develop procedures in their governance documents for advancing Term Faculty that include a faculty committee. The next peer review shall occur during the third year following a successful advancement review, or at appointment renewal time.
Term Faculty appointments at the assistant/lecturer rank are eligible for promotion to the associate level after 5 years of employment or at appointment renewal time, whichever is greater, for those who will be considered for future re-appointment and shall be based on the individual’s PRS. (FH Section 5.1.1.2 for related information on annual reviews.) as a faculty member at ISU (full or part time). They must meet the standards for appointment identified in FH 3.3.2.3.

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).

*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.

* 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 9, 2015.

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: 3

- Since the appointment of Lecturers and Clinicians is for a specified period of time, no special notice of intent not to renew is necessary, with one exception. For Lecturers and Clinicians who have been employed continuously at one-half time or greater for three years or more, advanced written notice of nonrenewal must be given at least one year in advance; (FH Section 3.5.1.1).
- 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 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.
- 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.
- 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.

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.

Approved as amended by the Faculty Senate on February 13, 2007
Approved as revised by the Faculty Senate on January 15, 2008, and by the president and provost on January 23, 2008
Non-substantive changes approved by the Faculty Senate Executive Board on June 22, 2010

5.4.1.34 Evaluation, Renewal, and Advancement of Adjunct Faculty Employed Elsewhere
Adjunct faculty are eligible for review for advancement in accordance with university promotion policies.

5.4.1.45 Evaluation, Renewal, and Advancement of Adjunct Faculty Employed by the University
Adjunct faculty are eligible for review for advancement in accordance with university promotion policies.

5.4.1.56 Evaluation, Renewal, and Advancement of Professional and Scientific (P&S) Non-Tenure-Eligible Appointments
A person employed in a P&S position and assigned non-tenure-eligible faculty responsibilities shall be evaluated in accordance with the procedures governing non-tenure-eligible appointments for that portion of their responsibilities related to their non-tenure-eligible appointment.

P&S employees who held adjunct rank at the Assistant, Associate or Full Professorial levels at the time of adoption of this policy (2/11/03) will retain these titles, with appropriate review and approval by the departments in which the title is held. The term of these appointments shall be as previously specified or for a renewable term not to exceed five years. Departments will need to review employees who held Adjunct Instructor rank at the time of adoption of this policy (2/11/03), and will need to recommend to the college and senior vice president and provost future classification for these individuals.

5.4.1.6 Evaluation, Renewal, and Advancement of Clinical Faculty
For the purposes of evaluating performance, Iowa State University uses the following forms of review for non-tenure-eligible faculty.
- Annual evaluations.
- Review for renewal of appointment.
- Review for advancement.
- Reviews shall take place every three years (not counting annual evaluations) or at appointment renewal time whichever is greater.

5.4.1.6.1 Annual Evaluation
Annual performance evaluations (FH Section 5.1.1.2) are required for all Clinical faculty whether fulltime or part-time and are conducted by the department chair. The evaluation is
for performance appraisal and is based on an individual’s Position Responsibility Statement. The annual evaluation will serve as a basis for determining merit salary increases.

5.4.1.6.2 Review for Renewal of appointment
Non-tenure-eligible faculty appointments are eligible for renewal based upon the quality of performance and the continuing need of the unit. Reviews for renewal are conducted by an appropriate faculty committee and recommended by the department chair. Renewal decisions are subject to approval by the dean and the senior vice president and provost. The review should take into account the faculty member’s demonstrated effectiveness in fulfilling their responsibilities listed in their Position Responsibility Statement.

5.4.1.6.3 Advancement of Clinical Faculty
A Clinical faculty member may be proposed for advancement to the next rank according to the schedule and current time at rank as specified in EH Section 3.3.2.6. Departments shall develop procedures for advancing clinical faculty that include a review committee made up of tenured and non-tenure-eligible (at or above the rank being considered) faculty.

5.4.1.6.4 Criteria for advancement
Departments shall develop specific criteria for promotion to Clinical Associate Professor or Clinical Professor.

In general, promotion to Clinical Associate Professor and Clinical Professor is based on the level of education, degree obtained, years of experience in the relevant field, areas of expertise, and specialized knowledge necessary to fill appointment needs.

A promotion to Clinical Associate Professor must be based upon an assessment that the candidate has made contributions of an appropriate magnitude and quality in the relevant field with respect to their responsibilities listed in their Position Responsibility Statement and on evidence of promise for further development and contributions to their field.

A promotion to Clinical Professor should be based upon promise fulfilled. The case for such a promotion should include evidence of appropriate accomplishments in the relevant field with respect to their responsibilities listed in their Position Responsibility Statement.

Approved by the Faculty Senate on May 3, 2016; by the Senior Vice President and Provost on May 11, 2016; and by the ISU President on May 11, 2016.

5.4.2 Evaluation, Renewal, and Advancement of Continuous Adjunct Appointments
Faculty on continuous adjunct appointment are eligible for review for promotion in accordance with university promotion policies and procedures. No new appointments may be made using this title.
5.4.3 Evaluation, Renewal, and Advancement of Visiting Appointments
Since these appointments are for a one year term and renewable only for a maximum of two years total, no peer review is required nor is advancement possible. At any time the appointment may be terminated without cause.

5.4.4 Evaluation, Renewal, and Advancement of Affiliates
Appointments for all ranks of affiliate faculty shall be for a term not to exceed five years, with the possibility of renewal. At any time the appointment may be terminated without cause. A peer performance review involving a faculty committee shall be done at time of renewal. An affiliate faculty member may be reviewed for advancement to the next rank per the advancement procedures governing non-tenure-eligible faculty appointments. Review of individuals in these positions will be based on the Affiliation Agreement form.

Approved by the Faculty Senate on April 19, 2016; by the Senior Vice President and Provost on May 2, 2016; and by the ISU President on May 3, 2016.

5.4.5 Evaluation, Renewal, and Advancement of Non-Tenure-Eligible Research (NTER) Faculty
Appointments for all ranks of NTE research professors shall be for a stipulated time duration not to exceed five years per appointment period. There is no limit to the number of appointment periods or to time in rank except as noted in the following. Appointments are renewable at the discretion of the home department contingent on continuation of external funding (except that research professors supported by federal funds shall be governed by applicable federal policy) and departmental performance review. The senior vice president and provost shall approve reappointments. At any time during the contract period positions may be terminated without cause and/or due to lack of grant funding sufficient to cover salary and benefits through the term of contract (subject to federal guidelines when they apply).

1. Annual performance reviews shall conform to those for tenured and tenure-eligible faculty.

2. A peer performance review involving a faculty committee shall be done periodically, at least once every three years.

A NTER faculty member may be proposed for advancement to the next rank. Departments shall develop procedures for advancing NTER faculty. The standards for each rank shall be the same as the definitions for scholarship performance at rank for assistant, associate and professor ranks for tenure-eligible and tenured faculty. The advancement review process shall include tenured and/or tenure-eligible faculty and be the same as the review for tenure and promotion of tenure-eligible and tenured faculty.

Approved by the Faculty Senate on February 12, 2008, by the president and provost on February 15, 2008 and by the Board of Regents on May 1, 2008.