

Proposed Changes to the Faculty Handbook - Term Faculty Advancement

Rationale

Iowa State University has established sections for term faculty in the Faculty Handbook as 3.3.2 Term Faculty Appointments, 3.3.2.1 Guidelines for Term Faculty Percentages, 3.3.2.2 Titles for Term Faculty Appointments, 3.3.2.3 Ranks and Lengths of Term Faculty Appointments, 3.3.2.4 Role in Governance of Term Faculty, 5.4 Evaluation, Renewal, and Advancement of Term Faculty Appointments, and a brief section on 5.4.1.3 Review for Advancement.

This proposal seeks to establish consistency and minimum process standards across the University to provide greater clarity and broadly applicable policies for the term faculty advancement process under FH 5.4.1.3 Review for Advancement. The clarification of processes includes: an advancement schedule and credit for prior service; documentation for advancement review; roles and responsibilities for candidates, administrators and committees; communication at each step to inform candidates regarding the case outcome through the advancement processes; rank advancement expectations as previously outlined in FH 3.3.2.3; clarification of prior service credit and timing of awarding credit prior to the advancement process; process for each level of advancement review from department to the university; and establishing a process for appealing advancement decisions.

It is recognized due to the specific focus and PRS requirements for term faculty, that the more specific processes will need to be clarified in colleges and departments. These processes require documentation in the related governance documents, and review and communication of best practices that result in documents and templates reflecting transparent processes and criteria.

5.4 Evaluation, Renewal, and Advancement of Term Faculty Appointments

5.4.1 Evaluation and Renewal of Term Faculty

5.4.1.1 Annual Review

5.4.1.2 Review for Renewal of Appointment

5.4.1.3 Review for Advancement Modification approved by Senate Jan 26, 2021

5.4.1.3.1 Introduction

All term faculty may seek advancement to the next rank according to the schedule and current time at rank as specified in FH Section 3.3.2.3. Recommendation for advancement is based upon an assessment of the record since the last advancement. All advancement

reviews for term faculty are non-mandatory, and an eligible faculty member may decline to seek advancement. Advancement **review** and **contract** renewal **review** are separate and independent processes.

5.4.1.3.2 Advancement Schedule and Credit for Prior Service

Term faculty may seek advancement review, which is non-mandatory, ~~to advance from their current rank per the schedule below.~~ Colleges and/or departments may have more specific criteria for advancement, which shall be clearly **documented** ~~written~~ and available for the faculty member seeking advancement (FH 5.4.1.3.3). **A faculty member's entire academic career, including service as a faculty member at other institutions, may be considered for advancement. However, service at other institutions does not count toward the three years of continuous service at Iowa State University after which contracts are required to be for two to three years (FH Section 3.3.2.3).**

Term faculty appointments at the lecturer/assistant/~~lecturer~~ rank are eligible for advancement to the associate rank after a **total** of five years of employment as a faculty member at ISU (full- or part-time) ~~or equivalent experience.~~ Advancement to the term associate rank denotes a record of successfully contributions to the mission of the university or **the professional field** as defined in the PRS ~~or a record of contributions in the professional field and promise of further~~ **accomplishment** academic and professional development(FH Section 3.3.2.3).

There is no set timeline for advancement from term associate to term professor rank.

Advancement to the term professor rank is appropriate for term faculty who have proven their excellence in the primary responsibilities identified in their PRS and effectiveness in any other areas of their PRS, ~~or (FH Section 3.3.2.3).~~ ~~Term faculty advancing to professor also are expected to who have demonstrated substantial contributions to their professional field (FH Section 3.3.2.3).~~ ~~The relevant portions of a faculty member's entire career, including service as a faculty member at other institutions, may be considered.~~ A recommendation for advancement to term professor ~~also~~ must be based upon an assessment of the record since the last advancement, regardless of the institution that granted it. ~~The candidate is expected to have made contributions of appropriate quality and demonstrated the ability to sustain contributions to the field or profession and to the university.~~

The five years of service at Iowa State University may be reduced through credit for prior faculty service at other academic institutions **or relevant professional** ~~prior discipline~~ expertise. ~~The granting of time credited~~ **Credit for prior service** is **granted** at the discretion of the hiring unit. ~~The department chair may consider the specific relevance of the prior service to the needs and criteria of Iowa State University. This credit and must be awarded at the time of hire appointment or before the issuance of the first multi-year contract. and must be determined prior to seeking advancement to the associate rank. Service at other institutions does not count toward the three years of continuous service at Iowa State~~

University after which contracts are required to be for two to three years (FH Section 3.3.2.3).

5.4.1.3.3 Documentation for Advancement Review

The candidate is responsible for submitting a faculty portfolio documenting their performance with respect to the responsibilities identified in their PRS. Each college shall establish guidelines and a template for faculty indicating how faculty seeking advancement shall document their performance. As stated in section 5.4.1.3.1, all advancement reviews for term faculty are non-mandatory, and an eligible faculty member may decline to seek advancement.

5.4.1.3.4 Department Review

Colleges and departments shall develop procedures in their governance documents for advancing term faculty that include a faculty peer review committee. **Tenure-eligible**, tenured and term faculty at or above the rank being sought by the term faculty member shall be eligible to serve on the committee. ~~Advancement and renewal are separate and independent processes; however, peer review shall occur during the third year following a successful advancement review or at the designated appointment renewal time per FH 3.3.2.3.~~ For term research faculty, external letters shall be included in the review for advancement (**FH Section 5.4.1.3**).

The department reviews the candidate's advancement materials per the departmental governance document process. The department chair will inform the term faculty member whether a recommendation will be forwarded to the college dean, and, if so, the ~~outcome~~ nature of the recommendation(s). Term faculty who are not recommended by either the department committee, the department chair, or both, will be informed in writing by the department chair. This information should be presented in a constructive manner and, where appropriate, should include guidance for improving performance relative to the department's criteria for advancement.

5.4.1.3.5 College Review

Each dean reviews the advancement recommendations from the department(s), and the college committee responsible for term faculty advancement [if constituted] and presents the recommendations to the Senior Vice President and Provost, along with the recommendations and votes of the committee(s), the department chair report, and documentation required by the colleges.

The dean will inform in writing each candidate, the respective department chair, and the college committee responsible for term faculty advancement [if constituted], whether a recommendation will be forwarded to the Senior Vice President and Provost and, if so, the nature of the recommendation ~~or recommendations~~. If the dean's recommendation is contrary to the department chair or committees responsible for term faculty advancement recommendations, the dean will summarize the reasons in writing to the department chair. The department chair will forward the dean's recommendation and summary to the department committee.

5.4.1.3.6 University Review

Review for advancement of term faculty concludes at the university level with the Senior Vice President and Provost. The Senior Vice President and Provost ~~makes their decision~~ ~~and~~ will inform in writing each candidate and the respective department chair and dean of the final institutional decision. If the Senior Vice President and Provost's decision is contrary to the dean's recommendation, the Senior Vice President and Provost will summarize in writing the reasons as part of their recommendation and share this with the dean and department chair.

5.4.1.3.7 Appeals of Advancement Decisions

As advancement cases are non-mandatory, a faculty member must exhaust all possible review processes before filing an appeal. A faculty member may request a negative recommendation be forwarded to the next review level unless a college or departmental governance document explicitly prohibits it. The request for further review must be made rather than appealing the decision not to forward a positive recommendation. Once the review process in a non-mandatory case has been exhausted, a decision not to forward a positive recommendation for advancement may be appealed through administrative channels or through the Faculty Senate Appeals Committee when the department chair or dean decides not to forward the recommendation. An administrative appeal should be filed with the next person in the administrative chain.

5.4.1.3.8 Effective Dates for Advancement

Advancement in rank for faculty with a nine-month appointment ~~ordinarily~~ takes effect at the beginning of the next academic year. Advancement for faculty with a twelve-month appointment ~~ordinarily~~ takes effect at the beginning of the next fiscal year. The Senior Vice President and Provost may grant exceptions to these dates.

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