

Rationale for Visiting, Collaborators, Affiliates handbook changes.

The proposed changes to the Faculty Handbook sections dealing with Visiting, Collaborator and Affiliates appointments has the goal of eliminating the Collaborator appointment type and clarifying the definition of Visiting and Affiliate faculty appointments at Iowa State University. Furthermore, the goal is to clarify policies regarding faculty governance, faculty rights and responsibilities, and review/advancement for this group of Non-Tenure Eligible faculty.

In a number of different situations, individuals with academic credentials, whom are not employees of the University, may be granted faculty rank through departmental governance processes. The current Visiting, Collaborator, and Affiliate appointments are often used for such individuals. There has been much confusion about which appointment type to use for different types of situations and the appointments have been inconsistently used across the university. These appointments may be paid or unpaid (most often unpaid) positions which offer a formal relationship with the university that comes with certain privileges and access to university services.

The proposed policy does not substantially change the Visiting faculty appointment type, rather it offers better definition. The proposed policy would eliminate the Collaborator appointment type in order to address an overlap with the Affiliate appointment type and to simplify the appointment options. As a result, there will be an implementation plan to address the transition of current Collaborator faculty to an Affiliate faculty appointment.

Upon approval of the policies, the SVPP Office will begin a process of review of a number of important issues surrounding these appointments, in order to further streamline and clarify processes for academic departments who wish to make appointments of unpaid individuals as agents of the University. These issues include authority, system access, and other regulatory issues. At the same time, the resulting guidance on these issues will offer departments clear processes for individuals who are paid appointments such as Visiting faculty.

3.3.5 Visiting Appointments

Visiting Appointments are A visiting appointment can be unpaid or paid.

An unpaid, visiting faculty appointee is not an employee of the university. The visiting appointment is ordinarily intended made to allow an academic, while in residence at Iowa State, to provide special input into the teaching or research program of the any Iowa State academic department. A An unpaid, visiting appointee cannot be the instructor of record for a class. Normally the visitor is employed elsewhere, usually as a member of the faculty of another institution and is appointed at the rank held at that institution. A visitor may, however, also come from business, industry, or government, in which case the appointment is at a rank consistent with the individual's professional experience. A Recommendation for the appointment is initiated within an academic department and must be approved by the faculty, department chair, and dean. The initial term of an unpaid visiting appointment is usually for one academic year, but may be for a shorter period of time. It is not subject to or less, with renewal, so no special possible for a second and final year. No notification of intent not to renew is necessary. required.

A paid, visiting faculty appointee is an employee of the university. Generally the visitor is performing services such as teaching at Iowa State. If the visitor is employed as a member of the faculty of another institution then the rank offered at ISU should be similar to the rank held at the home institution. Recommendation for the appointment is initiated within an academic department and must be approved by the faculty, department chair, and dean. An employment background check is required for paid, visiting appointments. The initial term of a paid visiting appointment is one year or less, with renewal possible for a second and final year. No notification of intent not to renew is required. The person is not considered to be tenured at Iowa State, nor is the visiting appointment considered to be service in a probationary period leading to tenure since renewal is not contemplated. If, however, the individual is subsequently given a regular appointment following an open recruitment process, continuous time up to one year served in a visiting status may be credited toward completion of the probationary period. Since Persons holding a paid visiting appointments are not renewable, the university's affirmative action procedures do not apply appointment of one-half time (.5 FTE) or greater and the position need not be advertised. Visitors appointed for at least nine months duration may, at their option, participate in the university's benefits program.

Persons holding either unpaid or paid visiting appointments are subject to university and faculty policies.

3.3.6 Collaborators/Affiliates

Collaborators are persons not employed by the university who are appointed to the faculty with the understanding that they will receive no remuneration for services rendered to the university. Typically they are persons whose special expertise is deemed useful to the university in connection with a particular teaching or research program. A collaborator appointment may be made at any academic rank and remains in effect as long as it is

mutually agreeable to both the department and the individual. A collaborator is not tenured, does not serve a probationary period leading toward tenure, and does not participate in the university's benefits program.

3.3.7 Affiliates

Affiliates are persons appointed to the faculty, without financial obligation on the part of the university, to carry out scholarly activities from which the individual as well as the department and the university will benefit. An affiliate faculty member is not an employee of the university.

Affiliate appointments are unpaid, usually part-time appointments granted to persons who are typically employed elsewhere and who provide academic service to the university in furtherance of the research or graduate education mission of the university. In some instances the affiliate appointment formally recognizes services provided to the university as per a cooperative agreement with another governmental agency (e.g., USDA). Faculty rank will reflect scholarly qualifications equivalent to those of similar rank in the department. ~~Unlike collaborators, affiliates are not employed on a regular basis outside the university. Since affiliates are not recruited following university affirmative action procedures, they may not be assigned duties or responsibilities – such as teaching courses or providing research support for other faculty or staff – that would ordinarily be carried out by a person in a faculty or P&S position. If a department desires to assign such responsibilities to a person on an affiliate appointment, that person's appointment status may be converted to an appropriate status by following the university's procedure for filling a faculty or P&S position.~~

~~Appointments may be made for one to three years and may be renewed. Recommendation for the appointment is initiated within an academic department and must be approved by the faculty, department chair, and dean. Appointments may be made for a term of up to five years, and renewal is possible. The conditions of the appointment, including the extent to which the department will provide support services for the individual, are stated in a written agreement.~~ Affiliation Agreement signed by both parties at the time of the appointment. ~~If a person on an affiliate appointment obtains financial support from a grant or contract for which he or she (this is the principal investigator, he or she is paid through the university's payroll system and may participate in the university's benefits programs, provided that all salary and benefit costs are supported by the affiliate's grant or contract.~~ lieu of a Position Responsibility Statement). An affiliate is not considered to be tenured, and time spent in affiliate status is not considered to be service in a probationary period leading toward tenure. ~~Persons on affiliate appointments are, however, subject to university and faculty policies.~~

As a non-employee, an affiliate faculty member cannot be the instructor of record for a class. Furthermore, as a non-employee they may not be assigned research duties or responsibilities that would ordinarily be carried out by a person in a P&S or Post-Doctoral position. If a department desires to assign such responsibilities to a person on an affiliate appointment, that person's appointment status shall be converted to an

appropriate status by following the university's procedure for filling a faculty or P&S position.

Persons on affiliate appointments are subject to university and faculty policies.

5.4.3 Evaluation, Renewal, and Advancement of Visiting Appointments

~~Visiting appointments are not renewable.~~

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 ~~Collaborators~~

~~Collaborators are eligible for review for advancement in accordance with university promotion policies.~~

~~5.4.5 Evaluation, Renewal, and Advancement of~~ Affiliates

~~Affiliates are eligible for review for advancement in accordance with university promotion policies.~~

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.

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