

Motivation:

After several years operating under FH guidance since the introduction of new Term Faculty governance language, there are numerous opportunities to make improvements, in response to both feedback from units on campus and general practices that have been adopted and observed across campus. This proposal suggests changes to 3 sections of the handbook in chapters 3 and 5. These changes affect restrictions on the administrative roles a term faculty member can hold, practices for periodic reviews, reviews for renewal and renews for advancement, as outlined below:

It is suggested that section **3.3.2** strike language prohibiting term faculty from holding administrative roles. This is suggested for two reasons; 1) that decisions on whether to select term faculty for administrative roles should be left at the local level in colleges and departments, and 2) that current practice has not and does not follow this language. In addition, 3.3.2.3.1 does not clearly state that continuous service at rank must be at ISU, therefore this needed to be clarified.

It is suggested that section **5.4.1** should be divided in a manner that separately discusses Periodic Peer Reviews and Reviews for Renewal of appointment. This entails adding Periodic Peer Reviews under section **5.4.1** as section **5.4.1.2**. Within **5.4.1**, the parentheticals listing "chair or designee" and "peer review behind each bullet point was removed due to confusion; instead referring readers to sections for further information about each type of review. There was also concern that in the absence of regular peer reviews (up to 7 years as per this proposal, one would want a peer review available to inform a renewal decision after a potential unsatisfactory review. Hence, in section 5.4.1.1, the statement was added that one unsatisfactory annual review automatically triggers peer review. This is to ensure that the next renewal decision is informed by peer review.

In addition, the current language stipulates that Term faculty be reviewed before the end of their third year of appointment and subsequently are subject to peer review every 3 years or at the appointment renewal time, whichever is greater. In a department with 6 or 7 term faculty they are conducting 2 or 3 of these reviews every year. This is not only a burden on the department, but also does not align well with tenure eligible faculty where reviews post tenure are less frequent than pre-tenure. It is therefore suggested that reviews only occur every 3 years as Assistant Professor and then reduce to every 7 years at the Associate level and above.

The current section **5.4.1.3** stipulates that term research faculty must include external letters in the review for advancement. This language has created confusion in many departments across campus, as committees are unsure whether this applies to any term faculty with research appointments in their PRS or only research term faculty. Additionally, a small number of departments have required external letters for all term faculty advancement, regardless of the type of appointment. The soliciting of external letters creates an unnecessary burden in general and more specifically is not appropriate for faculty with primarily teaching appointments. As such language is added to **5.4.1.4** to clarify that external letters should only be solicited for research faculty, and a limited number of external letters should be solicited. In addition, the length of time between advancement and the next peer review has been removed, as that information is included in the proposal for changes to 5.4.1.3.

The previous language also suggested that prior service at another institution can be applied for advancement at the time of hiring, or at the first multi-year contract. This has been simplified to only specify "before the issuance of the first multi-year contract". In addition, there is previous language specifying that prior service cannot count toward years of continuous service warranting multi-year contracts. This language is confusing and not necessary in a section describing advancement.

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Changes to Section 3.3.2:

FH 3.3.2 Term Faculty Appointments Term faculty are those individuals employed by Iowa State who hold limited term, full, or part-time renewable appointments that are not eligible for tenure and are subject to approval by the department, college, and Office of the Senior Vice President and Provost. Term faculty hold positions which have roles involved with the university’s missions of instruction, clinical practice, research, administration, extension, and/or outreach, and perform a range of professional duties at the university. These appointments will normally be nine months. The responsibilities of term faculty members are defined in their individual PRS within the guidelines outlined in Section 3.3.2.2. ~~Positions that primarily perform administrative functions instead of faculty responsibilities are not permitted.~~ Persons holding term appointments are eligible to be named to the Graduate Faculty in accordance with Graduate College procedures.

Changes to Section 3.3.2.3.1

3.3.2.3.1 Term Assistant/Lecturer Rank

The assistant/lecturer rank is for faculty who have the potential to contribute significantly to the mission of the university as defined in their PRS. Additional specifications related to this rank are listed below.

- **Term lecturers** are appointed for a term of up to one year. Once a lecturer has completed three academic years of continuous employment, they shall transition to a term assistant teaching professor if renewed. Time in rank as a lecturer counts toward advancement to the associate rank and towards multi-year contracts as term assistant professors.
- **Term assistant professors** are appointed for a term of one to three years. Once a term assistant professor has completed three academic years of continuous employment at rank at ISU, subsequent terms will be for two or three years.
- **Assistant professors** of practice are appointed for terms of one semester up to three years.

These appointments require a notice of one year of intent not to renew except when the appointment is for one year or less, in which case a notice of three months is required.

Changes to Section 5.4.1.2:

Original	Proposed
5.4.1 Evaluation and Renewal of Term Faculty For the purposes of evaluating performance, Iowa State uses the following forms of review for term faculty:	5.4.1 Evaluation and Renewal of Term Faculty For the purposes of evaluating performance, Iowa State uses the following forms of review for term faculty:

- annual reviews (chair or designee)
- review for renewal of appointment (peer review)
- review for advancement (peer review)

Peer reviews must take place every three years (not counting annual reviews) or at appointment renewal time, whichever is greater.

5.4.1.1 Annual Review

Annual performance reviews (Section 5.1.1.2) are required for all term faculty whether full-time or part-time and are conducted by the department chair or their designee. The purpose of the review is to evaluate overall performance and is based on an individual's PRS. The annual evaluation will serve as a basis for determining merit salary increases.

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. Term faculty members, full-time and part-time, must be reviewed by an appropriate faculty committee before the end of the third year after the initial appointment date. Tenured faculty and term faculty at the associate professor or professor ranks must be eligible to serve on the committee. Subsequent peer reviews must occur every three years or at appointment renewal time, whichever is greater. The outcomes of peer reviews must inform appointment renewal decisions.

- annual reviews (~~chair or designee~~)(Section [5.4.1.1](#))
- [periodic peer reviews](#) (Section [5.4.1.2](#))
- review for renewal of appointment (~~peer review~~)(Section [5.4.1.3](#))
- review for advancement (~~peer review~~)(Section [5.4.1.4](#))

~~Peer reviews must take place every three years (not counting annual reviews) or at appointment renewal time, whichever is greater.~~

5.4.1.1 Annual Review

Annual performance reviews (Section 5.1.1.2) are required for all term faculty whether full-time or part-time and are conducted by the department chair or their designee. The purpose of the review is to evaluate overall performance and is based on an individual's PRS. The annual evaluation will serve as a basis for determining merit salary increases.

[One unsatisfactory annual review automatically triggers a peer review.](#)

[5.4.1.2 Periodic Peer Review](#)

[Term faculty members, full-time and part-time, must be reviewed by an appropriate faculty committee periodically throughout their appointment.](#)

[While at the assistant professor rank, term faculty must be reviewed before the end of the third year after the initial appointment date. Subsequent peer reviews must occur every three years. The outcomes of the peer reviews must be reported to the department chair for consideration in annual review materials. Tenured and term faculty at the associate professor or professor ranks are eligible to serve on the review committee.](#)

[Term faculty at the associate professor or professor ranks must be reviewed **at least** every **seven** years. Tenured and term faculty at the professor ranks are eligible to serve on the review committee.](#)

5.4.1.3 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.

Renewal of appointment for term faculty will be based on all annual performance evaluations and any periodic peer reviews completed since the initial appointment or previous renewal of appointment. When applicable, t
The outcomes of periodic peer reviews must inform appointment renewal decisions.

Original	Proposed
<p>5.4.1.3 Review for Advancement All term faculty may be proposed for advancement to the next rank according to the schedule and current time at rank as specified in Section 3.3.2.3. Faculty are encouraged to document equity, diversity, and inclusion activities, and the impact of this work related to teaching, research/creative activities, extension and/or professional practice, institutional service, and/or other areas of their job responsibilities. Colleges and departments must develop procedures in their governance documents for advancing term faculty that include a faculty peer review committee. Tenured faculty and term faculty at or above the rank being considered must be eligible to serve on the committee. The next peer review must occur during the third year following a successful advancement review or at appointment renewal time.</p> <p>Term faculty appointments at the assistant/lecturer rank are eligible for promotion to the associate level after five years of employment as a faculty member at Iowa State (full- or part-time) or equivalent experience. They must meet the standards for appointment identified in Section 3.3.2.3. For term research faculty, external letters must be included in the review for advancement.</p>	<p>5.4.1.3-4 Review for Advancement All term faculty may be proposed for advancement to the next rank according to the schedule and current time at rank as specified in Section 3.3.2.3. Faculty are encouraged to document equity, diversity, and inclusion activities, and the impact of this work related to teaching, research/creative activities, extension and/or professional practice, institutional service, and/or other areas of their job responsibilities.</p> <p>Colleges and departments must develop procedures in their governance documents for advancing term faculty that include a faculty peer review committee. Tenured faculty and term faculty at or above the rank being considered must be eligible to serve on the committee. The next peer review must occur during the third year following a successful advancement review or at appointment renewal time.</p> <p>Term faculty appointments at the assistant/lecturer rank are eligible for promotion to the associate level after five years of employment as a faculty member at Iowa State (full- or part-time) or equivalent experience. They must meet the standards for appointment identified in Section 3.3.2.3.</p> <p>For term research faculty <u>advancement</u>, external letters must be included in the review for advancement <u>shall only shall only must be solicited or included in included only in cases for Term Research Faculty (Section 3.3.2.2) or Adjunct Faculty (Section 3.3.2.2) with at least 50% research expectations in the PRS, in which case at most 3 external letters can be included required.</u></p>

<p>5.4.1.3.1 Introduction</p> <p>All term faculty may seek advancement to the next rank according to the schedule and current time at rank as specified in 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.</p>	<p>5.4.1.3.1 Introduction</p> <p>All term faculty may seek advancement to the next rank according to the schedule and current time at rank as specified in 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.</p>
<p>5.4.1.3.2 Advancement and Credit for Prior Service</p> <p>Term faculty may seek advancement review, which is non-mandatory. Colleges and/or departments may have more specific criteria for advancement, which must be clearly documented and available for the faculty member seeking advancement (Section 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 after which contracts are required to be for two to three years (Section 3.3.2.3).</p> <p>Term faculty appointments (full- or part-time) at the lecturer/assistant rank are eligible for advancement to the associate rank after a total of five years of employment as a faculty member at Iowa State. Advancement to the term associate rank denotes a record of successful contributions to the mission of the university or the professional field as defined in the PRS and promise of further accomplishment (Section 3.3.2.3).</p> <p>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 (Section 3.3.2.3). A recommendation for advancement to term professor must be based upon an assessment of the</p>	<p>5.4.1.3.2 Advancement and Credit for Prior Service</p> <p>Term faculty may seek advancement review, which is non-mandatory. Colleges and/or departments may have more specific criteria for advancement, which must be clearly documented and available for the faculty member seeking advancement (Section 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 after which contracts are required to be for two to three years (Section 3.3.2.3).</p> <p>Term faculty appointments (full- or part-time) at the lecturer/assistant rank are eligible for advancement to the associate rank after a total of five years of employment as a faculty member at Iowa State. Advancement to the term associate rank denotes a record of successful contributions to the mission of the university or the professional field as defined in the PRS and promise of further accomplishment (Section 3.3.2.3).</p> <p><u>The five years of service at Iowa State may be reduced through credit for prior faculty service at other academic institutions or relevant professional expertise. Credit for prior service is granted at the discretion of the hiring unit before the issuance of the first multi-year contract.</u></p> <p>There is no set timeline for advancement from term associate to term professor rank. Advancement to the term professor rank is</p>

<p>record since the last advancement, regardless of the institution that granted it.</p> <p>The five years of service at Iowa State may be reduced through credit for prior faculty service at other academic institutions or relevant professional expertise. Credit for prior 85 service is granted at the discretion of the hiring unit at the time of hire or before the issuance of the first multi-year contract.</p>	<p>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 (Section 3.3.2.3). A recommendation for advancement to term professor must be based upon an assessment of the record since the last advancement, regardless of the institution that granted it.</p> <p>The five years of service at Iowa State may be reduced through credit for prior faculty service at other academic institutions or relevant professional expertise. Credit for prior service is granted at the discretion of the hiring unit at the time of hire or before the issuance of the first multi-year contract.</p>
<p>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 must 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.</p>	<p>5.4.1.34.3 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 must 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.</p>

5.4.1.3.4 Department Review

Colleges and departments must develop procedures in their governance documents for advancing term faculty that include a faculty peer review committee. Term, tenured, and tenured-eligible faculty must be eligible to serve on advancement committees with the same rank expectations (as distinct from appointment type) as the department uses for promotion and tenure committees. For term research faculty, external letters must be included in the review for advancement (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 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.

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