

# FINAL REPORT: PROPOSALS AND RECOMMENDATIONS OF THE UNIVERSITY TASK FORCE ON NON-TENURE-ELIGIBLE FACULTY

Requiring modifications of *Faculty Handbook* Chapter 3.3

24 February 2017

## Charge to the Task Force

The University Task Force on Non-Tenure-Eligible Faculty was given the charge to examine the following points to evaluate the current status, definitions, descriptions, and policies surrounding the role of NTE Faculty at ISU and to propose improvements to the current appointment classes, responsibilities, and procedures for evaluation, review, renewal, and advancement:

### **Original Charge:**

1. Definitions and/or descriptions of the various categories of NTE faculty appointments
2. Career tracks for NTE faculty having various specializations (e.g., Teaching Professors, Research Professors, Professors of Practice)
3. Hiring and appointment processes
4. Role of the PRS and consistency in its use
5. Steps or ranks that provide for career advancement within NTE faculty tracks
6. Eligibility criteria (including time in rank) and evaluation standards (including professional accomplishment) for advancement
7. Transparent and well-defined processes for advancement review
8. Role, scope, and responsibilities in faculty governance at the department, college and institutional levels
9. Opportunities for professional development
10. Opportunities for recognition, both internal and external
11. Rank-only appointments, including P&S staff having teaching roles

### **Prioritized Charge:**

1. Definitions and/or descriptions of the various categories of NTE faculty appointments
2. Steps or ranks that provide for career advancement within NTE faculty tracks
3. Transparent and well-defined processes for advancement review
4. Career tracks for NTE faculty having various specializations
5. Eligibility criteria (incl. time in rank) and evaluation standards (including professional accomplishment) for advancement

## Task Force Members

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## Introduction

The Task Force was first convened on 23 March 2016 and received the charge to evaluate a spectrum of issues regarding non-tenure-eligible (NTE) faculty, including the current definitions of these kinds of positions in the Faculty Handbook, and to determine the need for better clarity in describing positions, procedures used for review, evaluation and reappointment, and to make additional recommendations on modifications or additions to appointment types. Initial meetings identified the strategy for and manner of examining these topics

The Task Force carried out the following fact-finding, research, and discussion actions during its work in assessing the *status quo* for ISU's NTE positions and making its recommendations:

- Reviewed current Faculty Handbook sections involving definitions and procedures related to NTE Faculty.
- Compared the descriptions and use of NTE positions at 12 similar universities\* regarding the variety of positions, their descriptions, and the roles they serve at these institutions.
- Developed and administered a survey in early November 2016 (with the assistance of the Research Institute for Studies in Education, RISE) that was sent to all college deans (28), to all department chairs (56), and to all NTE faculty (595) inviting them to participate in the survey that asked specific questions regarding the professional relationships and status of NTE faculty in their programs, procedures used in review, evaluation, and renewal, job expectations, use of the PRS, and other qualitative aspects related to NTE faculty positions.
- Held two focus groups with NTE Faculty on 6 and 7 December 2016 that introduced current and proposed NTE faculty appointment types, and provided for discussion about issues important to NTE faculty and their professional and employer-employee relationships with their departments and the university.
- Used response data obtained from the surveys and other information to develop revised descriptions and procedures for current NTE faculty positions.
- Used the Faculty Handbook format from the recently adopted Clinical Professor appointments as a template to assure uniformity in position and procedure descriptions.
- Assembled a summary list of further recommendations was developed for actions related to improving the status, relationship, and procedures surrounding non-tenure-eligible Specialized Faculty at Iowa State University, based upon data from the surveys conducted, focus group discussions, and other deliberations of the Task Force.

(\*U. Arizona, Carnegie Mellon U., U. Illinois, U. Iowa, U. Kansas, Kansas State U., U. Minnesota, U. Missouri, North Carolina State U., U. Texas system, Texas A&M U., Texas Tech U., and West Virginia U. )

## Executive Summary

Upon review of current positions and procedures associated with non-tenure-eligible faculty, the recommendations of the University Task Force on Non-Tenure-Eligible Faculty are as follows:

- Revise Faculty Handbook Section 3.3, and change all references to Non-Tenure-Eligible faculty with the name 'Specialized Faculty', which defines these positions based on their roles at the university, and not their ineligibility for tenure.
- Add a third rank to the Lecturer – Senior Lecturer track, named 'Principal Lecturer', which recognizes continued service and accomplishment as a Senior Lecturer.
- Add a 'Teaching Professor' track (not eligible for tenure) with three ranks, intended for those faculty with terminal degrees in their fields, whose major contribution to the university primarily serves the teaching mission.
- Add a 'Professor of Practice' track (not eligible for tenure) with three ranks, intended for those faculty who have made significant contributions to academia, business, government, or other institutions, and who are appointed to contribute to the teaching, research, or outreach missions of the university.
- Revise the current Research Professor track (not eligible for tenure) with three ranks, currently described in FH Section 3.3.3, and improve the descriptions and conditions under which the appointments are made and renewed.
- Amend FH Sections 3.3.2.3 and 3.3.2.4 on Adjunct appointments, and replace with revised and more complete descriptions that are consistent with other sections of the handbook.

The Task Force has also developed a list of further recommendations for actions related to improving the status, relationship, and procedures surrounding non-tenure-eligible Specialized Faculty at Iowa State University.

**Comparison of Current and Proposed Titles and Ranks for Non-Tenure-Eligible Faculty.**

The tables below compare the current positions of NTE faculty including the titles, ranks within the tracks, advancement possibilities, and time of service required at each rank for advancement. Table 2 includes the current and proposed titles and ranks for Instructional, Clinical, Professor of Practice, Research, and Adjunct faculty

**Table 1.** Non-Tenure-Eligible Faculty Titles and Ranks at ISU (Current System)

	<b>Instructional Faculty</b> <i>Non-terminal and terminal degrees</i>		<b>Clinical Faculty</b>		<b>NTER Faculty</b> <i>Funded by soft money; not part of general faculty</i>	<b>Adjunct</b>
<i>After 6+ years</i>	Lecturer		Clinical Assistant Professor	<i>No advancement</i>	Research Assistant Professor	Adjunct Assistant Professor
<i>No further advancement</i>	Senior Lecturer	<i>After 5+ years</i>	Clinical Associate Professor	<i>No advancement</i>	Research Associate Professor	Adjunct Associate Professor
		<i>After 5+ years</i>	Clinical Professor	<i>No advancement</i>	Research Professor	Adjunct Professor

**Table 2.** Specialized Faculty (Proposed System; New titles and ranks included in **bold**.)

<i>Contract Length</i>	<i>Advancement eligibility</i>	<i>Non-terminal degree</i>	<i>Terminal degree</i>	Instructional Faculty	Clinical Faculty	Professional Practice Faculty	Research Faculty	Adjunct Faculty
<i>1-3 years</i>		Lecturer	<b>Teaching Assistant Professor</b>	Clinical Assistant Professor	<b>Assistant Professor of Practice</b>	Research Assistant Professor	Adjunct Assistant Professor	
<i>3-5 years</i>	<i>After 5+ years</i>	Senior Lecturer	<b>Teaching Associate Professor</b>	Clinical Associate Professor	<b>Associate Professor of Practice</b>	Research Associate Professor	Adjunct Associate Professor	
<i>3-5 years</i>	<i>After 5+ years</i>	<b>Principal Lecturer</b>	<b>Teaching Professor</b>	Clinical Professor	<b>Professor of Practice</b>	Research Professor	Adjunct Professor	

## Proposal 1

**Change the term “Non-Tenure-Eligible Faculty” to “Specialized Faculty” and “Non-Tenure-Eligible Appointments” to “Specialized Faculty Appointments” throughout the Faculty Handbook.**

**Rationale:** This proposal seeks to change the term for the group of faculty who are not hired into tenure-track positions, and describe them collectively based on their professional contribution to the university, rather than their ineligibility for tenure. The term ‘Specialized Faculty’ recognizes the diverse roles and significant contributions of faculty serving in non-tenure-track positions, and better defines them as to their more specialized position descriptions and responsibilities.

### 3.3.2. Specialized Faculty Appointments

Specialized Faculty are those individuals employed by Iowa State University hold positions which have roles involved with the university’s missions of instruction, clinical practice, research, and/or outreach, and who are not eligible for tenure. Specialized faculty perform a range of professional practices at the university, whose responsibilities are defined in their individual Position Responsibility Statements.

## Proposal 2

1. **Modify the existing appointments of Lecturer & Senior Lecturer and add a third rank to this track.**
2. **Create a new Instructional Faculty track of Teaching Professor with three ranks intended for faculty who hold terminal degrees in their field.**

**Rationale:** This proposal improves the descriptions of faculty who are not eligible for tenure, and whose primary role at the university is to contribute to its instructional mission. The Task Force recommends two improvements to better define instructional faculty: 1. The addition of a third rank within the Lecturer-Senior lecturer track provides the opportunity for career advancement beyond Senior Lecturer, and recognizes the faculty member’s additional experience and time in service to the university. 2. The creation of a new title, Teaching Professor, with three ranks, established for those faculty who have obtained terminal degrees within their disciplines. The new language provides a detailed definition of the Teaching Professor title, qualifications needed for each rank, and explains the requirements and procedures for review, evaluation, re-appointment, advancement, and their role in faculty governance. The proposed definitions and procedures used for the Teaching Professor title and rank descriptions are consistent with similar descriptions of other specialized faculty.

## INSTRUCTIONAL FACULTY

### 1. Definition

Instructional faculty hold positions through which they generally contribute to the teaching mission of the university and are not eligible for tenure. Instructional faculty are members of the general faculty. All Instructional faculty must devote a significant portion of their time to providing or overseeing the delivery of teaching at the undergraduate or graduate level.

### 2. Terms of Appointment

Instructional faculty appointments are limited term, full, or part-time renewable appointments that are not eligible for tenure and are subject to approval by the department, college, and provost. These appointments will normally be B base (9 months). Instructional faculty are subject to appointment, evaluation, renewal, advancement, termination and conduct consistent with the Faculty Handbook and with other University policies. A component of an instructional appointment may include opportunity for scholarly achievement and institutional or professional service. The entire set of expectations must be

negotiated as a part of the creation of the PRS. Persons holding Instructional appointments are eligible to be named to the Graduate Faculty in accordance with Graduate College procedures. A formal search that follows open search policy is required to fill an open Instructional position. Faculty – tenured, tenure-eligible, and/or specialized – shall be involved in the search process, review of applications and credentials, final recommendations for hiring, and determination of rank consistent with the department’s documented standards. Circumstances under which searches do not require faculty involvement are described in Section 3.1.

## **TEACHING PROFESSOR FACULTY**

### **Teaching Assistant Professor**

Teaching Assistant Professor is a title used for someone early in their academic career, but who holds a terminal degree and has potential to significantly contribute to the teaching mission at the university. These appointments:

- are for a term of from one to three years, however after a Teaching Assistant Professor has completed three years of continuous employment their term will be from two to three years.
- require a notice of one year of intent not to renew except when the appointment is only for one year, in which case a notice of three months is required.
- can be considered for promotion from Teaching Assistant Professor to Teaching Associate Professor after a minimum of five years of employment (full or part time).

### **Teaching Associate Professor**

Teaching Associate Professor is a title denoting experience in academia or a record of contributions to the teaching mission at the university and has promise of further academic and professional development. These appointments:

- are for a term of from three to five years.
- require a notice of one year of intent not to renew.
- can be considered for promotion from Teaching Associate Professor to Teaching Professor after a minimum of five years of employment at the level of Teaching Associate Professor (full or part time).

### **Teaching Professor**

Teaching Professor is a title used for someone with substantial experience in academia and has proven their excellence in teaching and other components of faculty work. These appointments:

- are for a term of from three to five years.
- require a notice of one year of intent not to renew.

## **LECTURER FACULTY**

### **1. Definition**

Lecturer faculty hold the title of Lecturer, Senior Lecturer, or Principal Lecturer, are not eligible for tenure, normally do not hold a terminal degree in their discipline, and whose primary function is that of instruction and teaching. Lecturer faculty are members of the general faculty.

### **2. Lecturer**

Lecturer is a title used for someone early in their academic career, who will contribute to the teaching mission at the university. These appointments:

- are for a term of from one to three years, however after a Lecturer has completed three years of continuous employment their term will be from two to three years.
- require a notice of one year of intent not to renew except when the appointment is only for one year, in which case a notice of three months is required.
- can be considered for promotion from Lecturer to Senior Lecturer after a minimum of five years of employment (full or part time).

### **3. Senior Lecturer**

Senior Lecturer is a title used for someone who has experience teaching and has potential to significantly contribute to the teaching mission at the university. These appointments:

- are for a term of from three to five years.
- require a notice of one year of intent not to renew.
- can be considered for promotion from Senior Lecturer to Principal Lecturer after a minimum of five years of employment at the level of Senior Lecturer (full or part time).

### **4. Principal Lecturer**

Principal Lecturer is a title used for someone with substantial experience teaching and has contributed significantly to the teaching mission of the university. These appointments:

- are for a term of from three to five years.
- require a notice of one year of intent not to renew.

## **PROCEDURES FOR ALL INSTRUCTIONAL FACULTY**

### **5. Role in Governance**

As part of the general faculty, Instructional faculty participate in faculty governance as defined by the Faculty Handbook. Instructional faculty shall have a departmental home and a Position Responsibility Statement (PRS). Each department and college hiring Instructional faculty shall include provisions defining instructional responsibilities, search and appointment processes and review, renewal and advancement procedures in its governance document.

### **6. Evaluation and Review of Instructional Faculty**

For the purposes of evaluating performance, Iowa State University uses the following forms of review for Instructional faculty which are consistent with Faculty Handbook Section 5.4:

- 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.

### **7. Annual Review**

Annual performance evaluations (see FH 5.1.1.2) are required for all Instructional faculty whether full time or part-time and are conducted by the department chair or their designee. 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.

### **8. Review for Renewal of Appointment**

Instructional faculty appointments are eligible for renewal based upon the quality of performance and the continuing need of the unit. Instructional faculty members, full-time and part-time, shall be reviewed by an appropriate faculty committee during the third year after the initial appointment date. An appropriate committee would include specialized faculty at or above the rank being considered whenever possible, and tenured and/or tenure-eligible faculty. Subsequent peer reviews shall occur every three years or at appointment renewal time, whichever is greater. The outcomes of peer reviews shall inform reappointment decisions.

### **9. Advancement of Instructional Faculty**

An Instructional faculty member may be proposed for advancement to the next rank according to the schedule and current time at rank as specified above. Colleges and departments shall develop procedures for advancing Instructional faculty that include a review committee made up of tenured and specialized faculty at or above the rank being considered. The next peer review shall occur during the third year following a successful advancement review, or at appointment renewal time.

## 10. Criteria for advancement

Colleges and departments shall develop specific criteria for promotion to Teaching Associate Professor and Teaching Professor, as well as to Senior Lecturer and Principal Lecturer. In general, promotion is based on years of experience in the relevant field, amount of contribution to the university's teaching mission, or specialized knowledge necessary to fill appointment needs. A promotion to Teaching Associate Professor or to Senior Lecturer must be based upon an assessment that the candidate has made contributions of an appropriate magnitude and quality in the teaching mission of the university and with respect to the responsibilities listed in their Position Responsibility Statement and on evidence of promise for further development and contributions to their area. A promotion to Teaching Professor or Principal Lecturer should be based upon evidence of achievement of the expectations set out by the departmental governance document for advancement to this rank. The case for such a promotion should include evidence of appropriate accomplishments in the teaching mission of the university and with respect to the responsibilities listed in their Position Responsibility Statement.

## Proposal 3

### Create a Professional Practice Faculty appointment with three ranks.

**Rationale:** This proposal establishes a new title of Professor of Practice with three ranks, and is put forth in response to requests from both college and departmental administrators who are in strong support of the creation of this title. Use of Professor of Practice titles for faculty recruited from business, government, or other non-academic institutions would be a significant improvement over use of the only available current title of 'Lecturer/Senior Lecturer' for such appointments. Creation of this title would enable enhanced recruitment and retention of qualified individuals, and would improve the descriptions of the responsibilities of such faculty compared to the 'Lecturer' track (especially in the context of revisions to the definitions of Instructional Faculty described elsewhere in this report). The following language is proposed which provides clear and complete descriptions of the intended use of the Professor of Practice title and ranks, and is consistent with descriptions of other specialized faculty.

## PROFESSIONAL PRACTICE FACULTY

### 1. Definition

Professional Practice faculty with a title of Assistant Professor of Practice, Associate Professor of Practice, or Professor of Practice hold positions through which they contribute to the service, teaching, and/or outreach missions of the university, and are not eligible for tenure. Professional Practice faculty are members of the general faculty.

Professors of Practice faculty have exceptional non-academic backgrounds and achievements, and devote a significant portion of their time to teaching in their area of expertise, mentoring students in professional and career preparation, and liaising with professional contacts and entities on behalf of their department/college. In some instances, there may be opportunities and expectations for Professors of Practice to produce research, publications, or creative expressions related to their professional expertise. The use of Professional Practice titles for faculty positions that largely perform administrative functions with little or no teaching obligations is inconsistent with this appointment.

### 2. Terms of Appointment

Professional Practice faculty appointments are limited term, full or part-time renewable appointments that are not eligible for tenure and subject to approval by the department, college, and provost. These appointments will normally be B base (9 months). Professional Practice faculty are subject to appointment, evaluation, renewal, advancement, termination and conduct consistent with the Faculty Handbook and with other University policies. Persons holding Professional Practice appointments are eligible to be named to the Graduate Faculty in accordance with Graduate College procedures. A

formal search that follows open search policy is required to fill an open Professional Practice faculty position. Faculty – tenured, tenure-eligible, and/or specialized – shall be involved in the search process, review of applications and credentials, final recommendations for hiring, and determination of rank consistent with the department’s documented standards. Circumstances under which searches do not require faculty involvement are described in Section 3.1.

### **3. Assistant Professor of Practice**

Assistant Professor of Practice is a title used for someone early in their academic or professional career, who has demonstrated both an expertise in their field and potential to significantly contribute to the required areas of profession-related teaching. These appointments:

- are for a term of from one to three years, however after an Assistant Professor of Practice has completed three years of continuous employment their term will be from two to three years.
- require a notice of one year of intent not to renew except when the appointment is only for one year, in which case a notice of three months is required.
- Can be considered for promotion from Assistant Professor of Practice to Associate Professor of Practice after a minimum of five years of employment (full or part time).

### **4. Associate Professor of Practice**

Associate Professor of Practice is a title denoting demonstrated significant experience in academia or a record of contributions to their professional field and promise of further academic development. These appointments:

- are for a term of from three to five years.
- require a notice of one year of intent not to renew.
- Can be considered for promotion from Associate Professor of Practice to Professor of Practice after a minimum of five years of employment at the level of Associate Professor of Practice (full or part time).

### **5. Professor of Practice**

Professor of Practice is a title used for someone with substantial experience in academia and/or substantial contributions to their professional field. These appointments:

- are for a term of from three to five years.
- require a notice of one year of intent not to renew.

### **6. Role in Governance**

As part of the general faculty, Professional Practice faculty participate in faculty governance as defined by the Faculty Handbook. Professional Practice faculty shall have a departmental home and a Position Responsibility Statement (PRS). Each department and college hiring Professional Practice faculty shall include provisions defining Professional Practice faculty responsibilities, search and appointment processes and review, renewal and advancement procedures in its governance document.

### **7. Evaluation and Review of Professional Practice Faculty**

For the purposes of evaluating performance, Iowa State University uses the following forms of review for specialized faculty.

- 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.

### **8. Annual Evaluation**

Annual performance evaluations (see FH 5.1.1.2) are required for all Professional Practice faculty whether full time or part-time and are conducted by the department chair or their designee. 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.

### **9. Review for Renewal of Appointment**

Specialized faculty appointments are eligible for renewal based upon the quality of performance and the continuing need of the unit. Professional Practice faculty members, full-time and part-time, shall be reviewed by an appropriate faculty committee during the third year after the initial appointment date. An appropriate committee would include specialized faculty at or above the rank being considered whenever possible, and tenured and/or tenure-eligible faculty. Subsequent peer reviews shall occur every three years or at appointment renewal time, whichever is greater. The outcomes of peer reviews shall inform reappointment decisions.

### **10. Advancement of Professional Practice Faculty**

A Professional Practice faculty member may be proposed for advancement to the next rank according to the schedule and current time at rank as specified in FH 3.3.2.6. Departments shall develop procedures for advancing Professional Practice faculty that include a review committee made up of tenured and specialized faculty at or above the rank being considered. The next peer review shall occur during the third year following a successful advancement review, or at appointment renewal time.

### **11. Criteria for Advancement**

Colleges and departments shall develop specific criteria for promotion to Associate Professor of Practice or Professor of Practice. In general, promotion to Associate Professor of Practice and Professor of Practice 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 Associate Professor of Practice 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 the responsibilities listed in their Position Responsibility Statement and on evidence of promise for further development and contributions to their field.

A promotion to Professor of Practice should be based upon evidence of achievement of the expectations set out by the department for advancement to this rank. The case for such a promotion should include evidence of appropriate accomplishments in the relevant field with respect to the responsibilities listed in their Position Responsibility Statement.

## **Proposal 4**

**Replace FH Section 3.3.3 on Non-Tenure-Eligible Research Appointments with the following:**

**Rationale:** This proposal provides greater clarity and detail to the definition of the positions currently described as Non-Tenure-Eligible Research Appointments [NTER]. The proposed description below more appropriately defines this title, provides a better explanation of the ranks within the Research Professor title, defines the purpose and limits of when these appointments should be made, and explains the requirements and conditions for review, evaluation, re-appointment, advancement, and role in governance. The stipulation regarding the requirement for funding is added to conform to currently used practice. The following language provides an improvement of current Faculty Handbook language [FH 3.3.3] that includes more complete descriptions of Research faculty appointments and procedures that are consistent with similar descriptions of other specialized faculty.

## **RESEARCH FACULTY**

### **1. Definition**

Research faculty with a title of Research Assistant Professor, Research Associate Professor, or

Research Professor hold positions through which they contribute to the research mission of the university and are not eligible for tenure. Research faculty are members of the general faculty.

Research faculty devote the majority of their time to research activities which are measured through scholarly productivity and recognition of original work. Research faculty support their research programs by obtaining external funding through grants and contracts which are administered by the university. Research faculty do not receive salary from general-fund sources at the university, unless they receive special compensation for classroom teaching or backstop funding from their unit. For Research faculty, no more than 10 percent of their time commitment may be assigned for mentoring and supervising graduate students and/or postdocs, serving on graduate committees, leading research seminars, or engaging in institutional service. The use of Research titles for faculty positions that largely perform administrative functions with little or no research obligations is inconsistent with this appointment.

## **2. Terms of Appointment**

Research faculty appointments are limited term, full or part-time renewable appointments that are not eligible for tenure and subject to approval by the department, college, and provost. These appointments will normally be B base (9 months), but may be A base (12 months). Research faculty are subject to appointment, evaluation, renewal, advancement, termination and conduct consistent with the Faculty Handbook and with other University policies. Persons holding Research appointments are eligible to be named to the Graduate Faculty in accordance with Graduate College procedures. A formal search that follows open search policy is required to fill an open Research position. Faculty – tenured, tenure-eligible, and/or specialized – shall be involved in the search process, review of applications and credentials, final recommendations for hiring, and determination of rank consistent with the department’s documented standards. Circumstances under which searches do not require faculty involvement are described in Section 3.1.

## **3. Research Assistant Professor**

Assistant Research Professor is a title used for someone early in their academic career, but with accepted highest credentials demonstrating both an expertise in their field and potential to significantly contribute to the required research areas of the department. These appointments:

- are for a term of from one to three years, however after a Assistant Research Professor has completed three years of continuous employment their term will be from two to three years.
- require a notice of one year of intent not to renew except when the appointment is only for one year, in which case a notice of three months is required.
- At any time during the contract period position 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). Can be considered for promotion from Research Assistant Professor to Research Associate Professor after a minimum of five years of employment (full or part time).

## **4. Research Associate Professor**

Research Associate Professor is a title denoting experience in academia or a record of contributions to their professional field and promise of further academic development. These appointments:

- are for a term of from three to five years.
- require a notice of one year of intent not to renew.
- At any time during the contract period position 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).
- can be considered for promotion from Research Associate Professor to Research Professor after a minimum of five years of employment at the level of Associate Research Professor (full or part time).

## **5. Research Professor**

Research Professor is a title used for someone with substantial experience in academia and/or substantial contributions to their professional field. These appointments:

- are for a term of from three to five years.
- require a notice of one year of intent not to renew.
- At any time during the contract period position 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).

## **6. Role in Governance**

As part of the general faculty, Research faculty participate in faculty governance as defined by the Faculty Handbook. Research faculty shall have a departmental home and a Position Responsibility Statement (PRS). Each department and college hiring Research faculty shall include provisions defining research responsibilities, search and appointment processes and review, renewal and advancement procedures in its governance document.

## **7. Evaluation and Review of Research Faculty**

For the purposes of evaluating performance, Iowa State University uses the following forms of review for specialized faculty.

- 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 evaluations) OR at appointment renewal time, whichever is greater.

## **8. Annual Evaluation**

Annual performance evaluations (see FH 5.1.1.2) are required for all Research faculty whether full time or part-time and are conducted by the department chair or their designee. 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.

## **9. Review for Renewal of Appointment**

Specialized faculty appointments are eligible for renewal based upon the quality of performance and the continuing need of the unit. Research faculty members, full-time and part-time, shall be reviewed by an appropriate faculty committee during the third year after the initial appointment date. An appropriate committee would include specialized faculty at or above the rank being considered whenever possible, and tenured and/or tenure-eligible faculty. Subsequent peer reviews shall occur every three years or at appointment renewal time, whichever is greater. The outcomes of peer reviews shall inform reappointment decisions.

## **10. Advancement of Research Faculty**

A Research faculty member may be proposed for advancement to the next rank according to the schedule and current time at rank as specified in FH3.3.2.6. Colleges and departments shall develop procedures for advancing Research faculty that include a review committee made up of tenured and specialized faculty at or above the rank being considered. The next peer review shall occur during the third year following a successful advancement review, or at appointment renewal time.

## **11. Criteria for Advancement**

Colleges and departments shall develop specific criteria for promotion to Research Associate Professor or Research Professor.

In general, promotion to Research Associate Professor and Research 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 Research 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 the research responsibilities listed in their Position Responsibility Statement and on evidence of promise for further development and contributions to their field.

A promotion to Research Professor should be based upon evidence of achievement of the expectations set out by the department for advancement to this rank. 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.

## **Proposal 5**

**Replace FH Section 3.3.2.4 on 'Adjunct Faculty Employed by the University' with the following.**

**Rationale:** This proposal provides greater clarity and detail to the definition of the Adjunct Faculty title, explains the appropriate use for this title, describes ranks and requirements within this title, and explains requirements and conditions for review, evaluation, re-appointment, advancement, and role in governance. The current language is ambiguous in several aspects, and the following language is an improvement, providing complete descriptions of Adjunct faculty positions, and is consistent in content with descriptions of other specialized faculty.

### **ADJUNCT FACULTY**

#### **1. Definition**

Adjunct Faculty with a title of Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor will have earned a terminal degree in their discipline, hold positions through which they contribute to the service, teaching, research, and/or outreach missions of the university, and are not eligible for tenure. Adjunct Faculty are members of the general faculty. Their responsibilities for teaching, research, and service will be outlined in the faculty member's PRS, and can serve part- or full-time. Persons holding Adjunct appointments are eligible to be named to the Graduate Faculty in accordance with Graduate College procedures. Whenever possible, Adjunct Faculty should be encouraged to apply for tenure-eligible positions for which they are eligible. Appointments under this category may be appropriate in facilitating the University's quest to hire and retain excellent faculty, including dual-career couples, as well as to carve out new areas of academic expertise, and attract experts on extramural grants and contracts.

#### **2. Terms of Appointment**

Adjunct Faculty appointments are limited term, full or part-time renewable appointments that are not eligible for tenure and subject to approval by the department, college, and provost. These appointments will normally be B base (9 months). Adjunct faculty are subject to appointment, evaluation, renewal, advancement, termination and conduct consistent with the Faculty Handbook and with other University policies.

#### **3. Adjunct Assistant Professor**

These appointments:

- Are for a term of one to five years.
- Require a notice of one year of intent not to renew except when the appointment is only for one year, in which case a notice of three months is required.
- Can be considered for promotion to Adjunct Associate Professor after a minimum of five years of employment (full or part time).

#### **4. Adjunct Associate Professor**

These appointments:

- Are for a term of from three to five years.
- Require a notice of one year of intent not to renew.
- Can be considered for promotion to Adjunct Professor after a minimum of five years of employment at the level of Adjunct Associate Professor.

#### **5. Adjunct Professor**

This title is used for someone with substantial experience in academia and/or contributions to their professional field. These appointments:

- Are for a term of from three to five years.
- Require a notice of one year of intent not to renew.

#### **6. Role in Governance**

As part of the general faculty, Adjunct Faculty participate in faculty governance as defined by the Faculty Handbook. Adjunct Faculty shall have a departmental home and a Position Responsibility Statement (PRS). Each department and college hiring Adjunct Faculty shall include provisions defining adjunct faculty responsibilities, search and appointment processes and review, renewal and advancement procedures in its governance document.

#### **7. Evaluation and Review of Adjunct Faculty**

For the purposes of evaluating performance, Iowa State University uses the following forms of review for specialized faculty:

- 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 evaluations) OR at appointment renewal time, whichever is greater.

#### **8. Annual Evaluation**

Annual performance evaluations (see FH 5.1.1.2) are required for all Adjunct Faculty whether full time or part-time and are conducted by the department chair or their designee. 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.

#### **9. Review for Renewal of Appointment**

Specialized faculty appointments are eligible for renewal based upon the quality of performance and the continuing need of the unit. Adjunct faculty members, full-time and part-time, shall be reviewed by an appropriate faculty committee during the third year after the initial appointment date. An appropriate committee would include specialized faculty at or above the rank being considered whenever possible, and tenured and/or tenure-eligible faculty. Subsequent peer reviews shall occur every three years or at appointment renewal time, whichever is greater. The outcomes of peer reviews shall inform reappointment decisions.

#### **10. Advancement of Adjunct Faculty**

An Adjunct Faculty member may be proposed for advancement to the next rank according to the schedule and current time at rank as specified in FH 3.3.2.6. Colleges and departments shall develop procedures for advancing Adjunct faculty that include a review committee made up of tenured and specialized faculty at or above the rank being considered. The next peer review shall occur during the third year following a successful advancement review, or at appointment renewal time.

#### **11. Criteria for Advancement**

Colleges and departments shall develop specific criteria for promotion to Adjunct Associate Professor

or Adjunct Professor, under guidance provided in section 3.4 (Position Responsibility Statement) and Section 5.4 (Evaluation, Renewal, and Advancement Policies for NTE/Term Faculty) of the Faculty Handbook. In general, promotion to Adjunct Associate Professor and Adjunct 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 Adjunct 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 the responsibilities listed in their Position Responsibility Statement and on evidence of promise for further development and contributions to their field.

A promotion to Adjunct Professor should be based upon evidence of achievement of the expectations set out by the department for advancement to this rank. The case for such a promotion should include evidence of appropriate accomplishments in the relevant field with respect to the responsibilities listed in their Position Responsibility Statement.

## Additional Recommendations

### A) Revise FH Section 3.3.2.2 to apply to faculty not covered under these proposed descriptions.

Revision of 3.3.2.2 is necessary since many of the bulleted items applying to Lecturer, Senior Lecturer, and Adjunct appointments are covered more specifically in the proposed descriptions of Instructional and Adjunct faculty. Appointment descriptions of remaining Clinician and Senior Clinician appointments need to be updated to reflect current practice for appointment procedures for clinicians.

### 3.3.2.2 Appointment Procedures for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments

### B) Recommend Removing FH Section 3.3.2.3 “Adjunct Faculty Employed Elsewhere.”

**Rationale:** Given the revised definition of Affiliate Faculty and the creation of a Professor of Practice title, FH Section 3.3.2.3 seems superfluous and unnecessary.

Delete:

#### **3.3.2.3 Adjunct Faculty Employed Elsewhere**

~~Adjunct titles may be used for persons who are employed elsewhere but have special or unique expertise to take on faculty responsibility at Iowa State. This would include persons currently funded or employed in businesses, government, and other organizations without direct connection to ISU. These appointments are normally part time, made to recognize the appropriate teaching, extension/professional practice, and/or research responsibilities of these individuals. Any temporary full-time appointments of these individuals would be for a special need and usually last no longer than one year. Adjunct faculty should be individuals holding a terminal degree in an appropriate field. Under extraordinary circumstances, individuals without the terminal degree but with national or international reputations in their field might be considered for appointment in an adjunct position.~~

~~Individuals who are faculty members at another institution should be appointed as Visiting Professors. (FH Section 3.3.5)~~

### C) Recommendations for Future Action and Implementation

In addition to the specific changes to the Faculty Handbook recommended above, the Task Force puts forth the following recommendations for action and subsequent review to be implemented by the Faculty Senate, Provost Office, and other units to address conditions needing improvement, resolution of inequities or undesirable procedures in use involving hiring, review, and renewal of specialized faculty. These recommendations are based on information received by the Task Force from surveys of college and department administrators and from over 360 NTE faculty who responded to the Task Force Survey, along with discussions with individual faculty during the Public Forums, and throughout the time the Task Force was working. We propose subsequent action and review of the following:

1. Bring current section of FH 5.4 “Evaluation, Renewal, and Advancement of Non-Tenure-Eligible Appointments” into alignment with above descriptions and procedures or remove and/or replace with new text.
2. Emphasize importance of the PRS in defining expectations and limits of Specialized Faculty workload.

3. Assure that the expectations and performance of specialized faculty during annual and periodic reviews are based on the responsibilities included in the PRS. The use of activities outside of the PRS description for performance evaluation needs further discussion and agreement, as well as consistent use, if it is to be used for evaluation.
4. Assure that there is transparency in procedures used to review, evaluate, and renew Specialized Faculty, and that the procedures are applied uniformly across the university.
5. Foster respect for Specialized Faculty at all levels of the university.
6. Establish or improve formal professional development opportunities for Specialized Faculty.
7. Provide for recognition of and additional awards for meritorious contributions of Specialized Faculty at the department, college, and university levels.
8. Develop a targeted professional development program for Specialized Faculty to better inform them about the required procedures for their evaluation and renewal, and to dispel myths and misconceptions about their rights and responsibilities as faculty and as university employees. Further develop web-based resources for specialized faculty information and development.
9. Revise FH Section 6.4 - Emeritus/a Professor – The Task Force proposes a Faculty Handbook revision to include the opportunity for Specialized Faculty after ten or more years of service to ISU to be recognized for emeritus status at the last rank held at the time of retirement, following the current procedures for tenure track faculty. A separate proposal has been forwarded to the Faculty Senate Governance Council proposing this addition.
10. Provide a series of recommendations to be forwarded to units to update college and departmental governance documents. These changes should include inclusion of new titles and ranks, and guidelines to update the procedures for review, evaluation, and re-appointment which are consistent with those approved by the Faculty Senate, and the new language for Specialized Faculty included in the Faculty Handbook.

## APPENDIX I – EXECUTIVE SUMMARY

### NON-TENURE-ELIGIBLE FACULTY POLICIES AND PROCEDURES SURVEY – 2016 Report

#### Executive Summary

The Office of the Senior Vice President and Provost and the Faculty Senate jointly formed the University Task Force on Non-Tenure-Eligible (NTE) Faculty to examine the university's policies and procedures regarding NTE faculty. The Task Force, in partnership with the Research Institute for Studies in Education (RISE), surveyed NTE faculty members, department chairs, and college deans and associate deans to gather feedback to inform the Task Force recommendations for policies and procedures that provide greater recognition of and support for NTE faculty in the areas related to hiring and appointment processes, titles and responsibilities, and evaluation criteria and procedures.

On November 4, 2016, 595 NTE faculty members, 56 department chairs, and 28 college deans and associate deans were invited to complete a survey related to the university's policies and procedures regarding NTE faculty. Data collection ended November 20, 2016, with 363 NTE faculty member responses (61%), 40 department chair responses (71%), and 18 college dean and associate dean responses (64%). Response rates ranged from 61% to 71%. The respondents to each survey were representative of their respective populations at Iowa State University.

#### Main Findings

- 1. NTE faculty member responsibilities are highly variable.** The percentage of time spent on faculty responsibilities is, on average, concentrated in teaching and research. A cross-college comparison shows that most research activity among NTE faculty members occurs in three colleges: Agricultural and Life Sciences, Engineering, and Veterinary Medicine. Notably, NTE faculty members in the College of Veterinary Medicine spend less time teaching on average, but more time in clinical or professional practice.
- 2. Some NTE faculty members reported that their annual performance evaluations consider responsibilities outside of their PRS,** including other responsibilities at Iowa State University and external or disciplinary activities. When asked whether these other responsibilities should be included in performance evaluations, roughly two-thirds of NTE faculty indicated that they should. Department chairs, however, were split on the issue.
- 3. There is disagreement among NTE faculty members, department chairs, and college deans and associate deans regarding clarity and transparency in contract renewal and advancement.** On average, NTE faculty members generally disagreed that the contract renewal process is clear, that performance evaluations and processes for advancement are transparent, or that there are adequate opportunities for advancement. Moreover, NTE faculty members, on average, do not agree that they are able to gain experience necessary for advancement. Conversely, department chairs and deans were more likely to contradict faculty responses. These results suggest that there are discontinuities in how policies are communicated, enacted, and perceived among the three groups. There are some exceptions: NTE faculty members, chairs, and deans indicated similar levels of disagreement that there are adequate professional development opportunities for the purposes of advancement or that there are opportunities for formal mentorship. It is important to note, however, that NTE faculty member responses were more variable than the chair and dean responses, which were both more uniform within their respective groups.

**4. There is disagreement among department chairs and deans regarding the continuation of three NTE faculty policies:**

- a. NTE faculty members who have worked at Iowa State for less than three years do not require a notice of intent not to renew.
- b. NTE faculty members who have been employed continuously in half- to full-time appointments for three years or more must be given written notice of non-renewal of contract at least one year before its expiration.
- c. Peer reviews conducted by a faculty committee are required at least every six semesters of employment for those who will be considered for future reappointment.

**Chairs and deans who did not support the continuation of these policies characterized the review, notification, and renewal processes as onerous and restrictive**, both for academic administrators and for NTE faculty members themselves. Given the division of opinion on the policies, it is likely that further review will be necessary before new policies can be implemented.

**Open-Ended Response Themes**

The following sections present a summary of themes from the various open-ended response items in the three surveys. The themes highlighted concerns with existing policies and experiences, career goals and expectations for advancement, and suggestions for policy modifications. There are three questions that were answered only by deans and chairs. All open-ended response themes and policy recommendations are presented later in the report.

A complete list of open-ended responses is available upon request.

**NTE Faculty Member Responses**

NTE faculty members identified several concerns related to job security, salary and benefits, and their relationships with tenured/tenure-track faculty in their departments. NTE faculty members, department chairs, and college deans and associate deans all generally agreed that more attention needs to be given to contract renewal policies and non-renewal notification timelines. It was suggested that contracts should be renewed earlier and that shorter notification processes should be enacted. All three groups also agreed that NTE faculty members should be paid more and that opportunities for advancement should be expanded and made more transparent. NTE faculty also reported tension with tenured/tenure-track faculty in their departments, with many describing themselves as “second-class citizens.”

Many NTE faculty members noted a lack of professional development opportunities, suggesting that more funds should be made available for conferences and trainings. Expanding these opportunities would help faculty gain more necessary experiences required for advancement eligibility and would further support those NTE faculty members who aspire to become tenure-track faculty. Such additions would also enhance retention, as some NTE faculty members stated intentions to leave in pursuit of advancement and better salaries.

**Department Chair Responses**

Department chairs identified several challenges for NTE faculty members in their departments, as well as potential modifications to existing NTE faculty policies. Chairs agreed that NTE faculty members should be compensated more, and suggested that NTE faculty responsibilities should be increased accordingly. Similarly, chairs want to create more opportunities for advancement for NTE faculty members, including an expansion of potential titles for promoted NTE faculty in addition to or beyond “Senior Lecturer.”

Expanding professional development opportunities and enhancing the clarity of the advancement process were both suggested as future policy avenues.

### **College Dean and Associate Dean Responses**

Deans also identified potential modifications to existing NTE faculty policies and practices. Many deans emphasized the need for new titles, such as professor of practice, to better reflect certain NTE faculty members' duties, to recognize the presence of professional expertise, and to attract more individuals to open NTE faculty positions. Deans also sought standardization of NTE faculty policies across all academic units, as well as an increase in faculty handbook clarity related to NTE faculty voting rights in committees and other governance bodies. In order to address perceptions of marginalization, deans suggested that the good work and contributions made by NTE faculty members be better publicized and communicated so as to improve their standing among colleagues.

## **APPENDIX II – Recommendations for Governance Council Actions Following Adoption of Proposed Changes**

Appendix II is included as a separate file for use by the Governance Council in aligning Faculty Handbook Section 5.4 to accommodate title, evaluation, review, reappointment, and advancement criteria and procedures with those proposed by the NTE Task Force, and as subsequently modified pending further review and approval.

# FINAL REPORT: PROPOSALS AND RECOMMENDATIONS OF THE UNIVERSITY TASK FORCE ON NON-TENURE-ELIGIBLE FACULTY

## APPENDIX II – Recommendations for Governance Council Actions Following Adoption of Proposed Changes

### REVISIONS OF FH Section 5.4

NTE Task Force Recommendations to the Governance Council for further modifications to Faculty Handbook Section 5.4 Current Handbook language with annotations for consideration following adoption of new and re-defined faculty positions and ranks that are not eligible for tenure.

#### **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 and Renewal, ~~and Advancement~~ Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct 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 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. Evaluations for renewal of appointment will be conducted by an appropriate faculty committee, and recommended by the department chair at the time of reappointment. Additionally performance evaluations conducted by a faculty committee should be completed at least every six semesters of employment 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.)

#### 5.4.2 Advancement Policies for Lecturer, Clinician, and Adjunct appointments

Individuals appointed to these positions will be evaluated for compensation and advancement using established criteria appropriate to their positions.

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.

Criteria for advancement shall be based on the quality of work relative to the individual's PRS and may include course evaluations by students and peers, appropriate measures of clinical or extension performance, scholarly products (e.g., peer-reviewed publications, conference presentations, books), involvement in proposals to seek external funding. 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.

#### **5.4.1.1 Eligibility Criteria**

- **Lecturer and Clinician<sup>1</sup>**: 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.
- **Senior Lecturer and Senior Clinician<sup>1</sup>**: 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 [\(FHSection3.3.2.5\)](#).

<sup>1</sup>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.

<sup>2</sup>As specified in [\(FHsection3.3.2.4\)](#), 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**

In addition to the above principles established in conjunction with the Faculty Senate, the following practices and procedures shall apply:<sup>3</sup>

- 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; [\(FHSection3.4.1.1\)](#).
- 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.

<sup>3</sup>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

#### **5.4.1.3 Evaluation, Renewal, and Advancement of Adjunct Faculty Employed Elsewhere**

Adjunct faculty are eligible for review for advancement in accordance with non-tenure-eligible advancement policies.

#### **5.4.1.4 Evaluation, Renewal, and Advancement of Adjunct Faculty Employed by the University**

Adjunct faculty are eligible for review for advancement in accordance with non-tenure-eligible advancement policies.

#### **5.4.1.5 Evaluation, Renewal, and Advancement of Professional and Scientific (P&S) Rank-Only Appointments**

A person employed in a P&S position and assigned rank-only faculty responsibilities shall be evaluated in accordance with the procedures governing non-tenure-eligible appointments for that portion of their responsibilities related to their rank-only faculty 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.

#### **5.4.2.4 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 in place for tenure-eligible faculty. No new appointments may be made using this title.

#### **5.4.1.3 Evaluation, Renewal, and Advancement of Visiting Appointments**

Visiting appointments are not renewable.

**5.4.2.5 Evaluation, Renewal, and Advancement of Collaborators** Collaborators are eligible for review for advancement in accordance with non-tenure-eligible advancement policies.

#### **5.4.2.6 Evaluation, Renewal, and Advancement of Affiliates**

Affiliates are eligible for review for advancement in accordance with non-tenure-eligible advancement policies.

#### **5.4.6 Evaluation, Renewal, and Advancement of Non-Tenure-Eligible Research (NTER) Faculty**

Appointments for all ranks of NTE research professors shall be for a renewable term not to exceed five years. 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 evaluation. 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 evaluations 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 May1, 2008.