

Final Changes to the Current (2002) *Faculty Handbook* resulting from the proposed NTT policy as unanimously passed by the Faculty Senate on February 11, 2003. Underlined text shows new (inserted) language. Italicized text shows text relocated from the current (2002) *Faculty Handbook*. Red font shows changes made at the February 11, 2003 Faculty Senate Meeting.

3.3.2. Non-Tenure-Eligible Appointments

Faculty Senate approved this policy on December 11, 2001 and the university Administration approved this policy in April of 2002.

3.3.2.1. Appointment Policies. 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 Provost. Individuals appointed to these positions will be evaluated for compensation and advancement using established criteria appropriate to their positions. Evaluations for renewal of appointment will be conducted by an appropriate faculty committee and recommended by the department chair.

The types of non-tenure-eligible appointments include the following:

- Lecturer and Clinician: a limited term full- or part-time appointment of from one semester to three years and renewable for no more than a total of six years.
- Senior Lecturer and Senior Clinician(*): a limited term full- or part-time appointment not to exceed five years, requiring a notice of one year of intent 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 six years.
- *Adjunct Appointments: are budgeted full-time or part-time renewable positions at any academic rank, with the rank preceded by the term “adjunct.” This title signifies that the person, because of special personal or departmental circumstances of a clearly unusual nature or character, is neither tenured or tenure-eligible. Adjunct appointments are limited renewable term full or part-time appointments 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.*

() 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 Provost.*

Tenure-line 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.

Short-term non-tenure-eligible teaching shall be limited to opportunities for utilizing outstanding master scholars and practitioners or to unanticipated pressures like funding shortages or unforeseen enrollment increases. Positions shall not be considered temporary when they are filled from year to year.

ISU subscribes to AAUP guidelines and standards for part-time and non-tenure-eligible faculty, in effect as of 10/09/01, including the AAUP recommendation that part-time and non-tenure-eligible faculty appointments be limited to no more than 15 percent of the total instruction within the university, and no more than 25 percent of the total instruction within any given department. ~~In order to broaden this criterion to encompass other areas of faculty responsibility for which non-tenure-eligible appointments may be made (such as research and professional practice), the criterion will be expanded to include total faculty activity. Faculty activity in each department occurs with three general areas of responsibility that include: teaching, research/creative activities, and extension/professional practice. The Position Responsibility Statement defines each faculty member's responsibilities within each of these areas. Total faculty activity is defined as the combined activity across all three areas of faculty responsibility. Within a department the NTT faculty may perform no more than 25% of faculty activity within each area of responsibility (teaching, research/creative activities, and extension/professional practice), and no more than 25% total faculty activity. Across the university no more than 15% of total faculty activity may be performed by NTT faculty.~~

Non-tenure-eligible faculty appointments should have equitable compensation and access to professional development opportunities.

Non-tenure-eligible faculty will be included in the departmental and institutional structures of faculty governance. In addition, non-tenure-eligible faculty can also serve in the Faculty Senate, with the exception of persons employed in a P&S position, their institutional representation being the P&S Council. Individuals who are degree candidates from ISU and teach as a part of their educational experience will not be given faculty rank nor counted as non-tenure-eligible faculty.

No changes to the status, title, and privileges of persons already holding continuous adjunct non-tenure-eligible faculty positions shall be made unless requested by such a person. See section 3.3.2.6. on continuous adjunct appointments for a definition of a continuous adjunct.

The Faculty Senate shall exercise oversight of compliance with these recommendations and will accept and review applications for exceptions to departmental appointment limitations described above from the Provost. Other related policy issues will be addressed by the FDAR Council with the Provost in attendance.

3.3.2.2. Appointment Procedures. In addition to the above principles established in conjunction with the Faculty Senate, the following practices and procedures shall apply:

- Appointments as non-tenure eligible faculty are made using established university search processes.

- Since the appointment of Lecturers and Clinicians is for a specified period of time, no special notice of intent not to renew is necessary.
- Persons on appointment as Lecturer or Clinician may be reviewed for advancement to Senior Lecturer or Senior Clinician and may be advanced without a search.
- Persons on adjunct appointment may be reviewed by an appropriate faculty committee for advancement to adjunct associate professor or adjunct professor using established criteria appropriate to the position.
- Persons appointed as Senior Lecturer and Senior Clinician must receive notice by May 15 of the year preceding the end of the term appointment (or at least 12 months in advance of the end of the term appointment when the appointment end date is not May 15) of intent to renew or not renew.
- Appointment and renewal of Senior Lecturers and Senior Clinicians or adjunct appointments must be approved by the dean and the provost. Request for approval should include a summary of the review results and a statement regarding the continuing need of the unit.
- Appointments may be advertised and filled as either full- or part-time. Review schedules and reappointment decisions are determined by the period of time covered by the appointment and not by the percentage of time served.
- Standard appointment is for nine months (B-base).
- Ordinarily a graduate or professional degree is required for appointment.
- Review of individuals in these positions will be based on the Position Responsibility Statement (PRS) derived from the advertised position.
- Appointment to the Graduate Faculty for non-tenure track individuals is governed by Graduate College policy.
- Faculty members who have been denied tenure in a mandatory year review at Iowa State University are not eligible for appointment as non-tenure-eligible faculty.

3.3.3. Adjunct Appointments

~~Adjunct Appointments are budgeted positions at any academic rank, with the rank preceded by the term "adjunct." This title signifies that the person, because of special personal or departmental circumstances of a clearly unusual nature or character, is neither tenured nor tenure eligible. A person employed in a Professional & Scientific (P&S) position may also be accorded adjunct faculty status by an academic department to carry out certain faculty responsibilities for that department.~~

~~Adjunct faculty are appointed for terms of one to three years, with the option of renewal;~~

~~notification of intent not to renew must be given according to the statement on “Nonrenewal or Termination of Appointment.” Recruitment to fill an A or B base adjunct faculty position must follow the university's affirmative action procedures, including full advertising. A person on adjunct appointment participates in the university's benefits program. Adjunct faculty members are considered to be members of the General Faculty for purposes of voting on university wide matters, including Faculty Senate elections, and are eligible to serve on the Faculty Senate. Their voting status within their departments, however, is determined by the governance policies of the individual departments.~~

~~With the exception of persons on continuous adjunct appointment (see below), a person on a full time university funded A or B base adjunct appointment may hold faculty rank for no more than seven years. This restriction does not apply to persons whose primary responsibility is properly classified as P&S or administrative or is outside the university, nor does it apply to persons whose primary appointment is not in a college.~~

~~Inasmuch as an adjunct appointment is intended to be made only for special circumstances, all adjunct appointments, whether short term or continuous, should be accompanied by a statement placed in the individual's personnel file at the time of the initial appointment explaining the special circumstances that justify the adjunct appointment. Adjunct status may not be used as a replacement for tenure eligible status for a probationary faculty member who has been denied tenure.~~

3.3.2.3. Adjunct Faculty as Experts Employed Elsewhere.

Adjunct titles may be used for persons who are employed elsewhere but have 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 (see Section 3.3.4).

3.3.2.4. Adjunct Faculty Employed by the University

In 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 extra mural grants and contracts, certain individuals may be hired in full time positions as adjunct faculty. These should be persons with the terminal degree in their field. They will likely function as faculty with significant research or extension/professional practice responsibilities, usually funded by

external grants and contracts. Whenever possible, these individuals when employed by the department should be considered for tenure-track positions. Adjunct faculty and such positions are not tenure-track faculty and have term appointments as specified in Section 3.3.2.1. Adjunct faculty in such positions are not tenure-track faculty, and have term appointments, similar to those of clinicians and lecturers. The title of adjunct instructor should be reserved for persons with DVMs or the equivalent degree who are performing faculty work as part of a PhD or specialty training program.

3.3.2.5. Professional and Scientific (P&S) Non-Tenure-Track Appointments

A person employed in a Professional & Scientific (P&S) position may also be appointed to non-tenure-eligible positions by an academic department to carry out faculty responsibilities for that department. Individuals holding a full or part-time P&S position may have no more than 30% of their total work responsibilities assigned as non-tenure-eligible faculty responsibilities (teaching), research, professional practice or combination thereof). A person employed in a P&S position and assigned non-tenure-eligible faculty responsibilities shall be evaluated in accordance with the procedures governing non-tenure-eligible appointments for that portion of their responsibilities related to their non-tenure-eligible appointment.

Adjunct rank for P&S employees. A broad range of P&S employees are granted faculty rank so that they can conduct faculty duties, most often teaching. Currently these individuals are appointed as Adjunct Instructors, Adjunct Assistant Professors, Adjunct Associate Professors, and Adjunct Professors. The specific title reflects the employee's academic credentials and the title is usually for a term appointment.

Given the new positions of Lecturer and Clinician, these titles need to be adjusted, and the following system will be employed for P&S employees assuming faculty responsibility.

- a. When the faculty work undertaken is similar to that of a department's Lecturers and Clinicians, the title of Lecturer and Clinician (or Senior Lecturer and Senior Clinician) is appropriate. These titles should only be given to employees with an advanced degree in an appropriate field. These titles can be given for terms not to exceed five years, when a department foresees a continuing need for the P&S employee's service in faculty roles.
- b. When the faculty work undertaken is substantially different from the work of department Clinicians and Lecturers, which often occurs when the work is focused on research or extension/professional practice, the P&S employee may be given the title of Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. The qualifications for these titles should be similar to those required to hire at the Assistant, Associate or Full Professorial ranks under the tenure-track system. These titles should only be given to employees with the terminal degree in the field. The awarding of these titles must be approved by the department, the college, and the provost.
- c. P&S employees who currently have adjunct rank at the Assistant, Associate or Full Professorial levels 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 current employees with Adjunct Instructor rank, and will need to recommend to the college and provost future classification for these individuals.

3.3.2.6. Continuous Adjunct Appointments

The title continuous adjunct was employed in the past to extend certain adjunct appointments beyond seven years and subject to termination only for cause. Cause includes not only inadequate performance but also factors such as discontinuation of financial support, lack of need for the role the person has been playing in the department, significant change in the nature of that role, or other circumstances related to the nature of the position within the department. Faculty on continuous adjunct appointment are eligible for review for promotion in accordance with university promotion policies and procedures. No new appointments may be made using this title.

Salaries for continuous adjunct faculty should reflect equity with other faculty making similarly valuable contributions. (Faculty Senate Resolution 96-12, March, 1997)