

Rationale for Changing ISU Faculty Handbook Section 3.3.2.1

3.3.2.1 Appointment Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments

The Report and Recommendations from the Task Force to Examine Limits on Percentage of Non-Tenure Eligible Faculty was first introduced to the Faculty Senate as new business on November 9, 2010. The report and recommendations were approved at the December 7, 2010 Faculty Senate Meeting.

The changes to the Faculty Handbook outline how departments and colleges should develop optimal non-tenure eligible faculty percentage limits. Additionally, the reporting expectations at the departmental and college level are outlined. Finally, the changes state how the executive vice president and provost should handle reporting these figures to the faculty senate.

Since, this material was passed and the changes made to the Faculty Handbook section 3.3.2.1 are taken directly from the Task Force Report to Examine Limits on Percentage of Non-Tenure Eligible Faculty, this item was placed on the consent agenda.

DRAFT of Revised ISU FH Section 3.3.2.1 on Non-Tenure Eligible Faculty 2/21/11 V.3

3.3.2.1 Appointment Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments

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 Clinician¹: a limited term, full- or part-time renewable appointment of from one semester to three years.
- Senior Lecturer and Senior Clinician¹: a limited term, full- or part-time renewable 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 a minimum of six years or completed 12 semester FTEs of employment.
- Adjunct appointment: a limited-term, full- or part-time renewable appointment with possible titles as adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct instructor². The Adjunct 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. Adjunct appointments are 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 3.3.2.5

¹ 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 Provost.

2As specified in 3.3.2.4, the title of "adjunct instructor" is reserved for persons "with DVMs or equivalent degrees," persons in "the Construction Engineering Program of the CCEE Department with a Master's Degree and at least five years of industrial experience," and persons "in the Department of Animal Science with a Master's Degree and at least three years of relevant experience in the animal production or meat processing industry."

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. An optimal NTE teaching target should be discussed by faculty within each department, identified by each department chair in consultation with their dean, and approved by the executive vice president and provost. If the NTE teaching target is above 25%, then a careful and clear justification should be stated. If the NTE percent is higher or becomes higher in subsequent years than the established target, this then triggers the need for discussion among department faculty, chair, dean, and the executive vice president and provost. A Departmental Responsibility Statement must be submitted by each department chair to their respective dean once every three years which reports NTE percentages. Standardized departmental reporting forms are posted on the executive vice president and provost's web site. (URL will be added here)

Additionally, each dean must identify a healthy and optimal NTE teaching percent target within their college based on the reports from their department chairs and with approval of the executive vice president and provost. If the average college target NTE percent is above 20%, careful and clear justification should be stated. If the college NTE percent is higher or becomes higher in subsequent years than their established target, then this triggers evaluation and discussion among the college faculty caucus, the dean of that college, and the executive vice president and provost. A College Responsibility Statement shall be submitted by each dean to the executive vice president and provost once every three years. Standardized College reporting forms are posted on the Provost's web site. (URL will be added here)

Each department and college can report the maximum percentage of all student credit hours (SCH), section credits (SC), or course sections (CS) instructed by NTE faculty. Every three years, the executive vice president and provost shall provide the College Responsibility Statements to the FDAR council including any justification or explanation for review. Additionally, the

executive vice president and provost shall continue to keep the faculty senate apprised of department, college, and university NTE percentages annually. Optimal target for each department and college should be included in this annual report to the faculty senate.