Offering Faculty Rank to P&S Employees
Office of the Senior Vice President and Provost

Academic departments may appoint a Professional and Scientific (P&S) employee to a faculty rank (as “rank-only”) to carry out faculty responsibilities. (See Section 3.3.2.5 of the Faculty Handbook). For more information on faculty rank for teaching responsibilities, see the guidance in the “Iowa State University Practices for Professional and Scientific Employees who also have Teaching Responsibilities” document available at http://www.provost.iastate.edu/administrator-resources/recruitment.

The granting of faculty rank is appropriate to recognize faculty duties within an employee’s home department (e.g., an Advisor II teaches a credit course and is listed as instructor-of-record for the course), or outside of his/her home department (e.g., a Director II is serving on a student’s POS committee when the academic department is not the director’s home department). When the faculty duties are in an employee’s home department and are ongoing, the duties shall be reflected in the Position Description (PD) for that employee – as a percentage of time not to exceed 30% of the overall duties.

All rank-only appointments shall have a term end date (no more than five years or their P&S appointment term date, whichever is less). If an academic department is interested in renewing the faculty rank appointment, it shall initiate the request to offer faculty rank form and LOI. The request form should reflect the faculty duties the individual is expected to continue doing.

Per the Faculty Handbook (Section 5.4.1), a peer review shall be completed at least every six semesters. The faculty duties shall also be reviewed annually by the Department Chair in the academic department of rank. Departments should follow their governance documents regarding appointment, review, and renewal.

P&S employees who hold faculty rank should be treated as any other faculty in that rank (e.g., receive departmental communication, invitations to faculty meetings, etc.).

To appoint a P&S employee with faculty rank, the following procedures shall be followed:

1. Determine what faculty title/rank would best reflect the anticipated duties. It is important to be consistent when considering others in the department with similar duties. (When the faculty duty is teaching, it is appropriate to use the rank of Lecturer or Senior Lecturer.)

2. Complete the “Request to Offer Faculty Rank” form and Rank-Only Letter of Intent (LOI) available at http://www.hrs.iastate.edu/hrs/forms. The request form needs to be approved by the individual’s home department supervisor as well as the requesting department chair, and dean, and the provost. (If it is a new rank-only appointment, the individual’s CV or resume should also be routed with the rank-only request form and LOI.)

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3. Once all of the approvers have signed the request form and LOI, the LOI should then be presented to the individual for review and signature.
4. The original LOI and request form are then forwarded to the SVPP Office for processing. Do not route an EPA to formalize these appointments; the SVPP Office updates the centralized HR data when the LOI is received.

Questions regarding granting faculty rank-only appointments should be directed to Brenda Behling, Director of Academic Policy and Personnel (294-8236 or bkbhli@iastate.edu) or Chelsey Aisenbrey, Academic Personnel Specialist (294-3592 or chelseya@iastate.edu).