3.3 Types of Appointments
Faculty Appointments are made as tenured/tenure-eligible (3.3.1) or as term faculty (3.3.2). Both types of appointments include ranks of assistant professor, associate professor and professor, and term faculty also include the rank of lecturer.

3.3.1 Tenured and Tenure-Eligible Appointments
Tenured and tenure-eligible appointments are regularly budgeted positions at any rank and account for most faculty appointments. Tenure-eligible faculty are appointed for a specified period of time, and notice of intent not to renew shall be given according to the deadlines specified in the FH Section 3.5. A person on a tenure-eligible appointment for a specified term is considered to be in a probationary period of service leading to tenure. The length of this period is specified at the time of initial appointment, but it may not exceed seven years, except in cases of part-time tenure-eligible appointments and in cases of the approved extension of the tenure-clock. Recruitment for tenured and tenure-eligible faculty must follow the University's open search policy.

3.3.1.1 Requests for Conversion to Part-time Appointment
Requests for conversion from full-time to part-time appointments may only be initiated by tenured or tenure-eligible faculty with either A-base or B-base full-time appointments.

Tenured faculty may make such a request for personal or professional issues, including work/life balance. Tenure-eligible faculty may make such a request only for reasons of balancing work and family for the arrival of a child, the care of a child with special needs, elder care, the care of a partner, or for personal circumstances related to the health of the faculty member.

A new Position Responsibility Statement (PRS) will be negotiated by the faculty member and department chair. (FH Section 3.4) Part-time appointments can be made for any percentage from fifty percent or greater of a full appointment. Only in unusual circumstances and only for tenured faculty will appointments less than fifty percent FTE be considered. The length of non-permanent part-time appointments may be made in one-half year segments that may either be consecutive or non-consecutive for no more than two calendar years. During the duration of a part-time non-permanent appointment, terms of the appointment will only be changed via the agreement of the faculty member, the department chair and Dean. At the end of any term, the part-time appointment may be continued by agreement of the faculty member, the department chair and Dean. Faculty may request permanent conversion to a part-time appointment, subject to approval by the department chair and Dean.

The reasons for the request for a change in the percentage of appointment should be clearly stated and may include personal or professional issues, including work/life balance. The department chair should make a careful assessment of the needs of the department and work with the faculty member requesting the part-time appointment to facilitate this whenever possible. The period for which this part-time appointment is granted shall be
clearly stated. For non-permanent appointments, each agreement will specify the date on which the faculty member returns to full-time.

If the faculty member and the department chair do not reach agreement on a change in appointment, the faculty member may request assistance from the chair of the Faculty Senate Appeals Committee, the Ombuds Office, the dean, or the senior vice president and provost. Disagreements about changes in the PRS should be handled according to (FH Section 3.4.4).

Service responsibilities for faculty on part-time appointments are generally seen as proportional to their appointments. Faculty on such appointments are not excused from regular institutional service and university commitments because of the part-time appointments.

Faculty on part-time tenure-eligible or tenured appointments remain eligible for benefits, including retirements and medical and dental benefits as provided by university benefit plans. Office and laboratory space may be adjusted with part-time appointments.

A faculty member’s tenure is assumed to be full-time as long as the part-time appointment has a stated term. When a permanent conversion to part-time appointment takes place, the tenure is for a partial appointment.

Approved by Faculty Senate Executive Board (November 1, 2005); Faculty Senate (December 6, 2005); Faculty Senate Executive Board (April 18, 2006); Faculty Senate (April 25, 2006); provost and president (July 11, 2006). Editing and revision approved by Faculty Senate Executive Board (December 5, 2006) and Faculty Senate (December 12, 2006).

3.3.1.2 Review of Policy for Part-time Appointments for Tenure-Eligible and Tenured Faculty
The policy on part-time appointments for tenure-eligible and tenured faculty shall be reviewed six years after it is adopted. It will remain in effect unless explicitly amended by the Faculty Senate and university administration.

Approved by the Faculty Senate December 12, 2006

3.3.2 Term Faculty Appointments
Term Faculty are those individuals employed by Iowa State University who hold limited term, full, or part-time renewable appointments that are not eligible for tenure and are subject to approval by the department, college, and provost. These appointments will normally be B-base (9 months). Term Faculty hold positions which have roles involved with the university’s missions of instruction, clinical practice, research, extension, and/or outreach, and perform a range of professional duties at the university. Their responsibilities are defined in their individual Position Responsibility Statements (PRS) within the guidelines outlined in Section 3.3.2.2. Persons holding term appointments are eligible to be named to the Graduate Faculty in accordance with Graduate College
procedures. Positions that primarily perform administrative functions instead of faculty responsibilities are not permitted.

As members of the general faculty, all term faculty have full rights of academic freedom and participation in shared governance. The PRS shall not violate the faculty member’s academic freedom. If the parties agree to more specific language beyond a general description of areas of position responsibilities, that specific language shall not be understood to be a checklist or constraint on the faculty member’s freedom to choose areas and methods of inquiry appropriate to the discipline.

Term faculty are subject to appointment, evaluation, renewal, advancement, termination, and conduct consistent with the Faculty Handbook and with other University policies. A formal search that follows open search policy is required to fill an open term faculty position. Faculty – tenured, tenure-eligible, and/or term – 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.

(For evaluation, renewal, and advancement policies of term faculty appointments, see FH Section 5.4)

### 3.3.2.1 Guidelines for Term Faculty Percentages
ISU subscribes to AAUP guidelines and standards for part-time and term faculty, including the AAUP recommendation that part-time and term (non-tenure-eligible) faculty appointments be limited to no more than 15% of the total instruction within the university, and no more than 25% of the total instruction within any given department. An optimal term faculty teaching target should be discussed by faculty within each department, identified by each department chair in consultation with their dean, and approved by the senior vice president and provost. If the term faculty teaching target is above 25%, then a careful and clear justification should be stated. If the term faculty 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 senior 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 term faculty percentages. Standardized departmental reporting forms are posted on the Office of the Senior Vice President and Provost’s web site.

Additionally, each dean must identify a healthy and optimal term faculty teaching percent target within their college based on the reports from their department chairs and with approval of the senior vice president and provost. If the average college target term faculty percent is above 20%, careful and clear justification should be stated. If the college term faculty 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 senior vice president and provost. A College Responsibility
Statement shall be submitted by each dean to the senior vice president and provost once every three years. Standardized College reporting forms are posted on the Senior Vice President and Provost’s web site.

Each department and college should report the maximum percentage of all student credit hours (SCH), section credits (SC), or course sections (CS) instructed by term faculty. Every three years, the senior vice president and provost shall provide the College Responsibility Statements to the FDAR council including any justification or explanation for review. Additionally, the senior vice president and provost shall continue to keep the Faculty Senate apprised of department, college, and university term faculty percentages annually. Optimal target for each department and college should be included in this annual report to the Faculty Senate.

Amended and approved by the Faculty Senate on 4/21/15; by the Senior Vice President and Provost on 6/16/15; and by the ISU President on 7/20/15.
Amended and approved by Faculty Senate (April 10, 2007).
Revised and approved by Faculty Senate (January 15, 2008); by provost and president (January 23, 2008).
Approved by Faculty Senate (March 8, 2011); by provost and president (March 22, 2011).

3.3.2.2 Titles for Term Faculty Appointments
Departments shall appoint term faculty using one of the following titles, appropriate to the faculty member's discipline, and that reflects the nature of the work done by the term faculty member. Term faculty rank appointments will be based on the faculty member's documented professional and academic experience and performance. Advancement for all term faculty shall follow the policy described in FH Section 5.4.1.3 Review for Advancement.

- **Teaching Faculty Title and Ranks:** Lecturer, Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor. Teaching faculty hold positions through which they generally contribute to the teaching mission of the university. All Teaching faculty must devote at least 75% of their time to instruction, advising, curriculum coordination and other responsibilities related to the teaching mission. In addition, such appointments may include scholarly achievement and institutional or professional service, or any other responsibilities as identified in the PRS. The title of Lecturer is used for early career teaching faculty with contracts of one year or less, while Assistant Teaching Professor is for teaching faculty on multi-year contracts who have not advanced in rank.

- **Practice Faculty Title and Ranks:** Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice. Professor of Practice faculty must have significant relevant professional experience outside of academia that qualify them to make a contribution to instruction and/or advising. All Professor of Practice faculty must devote at least 75% of their time to teaching in their area of expertise and related institutional and professional service. In addition, such appointments may include scholarly achievement and institutional or professional service, or any other responsibilities as identified in the PRS.
Clinical Faculty Title and Ranks: Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor. All Clinical faculty must devote at least 75% of their time to providing or overseeing the delivery of professional services to individual patients or clients, and to teaching students, residents, or fellows of the university at the undergraduate, graduate, professional, or postgraduate level. They are expected to integrate the delivery of their professional services with their teaching. While the use of Clinical faculty titles is most easily conceived in the context of the College of Veterinary Medicine, where faculty are involved in the delivery of professional services to patients and clients, there are other disciplines where the use of Clinical titles for similar purposes may be appropriate.

Research Faculty Title and Ranks: Research Assistant Professor, Research Associate Professor, Research Professor. Research faculty must devote at least 80% of their effort to externally-funded research, and they must have opportunity to move toward research independence. At least 10%, but no more than 20% of research faculty salary shall be paid from the general fund. In order for research faculty to be eligible for re-appointment, they must demonstrate research and scholarly productivity commensurate with tenure-stream faculty of the same rank, and must demonstrate independence as appropriate for their rank in their field. Since research professors are expected to obtain the majority of their funding from external sources, the term appointments for research professors must be contingent upon the availability of external funding. However, if a term faculty research professor needs to be terminated before the end of their contract due to insufficient funding, the term-faculty member will be given a 3-month notice of the termination. During the 3 months, the faculty member’s college will be responsible for covering any portion of the faculty member’s salary not covered by external research grants or the faculty member’s incentive account.

Adjunct Faculty Title and Ranks: Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor. Adjunct faculty typically are not focused on one area of faculty responsibility such as teaching or clinical activities. 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.

3.3.2.3 Ranks and Lengths of Term Faculty Appointments
The initial appointment of a term faculty member at any rank may be made from one semester to the limits outlined below by rank. At the conclusion of the initial term, reappointments must follow the guidelines outlined below by rank.

Term faculty at the lecturer rank
- have the potential to contribute significantly to the mission of the university as defined in their PRS.
• are for a term of up to one year; however, after a lecturer has completed three academic years of continuous employment will be reclassified as a term assistant professor if renewed.
• require a notice of three months of intent not to renew.

Term faculty at the assistant rank – The assistant rank is for faculty who
• have the potential to contribute significantly to the mission of the university as defined in their PRS.
• are for a term of from one to three years, however after a term assistant professor has completed three academic 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.

Term faculty at the Associate Rank – The associate rank denotes a record of successfully contributing to the mission of the university as defined in the PRS or a record of contributions in the professional field and promise of further academic and professional development. The associate rank
• is for faculty who are hired for a term of from three to five years. Shorter terms may only be issued under exceptional circumstances with approval of the Provost.
• requires a notice of one year of intent not to renew

Term faculty at the Professor Rank – The professor rank is appropriate for term faculty who have proven their excellence in the primary responsibilities identified in their PRS, and effectiveness in any other areas of their PRS, or who have demonstrated substantial contributions to their professional field. The professor rank
• is for faculty who are hired for a term of from three to seven years. Shorter terms may only be issued under exceptional circumstances with approval of the Provost.
• requires a notice of one year of intent not to renew

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

3.3.3 Non-salaried Faculty Appointments

3.3.3.1 Affiliates
An affiliate faculty member is not an employee of the university. Affiliate appointments are unpaid, usually part-time appointments granted to persons who are typically employed elsewhere and who provide academic service to the university in furtherance of the
research or graduate education mission of the university. In some instances the affiliate appointment formally recognizes services provided to the university as per a cooperative agreement with another governmental agency (e.g., USDA). Faculty rank will reflect scholarly qualifications equivalent to those of similar rank in the department. Recommendation for the appointment is initiated within an academic department and must be approved by the faculty, department chair, and dean. Appointments may be made for a term of up to five years, and renewal is possible. The conditions of the appointment, including the extent to which the department will provide support services for the individual, are stated in a written Affiliation Agreement signed by both parties at the time of the appointment (this is in lieu of a Position Responsibility Statement). An affiliate is not considered to be tenured, and time spent in affiliate status is not considered to be service in a probationary period leading toward tenure.

As a non-employee, an affiliate faculty member cannot be the instructor of record for a class. Furthermore, as a non-employee they may not be assigned research duties or responsibilities that would ordinarily be carried out by a person in a P&S or Post-Doctoral position. If a department desires to assign such responsibilities to a person on an affiliate appointment, that person's appointment status shall be converted to an appropriate status by following the university's procedure for filling a faculty or P&S position.

Persons on affiliate appointments are subject to university and faculty policies.

Approved by the Faculty Senate on April 19, 2016; the Senior Vice President and Provost on May 2, 2016; and the ISU President on May 3, 2016.

3.3.3.2 Professional and Scientific (P&S) Term Faculty Appointments
A person employed in a Professional & Scientific (P&S) position may also be appointed to term faculty 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 in teaching.

A broad range of P&S employees are granted faculty rank so that they can conduct faculty duties. When the faculty work undertaken is similar to that of a department’s Term Faculty, the correlating appropriate title may be used in accordance with FH Sections 3.3.2.2 nd 3.3.2.3. 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.

3.3.4 Visiting Appointments
A visiting appointment can be unpaid or paid.

An unpaid, visiting faculty appointee is not an employee of the university. The visiting appointment is ordinarily made to allow an academic, while in residence at Iowa State, to provide special input into the teaching or research program of any Iowa State academic
department. An unpaid, visiting appointee cannot be the instructor of record for a class. Normally the visitor is employed elsewhere, usually as a member of the faculty of another institution and is appointed at the rank held at that institution. A visitor may, however, also come from business, industry, or government, in which case the appointment is at a rank consistent with the individual’s professional experience. Recommendation for the appointment is initiated within an academic department and must be approved by the faculty, department chair, and dean. The initial term of an unpaid visiting appointment is one year or less, with renewal possible for a second and final year. No notification of intent not to renew is required.

A paid, visiting faculty appointee is an employee of the university. Generally the visitor is performing services such as teaching at Iowa State. If the visitor is employed as a member of the faculty of another institution then the rank offered at ISU should be similar to the rank held at the home institution. Recommendation for the appointment is initiated within an academic department and must be approved by the faculty, department chair, and dean. An employment background check is required for paid, visiting appointments. The initial term of a paid visiting appointment is one year or less, with renewal possible for a second and final year. No notification of intent not to renew is required. The person is not considered to be tenured at Iowa State, nor is the visiting appointment considered to be service in a probationary period leading to tenure. If, however, the individual is subsequently given a regular appointment following an open recruitment process, continuous time up to one year served in a visiting status may be credited toward completion of the probationary period. Persons holding a paid visiting appointment of one-half time (.5 FTE) or greater and for nine months duration may, at their option, participate in the university's benefits program.

Persons holding either unpaid or paid visiting appointments are subject to university and faculty policies.

Approved by the Faculty Senate on April 19, 2016; the Senior Vice President and Provost on May 2, 2016; and the ISU President on May 3, 2016.

3.3.5 Joint Academic Appointments
A faculty member may hold an appointment in more than one academic department. Initiation of such an appointment - which may be made either coincidental with, or subsequent to, the individual’s original appointment - requires a Letter of Intent signed by the chairs of both departments and the dean or deans of the college(s) involved and the senior vice president and provost. In approving the appointment, the second department should stipulate in writing the role the faculty member will play in that department, including the person’s rights with respect to involvement in the governance of the department. One of the departments is designated as the individual’s primary department, which is considered to be the faculty member’s home department for purposes of evaluation, review and initiating personnel actions. Recommendations for promotion and tenure are initiated and submitted by the faculty member’s primary department, with the advice of the secondary department. Ordinarily, the faculty member’s tenure is assumed to reside in the primary department only. Joint appointments may involve joint budgeting, but
the primary department may also fund the faculty member’s entire salary. In the latter case, the appointment in the secondary department is sometimes referred to as a courtesy appointment. The Position Responsibility Statement should clarify the expectations in each department.

### 3.3.6 Faculty Titles No Longer Allowed for New Appointments

The title continuous adjunct was employed in the past to extend certain adjunct appointments beyond seven years and subject to termination only for adequate cause (FH Section 7.2), elimination of academic programs (FH Section 3.5.2.2) or financial exigency (FH Section 3.5.2.3), 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. No new appointments may be made using this title. Salaries for continuous adjunct faculty be equitable with other faculty making similar contributions.

The titles Senior Lecturer, Clinician, and Senior Clinician were used in the past for some non-tenure eligible faculty appointments. No new appointments may be made using these titles.