

Frequently Asked Questions (FAQ)
ISU Term Faculty Policy Implementation
Office of the Senior Vice President and Provost

April 2019

The Faculty Senate approved changes to the Non-Tenure-Eligible Faculty policy, resulting in new TERM FACULTY policy, in May 2018; the Senior Vice President and Provost (SVPP) and President approved the policy in July 2018. FH 3.3.2 providing for new Term Faculty titles and changes in policy regarding terms, review, advancement, etc. was published in the Faculty Handbook as of July 2018.

1. *Where can I find the updated Term Faculty policies?*

The policy changes are available in the current version of the [Faculty Handbook](#) which is available online.

2. *What are the new Term Faculty titles and the major changes with past policy?*

The new Term Faculty titles are Assistant, Associate, and Full Teaching Professor and Assistant, Associate, and Full Professor of Practice. The policy also updates and clarifies the description of and parameters for appointment, renewal, and advancement for Research, Clinical, and Adjunct faculty.

We provide here a summary of the policy updates and revisions:

3.3 Types of Faculty Appointments, and 3.3.2 Term Faculty Appointments

The revisions reflect the change in terminology from Non-Tenure-Eligible (NTE) to *Term Faculty* which has been incorporated throughout the Faculty Handbook.

3.3.2.2 Titles for Term Faculty Appointments

The revisions include new titles of *Teaching Faculty* (Lecturer, Assistant Teaching Professor, Associate Teaching Professor, and Teaching Professor) and *Practice Faculty* (Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice). This section also revises and updates the descriptions of *Research Faculty*, *Clinical Faculty*, and *Adjunct Faculty*. This section defines the responsibilities associated with each Term Faculty type.

3.3.2.3 Ranks and Lengths of Term Faculty Appointments

This section provides standardized policy regarding each faculty rank, and the duration of term appointments by rank.

3.3.2.4 Role in Governance of Term Faculty

This new section consolidates the governance policy into one section for all Term Faculty.

3.3.3 Non-salaried Faculty Appointments

Affiliate, Professional & Scientific (P&S) “rank only,” and Visiting appointments are consolidated under this section heading. (All are Term Faculty appointment types as well.)

3.3.6 Faculty Titles No Longer Allowed for New Appointments

This section clarifies that no new appointments may be made using the titles Senior Lecturer, Clinician, Senior Clinician, and Continuing Adjunct.

5.4 Evaluation, Renewal, and Advancement of Term Faculty Appointments

The policy regarding evaluation, renewal, and advancement is standardized here for all Term Faculty.

3. What is the difference between the Teaching Professor track and the Professor of Practice track?

The Teaching Professor track is appropriate for Term Faculty who are hired because of their academic credentials, expertise, and/or experience in teaching. Their credentials qualify them to teach, advise students, engage in curriculum development, lead programs, or engage in other academic activities related to their academic expertise.

The Professor of Practice track is appropriate for Term Faculty who are hired because of their credentials, expertise and experience as accomplished professionals. This past experience qualifies them to teach, advise students, engage in curriculum development, lead programs, or engage in other academic activities related to their professional expertise.

4. Can someone be hired directly into an Associate Professor or Professor rank within these new tracks?

Yes, a College may hire a Term Faculty at the Associate or Full Professor rank. This will be dictated by the advertised job description including the advertised rank and minimum qualifications indicated by the hiring department.

5. How will the new Term Faculty policy impact current Research, Clinical, and Adjunct Faculty?

The Term Faculty policy will not immediately impact faculty currently appointed as Research, Clinical, and Adjunct Faculty. However, as the Colleges and Departments revise their governance documents and policies to align with the new Term Faculty standards for hiring, governance, review, and advancement, there will be adjustments in review and advancement criteria and timelines. Current Continuous Adjunct faculty will continue to have grandfathered rights, per a former policy change.

6. When may the college and department use the new Term Faculty titles?

The new titles may not be used until after the college and departmental governance documents are revised (and approved) to include information about the hiring, review, and advancement of Term Faculty. The effective date for use of the titles for hiring, and for formal use for any current faculty (and the transfer of faculty title) is:

A-base (twelve month annual work period): July 1, 2019

B-base (nine month annual work period): August 16, 2019

Current faculty may use the new titles informally (i.e., in the syllabi or CV, and on business cards) after June 1 (see Q.7 regarding notification of the new titles by June 1).

7. *What is the process for review of current Term Faculty appointments with respect to the new policy?*

Each college shall lead the review of all current Term Faculty appointments for transfer to the new titles, where applicable, and with substantial input from the department. The colleges shall forward the list of proposed title transfers for their faculty no later than May 1, 2019. The SVPP will review and give final approval for the title transfers. The SVPP will communicate the title changes individually to current faculty impacted by June 1, 2019.

8. *Does the review and title transfer, if applicable, result in a promotion?*

The title transfer is an administrative action and the change in title is not a promotion. No faculty portfolio or peer review will be required for the transfer in title.

9. *Will the new title result in a salary or benefit change?*

There will be no impact to salary or benefits as a result of the title transfer on July 1 or August 16, 2019 for impacted faculty.

10. *Is a new PRS required for title transfer?*

Yes, each Term Faculty member undergoing a title transfer will need to have an updated PRS reflecting the new title by October 1, 2019.

11. *How do I know if I am eligible for transfer to a new title? What title or rank will be available to me?*

Faculty with the titles of Lecturer, Senior Lecturer, and Adjunct Faculty titles may be eligible for transfer to new titles. This will be determined by the College once its governance documents and policies are updated to reflect appointment criteria for the new Term Faculty titles.

12. *How will newly hired Term Faculty (i.e., those who have accepted employment but not started yet) be notified of the policy change and title transfer, if applicable?*

Standard language has been developed for the proper notification of new Term Faculty. Faculty postings of Term Faculty positions in most cases have already included the respective notification.

Letters of Intent for Term faculty include standard language (in the Special Conditions section) regarding the implementation of revised policy, and to provide proper notification to the successful candidates.

13. *Will the current term dates for current Term Faculty be impacted by the policy and title transfer?*

No, no changes will be made in term dates for current Term Faculty.

14. *How will required peer review dates, or renewal review dates change, if at all?*

There will be no changes in required peer review dates or renewal review dates.

15. *Does the policy requiring non-renewal notification still apply?*

Yes, the policy requiring non-renewal notification will still apply for current Term Faculty. The new policy (FH 3.5.1.3) specifies that faculty on one-year appointment shall be given written notice of three months for non-renewal – this will impact new or renewal appointments as of July 1, 2019.

16. What does the policy state regarding minimum educational requirement for the new Term Faculty titles?

The Faculty Handbook does not impose any minimum educational requirement for Term Faculty appointments. Minimum degree requirements have been established by each College and can be found in the College governance document. Once hired into a term faculty track, a faculty member cannot be required to earn a higher academic degree in order to be promoted within that track.

17. What support is available to prepare for Term Faculty advancement?

The Provost's Office has a website of [resources and guidance for Term Faculty advancement](#) that will be updated for FY20 to reflect revised institutional advancement policies and procedures. Colleges are also in the process of developing new resources and guidance for Term Faculty advancements in FY20. In addition, the Provost's Office offers workshops annually for Term Faculty focused on advancement and career development.

18. How can I learn about which University awards and professional development funding sources are available for Term Faculty?

Many awards and funding sources exist on campus, and each has its own rules on eligibility. If the award or funding unit has not yet clarified whether Term Faculty are eligible, please contact the unit directly with questions regarding eligibility.

19. Who do I contact if I have still have questions?

Contact your department chair, or college dean's office (associate dean or Human Resource Liaison) if you have questions about the Term Faculty policy and any impact to you.

Questions about Implementation? Please contact Brenda Behling (bkbeli@iastate.edu) or Dawn Bratsch-Prince (deprince@iastate.edu) with questions regarding the implementation of the Term Faculty policy.