

# **Principles for Implementation of Term Faculty Policies**

## **Office of the Senior Vice President and Provost**

September 26, 2018

*Approved by the Faculty Senate in May 2018, and the Provost, and President in July 2018, the new Term Faculty titles shall become effective July 1, 2019.*

The Faculty Senate jointly with the Office of the Senior Vice President and Provost (SVPP) will communicate to campus the approval of the term faculty policies at the start of the fall 2018 semester. The SVPP will work together with the Faculty Senate to develop and disseminate an effective implementation plan for the new faculty policies and titles. The plan will include a timeline and an FAQ document made available online, as well as regular communication to faculty, department chairs, and deans via *Inside Iowa State* and presentations at Faculty Senate, Department Chairs' Cabinet, and Provost's Council.

In order to ensure consistency in the implementation of new policies and titles, the SVPP has developed this set of principles to guide Colleges. Each College will, in turn, develop and communicate college-specific guidance to their Departments.

### **Updating Governance Documents and Policies**

1. Each College shall set forth in writing the criteria and processes for the hiring, governance, evaluation, renewal, and advancement of Term Faculty (Lecturer, Teaching Track, Practice Track, Research Track, Clinical Track, and Adjunct Track) in their respective governance documents and policies. Department criteria and processes must be in alignment with College and University policies.
2. The Faculty Senate College and Department Document Review Committee (CDDR), in consultation with the Faculty Senate Governance Council, is providing guidance to Colleges and Departments on revising governance documents through the CDDR [Governance Document Checklist](#) which is available on the Faculty Senate website.
3. Revised College governance documents and term faculty policies will be submitted to the SVPP Office for review by **December 1, 2018** to ensure consistency across the academic division. Along with their revised documents, Colleges shall provide the public URL for their revised governance documents, and a completed copy of the CDDR [Governance Document Checklist](#).
4. Revised Department governance documents shall be developed in alignment with College governance documents and policies. Department documents shall be reviewed by the College no later than **March 15, 2019** to ensure consistency across departments and alignment with College governance. Departments shall provide the public URL for their revised governance documents, and a completed copy of the CDDR [Governance Document Checklist](#).
5. No College or Department shall appoint a faculty member with the new term titles until their governance documents and policies are updated as described above.

## Transfer of Term Faculty Titles

Once the College and Departments have defined the criteria and processes for term faculty hiring, governance/voting, evaluation, renewal, and advancement, the College shall lead the review of current term faculty appointments for possible transfer to the new titles. This will be done where applicable and with substantial input from the Departments.

1. The transfer of term faculty title is an administrative action and does not change the faculty member's job duties or contract dates, which remain the same.
2. The transfer of faculty title is not an advancement; therefore, no faculty portfolio shall be required nor any faculty advancement vote taken. Salary is not impacted by the assignment of the new title.
3. Colleges shall forward to the SVPP by **May 1** the list of term faculty for whom they are requesting title transfers and the proposed new titles and ranks. The SVPP will review the lists to ensure consistency across the academic division, and then give final approval for any title changes.
4. The SVPP will communicate the title changes individually to current faculty impacted by **June 1, 2019**.
5. Faculty may begin using their new titles on **July 1, 2019**.
6. Because implementation of the new faculty titles coincides with Workday go-live, there will be a period of approximately two months during which the titles will be formally transferred in the ISU Workday system. For this reason, we have established the following dates by which new titles will be updated:
  - A-base (12 month) faculty titles will take effect **on or about July 1, 2019**.
  - B-base (9 month) faculty titles will take effect **on or about August 16, 2019**.
7. Each term faculty member undergoing a title change will need an updated Position Responsibility Statement (PRS), reflecting the new title, by **October 1, 2019**. The new PRS will be developed by the Department chair in collaboration with the faculty member in accordance with standard policy.

## Term Faculty Hiring and Advancement Processes for FY19

8. During the current fiscal year FY19, term faculty may undergo advancement review in accordance with current college and university policy (e.g., lecturer for promotion to senior lecturer). If advanced, their notification of advancement will include a statement regarding the pending institutional transfer of titles in FY20.
9. During the current fiscal year FY19, new term faculty will be hired using the current term faculty titles (e.g., lecturer, senior lecturer, etc.). Their letter of offer will include a statement regarding the pending institutional transfer of titles in FY20.
10. SVPP will develop and post standard guidelines and templates by **July 1, 2019** for the term faculty advancement process for FY20.