

UI Instructional Faculty Policy Proposal

Final Policy As Approved by Faculty Senate 3/22/2016

1 **10.11 INSTRUCTIONAL FACULTY POLICY.**

2 Preamble. The purpose of this policy is to set parameters guiding the employment of
3 instructional faculty across the University. While tenured and tenure-track faculty,
4 with portfolios of teaching, scholarship, and service, are the foundation of the faculty
5 at the University, colleges have the option to employ non-tenured faculty who are
6 primarily engaged in the teaching mission.

7 The policy applies to all colleges that employ or continue to employ instructional
8 faculty. It also sets requirements for individual colleges to develop policies related to
9 instructional faculty within the college. As with other university-wide policies,
10 collegiate policy shall further elaborate on but not contradict university policy. See
11 section **10.11(i)**.

12 **a. Definitions.** Instructional faculty contribute predominantly to the teaching mission
13 of the University and may also do some service. They may work for a single year or
14 may dedicate many years of service. Instructional faculty typically occupy full-time
15 positions, but must be 0.5 FTE or greater. They participate in the faculty governance
16 process as described below and as defined by individual colleges and the Faculty
17 Senate. They are not eligible for tenure.

18 Instructional faculty shall hold rank at Lecturer, Associate Professor of Instruction,
19 Associate Professor of Practice, Professor of Instruction, or Professor of Practice. The
20 Associate Professor/Professor of Instruction title is applicable when instructional
21 faculty have an established record of excellence in teaching. The Associate
22 Professor/Professor of Practice title is applicable when instructional faculty are
23 distinguished professionals whose professional expertise and experience qualifies
24 them to teach, advise students, develop curricula, or engage in other pedagogical
25 activities related to their expertise.

26 **b. Role of instructional faculty.** Instructional faculty may be hired to teach courses
27 or to educate and prepare students for their professional roles. Instructional faculty
28 shall devote a substantial amount of their time to providing or overseeing the delivery
29 of instruction to UI students in the classroom or in other settings appropriate to the
30 discipline. Instructional faculty may also perform administrative and/or service
31 functions; however, instructional faculty shall not be assigned primarily to perform
32 service or administrative functions with few or no educational obligations. Similarly,
33 research, scholarship, or artistic creation shall not be a requirement for appointment,
34 reappointment, or promotion of instructional faculty, but may be considered as
35 evidence of professional productivity if provided for by collegiate policy.

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36 **c. Hiring and Terms of Appointments.** Salaried instructional faculty are searched
37 for and appointed through university-wide recruitment processes. (See [III-9 Hiring](#)
38 [and Appointments.](#))

39 (1) Terms of appointments vary based on rank:

40 (a) Lecturer: Upon meeting the qualifications prescribed in section
41 **10.11(d)**, and upon mutual agreement of an applicant and the
42 department and/or college, an applicant may be appointed as an
43 instructional faculty member at the rank of Lecturer. Lecturers shall
44 receive one- to three-year appointments. Lecturer appointments shall
45 terminate at the end of the contract period, but reappointment is
46 possible at the discretion of the college.

47
48 Instructional faculty may choose to remain at the Lecturer rank
49 indefinitely or may pursue promotion as described herein. Upon
50 request of a Lecturer, a college may review a Lecturer for promotion
51 according to applicable university and collegiate policies. This
52 review ordinarily would occur during the sixth year of service;
53 however, collegiate policy may allow the DEO or Dean to choose not
54 to review the Lecturer or to review the Lecturer at a different time. If
55 the DEO or Dean decides not to review the Lecturer during or after
56 the sixth year of service and after the Lecturer has timely requested
57 review, the DEO or Dean shall communicate to the Lecturer in
58 writing the reasons for the decision. A Lecturer's choice not to
59 request promotion, or the DEO or Dean's decision not to review or
60 promote a Lecturer, does not automatically require termination of
61 employment. (See **10.11(f) Promotion.**)

62
63 (b) Associate Professor of Instruction or Associate Professor of Practice:
64 Upon meeting the qualifications prescribed in section **10.11(d)**, and
65 upon mutual agreement of the faculty member and the department
66 and/or college, an instructional faculty member may be hired or
67 promoted into the Associate Professor of Instruction or Associate
68 Professor of Practice rank. Associate Professors of Instruction and
69 Associate Professors of Practice shall receive three- to five-year
70 appointments; however, if an applicant is initially hired into this rank,
71 the college may choose to provide a probationary one- to three-year
72 appointment. Associate Professors of Instruction and Associate
73 Professors of Practice may choose to remain at this rank indefinitely
74 or may pursue promotion as described herein.

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76 (c) Professor of Instruction or Professor of Practice: Upon meeting the
77 qualifications prescribed in section **10.11(d)**, and upon mutual
78 agreement of the faculty member and the department and/or college,
79 an instructional faculty member may be hired or promoted into the
80 Professor of Instruction or Professor of Practice rank. Professors of
81 Instruction and Professors of Practice shall receive three- to seven-
82 year appointments; however, if an applicant is initially hired into this
83 rank, the college may choose to provide a probationary one- to three-
84 year appointment.

85
86 (2) A decision to terminate, not to renew, or not to promote an instructional
87 faculty member may occur only as described in section **10.11(g)**.

88 **d. Qualifications for specific ranks.** The ranks of instructional faculty shall be
89 assigned according to the qualifications below, and in accordance with collegiate
90 policies.

91 (1) Lecturer

92 (a) Terminal degree or other educational qualifications appropriate to the
93 position;

94
95 (b) Evidence of potential in teaching, which can be demonstrated
96 through experience in classroom teaching (including as a teaching
97 assistant), pedagogically-related advising or mentoring, curriculum
98 development, or other means; and

99
100 (c) Evidence of potential to contribute to departmental and collegiate
101 service and/or professional productivity, if the appointment will
102 require service and/or professional productivity.

103
104 (2) Associate Professor of Instruction

105 (a) Terminal degree or other educational qualifications appropriate to the
106 position;

107
108 (b) Established record of excellence in teaching; and

109
110 (c) Established record of excellence beyond teaching in professional
111 productivity and/or service, if required and as defined by the college.

112
113 (3) Associate Professor of Practice

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- 114 (a) Terminal degree or other educational qualifications appropriate to the
115 position;
116
117 (b) Experience and achievement in a profession relevant to the position;
118
119 (c) Established record of excellence in teaching, advising students,
120 developing curricula, or other pedagogical activities related to
121 expertise, or an established record of success in professional
122 endeavors indicating the potential for such excellence; and
123
124 (d) Established record of excellence in professional productivity and/or
125 service, if required and as defined by the college.
126

127 (4) Professor of Instruction

- 128 (a) Terminal degree or other educational qualifications appropriate to the
129 position;
130
131 (b) Sustained record of excellence across a range of teaching endeavors
132 as recognized by faculty and students within the department, college,
133 and/or university community; and
134
135 (c) Sustained record of excellence beyond teaching in professional
136 productivity and/or service, if required and as defined by the college.
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139 (5) Professor of Practice

- 140 (a) Terminal degree or other educational qualifications appropriate to the
141 position;
142
143 (b) Substantial experience and outstanding achievement in a profession
144 relevant to the position;
145
146 (c) Sustained record of excellence in teaching, advising students,
147 developing curricula, or other pedagogical activities related to
148 expertise, or a sustained record of success in professional endeavors
149 indicating the potential for such excellence; and
150
151 (d) Sustained record of excellence in professional productivity and/or
152 service, if required and as defined by the college.

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153 **e. Titles.** Colleges shall use the title Lecturer for the first rank of instructional faculty.
154 Colleges may choose the Associate Professor/Professor of Instruction titles or
155 Associate Professor/Professor of Practice titles, or both, for subsequent ranks.
156 Colleges may use these titles in conjunction with particular subject matters, if desired
157 (*e.g.*, Professor of Practice in Marketing; Professor of Instruction in Legal Analysis,
158 Writing, and Research). Exact titles shall be stipulated in college procedures and
159 approved by the Office of the Executive Vice President and Provost (Provost).

160
161 **f. Review and Promotion.** All reviews of instructional faculty shall be conducted
162 according to written standards of competence and performance defined by the relevant
163 units and in compliance with applicable university policies. Promotion of instructional
164 faculty shall occur during the regular faculty promotion cycle and shall follow both
165 collegiate procedures and University [Procedures for Instructional Faculty Promotion](#)
166 [Decision-Making at The University of Iowa](#). Given that promotion decisions within
167 instructional faculty ranks do not carry the same “up or out” decision associated with
168 tenure, a negative recommendation on a promotion request need not translate into
169 termination of employment.

170
171 **g. Decisions to terminate or not to renew.**

172 (1) Termination. Termination of instructional faculty during the term of the
173 appointment shall be for failure to meet written standards of competence
174 and performance established by the unit or violation of any applicable
175 university policy.

176 (2) Non-renewal.

177 (a) A decision not to renew a Lecturer appointment that began in the first
178 six years of service, or a probationary appointment at a higher rank, is
179 within the discretion of the Dean or designee and is not subject to
180 dispute procedures.

181 (b) A decision not to renew any other instructional faculty appointment
182 shall be for failure to meet written standards of competence and
183 performance established by the unit, violation of any applicable
184 university policy, changed economic circumstances, or program or
185 curricular needs. A decision not to renew such an appointment is
186 subject to dispute procedures only as defined herein.

187 (3) Notice. Notice of non-renewal of appointment, or of intention to
188 recommend non-renewal after a stated period has elapsed, where required,

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189 shall be given in writing or by email in accordance with the following
190 standards.

191 (a) For Lecturer appointments beginning in the first six years of service,
192 no notice is required. For Lecturer appointments beginning after the
193 completion of six years of service, or for probationary appointments
194 at higher ranks, notice shall be given at least three months in advance
195 of termination.

196 (b) For all other appointments, notice shall be given at least six months
197 in advance of termination.

198 **h. Instructional Faculty Disputes.**

199
200 (1) **Scope and Applicable Review.** These procedures provide the exclusive
201 process within the University for review of administrative action or non-
202 action concerning instructional faculty. These procedures do not substitute
203 for or override university processes and procedures reserved for alternative
204 forums or procedures, such as (but not limited to) those pertaining to
205 investigation of research misconduct or sexual harassment.

206
207 (a) Instructional faculty members at the rank of Lecturer or on
208 probationary appointments at a higher rank may challenge
209 administrative action or non-action concerning their employment
210 through the Administrative Review Procedures below.

211
212 (b) Associate Professors of Practice/Instruction and Professors of
213 Practice/Instruction who are not on probationary appointments may
214 challenge administrative action or non-action concerning their
215 employment through the Peer Review Procedures below. The Peer
216 Review Procedures are not available to instructional faculty at any
217 other rank.

218
219 (c) In a Title IX case, the applicable review procedures shall be modified
220 with the Title IX Procedures also set forth separately below.

221
222 (2) **Administrative Review Procedures.** These procedures apply to instructional
223 faculty members at the rank of Lecturer or on probationary appointments at
224 a higher rank.

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226 (a) Initiation of Review. An instructional faculty member initiates a
227 review by completing the Instructional Faculty Administrative
228 Review Form (IFAR Form) [LINK] regarding the administrative
229 action or non-action being challenged. To preserve any due process
230 rights, the instructional faculty member shall submit the IFAR Form
231 in hard copy or by email to the appropriate party (see below) no later
232 than 10 university business days after the faculty member's discovery
233 of the action or non-action giving rise to the challenge.

234
235 (i) An instructional faculty member challenging any of the
236 following actions or non-actions shall submit the form to the
237 head administrator (ordinarily the Dean) or designee, and the
238 review shall proceed according to the procedures set forth in
239 (b)(ii)-(iv) below (the local review step described in (b)(i)
240 below is not applicable here):

241
242 (A) a decision to terminate the instructional faculty member
243 during the term of appointment;

244
245 (B) a decision not to promote the instructional faculty
246 member to a higher rank after a promotion review has
247 been completed;

248
249 (C) a decision not to renew the instructional faculty
250 member's appointment, if the appointment began after
251 completion of six years of service; and/or

252
253 (D) a decision not to review the instructional faculty
254 member for promotion, if the decision not to review
255 occurred during or after the sixth year of service and the
256 instructional faculty member timely requested review
257 according to applicable collegiate and university
258 policies.

259
260 (ii) An instructional faculty member challenging any
261 administrative action or non-action other than those specified
262 in (a)(i) above shall submit the IFAR Form to the DEO,
263 Associate Dean, or other immediate supervisor, and the review
264 shall proceed according to procedures set forth in (b)(i)-(iv)
265 below.

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(b) Review Process.

- (i) Local Review. The administrator receiving the IFAR Form will conduct a review and engage in discussions as appropriate. This departmental level review may include input from parties with relevant information to resolve the challenge. The participants will agree on a time frame for a response, ordinarily 15 university business days from receipt of the IFAR Form. On completion of the review, the administrator or designee shall complete the IFAR Form with the response and rationale and shall send the IFAR Form to the instructional faculty member, with copies to other appropriate administrators.

- (ii) College or Division Review. The instructional faculty member may seek review at the college or division level by submitting the IFAR Form to the head administrator (ordinarily the Dean) or designee within 10 university business days of receipt of the departmental response, or within 10 university business days after notice of the event giving rise to the challenge, as appropriate under this policy. Review and discussions at the college/division level may include input from parties with relevant information to resolve the challenge. The participants will agree on a time frame for a response, ordinarily 15 university business days from receipt of the IFAR Form. The collegiate/division administrator or designee shall complete the IFAR Form with the response and rationale and shall send the IFAR Form to the instructional faculty member, with copies to other appropriate administrators.

- (iii) Provost Review. The instructional faculty member may appeal the collegiate/division level response by sending the completed IFAR Form with a written request for review to the Associate Provost for Faculty within 10 university business days after receiving the collegiate/division determination. The Associate Provost for Faculty will review the information provided, consult as appropriate, and issue a written determination within 15 university business days of receiving the request for review.

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(iv) Final Action. The determination of the Associate Provost for Faculty shall constitute final university action, and the instructional faculty member may seek appeal from the Board of Regents, State of Iowa, pursuant to the policies of the Board.

(3) Peer Review Procedures. These procedures apply to non-probationary instructional faculty members at the rank of Associate Professor of Practice/Instruction or Professor of Practice/Instruction.

(a) Initiation of Challenge. An instructional faculty member who wishes to challenge the legitimacy of some administrative action or non-action is encouraged to settle the matter through informal discussions with the DEO, Dean, or other persons connected with the matter. If the matter is not settled informally to the instructional faculty member's satisfaction, the instructional faculty member may challenge the administrative action or non-action by stating the basis for challenge in writing or by email to the Associate Provost for Faculty no later than 10 university business days following the faculty member's discovery of the action or non-action giving rise to the challenge. As soon as is practicable, the Provost or designee shall notify the Dean of the respective college of the challenge.

(b) Faculty Committee. Within 10 university business days of the date of the notice the Provost or designee shall form a faculty committee to review the challenge. The committee shall be comprised of three faculty members, one of whom shall be an instructional faculty member at the same or higher rank as the grievant. If feasible, the three faculty members on the committee shall be from the same college as, but from different departments than, the grievant. The faculty committee shall meet with the grievant within 10 university business days of the committee's formation. In that meeting, the instructional faculty member shall explain the basis for the challenge and may submit supplemental materials related directly to it. The faculty committee also may obtain relevant information from the Dean of the respective college or other appropriate sources.

(c) Committee Consideration and Recommendation. The faculty committee shall consider the challenge and related submissions and

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346 shall submit a concise written report with a recommendation to the
347 Provost or designee within 15 university business days after meeting
348 with the grievant.

349
350 (d) Decision and Final Action. The Provost shall issue a decision within
351 15 university business days after receiving the committee's report.
352 The decision of the Provost shall constitute final university action in
353 the matter, and the instructional faculty member may seek appeal to
354 the Board of Regents, State of Iowa, pursuant to the policies of the
355 Board.

356
357 (4) Title IX Modification of the Procedures. In a case subject to Title IX, the
358 applicable review procedures shall be modified as follows:

359
360 (a) Within 3 university business days receipt of the notice of challenge,
361 the Provost or designee shall provide the alleged victim a copy of the
362 notice of challenge and an opportunity to respond in writing within
363 10 university business days of the alleged victim's receipt of the
364 notice of challenge.

365
366 (b) Any administrator making a determination shall have completed
367 appropriate Title IX training prior to meeting with the grievant or
368 alleged victim.

369
370 (c) The administrator shall provide the alleged victim the same
371 opportunity as the grievant to meet, to submit materials regarding the
372 appeal, and otherwise to participate in the appeal.

373
374 (d) Upon final university action, the alleged victim as well as the
375 grievant may seek an appeal to the Board of Regents, State of Iowa,
376 pursuant to the Board's policies.

377
378 **i. Collegiate policies and guidelines.**

379
380 (1) Every college that offers salaried, non-tenure-track instructional faculty
381 appointments shall develop its own written policy statement with respect to
382 such appointments consistent with all the terms of this policy. Each policy
383 shall address all of the following items:

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- 385 (a) Justification for hiring instructional faculty. Each college shall
386 provide a statement describing the justification for hiring
387 instructional faculty, rather than tenure-track or tenured faculty, to
388 fulfill the college's teaching mission.
389
- 390 (b) Participation of instructional faculty in faculty governance. Colleges
391 are encouraged to integrate instructional faculty into relevant matters
392 of collegiate and departmental governance, as appropriate.
393 Specifically, colleges and departments are encouraged to allow
394 instructional faculty to participate in the review of other instructional
395 faculty. In addition, collegiate or departmental policy shall not permit
396 instructional track faculty to vote on the reappointment, tenure, or
397 promotion of any tenured or tenure track faculty member, but
398 colleges and departments have discretion to decide whether
399 instructional faculty may participate in the review of other faculty
400 tracks.
401
- 402 (c) Evaluation of instructional faculty. Every instructional faculty
403 member shall be evaluated annually, but not every annual evaluation
404 must be equally extensive. Colleges shall define appropriate
405 evaluations, including intervals for extensive and less extensive
406 evaluations. Colleges shall specify the criteria used to evaluate
407 instructional faculty, and those criteria shall be consistent with the
408 instructional faculty member's workload allocation. See section
409 **10.11(i)(1)(g)**.
- 410 (d) Procedures for appointment, reappointment, and promotion of
411 instructional faculty.
- 412 (e) Criteria for appointment, reappointment, and promotion for
413 instructional faculty, including which degree(s) or educational
414 qualifications are required under section **10.11(d)**.
- 415 (f) Service and/or Professional Productivity. The collegiate policy shall
416 define what type of service and/or professional productivity, if any, is
417 expected of instructional faculty, and this definition shall be applied
418 to the evaluation criteria for appointment, reappointment, and
419 promotion purposes. Research, scholarship, or artistic creation shall
420 not be a requirement for appointment, reappointment, or promotion

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421 but, if present, may be considered as evidence of professional
422 productivity.

423 (g) Workload. Colleges shall specify the standard expectation for
424 calculation of teaching and service load for its instructional faculty,
425 including for part-time instructional faculty. Additionally, the
426 colleges' individual employment contracts shall specify expectations
427 for workload allocation (*e.g.*, the percentage of time the faculty
428 member shall devote to teaching, service, administration, or other
429 functions) for each instructional faculty member.

430 (h) Eligibility to apply for tenure-track positions. Instructional faculty
431 members may apply for open positions on the tenure-track, but they
432 may be appointed to the tenure-track only one time during their
433 career at The University of Iowa. Similarly, tenure-track faculty may
434 apply for open instructional faculty positions, but an instructional
435 faculty appointment shall not be used as an automatic default
436 appointment for accomplished teachers who made an unsuccessful
437 tenure bid. Colleges may further define their own policies related to
438 switching of tracks.

439 (2) Each college adopting an instructional faculty policy shall monitor the
440 percentage of its total salaried faculty (computed in FTEs) that hold salaried
441 instructional faculty appointments. The Office of the Provost shall provide
442 an annual report on the composition of the university faculty, including total
443 numbers and percentages represented by each track, to the President of the
444 Faculty Senate.

445
446 (3) Each collegiate instructional faculty policy, and any subsequent proposals
447 to change the policy, shall obtain the approval of a majority of the voting
448 faculty within the college by a referendum supervised by the Associate
449 Provost for Faculty. Any proposal to adopt or to change a college's
450 instructional faculty policy shall also be approved by the Provost or
451 designee.

452 453 **j. Integration of Instructional Faculty into University Mission.**

454 Consistent with the role of instructional faculty and with institutional needs,
455 instructional faculty shall be full participants in the educational mission and
456 intellectual life of the university. The university, as well as individual colleges and
457 departments, shall strive to integrate instructional faculty into faculty governance, to

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458 stimulate innovation and collaboration in their teaching and other endeavors, to
459 promote diversity and inclusion among their ranks, and to protect their academic
460 freedom.

461

462 **k. Representation in Faculty Senate.**

463 Instructional faculty are eligible to vote in Faculty Senate elections and to hold Senate
464 positions; however, no more than 10 percent of the senators from any college, or one
465 senator, whichever is greater, may be instructional-track faculty from that college.

466 Instructional faculty may be appointed to any committees of the Senate or to
467 university committees as a faculty representative.

468

469 **l. Review of this policy**

470 This policy shall be reviewed not later than five years following its implementation by
471 a committee of the Faculty Senate appointed by the President of the Faculty Senate
472 after consultation with the Provost or designee. The committee shall include
473 representation by instructional faculty. This review shall include, but not be limited to,
474 an evaluation of the:

475

476 (1) effect of this policy on the number of tenure-track, tenured, clinical, and
477 adjunct faculty relative to instructional faculty at the university and in
478 individual colleges;

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480 (2) effect of this policy on the composition of Faculty Senate, Faculty Senate
481 committees, and university committees; and

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483 (3) instructional faculty dispute procedures in section **10.11(h)**. [\[top\]](#)

484