

College of Liberal Arts and Sciences (CLAS) Instructional Faculty Policy

University of Iowa Instructional Faculty Policy ([III-10.11](#))

(Faculty Assembly 4/26/17; CLAS Referendum 5/16/17; Provost's Office 5/16/17)

Preamble. Instructional track faculty are appointed to support the instructional needs and missions of departments; provide stability and continuity to departments through the development of curricula and departmental service; and to substantially reduce the College's reliance upon visiting faculty. All appointments, reappointments, and promotions of Instructional Faculty are subject to approval by the home department, the College, and the University. Instructional Faculty will not be assigned primarily to perform service or administrative functions with few or no educational obligations. Similarly, research, scholarship, or artistic creation will not be a requirement for appointment, reappointment, or promotion, but may be considered as evidence of professional productivity.

a. **Definitions.**

- i. The faculty of the CLAS shall consist of tenure-track and tenured Professors, Associate Professors, and Assistant Professors appointed in the College; clinical-track faculty at the ranks of Assistant Professor, Associate Professor, and Professor with renewable contract status; and instructional-track faculty at the ranks of Lecturer, Associate Professor, and Professor.
- ii. Instructional faculty shall hold titles of Lecturer, Associate Professor of Instruction, Associate Professor of Practice, Professor of Instruction, or Professor of Practice. The Associate Professor/Professor of Instruction title is applicable when instructional faculty have an established record of excellence in teaching. The Associate Professor/Professor of Practice title is applicable when instructional faculty are distinguished professionals whose professional expertise and experience qualifies them to teach, advise students, develop curricula, or engage in other pedagogical activities related to their expertise.
- iii. Memorandum of Understanding (MOU)
 - a. CLAS defines a MOU as a written agreement between two or more parties that defines the roles and responsibilities of each party with respect to the collaborative efforts of a particular program/project. The MOU must be agreed upon, and signed by all parties in order to be considered a contractual document.
 - b. Since workload and duties vary across the College, departments and programs will articulate individual Instructional Faculty workload expectations and duties initially in the employment contract, and subsequently in reappointment contracts.
 - c. If the Instructional Faculty member, Departmental Executive Officer (DEO), or Dean, deems it necessary to revisit the terms of the contract, they may request an amendment in the form of an MOU.
 1. The MOU may:
 - a. describe revised teaching duties, service responsibilities, administrative responsibilities, and professional productivity expectations.

- b. Allow each Instructional Faculty member to pursue activities other than teaching that are elsewhere described in this policy as necessary for promotion to higher ranks.
 - c. amend criteria for promotion if the Instructional Faculty member's portfolio is outside the scope of the collegiate or departmental standards.
 2. The MOU will:
 - a. be the basis for all performance reviews.
 - b. allow each Instructional Faculty member to pursue activities other than teaching that are elsewhere described in this policy as necessary for promotion to higher ranks.
 - c. inform decisions at all levels when an Instructional Faculty member seeks promotion to a higher rank.
 - d. take precedence over this collegiate policy in matters of workload, review, and promotion.
- b. **Hiring and Terms of Appointment.** Appointments may be made to the Instructional Track in CLAS when the following conditions are met:
 - The potential for reappointment is essential in order to ensure stability in the position and competitive recruiting of individuals who can ensure high-quality instruction, and
 - Funding for the position is identified, in consultation with the College.
- i. Criteria for appointment. Departments may establish criteria for the Instructional Track that are consistent with the following criteria of the CLAS. Qualifications based on rank:
 - a. Lecturer:
 1. hold an advanced degree (e.g., doctoral degree, terminal master's degree) or the equivalent, in a related discipline;
 2. evidence of potential in teaching;
 3. evidence of potential to contribute to departmental and collegiate service and/or professional productivity.
 - b. Associate Professor of Instruction:
 1. hold the doctorate, terminal master's degree, or equivalent, in a related discipline;
 2. have an established record of sustained success and excellence in teaching, and, if applicable, an established record of developing new approaches to teaching;
 3. have achieved unmistakable recognition for professional contributions; and

4. have a substantial and sustained record of effective participation in service to a department, the College, the institution, and/or sustained record of effective professional service in the community.

c. Associate Professor of Practice:

1. hold the doctorate, terminal master's degree in a related discipline or an equivalent combination of education and experience;
2. have experience and achievement in a profession relevant to the position;
3. have an established record of excellence in teaching, advising students, developing curricula, or other pedagogical activities related to expertise, or an established record of success in professional endeavors indicating the potential for such excellence; and
4. have an established record of excellence in professional productivity and service.

d. Professor of Instruction:

1. hold the doctorate, terminal master's degree, or equivalent, in a related discipline;
2. have an established record of sustained, outstanding success, excellence, and, if applicable, innovative achievement in approaches to teaching;
3. have achieved distinctive national and international recognition for professional contributions beyond the University; and
4. have an outstanding and sustained record of effective participation in service to a department, the College, the institution, and/or an outstanding record of effective professional service in the community.

e. Professor of Practice:

1. hold the doctorate or terminal master's degree in a related discipline or an equivalent combination of education and experience;
2. have substantial experience and outstanding achievement in a profession relevant to the position;
3. have a sustained record of excellence in teaching, advising students, developing curricula, or other pedagogical activities related to expertise, or a substantial and sustained record of success in professional endeavors indicating the potential for such excellence; and
4. have a sustained record of excellence in professional productivity and service.

ii. Lengths of appointments vary based on rank:

- a. Lecturer: The initial appointment is for one year and may be renewed in one-year increments for the following two years pending collegiate funding and positive reviews. Lecturer appointments shall terminate at the end of the

- contract period, but reappointment is possible at the discretion of the department and CLAS.
- b. Associate Professor: The initial appointment will be for three to five years, renewal appointments are for five years. Appointments are renewed pending collegiate funding and positive reviews.
 - c. Professor: The initial appointment will be for five years, renewal appointments are for five years.
- iii. **Workload.** In CLAS, the standard expectation of teaching load for full-time instructional faculty is at least 18 but not more than 24 semester hours, or equivalent, per Academic Year (that is, at least 60% and no more than 80% of a full-time appointment), delivered in organized courses meeting the College's minimum enrollment policy. Because the amount of effort involved in teaching varies depending on course requirements and disciplinary norms, there are instances in which the semester hour correlation to percent of effort described here is not accurate. Therefore, each department or program should, with the approval of the College, determine the appropriate teaching load for Instructional Faculty proportionally to its tenure-track faculty teaching similar courses. In instances where the department or program has few or no tenure-track faculty, teaching loads should be set proportionally to the tenure-track faculty in a closely related field within CLAS, or by comparison to the tenure-track faculty workloads in similar programs at peer institutions.
- a. Instructional Faculty workload expectations and duties will be outlined in the employment contract and may be revised in the form of an MOU (as described above, a-iii).
- iv. **Faculty Governance.**
- a. Members of the faculty, as defined in the CLAS Manual of Policy and Procedure, who hold faculty appointments of 50 percent or more in the College shall have the right to vote or consent to any matter upon which action by the faculty is taken or required as specified within collegiate or departmental bylaws.
 - b. Further, voting instructional faculty shall be eligible for election to the Faculty Assembly and for election or appointment to CLAS committees in accordance with the CLAS Manual of Policy and Procedure.
 - c. In matters of policy relating to voting, service on committees, and the review of faculty, including Instructional Faculty, the unit within CLAS shall decide the methods; however, no unit may adopt policies contrary to the letter and spirit of the College or University policy.
- c. **Evaluation of Instructional Faculty.** Every Instructional Faculty member shall be evaluated annually, but not every annual evaluation must be equally extensive. Each department may either follow the collegiate guidelines or establish departmental written performance standards for the position. The annual reviews and the reappointment reviews will be carried out according to the approved departmental guidelines or collegiate guidelines for Instructional Faculty review, using the position description, MOU (if applicable), and the performance standards for the position. The review will be forwarded to the collegiate office, and shared

with the Instructional Faculty member. Departmental recommendations on reappointment will be subject to collegiate review by the Executive Associate Dean.

- i. Annual Evaluation.
 - a. Lecturer: In each of the first six years of a Lecturer's appointment, the department submits a performance evaluation to the Dean's Office including the College's [standard form](#), the faculty's response (if any), and the APR report.
 - b. Associate Professor: In each of the first three to five years of an Associate Professor's initial appointment, the department submits a performance evaluation to the Dean's Office including the College's [standard form](#), the faculty's response (if any), and the APR report.
 - c. Professor: In each of the first five years of a Professor's initial appointment, the department submits a performance evaluation to the Dean's Office including the College's [standard form](#), the faculty's response (if any), and the APR report.
 - ii. Reappointment. This review is a substantive evaluation of the Instructional Faculty's record in teaching, professional productivity, and service. Using the College's [standard form](#), these evaluations are based on the expectations for teaching, service, and professional productivity stated in the most recent appointment contract, in the current position description, or MOU.
 - a. Lecturer: A reappointment review will be submitted every one to three years, as stated in the appointment contract. The review form, with the faculty member's response (if any), and the Lecturer's APR report are due in the Office of the Dean in late spring.
 - b. Associate Professor: A reappointment review will be conducted every fifth year. The review form, with the faculty member's response (if any), and the APR report are due in the Office of the Dean in late spring.
 - c. Professor: A reappointment review will be conducted every fifth year. The review form, with the faculty member's response (if any), and the APR report are due in the Office of the Dean in late spring.
- d. **Promotion of Instructional Faculty.**
- i. Timetable. Instructional Faculty may request a promotion review at any point in their career; however, promotion reviews will generally occur in their sixth year of service in their current rank.
 - a. An instructional track faculty member who wishes to be reviewed for promotion must formally request the review by May 1 of the calendar year in which the review will be initiated. An instructional track faculty member who has been denied promotion is encouraged to wait until the promotion record has changed substantially before requesting another review.
 - b. Departments are expected to make all reasonable efforts to meet these deadlines, though the College recognizes that minor variations may occur for a range of reasons. (**Note:** Departments may establish earlier deadlines in their procedures for promotion decision-making.)

1. **By May 1:** The instructional track faculty member seeking promotion consults with the Executive Associate Dean.
 2. **By May 1:** The instructional track faculty member seeking promotion formally requests a review, in a letter to the DEO.
 3. **By May 15:** The DEO forwards to the Dean's Office the names and APR reports of any instructional track faculty members seeking promotion review in the next academic year.
 4. **By May 15:** The DEO informs the candidates for promotion review of the materials to be submitted for the promotion dossier and the deadline for submission.
 5. **By September 1:** The candidate submits promotion dossier to the DEO.
 6. **By first working day in November:** The Departmental Promotion Committee submits to the DEO its report evaluating the candidate's teaching, professional productivity, and other service.
 - a. Within five working days of the submission of the report, the DEO places the report in the Promotion Record and transmits a copy to the candidate.
 - b. Within five working days of the DEO's transmittal of the report to the candidate, the candidate may write to correct factual errors in the committee's report.
 7. **In November:** The Departmental Consulting Group (DCG) accesses the Promotion Record, meets to discuss the Record and vote on the decision, and is consulted on the summary report of the discussion and vote. The candidate receives a copy of the meeting summary and has five days to respond to factual errors in the DCG meeting summary.
 - a. The DCG for a candidate for promotion to Associate Professor of Instruction/Practice will consist of:
 - i. all tenured faculty,
 - ii. all tenure-track associate professors,
 - iii. all clinical associate and full professors, and
 - iv. all associate and full professors of instruction/practice.
 - b. The DCG for a candidate for promotion to Professor of Instruction/Practice will consist of:
 - i. all tenured faculty,
 - ii. all clinical full professors, and
 - iii. all full professors of instruction/practice.
- *See Appendix A
8. **In early December** (exact dates listed [here](#)): The DEO submits the Promotion Record to the Dean's Office with the record of the DCG

discussion and vote, and with the DEO's letter of recommendation. If the DEO's recommendation is negative, the candidate receives a copy of the DEO letter. The candidate then has three working days to request from the Dean redacted documents from the Promotion Record and, within five working days of receiving the materials, may submit a written response and additional information to the Dean.

9. **In mid to late-January:** The Collegiate Consulting Group (CCG) reviews departmental recommendations for tenure and for promotion to the ranks of associate professor and professor, departmental recommendations for appointment with tenure, and departmental recommendations or decisions to deny tenure or promotion. The CCG also reviews departmental recommendations pursuant to the promotion of Instructional Faculty. The CCG meets and discusses the current cases. If the CCG's recommendation is negative and contrary to that of the DCG or DEO, the candidate receives a summary report of the CCG's discussion. The candidate has three working days to request redacted documents from the Promotion Record and, within five working days, may submit a written response before the Dean's recommendation is submitted to the Provost.
10. **In early to mid-February:** The Dean submits the Promotion Record to the Provost, including the vote and recommendation of the CCG and the Dean's letter of recommendation for or against promotion. If the Dean's recommendation is against promotion, the Dean will provide the candidate with a copy of the Dean's letter to the Provost. The candidate then has three working days to request redacted documents from the Promotion Record. The candidate will be allowed five working days after receiving redacted materials to submit a written response to the Provost. If the candidate submits a letter of response to the Provost for inclusion in the Promotion Record, the candidate shall also give the Dean a copy of the response.
11. **In March:** The Provost notifies the Dean of decisions, pending approval by the Board of Regents, State of Iowa. The Dean notifies candidates and DEOs. If the Provost's decision is negative, the candidate is informed of appeal procedures.

ii. Criteria for Promotion.

a. Associate Professor:

1. hold the doctorate or terminal master's degree in a related discipline or equivalent combination of education and experience;
2. have an established record of sustained success and excellence in teaching, including, if applicable, development of new approaches to teaching;
3. have achieved unmistakable recognition for professional contributions (see below, "Evidence of Professional Productivity and Service"); and

4. have a substantial and sustained record of effective participation in service to the department, to the College, to the institution, and, where specified by the department, a sustained record of effective professional service in the community.

b. Professor:

1. hold the doctorate or terminal master's degree in a related discipline or equivalent combination of education and experience;
2. have an established record of sustained, outstanding success, excellence, and, if applicable, innovative achievement in approaches to teaching;
3. have achieved distinctive national and international recognition for professional contributions beyond the University (see below, "Evidence of Outstanding Professional Productivity and Service"); and
4. have an outstanding and sustained record of effective participation in service to the department, to the College, to the institution, and, where specified by the department, an outstanding record of effective professional service in the community.

iii. Evidence of Professional Productivity and Service by rank:

a. Lecturers: Individuals with Lecturer appointments are expected to keep up with developments in the knowledge base and pedagogy of their subject. Positive performance reviews that would result in renewal of appointment therefore depend on some professional development activities. While involvement in service to the profession is not necessarily required, enhancement of credentials and notable professional service can contribute to merit-based raises.

b. Associate Professor:

1. Candidates for conferral of the rank of Associate Professor must demonstrate professional productivity beyond teaching. This productivity may be demonstrated in the following ways, commensurate with a faculty member's effort allocation:
 - a. curriculum and program development;
 - b. presentations at local, state, regional, and national professional meetings;
 - c. outreach activities to service organizations and civic groups;
 - d. service to the department, College, or University;
 - e. contributions to professional organizations through membership on committees and office-holding.

Departmental policies and individual MOUs may specify different indicators of professional productivity.

c. Professor:

1. Candidates for conferral of the rank of Professor must demonstrate professional productivity beyond teaching. This productivity may be demonstrated in the following ways, commensurate with a faculty member's effort allocation:
 - a. sustained and inventive or innovative curriculum and program development;
 - b. a continuous record of presentations at national and international professional meetings;
 - c. innovative outreach activities to service organizations and civic groups;
 - d. superior service to the department, College, and University;
 - e. exceptional and unmistakable contributions to professional organizations through membership on committees and office-holding.

Departmental policies and individual MOUs may specify different indicators of professional productivity.

d. Examples of Productivity and Service activities:

1. National leadership, officer roles, committee memberships in national professional organizations
2. Awards from national organizations
3. Scholarly or professional presentations at national and/or international meetings
4. Leadership in UI initiatives
5. President/Provost award for teaching
6. Inventive or innovative curriculum or program development
7. Publications about teaching within the discipline
8. Grants for teaching, education, and professional projects
9. Publication of textbooks in nationally recognized venues.

The above items are offered as examples only. Workload, departmental policies, individual MOUs, and access to financial and other forms of support must inform identification of appropriate productivity and service activities.

iv. Basis for Evaluation: The Promotion Record

- a. The qualifications of a candidate for promotion will be determined on the basis of the Promotion Record, which, when it reaches the Dean, will consist of the following material, in this order:
 1. the [Table of Contents](#)
 2. the ["Recommendation for Instructional Faculty Promotion"](#) cover sheet;
 3. Collegiate or Department criteria for promotion;

4. the recommendation and vote (and report, if any) of the CCG;
5. the DEO's letter making a recommendation to the Dean;
6. the recommendation, vote, and report of the DCG;
7. any letters submitted by the candidate at specified stages of the process to correct errors in the internal peer evaluations of the candidate's teaching, professional productivity, and service or in the DCG's report; or to respond to a letter of the DEO, or the CCG summary report;
8. the candidate's APR report, which documents the candidate's educational and professional history;
9. a section on the candidate's teaching including:
 - a. the candidate's personal statement on teaching,
 - b. documentation of peer evaluation of the candidate's teaching (the same number of classroom observations that have been established by each department) are required, as documented in ["Faculty Appointment & Review Department-Level Procedures, Section D"](#), and
 - c. other materials related to the candidate's teaching.
10. a section on the candidate's professional productivity, including:
 - a. the candidate's personal statement on professional productivity,
 - b. documentation of internal peer evaluation of the candidate's professional productivity;
 - c. other materials related to the candidate's professional productivity.
11. a section on the candidate's other service, including:
 - a. the candidate's personal statement on service,
 - b. documentation of internal evaluation of the candidate's service, and
 - c. other materials related to the candidate's service.
12. the following materials from the candidate's most recent review for contract renewal: the Instructional Faculty review form, and the candidate's response(s);
13. copies of all contracts and MOUs defining workload and expectations at the current rank.
14. supplementary material to be added to the Promotion Record as expressly provided in these procedures or departmental procedures, entered in the appropriate section of the Record. Materials added to the original dossier or materials in the original dossier that are amended

should be labeled as such, including the date when added or amended and with amendments clearly marked.

- e. **Eligibility to apply for tenure-track positions.** Instructional faculty members may apply for open positions on the tenure-track, but they may be appointed to the tenure-track only one time during their career at The University of Iowa. Similarly, tenure-track faculty may apply for open instructional faculty positions, but an instructional faculty appointment shall not be used as an automatic default appointment for accomplished teachers who made an unsuccessful tenure bid.
- f. **Grievance rights.** For more information about Instructional Faculty grievance rights, please see the UI Operations Manual ([III-10.11h.](#))
- g. **Review of this policy.** The CLAS Executive Committee shall review this policy at least once every five years. If the Executive Committee decides, in consultation with the Dean or designee, that revision is necessary, the Executive Committee shall appoint a committee consisting of members of the Executive Committee, Faculty Assembly, and Instructional Faculty. This committee shall prepare a revision, which shall be considered by the Faculty Assembly and then presented to the Faculty of the College for ratification.
- h. **Amendments to the policy** may be introduced at the time of the policy review or at any regular or special meeting of the Faculty Assembly. If one-third of those present and voting so direct, the amendment(s) shall be transmitted to the eligible voting Faculty at least 10 days in advance of the scheduled vote, which is to be conducted by secret ballot as described in the CLAS Manual of Policy and Procedure and supervised by the Associate Provost for Faculty. Ratification requires three-fifths majority of voting faculty thereon and the approval of the Provost.

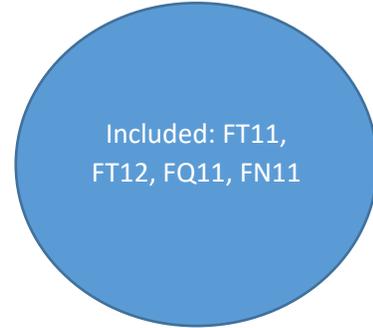
Appendix A

DCG for Promotion to
Associate Professor of Instruction/Practice



Excluded: FS13, FQ13, FN15,
FH17, all temporary faculty

DCG for Promotion to
Professor of Instruction/Practice



Excluded: FS12, FS13, FQ12, FQ13,
FN15, FH17, all temporary faculty

Key: Tenured Professor (FT11), Tenured Associate Professor (FT12), Untenured Associate Professor (FS12), Untenured Assistant Professor (FS13), Clinical Professor (FQ11), Clinical Associate Professor (FQ12), Clinical Assistant Professor (FQ13), Professor of Instruction/Practice (FN11), Associate Professor of Instruction/Practice (FN12), Lecturer (FN15), Assistant in Instruction (FH17), temporary faculty (FA, FV)