

Faculty Handbook Committee (FHC) 2022-2023 Recommended Changes to the Handbook

FHC Consultation with Faculty Senate

February 28, 2022

According to the Faculty Handbook, “If a majority of the entire FHC votes to adopt a proposed change to the Handbook, the FHC will consult with the Faculty Senate and Faculty Leadership before presenting to the Provost any recommended changes to the Handbook.” The Faculty Handbook Committee voted unanimously to approve these 13 recommendations for consideration by the Provost. According to the Faculty Handbook, “The Provost will either accept or reject the recommendations of the FHC. If the Provost rejects the recommendations, the Provost will provide to the FHC written reasons for the rejection.”

1. **Section 2.7 Tenured Appointments**

Tenured faculty hold faculty positions through which they contribute to the teaching, scholarship, and service missions of the University and hold the rank of Assistant, Associate, or Full Professor, with a small number of faculty who were previously granted tenure with the rank of Instructor (i.e. those who previously taught at Price Laboratory School). Having successfully earned tenure grants faculty an appointment that can be terminated only for just cause or extraordinary circumstances such as financial exigency or program closure. Tenured faculty are evaluated annually under Section 3.16 and may seek promotion under Section 3.15. Tenure safeguards academic freedom and serves the public interest for free inquiry, free expression, open dissent and the advancement of knowledge. The University of Northern Iowa adheres to the 1940 AAUP Statement of Principles on Academic Freedom and Tenure.

2. **Subdivision 3.14k PAC Reports**

PACs shall submit recommendations through written reports to the probationary faculty member, faculty candidate for promotion or tenure, renewable term instructor, or faculty member under consideration for post-tenure review by December 15. PACs also submit their report(s) to the department head (for the Evaluation File) and dean no later than December 15 (see Section 3.12 Calendar). Such reports should reflect the PAC’s comprehensive evaluation and collective judgments, as well as a report on the vote totals. Voting totals must be specific in nature (e.g., 6-3-2 [6=in favor, 3=opposed, 2=abstain] rather than using “recommends” or “unanimously recommends”) in order to clearly indicate the PAC’s distribution of voting within a department.

3. **Introduction:**

This Handbook is updated annually by the Provost’s Office following consultation with the Faculty Handbook Committee (FHC). The FHC is a standing, joint committee of six administrators, and six faculty. The six administrators include including the Associate Provost for Faculty, appointed by the Provost, and six faculty members five others appointed by the Provost Faculty Leadership (United Faculty President, Faculty Senate Chairperson, and the Chair of the Faculty). The six faculty include the Chair of the Faculty, the Chair of the Faculty Senate, the President of United Faculty, and three additional faculty appointed by Faculty Leadership. Membership on the subcommittees should be composed of an equal number of administrative and faculty representatives. The FHC shall be chaired by the Associate Provost for Faculty. Faculty and Administrative representatives (excluding the chair) and faculty representatives (excluding faculty leadership), will serve rotating, three-year terms excluding the chair. Terms may be renewed. Appointments by the Provost and Faculty Leadership should take place by March 15 May 15 of each year, to take effect July 1.

4. **Subdivision 3.4d Response to File Material**

Faculty members may write responses to materials in the Evaluation File, which shall be ~~attached to related materials~~ included in the same folder as the related report and become part of the file.

Section 5.2 Right to Respond

The faculty member shall have the right to respond to all materials contained in their file. Such responses shall be ~~attached~~ included in the same folder as the related report and become part of the file.

5. **Paragraph 2.5a.2**

Initial appointment is for a minimum of two years. The initial appointment will be made on the basis of a department/school search process consistent with searches for tenure track positions. The first two years of service are considered “probationary.” Thereafter, reappointment will be for one year at a time, following assessment and evaluation procedures outlined in Chapter 3 of this Faculty Handbook, that conclude with a satisfactory performance evaluation. ~~by the PAC and University Administration.~~

6. **Subdivision 3.14b Schedule for Review of Probationary, Renewable Term and Adjunct Faculty Members**

The evaluation schedule is summarized in Table 3.1h. PACs shall provide comprehensive, multi-year reviews for all tenure and/or promotion cases of probationary, adjunct (with 50% or more appointments), or renewable term faculty members.

Additionally, PACs shall evaluate the performance of all probationary faculty yearly. PACs also provide comprehensive, multi-year reviews of probationary faculty in year three.

PAC also shall review adjunct instructors of any rank or appointment at the faculty member’s request, or at the discretion of the PAC as documented in the Professional Assessment Committee Procedures Document.

PACs also shall evaluate the performance of all renewable term Instructors ~~(not promoted to Associate)~~ yearly in their first six years. PACs provide comprehensive, multi-year reviews of renewable term instructors in years ~~three~~ two and six. Thereafter, the PAC will only review the Renewable Term faculty member in the year following a “needs improvement” rating in any area, or ~~and~~ when the faculty member is seeking promotion. ~~PACs shall review renewable term Associate Instructors or Senior Instructors.~~ Additionally, evaluations may occur at the request of the faculty member, or at the discretion of the PAC, as documented in the Professional Assessment Committee Procedures Document.

7. **Subdivision 3.17c Review of Adjunct and Renewable Term Faculty Instructors (RTI)**

PACs review renewable term Instructors ~~(not promoted)~~ annually yearly in their first six years, with an extensive, multi-year review in years ~~two three~~ and six. Thereafter, the PAC will only review the Renewable Term faculty member in the year following a “needs improvement” rating in any area, or when the faculty member chooses to seeking promotion. PACs may choose to conduct a yearly review of Associate Instructors (RTI) or Senior Instructors (RTI) as documented in the PAC Procedures Document. Renewable term instructors may request a yearly review by the PAC at any time.

(continued on next page)

Table 3.1 h Evaluation and Process Schedule by Faculty Rank: Summary

Rank	By Students	By Department Head		By PAC	Review for Promotion or Tenure as applicable
	Student Assessments	Annual Review	Review for Promotion or Tenure, as applicable	Yearly Retention and Continuance Review	
Renewable Term Instructor (2-year Renewable Term) in first six years	Every class, every semester	Yes	Yes	Yes, annually in years 1-6; extensive in year 2 and year 6	Yes, every 6 years in year 6 if applying
Renewable Term Instructor after first six years, Renewable Term Associate Instructor, Renewable Term Senior Instructor	Every class in the fall	Yes	Yes	Yes, if the PAC chooses to conduct an annual review or by request of the instructor; and in the year following a "needs improvement rating" in any area	Yes, every 6 years in year 6 or beyond if applying
Renewable Term Senior Instructor (2-year Renewable Term)	Every class in the fall	Yes	NA	If the PAC chooses to conduct a review, or by the request of the instructor	NA

8. Section 3.12 Calendar:

By March 1 - Departments Complete Revisions of "Departmental Standards and Criteria Document" and "Professional Assessment Committee Procedures;" PAC Chair/co-chairs selected

Departments complete revisions of Departmental Standards and Criteria Document and Professional Assessment Committee Procedures Document. Department PAC committees should also select PAC chair/co-chairs for the coming academic year. Upon approval of the documents, cover sheets are signed by all parties. Department Heads and PAC Chairs should send copies of these documents, whether revised or not, to the dean and to the Provost's Office. If there are any changes, they should be highlighted.

9. Subparagraph 3.5d.1b Tenured Faculty, Associate Instructors (renewable term) and Senior Instructors (Renewable Term)

Student assessments shall be administered in every class in the fall semester for tenured faculty, Associate Instructors (renewable term) and Senior Instructors (renewable term), not counting years on leave or non-teaching assignments.

Additional student assessments shall be required in every class in the spring semester for faculty who have received a Needs Improvement rating in the area of teaching in the previous Annual Review, or for whom an improvement plan pertaining to teaching is in effect, or at any time when determined by the department head, in consultation with the dean, due to special circumstances (e.g., classes that are only taught in the spring, leaves of absence, Professional Development Assignments, scheduling errors, etc.).

Tenured faculty, Associate Instructors (renewable term), and Senior Instructors (renewable term) may also

request student assessments be conducted of their classes for either (a) informational purposes only or (b) Faculty Evaluation File for the spring semester. However, the decision as to whether the assessment is evaluatory or informational must be made at the beginning of the semester and is non-revocable. The University shall process informational assessments but no record of the results shall be kept in the Faculty Evaluation File or utilized in the review process.

10. Subdivision 4.1c Student Faculty /Office Hours

Faculty members who have teaching assignments are expected to schedule a minimum of one office hour per class, up to a maximum of three hours per week each semester, although faculty may elect to hold additional office hours. Days, times, and location of office hours should be appropriately matched to the schedule of the faculty member's teaching assignments. Additionally, faculty members should allow students an opportunity to meet outside of those times through a special appointment request. The mode of office hours offered should be matched to the mode of instruction for each course. Scheduled office hours should be posted and also included in course syllabi. The department office should be notified of scheduled office hours by the end of the first week of each semester. If a faculty member cannot attend office hours, students and the department office should be notified and a notice should be posted and/or entered in the online learning management system, as appropriate. Faculty members are expected to be reasonably available to students by holding student/office hours (hours when faculty are available for students out of class time) or by providing equivalent availability (e.g., electronic availability, such as email, zoom, google hangout, etc.). Faculty members teaching online courses may use timely electronic communications in lieu of student/office hours. In all cases, students should have timely access to a synchronous appointment, if desired. Syllabi must clearly describe student/office hour options for students.

11. PAC Review of "Term (1-4)" Faculty Members to Chapter 3: EVALUATION PROCEDURES

Subdivision 3.2b Professional Assessment Committee (PAC)

Each academic department shall have a Professional Assessment Committee (PAC) for the assessment and evaluation of renewable term, probationary, and tenured faculty. Additionally, a PAC may choose to conduct a yearly review of term (1-4) faculty members or by request of the instructor. The PAC is charged with conducting an independent review of faculty performance in the areas of teaching, scholarship, and service using the Departmental Standards and Criteria Document. The PAC review serves as a recommendation to the department head.

Paragraph 3.2b.4 PAC Responsibilities

PACs shall review renewable term instructors and probationary faculty each year and renewable term instructors as described in Table 3.1h. They also review faculty for tenure, promotion, and post-tenure reviews. PACs review adjuncts applying in the 12th cumulative semester or beyond (50% or more appointment). PACs may choose to conduct a yearly review of term (1-4) or adjuncts, or by request of the adjunct or term (1-4) instructor. The evaluation schedule for PAC reviews is summarized in Table 3.1h. Section 3.14 Review by PAC provides specific procedures for conducting PAC reviews.

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Addition to Table 3.1h Evaluation and Process Schedule by Faculty Rank: Summary

Table 3.1h Evaluation and Process Schedule by Faculty Rank: Summary

RANK	BY STUDENTS	BY DEPARTMENT HEAD			BY PAC		
	<u>Student Assessments</u>	<u>Annual Review</u>	<u>Review for Promotion or Tenure, as applicable</u>	<u>Post-Tenure Review</u>	<u>Yearly Retention and Continuance Review</u>	<u>Review for Promotion or Tenure, as applicable</u>	<u>Post-Tenure Review</u>
Adjunct Instructor (below 50% appointment)	Every class, every semester	If the department head chooses, or by request of the adjunct	NA	NA	If the PAC chooses to conduct a yearly review, or by request of the adjunct	NA	NA
Adjunct Instructor (50% or more appointment)	Every class, every semester	During 1st year, 6th semester, 12th semester ⁶ ; or sooner if adjunct requests it or Needs Improvement	Yes, if applying in the 12th cumulative semester or beyond (50% or more appt.)	NA	If the PAC chooses to conduct a yearly review, or by request of the adjunct	Yes, if applying in the 12th cumulative semester or beyond (50% or more appt.)	NA
Associate Adjunct Instructor (12 cumulative semesters of 50% or more appt.)	Every class, every semester	6th semester, 12th semester after promotion ⁷ , or sooner if adjunct requests it or Needs Improvement	Yes, if applying in the 12th cumulative semester since promotion or beyond (50% or more appt.)	NA	If the PAC chooses to conduct a yearly review, or by request of the adjunct	Yes, if applying in the 12th cumulative semester after promotion (50% or more appt.)	NA
Senior Adjunct Instructor (12 additional semesters of 50% or more appt., after the last promotion)	Every class, every semester	Every 6 semesters ⁷ , or sooner if adjunct requests it or Needs Improvement	NA	NA	If the PAC chooses to conduct a yearly review, or by request of the adjunct	NA	NA
Term Instructor (1-4 years & appt. ends)	Every class, every semester	Yes ⁷	NA	NA	NA If the PAC chooses to conduct a yearly review or by request of the instructor	NA	NA

⁶Teaching portfolio evaluation materials compiled according to evaluation schedule

⁷ Includes merit score designations

Rank	By Students	By Department Head		By PAC	
	<u>Student Assessments</u>	<u>Annual Review</u>	<u>Review for Promotion or Tenure, as applicable</u>	<u>Yearly Retention and Continuance Review</u>	<u>Review for Promotion or Tenure, as applicable</u>
Renewable Term Instructor (2-year Renewable Term) in first six years	Every class, every semester	Yes	Yes	Yes, annually in years 1-6; extensive in year 2 and year 6	Yes, every 6 years in year 6 if applying
Renewable Term Instructor after first six years, Renewable Term Associate Instructor, Renewable Term Senior Instructor	Every class in the fall	Yes	Yes	Yes, if the PAC chooses to conduct an annual review or by request of the instructor; and in the year following a "needs improvement rating" in any area	Yes, every 6 years in year 6 or beyond if applying
Renewable Term Senior Instructor (2-year Renewable Term)	Every class in the fall	Yes	NA	If the PAC chooses to conduct a review, or by the request of the instructor	NA

12. Student Assessments of Non-Standard Courses

Paragraph 3.5d.1 Frequency and Access

Frequency of administration of student assessments varies by faculty rank (see Table 3.1h for a summary of the review schedule by faculty rank) and teaching performance. A summary of the results of student assessments of a faculty member shall be transmitted to the faculty member within ten (10) working days after the date grades are required to be submitted each semester. Results are to be placed in the Faculty Evaluation File, unless designated as Informational Only assessments. In the event that certain non-standard teaching assignments are determined by the departmental faculty and department head to be exempt from student assessments, those activities will be specified in the Departmental Standards and Criteria.

Subparagraph 3.5d.1a Probationary Faculty, Adjunct Instructors (including Associate and Senior), Term Instructors (1-4 years), and Instructors (Renewable Term)

Student assessments shall be administered in every class every semester, unless specified in the Departmental Standards & Criteria, for probationary faculty, Instructors (renewable term and term), and all ranks of adjunct Instructors.

Subparagraph 3.5d.1b Tenured Faculty, Associate Instructors (Renewable term) and Senior Instructors (Renewable Term)

Student assessments shall be administered in every class, unless specified in the Departmental Standards and Criteria, in the fall for tenured faculty, Associate Instructors (renewable term) and Senior Instructors (renewable term), not counting years on leave or non-teaching assignments.

Additional student assessments shall be required in every class, unless specified in the Departmental Standards and Criteria, in the spring semester for faculty who have received a Needs Improvement rating in the area of teaching in the previous Annual Review or for whom an improvement plan pertaining to teaching is in effect...

13. Section 2.1 Termination

Temporary, term, renewable term, clinical, probationary, and tenured faculty members may be terminated, only during an applicable term, for just cause. in accordance with the requirements of due process as approved by the Board of Regents, State of Iowa, June 30, 1973.