

UNI Faculty Handbook, DRAFT of proposed changes for the Faculty Handbook
Effective July 1, 2018-June 30, 2019

Approved DRAFT changes: Please send any feedback to the Committee members below.

List of current changes:

Revise: Introduction
Add: Faculty Office Hours
Revise: Summer Research Fellowships
Add: UNI Vision, Mission and Strategic Plan
Add: 2.7 Tenured Appointments

The Faculty Handbook Committee is charged with reviewing the Faculty Handbook on an annual basis and recommending any changes to the Faculty Handbook to the Provost. The FHC will consult with the Faculty Senate and Faculty Leadership before presenting to the Provost any recommended changes to the Handbook. The Provost shall either accept or reject the recommendations for the FHC. Subject to limited exceptions, any changes to the Faculty Handbook will not take effect until the beginning of the following academic year.

Committee Members: Mary Connerley, Carissa Froyum, Becky Hawbaker, Donna Hoffman, Tim Kidd, Eric Lange Mick Mack, Kate Martin, Jim Mattingly, Amy Petersen, John Vallentine, Angela Waseskuk

Introduction

The Faculty Handbook is the official statement of University of Northern Iowa ("University" or "UNI") policy governing the rights and responsibilities of faculty. The Office of the Provost and Executive Vice President for Academic Affairs ("Provost") is responsible for maintaining the Faculty Handbook and posting the Handbook on its website.

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 appointed by the Provost and six faculty appointed by Faculty Leadership (United Faculty President, Faculty Senate Chairperson, and the Chair of the Faculty). Membership on the FHC may change from year to year but shall be chaired by a designee of the Provost. At the discretion of a majority of the FHC, temporary or permanent subcommittees may be formed around subjects that require further study and/or consultation. Membership on subcommittees should be composed of an equal number of administrative and faculty representatives.

Faculty or administrators wishing to propose changes to the Faculty Handbook may submit proposed changes, in writing, to the FHC. The FHC will typically consider proposed changes to the Faculty Handbook in the academic year in which such changes are proposed. If the consensus of the FHC is 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 FHC's recommendations will include the vote of the committee and may include dissenting opinion(s). The Provost shall 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. Subject to limited exceptions, any changes to the Faculty Handbook will not take effect until the beginning of the following academic year.

This Handbook supersedes all prior UNI handbooks that are inconsistent with its current provisions. This Handbook does not create a contract of employment between UNI and its employees. To the extent that any provision of this Handbook conflicts with University or Board of Regents, State of Iowa ("Board") policy, any applicable collective bargaining agreement, or applicable state or federal law, such provision shall be void.

Approved by Faculty Handbook Committee, 12/8/17

Section 4.5 Faculty Office Hours

Faculty members who have teaching assignments are expected to schedule a minimum of one office hour per class, up to three hours per week each semester. 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.

Approved by Faculty Handbook Committee, 2/2/18

8.43 Summer Research Fellowships

The university shall allocate funds for a number of Summer Research Fellowships each year. The summer research fellowships shall consist of either four week or eight week periods during the months of May, June, or July. The details concerning application guidelines will be found on the Graduate College website, including the compensation and minimum number of total fellowships available for that year. These Summer Research Fellowships will be available to any full time tenured or tenure-track faculty with a current appointment except that recipients may not receive a Summer Research Fellowship in consecutive years.

During the summer fellowship period, recipients cannot generally hold another assignment or receive additional compensation from the university. However, recipients may receive compensation from other sources up to a total amount equal to their standard 1/9 salary if the projects funded by other sources also relate to the focus of the Summer Research Fellowship Proposal.

Approved by Faculty Handbook Committee, 2/2/18

Section 2.7 Tenured Appointments

Tenured faculty hold faculty positions through which they contribute to the teaching, research/scholarship/creative activities, and service missions of the University and hold the rank of Associate Professor 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 Lab 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 Subdivision 3.43 and may seek promotion under Subdivision 3.6.

Approved by Faculty Handbook Committee, 2/16/18

Vision, Mission, and Strategic Plan 2017-2022

Our Vision

Offering personalized attention to students, the University of Northern Iowa will be a diverse and inclusive campus community that provides an engaged education empowering students to lead locally and globally.

Our Mission

Within a challenging and supportive environment, the University of Northern Iowa engages students in high-quality and high-impact learning experiences and emphasizes excellence in teaching and scholarship.

Our Values

As a university community we are guided by the following core values:

Academic Freedom

The freedom of inquiry and expression in teaching and scholarship.

Access

An inclusive educational environment that is accessible and affordable.

Accountability

A commitment to integrity, responsibility, and the highest ethical standards integrated into all University practices.

Collaboration

A commitment to work together to achieve our shared vision, mission, and goals.

Community

A caring and safe community, characterized by civility and respect, which stands in solidarity against any actions that exclude, discriminate against, or silence members of our community.

Diversity

The cultivation of a diverse and inclusive learning and work environment.

Engagement

Active participation in transformative, innovative, and lifelong learning in service to humanity.

Excellence

A commitment to the pursuit of excellence in individual and collective endeavors.

Sustainability

A vibrant community and campus that is economically sound, environmentally responsible, and socially just.

Approved by Faculty Handbook Committee, 2/16/18

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