

Faculty Handbook Committee

Voting Ballot

Changes for 2023-2024 Faculty Handbook

1. **Section 2.34 Term (1-4) and Renewable Term Appointments**

Subdivision 2.4a Titles and Ranks for Term (1-4) and Renewable Term Faculty

Paragraph 2.4a.1 Instructional Faculty

Instructional Faculty hold the rank of Assistant Professor of Instruction, Associate Professor of Instruction, or Professor of Instruction. Instructional faculty contribute predominantly to the teaching mission of the University and may also do some service. They are distinguished individuals whose disciplinary education, expertise, and experience qualifies them to teach, advise students, contribute to the development of curricula, or engage in other pedagogical activities related to their expertise.

Paragraph 2.4a.2 Clinical Faculty

Normally, Clinical faculty hold the rank of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor. In some cases there may be a disciplinary need to hire at the rank of Clinical Instructor. These cases shall be determined individually by the department head, dean, and Provost. Clinical faculty contribute to the service, and/or teaching, and/or outreach missions of the University. The clinical faculty designation is used for positions that require clinical teaching and/or clinical supervision and/or clinical direction.

Paragraph 2.4a.3 Practitioner Faculty

Practitioner Faculty hold the rank of Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice. These are highly experienced individuals in a relevant field of professional practice who can provide effective, practice-oriented instruction and contribute to the teaching, service, and outreach missions of the University.

Section Subdivision 2.34b Term Appointments

A term (1-4) appointment is a multiple-year temporary appointment, i.e., one, two, three, or four years, which expires as specified by the initial letter of appointment. ~~Initial appointments may not exceed a total of four years. When positions become vacant by expiration of the term of appointment, a search must be conducted if the position is to be filled~~ After expiration of the contracted term a position may be renewed for a new term (1-4 years) through a recommendation from the department head and approval by the dean and Provost. Should continuance be warranted, as budget allows, faculty shall be notified in writing of the length of any new term (1-4) appointment in an offer letter issued by March 1 of the final year of the contracted appointment. There is no guarantee of continuance and any term appointment may end according to the contracted agreement. Term Faculty are not eligible for Tenure.

Section Subdivision 2.54c Renewable Term Appointments

Renewable term faculty hold faculty positions through which they contribute to the service or teaching missions of the University ~~and hold the rank of Instructor, Associate Instructor, or Senior Instructor~~. Renewable term faculty are not eligible for tenure.

2.

Subdivision Paragraph 2.5e 4c.5 Limitation

Although, collectively, the institution aspires to categorize no more than 15% of the its FTE faculty as renewable term, there may be extenuating circumstances where individual colleges, departments, or programs may need to exceed this number in any one college can be renewable term unless an exception is made by mutual agreement between faculty members of the Faculty Petition Committee and the Provost. The Provost will report the number of faculty hired pursuant to this section, the percentage those faculty represent of the total FTE faculty at UNI, by college, and will verify the use of an appropriate search process as specified in Paragraph 2.5a.2 to the Faculty Petition Committee and the appropriate college faculty senate(s) twice once per year.

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

	BY STUDENTS	BY DEPARTMENT HEAD			BY PAC		
RANK	Student Assessments	Annual Review	Review for Promotion or Tenure, as applicable	Post-Tenure Review	Yearly Retention and Continuance Review	Review for Promotion or Tenure, as applicable	Post-Tenure Review
Term (1-4)/Renewable Term Instructors Faculty (in first six years)	Every class, every semester	Yes	NA Yes	NA	Yes; yearly in years 1-2***, thereafter, if the PAC chooses to conduct a yearly review or by request of the instructor, by agreement between the Department Head and PAC Chair, and in the year following a "needs improvement" rating in any area	NA Yes	NA
Term (1-4)/Renewable Term Instructor Faculty (after first six years)	Every class, every semester	Yes	Yes	NA	Yes, if the PAC chooses to conduct a yearly review of the instructor, and the year following a "needs improvement" rating in an area	Yes, in year 6 or beyond if applying for promotion	
Term (1-4)/Renewable Term Associate or Professor ranks	Every class, every semester	Yes	Yes	NA	Yes, if the PAC chooses to conduct a yearly review of the instructor, and the year following a "needs improvement" rating in an area	Yes, in year 6 or beyond if applying for promotion	
Renewable Term Instructor* (in first six years)	Every class, every semester	Yes	NA	NA	Yes; yearly in years 1-6; extensive in year 2 and year 6	Yes, in year 6 if applying for promotion	NA

4. Subdivision 2.43e

Continuance of a probationary appointment is made upon a recommendation of the faculty Professional Assessment Committee (PAC), department head, and dean. In the event.....

5. Subdivision 3.1e Weighting of Teaching, Scholarship, and Service

The specific weighting of teaching, scholarship, and service shall be according to the faculty member's most recently assigned Portfolio by the department head and dean. It is recognized that faculty may have varied degrees of accomplishment in the three areas.

6. Subdivision 3.2c Department Head Responsibilities

In collaboration with the PAC chair, the department head ensures that the department has developed the "Departmental Standards and Criteria Document" that is compatible with University Guiding Standards, the Faculty Handbook, and university policies and procedures. The department head conducts an Annual Review (see Section 3.13) of all probationary, tenured, term, and renewable term faculty. Heads review adjunct faculty with appointments of 50% or more during their first year, every sixth semester, and when seeking promotion. Heads may choose to review adjunct faculty with appointments below 50%. See Table 3.1h and Section 3.12 Calendar for a timeline of activities related to the department head's review of faculty.

~~For promotion and tenure cases, the department head provides a recommendation to the dean. The department head will provide specific written rationale to the PAC and dean when an evaluative decision is contrary to the PAC's recommendation. See Table 3.1h and Section 3.12 Calendar for a timeline of activities related to the department head's review of faculty.~~

~~Paragraph 3.2c.1 Responsibilities [remove indent]~~

The department head ensures that an electronic copy of all official documents utilized in the evaluation process is accessible to all faculty members. These documents include the "Faculty Handbook," "Departmental Standards and Criteria Document" and "Professional Assessment Committee Procedures Document". In the spring semester, the department head will distribute a communication requesting nominations or self-nominations for promotion and/or tenure to be received by April 30 for the next academic year. The department head is responsible for assuring that the materials in the Faculty Evaluation File are made available to the PAC during regular business hours and that all materials remain in the office or alternative assigned location.

7. Subdivision 3.4h Maintaining Copies

Faculty ~~should be encouraged to~~ maintain copies of their Faculty Evaluation File materials for their own records.

8. Subdivision 3.5c Required Component: Observations for Probationary Faculty, Renewable Term Faculty and Action Cases

..... PACs may opt to conduct some peer teaching observations in the spring semester in advance of their reviews of faculty for the following fall semester, according to PAC procedures and for cases in which certain courses are only taught

by faculty in the spring semester. Department heads, deans, Provost, or Provost's designee may observe any faculty throughout the academic year.

9. 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. Student assessments will be administered each semester/term for all faculty.~~ 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/term. 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.

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

~~Delete all language under Subparagraph 3.5d.1b Tenured Faculty, Associate Instructors, (Renewable Term) and Senior Instructors (Renewable Term)~~

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

Rank	Student Assessments
Renewable Term Instructor after first six years, Renewable Term Associate Instructor, Renewable Term Senior Instructor	Every class in the fall, every semester
Tenured Faculty of any rank	Every class in the fall, every semester

10. Subdivision 3.7c Definition of Traditional Peer Review

Traditional peer review of scholarship involves the review of a specific works, articles, grants (funded or non-funded), or projects by colleagues, often anonymous, with expertise in the utilized methodologies and/or content area, ~~resulting in public dissemination of work.~~ In the case of creative work, peer review includes review by jury or equivalent professional organization or disciplinary experts.

11. Section 3.10 Faculty Narrative for Promotion/Tenure Cases or Third-Year Reviews

Faculty are required to submit a Faculty Narrative document in their Faculty Evaluation File on or before October 15 when seeking promotion and/or tenure, and during the year three probationary review period. The narrative should be no more than five pages in length, single spaced in no smaller than 11-point font. This is distinct from the Annual Goals and Reflection component of annual u-FAR materials referenced in Section 3.5b. The narrative shall provide an overview of faculty performance during the period under review, with an eye toward explaining how they have met Departmental Standards and Criteria in teaching*, scholarship, and

service, respectively. Faculty shall address strengths, progress made, and areas in need of improvement in teaching*, scholarship, and service during the period under review. Future directions in all three areas shall be noted as well. address teaching/librarianship, scholarship, and service in the following ways. The section on teaching shall include (a) a reflection on teaching/librarianship, (b) improvements made across time and in response to student assessments and peer observations, and (c) future directions. The section on scholarship shall include (a) a bibliographic listing of peer-reviewed work for the period under review, separated by types of publications and presentations, (b) reflection on the quality and quantity of scholarly work, and (c) future directions. The section on service shall include (a) a bulleted list of service activities for the period under review, broken out by type of activity (e.g., international, national, regional, state, local, university, college, department, community, etc.), (b) reflection on the quality and quantity of service activities and contributions and (c) future directions.

Faculty shall complete their Faculty Annual Goals & Reflection as part of annual u-FAR materials (see Subdivision 3.5b) and the Faculty Narrative document (if applicable) in order to "Meet Expectations" or "Exceed Expectations" in Teaching.

*librarianship

12. Changes within Section 3.12 Calendar

By March 1 - Departments complete a draft version of Departmental Standards and Criteria Document and Professional Assessment Committee Procedures for discussion at the spring CRC meeting for implementation on July 1.

Between March 1-15 - Convene College Review Committee

Deans convene the College Review Committee (CRC), which includes all department heads and PAC chairs, for the purpose of reviewing the Departmental Standards and Criteria Document and Professional Assessment Committee Procedures Document. 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 then to the Provost's Office. If there are any changes, they should be highlighted.

By April March 1 -Departments complete final revisions of Departmental Standards and Criteria Document and Professional Assessment Committee Procedures Document. Upon approval of the documents, title pages are signed by all parties. Department Heads and PAC Chairs should send copies of these documents, whether revised or not, to the dean and then to the Provost's Office. If there are any changes, they should be highlighted. Department PAC committees should also select PAC chair/co-chairs for the coming academic year.

April 1 - Reminder Notice of Upcoming Post Tenure Review (if applicable)

Reminder notice will be sent to faculty from Department Heads reminding them of their upcoming Post Tenure Review

June 25 Department Head Annual Review Letters

1. Department heads will provide a written annual evaluation of term, renewable term, probationary, and tenured faculty members based on submission of annual u-FAR materials and for the purposes of merit pay. The letters shall be transmitted concurrently to the dean and the faculty member (see subdivision

3.13m Awarding of Annual Merit). Additionally, a Summary or Comprehensive Review will be included for faculty members under Post-Tenure Review.

2. Human Resource Services will also provide notice to all non-temporary faculty members of their salary statement for the following academic year.
3. Those faculty who will be undergoing post-tenure review will be notified by their department head if a summary or comprehensive review (PAC Chair shall also be notified) is being scheduled.

13. Section 3.13g Outcomes of Annual Review for All Faculty

Department heads shall assign a rating of (a) "Meets Expectations", (b) "Exceeds Expectations", or (c) "Needs Improvement" for each area of performance (teaching, scholarship, service) according to the criteria by portfolio and rank as specified in the Departmental Standards and Criteria Document. Department heads' ratings shall not be overruled except as a result of a Faculty Petition or Grievance decision as outlined in Faculty Handbook Chapters 12 and 13.

14. Footnote "13" under 3.13m.2 Merit Formula

- In cases when a faculty member's portfolio differs between semesters within the same academic year, multiply the first semester by half, multiply the second semester by half, and add together.

15. Paragraph 3.15a.2 Early Promotion or Tenure

Because sufficient time is necessary to demonstrate consistent levels of meeting or exceeding expectations of cumulative performance which Meet Expectations or Exceed Expectations in the areas of teaching, scholarship, and service, early consideration for are expected across a normal six year evaluation period, the awarding of tenure and promotion one year prior to the sixth year of service is exceptional and rare and reserved for cases of consistent, exceptional performance. Due to the shortened evaluation time period, candidates are expected to surpass the cumulative Departmental Standards & Criteria in the area of teaching, scholarship, and service. The awarding of tenure, promotion to Associate Professor, or promotion to Professor one year prior to the expiration of the sixth year of service, may be justified in cases of exceptional performance. Exceptional performance includes cases in which the candidate clearly Meets Expectations in all areas and Exceeds Expectations in teaching, plus one additional area of scholarship or service during three years of evaluations, not necessarily consecutively, in reviews by the PAC and department head. They must also Meet Expectations or Exceed Expectations for the cumulative standards and criteria for tenure and/or promotion to be eligible, as documented in the Departmental Standards and Criteria Document.

A faculty member may request apply for consideration for early tenure or promotion by sending a letter to notifying the department head and PAC Chair in writing no later than April 30 prior to the early tenure or promotion process beginning in the fall. Any informal discussions with the PAC or department head is not a guarantee that, after full review, the PAC or department head will recommend early tenure/promotion.

Candidate materials are due October 15 and follow the regular submission and review process by PAC and the department head. The PAC recommendation for candidates applying for early tenure and promotion shall include two separate votes: one for early tenure and promotion and the other for continued probation/continued probation with difficulty/termination. If the PAC and department head do not both recommend early tenure and promotion for the candidate, the case does not move forward. Rather, it reverts to a standard fifth year review.

16. Subdivision 3.16c Post-Tenure Review Clock

Faculty normally undergo post-tenure review every six years or after receiving. They shall undergo post-tenure review earlier if they have received three "Needs Improvement" designations during Annual Reviews within the six year review period, whichever comes first since their last summary or comprehensive review; or, if, after receiving two consecutive "Needs Improvement" designations in teaching, the department head and PAC Chair agree that a comprehensive post-tenure review is warranted. If the faculty member is the PAC Chair, the department head shall consult with the most recent available past chair of the PAC and dean.

Subdivision 3.16f Comprehensive Review

If a faculty member received a "Needs Improvement" designation in one or more review areas (teaching, scholarship, and service, according to one's portfolio) in three Annual Reviews (not necessarily consecutively or in the same review area) during the post-tenure review period, or, if the department head and PAC Chair agree to proceed with a review of a faculty member receiving two consecutive "Needs Improvement" designations in teaching, then a Comprehensive Review shall be separately conducted by the departmental PAC and by the department head during the next academic year. Once annual review letters are distributed, department heads shall notify the PAC Chair of any Comprehensive Reviews to be scheduled in the subsequent Fall. The PAC's report (along with optional minority reports) shall be submitted to the faculty member, department head and dean; and the report will be placed in the Faculty Evaluation File. The department head's report shall be sent to the faculty member and dean, and placed in the Faculty Evaluation File. The faculty member may submit a written response to the PAC, or department head, and dean, which shall be placed in the Faculty Evaluation File.

Subdivision 3.16h Reviews for Other Levels of Performance

If a faculty member's Annual Reviews exhibit deficiencies but not at a level for which a comprehensive review is mandatory, the head may request schedule either a Summary Review or a Comprehensive Review for the scheduled post-tenure review, provided that the department head and PAC Chair agree that such review is warranted. If the faculty member is the PAC Chair, the department head shall consult with the most recent available past chair of the PAC and dean.

17. Paragraph 3.16f.4 Post-Tenure Review Sanctions

To be developed by the Faculty Handbook Committee In the event that recurring evaluations reveal a faculty member's continuing and persistent problems in which improvement has not been achieved in one or more areas, additional remedies may include minor sanctions (see Subdivision 11.3a).

When the continuous and persistent problems do not lend themselves to improvement after considerable and documented efforts for a reasonable period of time, and calls into question the faculty member's fundamental ability to function in their position, then major sanctions may be pursued (see Subdivision 11.3b). Any sanctions must be levied in accordance with University Policies and Procedures and the Faculty Handbook, including Sections 2.1, 2.7, and Chapter 11. The standard for dismissal remains that of just cause as defined in Subdivision 11.2d. Successive negative reviews do not diminish the obligation of the institution to show such cause for dismissal. However, evidence gathered in such reviews may constitute evidence of just cause, such as but not limited to the inability to complete duties and lack of progression towards improvement.

In situations involving alleged misconduct, appropriate procedures as detailed in Chapter 11, will be invoked.

18. Subdivision 4.3a Discovery

Discovery is the original production or testing of a theory, principle, knowledge, or artistic creation. Examples include a traditional quantitative and/or qualitative data analysis, as well as an artistic or literary artifact (such as a fiction or non-fiction writing, art exhibition, musical composition, or musical/theatrical performance). The university recognizes the scholarship of teaching and learning, such as the evaluation of curricula or pedagogy, as discovery when it produces original knowledge. All discovery scholarship is evaluated within the faculty member's field of expertise through traditional peer review and is publicly disseminated in traditional outlets, such as journals, books, recordings, performances, or refereed exhibitions. ~~Products produced from the acquisition of grants may contribute to the scholarship of Discovery.~~

Subdivision 4.3b Integration

Integration is the use of knowledge found within or across disciplines to create an original understanding or insight that reveals larger intellectual patterns. Examples include the writing of a textbook, curating an artistic exhibition, editing an anthology, or integrative work that summarizes or extends what is known about a topic or process. Being awarded a competitive external grant may be considered Integration scholarship. Integration scholarship is peer reviewed and may appear in a variety of outlets (see "Peer Review" in Chapter 3). ~~Products produced from the acquisition of grants may contribute to the scholarship of Integration~~

Subdivision 4.3c Application

Application brings discipline-specific knowledge to bear to address a significant issue or problem or to influence a current or future condition. Examples include producing a technical report; performing public policy analysis; creating program, curriculum, or tools that are adopted across the state/nation; evaluating a community-based program; or being awarded a patent. Application scholarship is distinguished from service by the presence of peer review and may appear in a variety of outlets (see "Peer Review" in Chapter 3). ~~Products produced from the acquisition of grants may contribute to the scholarship of Application.~~

Subdivision 4.3d Inclusion of External Grants

Particularly if funded, and in line with Departmental Standards and Criteria, external grants would provide partial validation of the scholarship productivity depending upon the proposal's quality, the grant's size, and evidence furnished by the faculty. A grant proposal can lead to a discovery, integration, or application of scholarship outcomes as described in Subdivisions 4.3a, 4.3b, and 4.3c.

Table 3.11b University Guiding Standards: Scholarship (also see Section 4.3, 4.4, 4.5, and Departmental Standards & Criteria)

Rating	Probationary Faculty	Tenured Faculty of Any Rank with Standard Portfolio	Tenured Faculty of Any Rank with an Extended Teaching Portfolio
Meets Expectations	<ul style="list-style-type: none"> • Reflects a rich knowledge of one's field. • Demonstrates methodological, intellectual, or creative rigor. • Demonstrates intellectual or creative independence. • Demonstrates regular and sustained productivity, which has undergone traditional peer review (and/or other forms of peer review as appropriate to the field). • Makes a meaningful contribution or impact through discovery (and/or integration or application as appropriate to the field). • Expectations align with workload, including differentiated portfolios (e.g., course reassignments or reduced service expectations for specialization in scholarship). 	<ul style="list-style-type: none"> • Reflects a rich knowledge of one's field. • Demonstrates methodological, intellectual, or creative rigor. • Demonstrates intellectual or creative independence • Demonstrates regular or sustained productivity, which will lead to peer review as defined in Section 3.7. • Makes a meaningful contribution or impact through discovery, integration, or application. • Expectations align with workload, including differentiated portfolios (e.g., course reassignments or reduced service expectations for specialization in scholarship). 	<ul style="list-style-type: none"> • Stays abreast of developments within one's field. • Uses scholarship by self or others to inform teaching. • Engages in some scholarship/creativity activity by: producing scholarship of any type, participating in conferences/productions/performances, using expertise in service, engaging in scholarship-oriented faculty development, submitting grants, or other activity appropriate to one's field.

19. Section 4.16 Summer Research Fellowships

The university shall allocate funds for a number of Summer Research Fellowships each year with preference given to probationary faculty. Additionally, all else being comparable, preference will be given to research/projects which include working with students. The Summer Research Fellowships shall consist of a four week period during the months of May, June, or July as budget is available. The details concerning application guidelines will be found on the Graduate College website, including the compensation and 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. A faculty member who receives a Professional Development Assignment (PDA) is ineligible to receive a

Summer Fellowship the summer prior to the academic year of the PDA and in the subsequent Summer of the PDA.

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.

20. Subdivision 7.0a Low-Enrolled Summer or Winter Term Courses Compensation

In the event a summer or winter term course is deemed to be under enrolled and considered for closure, the faculty member may elect to teach the course with an alternate compensation method. In such cases, faculty will be paid based on a per-student basis at 65% of tuition generated at the appropriate tuition rate up to a maximum of 1/27th of the faculty member's nine-month salary (or the part-time rate for adjunct faculty) for each credit hour. With the approval of the cognizant relevant dean, this compensation approach may also be applied to non-traditional courses (such as applied music, independent study, etc.). At the time in which the faculty member has to make a decision on whether to offer a course, the faculty member will be guaranteed a minimum salary based on the enrollment at that time.

21. Section 8.0 Sick Leave

Subdivision 8.0a Definition

Sick leave is leave with regular pay granted for the eligible faculty member's personal injury or illness, including pregnancy-related temporary disability.

~~Family caregiving leave is the portion of a faculty member's accrued sick leave that may be used following the faculty member's birth/adoption of a child or to care for the faculty member's spouse, child, domestic partner, or parent with an injury or illness. A faculty member may use up to fifteen (15) days of family caregiving leave per academic year.~~

Subdivision 8.0b Record

The University will maintain a record of accumulated sick leave for each faculty member and each eligible faculty member shall annually be informed of the amount accumulated.

Subdivision 8.0c Accrual

Paragraph 8.0c.1

On the first (1st) day of each semester, seven and one-half (7½) days will be added to the accumulated sick leave of each eligible faculty member holding a full-time appointment. Fractional credit, to the nearest day, will be credited to each eligible member on a fractional appointment. If the faculty member's first (1st) working day is earlier than the regular first (1st) working day of the semester, the seven and one-half (7½) days will be credited on such first (1st) working day.

Paragraph 8.0c.3, Sick Leave Bank

Subparagraph 8.0c.3a

A sick leave bank with five hundred fifty (550) days is established July 1 each year for use by eligible faculty. The sick leave bank does not accumulate from year to year but begins with each fiscal year with five hundred fifty (550) days.

Subdivision 8.0f Eligibility

Paragraph 8.0f.1

Sick leave accruals are granted to all probationary, tenured, term (1-4), renewable term, or clinical faculty who are currently 50% FTE or greater. In addition, temporary faculty who currently are 25% FTE or greater and were also 25% FTE or greater in the prior academic semester will accrue sick leave. Sick leave pay will not be made to a member of the faculty during an academic period in which the faculty member does not hold a paid appointment.

Section Subdivision 8.10i Sick Leave Payout

Upon retirement, a faculty member shall receive cash payment for accumulated unused sick leave in accordance with Chapter 70A.23 of the Code of Iowa payable during the pay period preceding the faculty member's retirement date.

Section 8.2 Jury Leaves

Subdivision 8.2a Continued Earnings

~~A faculty member who is called for jury service shall be permitted to be absent from their duties without loss of pay and without charge against any leave.~~

Subdivision 8.2b Jury Service Pay

~~Pay received for jury service shall be reported and remitted to the University, less any travel or personal expense reimbursed for the jury service.~~

Subdivision 8.2c Absence Request

~~To receive pay under this Section, the faculty member must complete an official Faculty Absence Request form and may be required to furnish satisfactory evidence that such service was performed on the days for which payment is claimed.~~

Subdivision 8.2d Return

~~A faculty member not required to perform jury duty all day shall return to work.~~

Section 8.31 Educational, Conference, Research, and Bereavement Other Leaves

Subdivision 8.1a

The University provides all employees with leaves required by the Code of

Iowa and University Policy, including [4.58 Military Leave](#), [4.60 Voting Leave](#), and [4.61 Blood, Bone Marrow, and Living Organ Donation Leave](#).

Subdivision 8.3a1b Short-term Leaves

Paragraph 8.3a1b.1

The University may grant paid, short-term leaves for faculty members to be absent from campus duties for educational and research purposes, conferences, and other professional activities. Additionally, upon approval of the University, adjunct instructors who are not part of the faculty bargaining unit may be granted short-term leaves, including those for illness. Short-term leaves are normally for periods of a week or less, though they may be longer at the discretion of the University.

Subdivision 8.3c Military Leave

Military leave is granted in accord with Section 29A.28 of the Code of Iowa and University policy 4.58.

Subdivision 8.1e Jury Leave

A faculty member who is called for jury service shall be permitted to be absent from their duties. See [Policy 4.59](#) for additional information.

Paragraph 8.1e.1 Absence Request

To receive pay under this Section, the faculty member must complete an official Faculty Absence Request form and may be required to furnish satisfactory evidence that such service was performed on the days for which payment is claimed.

Subdivision 8.3f1g Child Care Family Caregiving Leave

Paragraph 8.1g.1 Paid Family Caregiving Leave

Family caregiving leave is the portion of a faculty member's accrued sick leave that may be used following the faculty member's birth/adoption of a child or to care for the faculty member's spouse, child, domestic partner, or parent with an injury or illness. A faculty member may use up to fifteen (15) days of family caregiving leave per academic year.

Paragraph 8.1g.2 Unpaid Family Caregiving Leave

A faculty member shall be granted an unpaid leave of absence, for a period not to exceed one semester, when a faculty member becomes a parent through childbirth or adoption of a child of less than 13 years of age. The University shall not be obligated to grant the leave to more than one parent if both parents are employed by the University. To be eligible for this leave, a faculty member must provide 60 calendar days written notice whenever practicable.

Section Subdivision 8.71h Retraining Leave

A retraining leave is a one-year (1-year) leave without compensation which shall be granted, upon request, to a faculty member who has received notice

of layoff, to assist the faculty member to undertake a program of study to enable the faculty member to qualify for recall rights pursuant to Chapter 6 of this Handbook.

Section 8.81i Faculty Leadership Leave

In order to fulfill their duties, the Chair of the Faculty Senate, the Faculty Chair, and the President of United Faculty will receive a course release per semester funded by the Provost.

Section 8.7 Retraining Leave

A retraining leave is a one-year (1-year) leave without compensation which shall be granted, upon request, to a faculty member who has received notice of layoff, to assist the faculty member to undertake a program of study to enable the faculty member to qualify for recall rights pursuant to Chapter 6 of this Handbook.

Section 8.8 Faculty Leadership Leave

In order to fulfill their duties, the Chair of the Faculty Senate, the Faculty Chair, and the President of United Faculty will receive a course release per semester funded by the Provost.

22. Section 9.2 Promotions

Every faculty member promoted in rank shall receive at least three thousand dollars (\$3,000) to Assistant Professor; three thousand seven hundred dollars (\$3,700) to Associate Professor; and four thousand four hundred dollars (\$4,400) to Professor in addition to any across-the-board and incremental increases provided for by the applicable collective bargaining agreement.

Every term (1-4) or Renewable Term Instructor promoted in rank shall receive three thousand dollars (\$3,000) to Associate Instructor; and three thousand seven hundred dollars (\$3,700) to Senior Instructor in addition to any across-the-board and incremental increases provided for by the applicable collective bargaining agreement.

Every Adjunct Instructor with a 50% or more appointment promoted in rank shall receive an additional \$100 per credit hour above the temporary (adjunct) rate provided in the applicable collective bargaining agreement as Associate Adjunct Instructor, and an additional or \$225 per credit hour above the temporary (adjunct) rate provided in the applicable collective bargaining agreement as Senior Adjunct Instructor.

23. Subdivision 9.3a Eligibility and Awards

Tenured full professors who have spent at least three years at UNI are eligible for post-tenure monetary awards. In addition, eligible faculty must "Meet Expectations" or "Exceed Expectations" in teaching/librarianship, scholarship, and service in all Annual Reviews during the post-tenure review period.

Subdivision 9.3b Awards

Tenured full professors are eligible to receive three a post-tenure review awards, once every six years, based on their Summary Review (utilizing the cumulative criteria in the Departmental Standards and Criteria Document).

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Paragraph 9.3b.1 Excellent Post-Tenure Performance Award

Eligible faculty who complete a Summary Review (utilizing the cumulative criteria) and have received annual review ratings of "Meets Expectations" or "Exceeds Expectations" in teaching/librarianship, scholarship, and service and Meets Expectations in the other two areas (scholarship and service) during the post-tenure review period shall receive a monetary award of \$250. The amount of the award will be announced by April 30 for the next academic year. Faculty members receiving "Needs Improvement" in any annual review during the post-tenure review period, in any of the three evaluation areas, are ineligible for a post-tenure review award.

Paragraph 9.3b.2 Outstanding Post-Tenure Performance Award

Eligible faculty who complete a Summary Review (utilizing the cumulative criteria) and have ratings of Exceeds Expectations in teaching/librarianship; plus Exceeds Expectations in one other evaluation area and Meets Expectations in the third area (scholarship or service) respectively during the post-tenure review period shall receive a monetary award of \$500.

Paragraph 9.3b.3 Superior Post-Tenure Performance Award

Eligible faculty who complete a Summary Review (utilizing the cumulative criteria) and have ratings of Exceeds Expectations in all three evaluation areas (Teaching, Scholarship and Service) during the post-tenure review period shall receive a monetary award of \$1,000.