

POLICY ON FACULTY APPOINTMENTS TO NON-DEPARTMENTAL UNITS

Introduction

To facilitate interdisciplinary faculty activity, the Committee on Interdisciplinary Faculty Activities recommended a policy on faculty appointments to non-departmental units (see <http://provost.uiowa.edu/docs/reports/intdisc.pdf>). The document below is a modified version of the recommended policy that has been endorsed by the Faculty Senate and accepted by the Provost.

The policy states that decisions regarding appointments in non-departmental units must be made by an established overseeing body of faculty, such as a faculty steering committee or executive committee. Moreover, any non-departmental unit that wishes to make such appointments must have a Manual of Procedures that describes how its overseeing faculty body is established and the process by which that faculty body will approve faculty appointment. This Manual of Procedures must be approved by the relevant college(s) and subsequently the Office of the Provost. Therefore, any non-departmental unit wishing to make faculty appointments must first submit its Manual of Procedures for approval.

In support of the policy, the Provost's Office has developed (1) [Guidelines](#) that may be used by non-departmental units in developing their Manual of Procedures, (2) [sample](#) Manuals of Procedures, and (3) a [Template Agreement](#) for a 0% faculty appointment in a non-departmental unit. The Guidelines and Template Agreement are working documents, open to modification based on experience with the new policy.

PREAMBLE

A vital part of University of Iowa traditions has long been the furthering of innovation in service, teaching, and research. The University, especially with its increased emphasis on interdisciplinarity, carries the burden of providing sufficient faculty resources for all academic units.

Appointments in non-departmental units may serve the needs of students, faculty members, and academic units alike, both meeting individual needs and recognizing common interests between units and departments. Other types of short-term agreements, e.g. "buyouts," for a semester or a year also contribute to productive interdisciplinarity without the formality of appointment.

Non-departmental units may make faculty appointments, budgeted or non-budgeted as specified below, for such reasons as specific curricular needs, special projects such as grant-funded programs, and the regularizing of unit responsibilities. Such appointments are subject to all university policies and procedures regarding faculty appointment and review and must meet the approval of an established overseeing faculty body of the unit, such as a faculty steering committee or executive committee, according to the unit's Manual of Procedures, as approved by its college(s) and the Office of the Provost. Unless otherwise specified, all appointments noted below must receive the approval of the collegiate dean, or if involving more than one college the several deans, or the appropriate vice president, and the provost.

Budgeted faculty appointments are usually longer term and may recognize significant divergence between a faculty member's efforts in a department and those in a non-departmental unit, for example, interdisciplinary teaching and research.

I. A unit, with the approval of its dean, or if involving more than one college the several deans or the appropriate vice president, and the provost, may make *0% budget*, faculty joint appointments from the university faculty, generally for a term of one year, not to exceed five years, and renewable.

Terms of such appointments will be set in a [letter of agreement](#), signed by the faculty member's DEO, the director of the unit, the dean(s) or vice president and the faculty member, specifying the faculty member's privileges and responsibilities with respect to the unit, frequency and procedures for review and renewal, allocation of funds, and the expected activities and percentage of effort allocated to the unit in teaching, research, and service.

II. A unit, with the approval of its dean, or if involving more than one college the several deans or the appropriate vice president, and the provost, may make *adjunct* (up to 3 years, at less than 50%, and renewable) faculty appointments for purposes of demonstrated teaching or other needs.

Terms of such appointments will be set in a letter of agreement, signed by the appointee's DEO (if any), the director of the unit, the dean(s) or vice president, and the appointee, specifying the appointee's privileges and responsibilities with respect to the unit, procedures for review and renewal, allocation of funds, and the expected activities in teaching, research, and service.

III. A unit, with the approval of its dean, or if involving more than one college the several deans, or the appropriate vice president, and the provost, may make renewable, budgeted non-clinical-track, non-tenure-track faculty appointments, generally one year or longer, for a specified term. Such appointments may be made only to approved types of non-tenure-track faculty positions (e.g., lectureships, or visiting appointments). All appointments authorized under this section, budgeted or nonbudgeted, must meet all university policies and procedures governing such appointments, including limitations on percentage appointment, renewability, and maximum length of appointment.

Terms of such appointments will be set in a letter of agreement, signed by the director of the unit, the dean[s] or vice president, and the faculty member, specifying the term of the appointment, the faculty member's privileges and responsibilities with respect to the unit, procedures for review and renewal, allocation of funds, and the expected activities in teaching, research, and service.

IV. A unit, with the approval of its dean, or if involving more than one college the several deans or the appropriate vice president, and the provost, may make, *budgeted* faculty joint appointments from the university faculty, generally for a term of one year, not to exceed five years, and renewable.

Terms of such appointments will be set in a letter of agreement, signed by the appointee's DEO, the director of the unit, the dean[s] or vice president, and the faculty member, specifying the faculty member's privileges and responsibilities with respect to the unit, procedures for review and renewal, allocation of funds, and the expected activities and percentage of effort allocated to the unit in teaching, research, and service.