Instructional Faculty Transition Employment Agreement Template

Date

Dear XXX:

On behalf of the Department/College of (\_\_\_\_\_\_\_\_\_\_), I am pleased to share with you details related to your transition to the Instructional Faculty track as a (title) effective XX/XX/XXXX.

**Duties and Responsibilities**

Your duties and responsibilities will include (describe teaching and service expectations), which represent XXX% teaching and XXX% service workload allocation (modify effort for administration or other functions, as needed).

**Review, Reappointment, and Promotion**

You will be reviewed annually and considered for reappointment during the final year of your appointment (20XX/20XX). Your performance will be evaluated according to written standards of competence and performance as described in Section (X) of the College of (\_\_\_\_\_\_\_\_\_\_)’s (insert name of collegiate Instructional Faculty policy/procedures). Reappointment following a positive review may be possible at the discretion of the college. Notifications of nonrenewal and/or termination will be consistent with the University’s policies and procedures (see the *UI* *Operations Manual* for more policy information, <https://opsmanual.uiowa.edu/human-resources/faculty/instructional-faculty-policy>).

[Insert the following section for Lecturers and Associate Professors]

Instructional faculty may choose to remain at current rank or may request a review for promotion. Promotion of instructional faculty shall occur during the regular faculty promotion cycle and shall follow both collegiate procedures and the Office of the Provost’s  [Procedures for Instructional Faculty Promotion Decision-Making at The University of Iowa.](https://provost.uiowa.edu/sites/provost.uiowa.edu/files/IF_Promotion%20procedure_final_4-12-16.pdf) Please see (refer to collegiate documents) for additional information about the requirements for promotion within the Instructional Faculty track. An instructional faculty member’s choice not to request promotion, or the DEO or dean’s decision not to review or promote, does not automatically require termination of employment.

Sincerely,

*I have read this employment agreement and accept the terms of appointment described herein.*

Accepted by: Date: