

UI Office of the Provost
**Frequently Asked Questions Regarding the Transition to the
 Instructional Faculty Policy**

The UI Instructional Faculty policy was approved by the UI Faculty Senate, 3/22/2016, the Office of the Provost, 4/11/2016, and the Office of the President, 5/4/2016. Colleges will develop collegiate policies and procedures throughout AY16-17. The Office of the Provost has worked with key stakeholders to develop guidance related to frequently asked questions to aid in a smooth transition to the new policy. This is a work in progress. If you would like to add a question to the document, please send an email to faculty@uiowa.edu.

- 1) Where can I find a copy of the UI Instructional Faculty Policy?** The policy, 10.11 Instructional Faculty Policy, can be found in the Operations Manual (<http://opsmanual.uiowa.edu/human-resources/faculty#10.11>) and related promotion procedures can be found on the Office of the Provost [Faculty Promotion](https://provost.uiowa.edu/faculty-promotion) webpage (<https://provost.uiowa.edu/faculty-promotion>).

- 2) How will the new policy impact current UI Lecturers and Senior Lecturers?** Each college will develop and, with the approval of the Provost, adopt its own Instructional Faculty Policy that elaborates, and is subject to, the University-level policy. Until the collegiate-level policies are in place, current UI Lecturers and Senior Lecturers will continue to be governed by their existing contracts, but will have access to the following University-wide provisions of the new policy: g. Decisions to terminate or not to renew, h. Instructional Faculty Disputes, and k. Representation on Faculty Senate. Upon completion of the collegiate-level Instructional Faculty policies, it is recommended that current UI Lecturers and Senior Lecturers in good standing be transferred into the new system based on the chart below. The length of their current contracts will not be impacted during this transfer (e.g., if a Lecturer is in the second of a three-year contract, s/he will still have a year remaining in the existing contract).

Current Rank	Under New Instructional Faculty Policy
Lecturers	<ul style="list-style-type: none"> • UI faculty currently appointed as Lecturers will retain the Lecturer job title, with expanded rights and responsibilities defined by the new Instructional Faculty policy. New Employment Agreements will be issued that confirm the content of their current contract and inform of new policy, rights, and responsibilities • Once collegiate policies and procedures are in place, UI faculty currently employed as Lecturers may request review for promotion to Associate Professor of Instruction. Qualifications are set by Operations Manual policy. A promotion review shall follow the “Procedures for Instructional Track Faculty Promotion Decision-making” and collegiate procedures. • Lecturers being reviewed for advancement to Senior Lecturer in AY16-17 will be reviewed under their college’s existing guidelines. • As of AY17-18, Instructional Faculty being reviewed for promotion will be reviewed under their college’s new Instructional Faculty policy and procedures. Effective 7/1/17, no new Instructional Faculty member may be given the title “Senior Lecturer.”
Senior Lecturers	<ul style="list-style-type: none"> • Senior Lecturers who have the level of qualifications required by their college and who are considered to be in good standing will be transferred into the new title/rank of Associate Professor of Instruction/Practice.

Current Rank	Under New Instructional Faculty Policy
	<p>There is no additional salary increase affiliated with a title transfer from Senior Lecturer to Associate Professor of Instruction/Practice.</p> <ul style="list-style-type: none"> The College of Law LAWR faculty in good standing who hold “Intermediate” contracts will be transferred to the Associate Professor of Instruction rank.
<p>College of Law LAWR faculty who hold a “long-term” contract</p>	<ul style="list-style-type: none"> The College of Law LAWR faculty in good standing who hold “long term” contracts will be transferred to the Professor of Instruction/Practice rank. Transfer: A transfer assumes that the faculty member has already attained the requirements of the rank as demonstrated through a rigorous evaluation and vote of the department and approval by the Dean. There is no additional salary increase affiliated with this new title.

- 3) When will colleges be able to appoint faculty using the new Instructional Faculty policy titles and ranks?** A college may hire new faculty as instructional faculty as soon as the college’s policy and promotion procedures have been approved. Until that time, colleges wishing to hire Lecturers may offer renewable-term lecturer appointments (FH15) under existing policies, i.e., for no more than one academic year at a time and renewable for up to three years. All collegiate policies and procedures must be in place by July 1, 2017. After that time, colleges that do not have updated instructional faculty policies and procedures in place will not be able to appoint new Lecturers or reappoint existing Lecturers to new contracts.
- 4) Are Instructional Faculty required to be reviewed for promotion, similar to the tenure-track?** No, instructional faculty members may stay at the same rank throughout their career.
- 5) Does the new policy impact Instructional Faculty salaries?** All faculty salaries are determined at the collegiate level, so this policy does not address compensation directly. However, the policy does strengthen Instructional Faculty salaries indirectly. The new policy provides for more stable and transparent contracts and a promotional path that confers an automatic salary increase when advanced to a new rank. The new policy also ensures that all Instructional Faculty appointments are eligible for UI benefits (given the requirement that appointments are 0.50 or greater), which strengthens the total compensation packet for Instructional Faculty. Finally, the Office of the Provost conducts a faculty salary equity study biannually and includes Instructional Faculty in that audit to ensure that no gender or racial salary inequities exist.
- 6) What is the difference between an Associate Professor/Professor of Instruction and an Associate Professor /Professor of Practice titles?** The Associate Professor/Professor of Instruction title is applicable when instructional faculty have an established record of excellence in teaching. The Associate Professor/Professor of Practice title is applicable when Instructional Faculty are distinguished professionals whose professional expertise and experience qualifies them to teach, advise students, develop curricula, or engage in other pedagogical activities related to their expertise.
- 7) Can someone be hired directly into the Associate Professor or Professor of Instruction/Practice ranks?** Yes, a college may choose to hire an instructional faculty member directly into the Associate Professor or Professor rank based on the individual’s qualifications. Typically, an Associate Professor of Instruction/Practice appointment is for 3-5 years and is renewable. However, if an applicant is initially hired into this rank, the college may choose to provide a probationary 1- to 3-year appointment. The Professor of Instruction/Practice appointment is typically 3-7 years and is renewable. However, if an applicant is initially hired into this rank, the college may choose to provide a probationary 1- to 3-year appointment.

8) How will the new Instructional Faculty policy impact current UI Adjunct Faculty? The Instructional Faculty policy will not impact faculty appointed as Adjunct faculty. Adjunct appointments are designed to be less than 0.50 FTE; instructional faculty appointments are 0.50 FTE or greater and typically full-time.

9) How will the new Instructional Faculty policy impact current UI Clinical Faculty? No UI faculty member currently employed as a member of the Clinical Faculty will be involuntarily transferred to the instructional faculty track. If a position in the instructional faculty track becomes available and clinical-track faculty members are interested in applying, they may do so voluntarily.

10) What are the differences between tenure-track, clinical-track, and instructional-track faculty appointments? Tenure-track faculty engage in the full range of faculty activities: teaching, research, and service. By contrast, clinical and instructional faculty specialize in specific aspects of the faculty portfolio. All [clinical faculty](#) must devote a significant portion of their time to providing or overseeing the delivery of professional services to individual patients or clients. While clinical faculty members also engage in teaching students, residents, or fellows, they are expected to integrate the delivery of their professional services with their teaching (e.g., teaching medical students in a clinical setting).

Instructional faculty contribute predominantly to the teaching mission of the University and may also provide limited service. Instructional faculty may also conduct research, scholarship, or engage in artistic creation, which may be considered as evidence of professional productivity if provided for by collegiate policy, but shall not be a requirement for appointment, reappointment, or promotion. Neither clinical- nor instructional-track faculty are eligible for tenure, and neither is required to engage in research, scholarship or artistic expression.

11) What impact will the new Instructional Faculty policy have on the tenure-track and tenured faculty? The policy rightly states that “tenured and tenure-track faculty, with portfolios of teaching, scholarship, and service, are the foundation of the faculty at the University.” The new policy is designed to improve the working condition for members of the faculty who make outstanding contributions to the University primarily through teaching. To ensure that the strengthening of this role does not have unintended consequences, the Office of the Provost shall provide an annual report on the composition of the University faculty, including total numbers and percentages represented by each faculty track, to the President of the Faculty Senate for review. In addition, the Instructional Faculty policy in its entirety will be reviewed not later than five years following its implementation.

12) If I believe an unfair decision has been made about my employment status as a Lecturer, what grievance rights do I have? The Instructional Faculty Policy provides grievance rights and procedures for all instructional faculty. These procedures are described in full in section h, “Instructional Faculty Disputes.”

13) I understand that the new policy provides grievance procedures to instructional track faculty that were not previously available to Lecturers. Can I use those procedures retroactively to address a grievance that occurred in the past? The policy, including its grievance procedures, may not be applied retroactively to administrative action or non-action that occurred prior to the effective date of the instructional faculty policy; however, if the past action or non-action contributes to an adverse working condition that arises after the effective date of the policy, the adverse working condition may be grieved.

14) I am being reviewed for Senior Lecturer in academic year 2016-17. Should I be reviewed under the existing “Senior Lecturer” promotion guidelines or the new “Instructional Faculty Promotion

Procedures?” You should be reviewed under your college’s existing “Senior Lecturer” promotion guidelines. Once your college has its collegiate instructional faculty policies and procedures in place, you will be transferred into the new policy at whatever rank you have achieved at that time (e.g., if you are successfully advanced to Senior Lecturer and have the required qualifications, you will be transferred into the Associate Professor rank).

- 15) I have worked at the UI as a Lecturer for years. Will my initial offer letter serve as my ongoing employment agreement?** No, all existing and newly hired instructional faculty will be issued new employment agreements as their current contracts are renewed or no later than July 1, 2017, to clarify the rights guaranteed under the new Instructional Faculty policy. If not written at the time of renewal, the new employment agreement will continue your existing contract (i.e., if you are in year two of a three-year contract, the new employment agreement will be for the remainder of your contract and not reset that time clock).
- 16) When will Instructional Faculty have representation on the UI Faculty Senate?** Instructional faculty will be able to serve on Faculty Senate committees and stand for election to the Faculty Senate effective AY2016-17. For information about the Faculty Senate guidelines, please contact the Faculty Senate office: 319.335.0617 (phone) or faculty-senate@uiowa.edu.
- 17) What support is available to prepare for promotion review?** Please consult your collegiate guidelines and support materials for assembling a promotion portfolio. In addition, the UI Center for Teaching will offer a workshop in Spring 2017 tailored for instructional faculty focused on the construction of a teaching portfolio.
- 18) I was promoted to Senior Lecturer last year, but have been on campus for more than ten years and would like to be considered for the Professor rank. When will that be possible?** The policy does not set a particular time frame for when a person may be considered for promotion to the Professor rank. Please see your collegiate policies and consult with your associate dean for faculty for additional information.
- 19) With whom should Lecturers speak if they believe their colleges or departments are not following the new policy?** You should first communicate with the associate dean for faculty in your college to understand collegiate policies and procedures. You may also contact Kevin Kregel, Associate Provost for Faculty, for additional information.
- 20) How can I learn about which University awards and professional development funding sources are available for instructional faculty?** Many awards and funding sources exist on campus, and each has its own rules on eligibility. If the award or funding unit has not yet clarified whether instructional faculty are eligible, please contact the unit directly with questions regarding eligibility.
- 21) Where can I find additional information about the new Instructional Faculty Policy?** For more information about your collegiate policy and procedures, please see your associate dean for faculty or [Faculty HR Representative](#). For additional information about the UI Instructional Faculty policy and related procedures, please see the Office of the Provost [Faculty Appointments](#) webpage: <https://provost.uiowa.edu/faculty-appointment/> or email: faculty@uiowa.edu.

For more information, contact:
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