

Section 2.2 Temporary (Adjunct) Appointments

A temporary (adjunct) appointment runs for a precisely stipulated short term, usually one year or less. It terminates automatically at the expiration of the stipulated term. It carries no implications of renewal or continuation beyond the stipulated term. **Adjuncts hold the rank of Assistant Adjunct Professor, Associate Adjunct Professor, or Senior Adjunct Professor.**

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 also complete service (or service and scholarship). 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. **Instructional faculty hold the rank of Assistant Professor of Instruction, Associate Professor of Instruction, or Professor of Instruction.**

Paragraph 2.4a.2 Clinical Faculty

~~Clinical faculty hold the rank of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.~~ 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. **Clinical faculty hold the rank of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.**

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.~~ ~~hold the rank of Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice.~~ ~~These~~ **Practitioner Faculty** 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. **Practitioner Faculty hold the rank of Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice.**

Subdivision 3.1f Departmental Standards and Criteria Document

All probationary and tenured faculty, PACs, and department heads are expected to collaborate together to create clear, consistent departmental standards and criteria for the purposes of evaluation, promotion, and tenure. Departments should consult with adjuncts, term (1-4), and renewable term faculty regarding standards for their performance. Meetings shall be co-chaired by the department head and PAC chair. All criteria are to be reviewed annually in the spring semester by all departmental faculty members and department heads.

If substantive changes are made to the Departmental Standards & Criteria Document, a probationary faculty member affected by such changes may request the creation of an MOU, via email, indicating how and when those changes will be applied in their case. The faculty member's choice between adhering to current or previous standards should be explicitly documented denoting the specific and applicable provisions. The MOU must be approved by the PAC Chair, Department Head, and Dean, signed by the faculty member, and placed in the faculty member's Faculty Evaluation File.

Following the applicable deadline (see Section 3.12 Calendar), departments will complete a draft version of the Departmental Standards and Criteria document for discussion at the Spring College Review Committee (CRC) meeting.

Following the CRC meeting, departments will complete final revisions and title the document Departmental Standards and Criteria Document.

Upon approval of the documents, title pages are signed by all parties (PAC Chair, department head and dean [in consultation with the CRC]). If there are changes from the previous year's document, a second copy with all changes highlighted must accompany the final signed copy. Copies of this document, whether revised or not, should be sent by the dean's office to the Provost's Office by the appropriate deadline (see Section 3.12 Calendar). Following approval from the Provost's Office, the Departmental Standards and Criteria Document shall be distributed by the department head to the faculty of each department before implementation occurs on July 1.

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 (for third-year probationary

faculty and faculty seeking tenure or promotion to associate professor, this period includes all years since their hiring; for promotion to professor and post-tenure review, this period includes all years since their last review), with an eye toward explaining how they have met (or in the case of third-year reviews, how they are making progress toward meeting) cumulative 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.

Faculty shall complete their Faculty 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.

Paragraph 3.15a.3 Years Credit

Faculty may be awarded years of credit toward tenure and/or promotion upon hire. Years of credit, including specific accomplishments that count toward standards and criteria for tenure or promotion, must be documented in the faculty member's letter of offer or MOU, approved by Dean and Provost (or designee) to be and placed in the faculty member's Faculty Evaluation File (See Section 3.4). Probationary faculty retain the choice to use prior years of service or not; however, if they elect to not go up for tenure and/or promotion at the prescribed time using those years of credit, they may not use prior service or accomplishments for those credited years in the future. In that case, only UNI years of service will count for a tenure and promotion bid.

Section 3.16 Review of Tenured Faculty (Post-Tenure Review)

Paragraph 3.16f.4 Outcome 2: "Needs Improvement" Comprehensive Review Result

If the department head or PAC gives a rating of "Needs Improvement" for one or more areas of faculty performance during the Comprehensive Review, the department head shall work with the faculty member to develop a Performance Improvement Plan in order to strengthen performance in future Annual Reviews. The Faculty members draft the Performance Improvement Plan (PIP) is due by March 15/October 15 to be discussed with their department head as part of the annual goals meeting in September. Faculty should submit goals for any area of performance not covered by the PIP. The Performance Improvement Plan is finalized by October 15 when submissions to the Faculty Evaluation Files are due. The Performance Improvement Plan shall be approved by the department head and dean and placed in the Faculty Evaluation File. If the faculty member and the department head cannot agree on an acceptable plan, the department

head and PAC chair will create one that is approved by the dean. The plan shall be sent to the faculty member for final review before implementation.

The plan shall contain specific actions and measures to address the deficiencies found in the review. The department head and faculty member will consult the CETL for teaching improvement plans. Mentoring by faculty peers is strongly recommended for teaching, scholarship, and service improvement plans. Faculty will report their progress on the Performance Improvement Plan in their annual u-FAR submissions completed by April 15 of the following semester. The faculty member shall submit An initial Follow-up Report of the results of the Performance Improvement Plan must be completed to the department head by October 15 May 1 of the following semester, to be placed in the Faculty Evaluation File. In the For the subsequent two spring semesters, the faculty members will update shall document their progress as part of annual u-FAR.

During the next two subsequent Annual Reviews, the department head shall use the Performance Improvement Plan and Follow-up Report as a basis for evaluation. Significant progress on all corrective elements of the plan will be expected by the second Annual Review.

Subdivision 3.17c Review of Adjunct, Term (1-4) and Renewable Term Faculty

The evaluation schedule by department heads and PACs is summarized in Table 3.1h.

Department heads review adjunct professors with an appointment of 50% or more during the first year and every sixth semester the instructor teaches thereafter, or sooner if the faculty member's performance is found to Need Improvement (see Section 3.13 Annual Review for Faculty by Department Head) or when seeking promotion. Department heads may review adjunct professors with appointments below 50% at their discretion.

PACs review adjunct professors of any rank when seeking promotion or more frequently as documented in the Professional Assessment Committee Procedures Document (see Section 3.14 Review by PAC). PACs may review adjunct professors with appointments below 50% at their discretion as documented in the PAC Procedures Document.

Adjunct faculty members may request an Annual Review by the department head or PAC at other times. Although not required by the Faculty Handbook, some PACs and/or adjunct faculty may deem it prudent for PAC reviews to take place on a voluntary basis in advance of the mandated review for promotion in years 6 and 12 (see FH 3.17c).

Section 4.1 Definition of Teaching

Paragraph 4.1a.3 Assignment of Non-Standard Teaching Credit

If non-standard teaching is assigned to a faculty member, but does not have a credit conversion documented in Table 4.1a.1 or is inconsistent with the credit conversions in Table 4.1a.1, a faculty member should be directed to complete the Non-Standard Teaching Application Form: ~~for approval by the department head before beginning the work~~. The application form shall be submitted to the department with the following documentation: a syllabus or project summary and timeline, the course, name, number and section, number of student(s) expected to enroll enrolled and total number of credits enrolled for, clock hours per week, and other relevant documents. The application form shall be submitted to the department head with documentation attached and must be approved by the department head and dean before enrolling students. Such agreements shall be documented in a letter of offer or Memorandum of Understanding.

Subdivision 4.7a Faculty Portfolio Summary Table

Appointment Type	Rank	Availability	Portfolio
Term (1-4 years) Renewable Term Clinical (*clinical teaching, supervision or direction)	Instructor		<u>Term Portfolio</u> 20% teaching = 1 3-credit hour course* 20% teaching = 1 3-credit hour course* 20% teaching = 1 3-credit hour course* 20% teaching = 1 3-credit hour course* 20% service = department, college, university, community, discipline (to be specified in letter of offer; in some instances, this 20% may be split between service and scholarship)
Adjunct (temporary)	Instructor		<u>Adjunct Faculty (temporary) Portfolio</u> <i>Teaching assignments specified in letter of offer</i>

Section 10.0 Description of Benefits

It is the University's intention to provide for all eligible faculty members, high quality coverage to promote faculty recruitment and retention. ~~Description of benefits provided herein is intended to be informational only and the language of~~
The insurance contracts established from time to time by the University shall govern all claims. Such insurance contracts shall be available for inspection through Human Resource Services.

Section 10.1 Group Life Insurance

Subdivision 10.1a Life Insurance

The University will provide for all eligible faculty members life insurance. ~~in an amount, which is one and one-half times the faculty member's budgeted salary to a maximum of two hundred fifty thousand dollars (\$250,000), when rounded to the nearest thousand dollars. The life insurance coverage shall reduce five percent (5%) each year on the January 1 coinciding with or next following the attainment of each additional year of age commencing with age sixty-one (61). Changes in the amount of life insurance resulting from a change in annual budgeted salary shall become effective on the date of such change provided the faculty member is actively serving on such date; otherwise the change shall occur on the date of return to active service.~~

Subdivision 10.1b Cost of Insurance

The cost of the insurance shall be paid by the University.

Subdivision 10.1c Benefits Eligibility

Eligible faculty members, as used in this Section, are those who hold a term (1-4), renewable term, clinical, practitioner, probationary, or tenure appointment involving service of half-time or greater for a period of at least nine (9) months (an academic year).

Subdivision 12.6da Days Defined

Unless otherwise stated, in all instances in which "days" is specified in this Chapter, the term refers to class days. Saturdays, Sundays, holidays, and days when classes are not in session are not counted. Class days during the summer session will not be counted except by written agreement between the faculty member and the FPC or Provost. When counting days, the day the appeal is received at any point in the procedure shall be considered "day one".

Chapter 8

CHAPTER EIGHT: LEAVES

Section 8.0 Paid Sick Time Sick Leave

It is the University's intention to provide for all eligible faculty members, high quality coverage to promote faculty recruitment and retention. The language of the insurance contracts established from time to time by the University shall govern all claims. For additional details, including coverage manuals, go to: <https://hrs.uni.edu/mybenefits/time-off>.

Subdivision 8.0a Definition

An absence, defined as "sick time off," is granted with regular pay for the eligible faculty member's time away from work obligations in accordance with the provisions outlined in this chapter. Sick leave is leave with regular pay granted for the eligible faculty member's personal injury or illness, including pregnancy-related temporary disability.

Subdivision 8.0b Record

The University will maintain a record of accrued sick time available for each faculty member. **Each eligible faculty member has access to view the amount earned and used.** ~~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 August and the first (1st) day of January ~~each semester~~, seven and one-half (7½) days (60 hours) will be added to the **accrued sick time available balance** for each eligible faculty member holding a full-time appointment.

Fractional credit, to the nearest **day-hour**, will be credited to each eligible member on a fractional appointment. If the faculty member's first (1st) working day is earlier than **August 1st or January 1st**, ~~the regular first (1st) working day of the semester~~ the seven and one-half (7½) days (60 hours) will be credited on such first (1st) working day.

Sick time shall not accrue during an unpaid leave of absence. Sick time accrual will be prorated for faculty serving less than full time.

Paragraph 8.0c.2

The maximum sick time balance available shall be one hundred twenty (120) days. ~~Sick leave shall not accrue during an unpaid leave of absence. Sick leave accrual will be prorated for faculty serving less than full time.~~

Paragraph 8.0c.3, Sick **Time** Leave Bank

Subparagraph 8.0c.3a

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

Subparagraph 8.0c.3b

A faculty member may use days from the bank; however, the use of sick **time off** ~~leave days~~ from the bank shall be limited to faculty members who have used all of their ~~accumulated sick leave days~~ **available accrued sick time**, have not yet met the elimination period for long term disability, and suffer from serious and/or chronic or long-term illness. **Sick bank time off** ~~Sick leave bank days~~ may not be used during a short term illness or short term disability.

Subdivision 8.0d Deductions

Faculty members should code sick time off on any day on which they ~~A faculty member is on sick leave on any day on which she/he~~ miss classes or other University obligations, or **are unable to perform work obligations for** ~~is absent from campus for half or more of a day due to~~

injury, illness, or medical appointments. A faculty member's sick **time** leave account will be charged a maximum of five (5) days (40 hours) in any given week.

A faculty member should code sick time off for family caregiving leave, see section Subdivision 8.1g Family Caregiving Leave.

Subdivision 8.0e Time Off Leave Request

Paragraph 8.0e.1

A faculty member who proposes to take or takes sick time off must **submit an Absence Request through UNI's Workday system** ~~file an official Faculty Absence Request form~~ in time sufficient to permit accommodation to their responsibilities whenever possible.

Subdivision 8.0f Eligibility

Paragraph 8.0f.1

Sick time accruals are granted to all probationary (**tenure track**), tenured, term (1-4), or 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 **time** time. **Paid sick time** ~~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.

Paragraph 8.0f.2

~~When a faculty member is on sick leave at the commencement of a new semester the sick leave accrual shall not take place unless and until the faculty member returns to regular duties.~~

Subdivision 8.0g Lay Off – Recall

When a faculty member is laid off any unused accumulated sick **time** leave shall be restored provided the faculty member is returned to active service by the University in accordance with Chapter 6: Staff Reduction.

Subdivision 8.0h Compensation

Compensation during **use of paid sick time** leave will be equal to regular compensation less the amount the faculty member receives from disability benefits and/or Workers' Compensation.

Subdivision 8.0i Sick Time leave Payout

Upon retirement, a faculty member shall receive cash payment for accumulated unused sick **time** 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 8.1 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, 4.59 Court and Jury Service Leave, 4.60 Voting Leave, and 4.61 Blood, Bone Marrow, and Living Organ Donation Leave.

Paragraph 8.1b.2

The University may grant short-term paid bereavement leaves for any faculty member.

Subdivision 8.1d Public Office Leave

Faculty members elected or appointed to a full-time public office shall be granted an unpaid leave of absence according to Iowa Code 55.1 for a maximum of four (4) years.

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 Absence Request

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

Subdivision 8.1g Family Caregiving Leave

Paragraph 8.1g.1 Paid Family Caregiving Leave

Family caregiving leave is the portion of a faculty member's accrued sick time leave off 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 (120 hours) of family caregiving leave per academic year.

Section 8.2 Absence Request Process

Subdivision 8.2a Approval

All absences covered under this Chapter, unless otherwise noted, require the approvals set forth in the official UNI's Workday system Faculty Absence Request form which must be completed in its entirety, except in emergencies, unusual circumstances, or as otherwise provided in this Chapter, at least five (5) class days prior to the absence.

Subdivision 10.3c Eligibility

Eligible faculty members, as used in this section, are those who hold a term, probationary, or tenure appointment involving service of half time or greater for a period of at least nine (9) months (an academic year). In the event a temporary faculty member initially appointed for a single semester is continued beyond the original appointment for an additional semester(s), such faculty member shall be eligible for health insurance contributions effective at the commencement of the second semester to continue as long as the temporary faculty member is continuously employed. Temporary unit faculty are eligible for health insurance when their

current assignment is 50% or greater FTE and they also had a 25% or greater FTE assignment in the prior academic semester or prior academic year.

Subdivision 10.4c Eligibility

Eligible faculty members, as used in this section, are those who hold a term, probationary, or tenure appointment involving service of half time or greater for a period of at least nine (9) months (an academic year). ~~In the event a temporary faculty member initially appointed for a single semester is continued beyond the original appointment for an additional semester(s), such faculty member shall be eligible for health insurance contributions effective at the commencement of the second semester to continue as long as the temporary faculty member is continuously employed.~~ Temporary unit faculty are eligible for health insurance when their current assignment is 50% or greater FTE and they also had a 25% or greater FTE assignment in the prior academic semester or prior academic year.

Section 10.9 Faculty Consultation

Changes in coverage, contribution rates, and eligibility provisions will be determined by the University in consultation with the ~~Faculty Leadership~~ Benefits Advisory Committee.