# APPENDIX A

## MINIMUM SALARY GUIDELINES

<table>
<thead>
<tr>
<th>Years Completed In Rank</th>
<th>2015 – 2016</th>
<th>2016 – 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Instructor</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Minimum 0 years</td>
<td>38,764</td>
<td>44,979</td>
</tr>
<tr>
<td>1st Ref Pt. 5 years</td>
<td>42,084</td>
<td>48,814</td>
</tr>
<tr>
<td>2nd Ref Pt. 10 years</td>
<td>45,400</td>
<td>52,716</td>
</tr>
<tr>
<td>3rd Ref Pt. 15 years</td>
<td>48,718</td>
<td>56,689</td>
</tr>
<tr>
<td>4th Ref Pt. 20 years</td>
<td>52,037</td>
<td>60,731</td>
</tr>
<tr>
<td>5th Ref Pt. 25 years</td>
<td>55,027</td>
<td>64,847</td>
</tr>
</tbody>
</table>

A Faculty Member promoted in rank shall receive credit for one-half of her/his years of service (rounded up to the nearest whole number) with the Board at UNI, in the new rank, for purposes of these minimum salary guidelines as applicable to full-time Faculty Members.
APPENDIX B

PRINCIPLES, STANDARDS, AND PROCEDURES FOR FACULTY APPOINTMENTS,
PROMOTIONS, AND TENURE

I. PRINCIPLES, STANDARDS, AND PROCEDURES FOR FACULTY APPOINTMENTS

A. General terms and conditions of appointments shall be stated in writing. In addition to the letter of offer, all appointments are governed by relevant policies as stated in the Policies and Procedures Manual and any applicable sections of a faculty Collective Bargaining Agreement.

B. Evaluation of an individual with respect to appointment to the faculty is made without reference to race, sex, creed, age, or any criteria prohibited by law.

C. For all appointments to the faculty, the primary standard is that the candidate to be appointed is the candidate best qualified for the position among those available for it.

D. It is expected that Faculty Members will have, at the time of appointment or within a reasonable period thereafter, the terminal degree appropriate to their disciplines and positions, except as noted in paragraph (E). Specifically:

1. For initial appointment at the rank of Assistant Professor, candidates will normally possess the appropriate terminal degree and will show experience of or strong potential for excellence in teaching, productive research/scholarship, creative achievement, and professional service.

2. For initial appointment at the rank of Associate Professor or Professor, candidates will have the appropriate terminal degree and will have substantial experience demonstrating excellent teaching, productive research/scholarship, creative achievement, and professional service. Initial appointments at the senior ranks are based on the same criteria as promotion to those ranks.

E. Although in most academic disciplines and for most faculty positions the appropriate terminal degree is the doctorate, the University recognizes that in some disciplines and for some positions other degrees are customarily regarded as the highest normally appropriate to scholars in those areas. The University also recognizes that in exceptional instances there can be experience and/or training other than formal degree work that qualify a Faculty Member or candidate as teacher and scholar as effectively as a formal degree program. Such instances will be based on a considerable record of achievement, such as a substantial record of published research in professional journals. For those disciplines or positions where the appropriate terminal degree is normally not the doctorate, the degree requirement, if any, will be stated in established policies initiated by the department affected and agreed to by the College Dean and the Executive Vice President and Provost. In the absence of any established policy to the contrary, the terminal degree for all disciplines and positions is the doctorate.

F. Temporary, term, renewable term, clinical, probationary, and tenured Faculty Members may be terminated, only during an applicable term, for just cause and in accordance with the requirements of due process as approved by the Board of Regents, State of Iowa, June 30, 1973; and any applicable sections of this Collective Bargaining Agreement.

TEMPORARY APPOINTMENTS

A temporary 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.
APPENDIX B

TERM APPOINTMENTS

A term appointment is a multiple-year appointment, i.e., 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.

PROBATIONARY APPOINTMENTS

A. A probationary appointment, like a temporary appointment, runs for a stipulated short term, usually one year. Unlike a temporary appointment, however, it carries the implication that, if the appointee's services are judged by the University to be satisfactory, the appointment will be renewed year after year until, normally, a total of six years of probationary service shall have been accumulated; however, the University may offer reappointment for a seventh probationary year. The tenure standards for the seventh year will be the same as during the sixth year.

B. A probationary appointment may be terminated at the end of any term, provided that written notice of the intention to terminate has been given by the University to the probationer in good time. Specifically: if the appointment is to be terminated at the end of the first year, notice shall be given by March 1; if at the end of the second year, by December 15; if at the end of any later probationary year, twelve months in advance.

C. The probationary period provides the opportunity to meet the requirements for tenure.

D. By March 1 of every year, every Faculty Member on a probationary appointment shall receive official written evaluation of his/her work to date.

E. Continuance of a probationary appointment is made upon a recommendation of the faculty. In the event the recommendation of the Department Head in a continuance of a probationary faculty member is different from that of the PAC, the Department Head shall provide the PAC with the Department Head's written rationale and recommendation at the same time the Department Head's rationale and recommendation is forwarded to the Dean. In the event the recommendation of the Dean in a continuance of a faculty member is different from that of a PAC, the Dean shall provide the Department Head and PAC with the Dean's written rationale and recommendation at the same time as the Dean's recommendation is forwarded to the Executive Vice President and Provost. In the event that the Executive Vice President and Provost's decision regarding continuance is different from that of the PAC, the Executive Vice President and Provost will provide the Dean, Department Head, and PAC with a written rationale for that decision by March 1 as provided in D above. Nothing herein shall diminish the confidentiality of the faculty member's file. The final responsibility for a decision rests with the appropriate academic officers. The Deans and Executive Vice President and Provost have a responsibility to ensure that recommendations for continuance or termination of probationary faculty reflect high University standards, while acknowledging the diversity of missions and tasks within the various colleges and programs of the University.

II. PRINCIPLES, STANDARDS, & PROCEDURES FOR PROMOTION AND TENURE

A Promotion and Tenure decision is a crucial judgment that vitally affects the University, its faculty, its students, and the supporting public. Of necessity, it is a subjective judgment about potential performance based on a current evaluation.

Only probationary faculty are eligible to be considered for tenure. Individuals holding adjunct, term, temporary, visiting, nonacademic, or appointments other than probationary at the University are not eligible to be considered for tenure. No

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1 The term (period) of the appointment is specified in the letter of offer; it is normally one academic year but may be for a shorter period.
APPENDIX B

person, by time, degree, or accomplishment, acquires an automatic right to Promotion and Tenure.

Normally an Instructor serves at least three years in rank before promotion to Assistant Professor; an Assistant Professor completes at least six years of service, including at least three years as an Assistant Professor, before promotion to Associate Professor; and an Associate Professor completes at least six years in rank before promotion to Professor.

The following criteria and procedures apply to decisions concerning Promotion and Tenure:

A. Tenure and promotion to Associate Professor requires that the candidate have a documented record of accomplishment in teaching, research/scholarship/creative achievement, and professional service. It is recognized that each candidate will have varied degrees of accomplishment in the three areas. Only after an affirmative judgment as to documented teaching effectiveness has been made can serious consideration be given to an evaluation of research/scholarship/creative achievement, and professional service.

In considering an individual for promotion, attention is given to all available information, such as: evidence of successful teaching; quality of research/scholarship and professional publications; artistic productivity; the esteem in which the Faculty Member is held by students, colleagues, and administrative officers; professional growth; participation in University activities and contributions to the general welfare of the University.

1. The primary assessment of the candidate for promotion is made by her/his colleagues in her/his department, through established assessment procedures, in accordance with applicable sections of a Collective Bargaining Agreement, although the decision to promote is the responsibility of academic officers.

2. The assessment will not only include a scrutiny of the candidate's record, but also calls for one or more formal assessments by the candidate's students and classroom visitation by colleagues.

3. Departments may seek assessments of a candidate from colleagues in her/his academic field in other institutions.

B. The person must hold the doctorate or other terminal degree appropriate to her/his academic discipline. In unusual cases of extraordinary professional achievement, the requirement for the terminal degree may be waived.

C. Evaluation for Promotion and Tenure is required during the sixth year of probationary service. The awarding of Promotion and Tenure prior to the expiration of the sixth year of probationary service will be made in cases of exceptional merit.

The person must demonstrate, during the probationary period, the ability to apply the doctorate, or other comparable terminal degree-level of training to teaching, research/scholarship/creative work, and public professional service. A Faculty Member with the rank of Assistant Professor who is considered for tenure will also be considered for promotion to Associate Professor.

Faculty Members who demonstrate exceptional performance in teaching, research/scholarship/creative work, and professional service may be considered for promotion before the completion of the years of service specified above.

D. Because the qualifications for promotion to Associate Professor and tenure are identical, an Assistant Professor who possesses the qualifications for tenure generally will receive simultaneous evaluation for promotion to the rank of Associate Professor. Situations may occur, however, where the tenure decision is considered independently from promotion in rank, such as the case of an Associate or Full Professor initially hired without tenure or Faculty Members transferred out of Malcolm Price Laboratory School and transferred into the Department of Teaching.
APPENDIX B

Faculty who have held probationary appointments in the Price Laboratory School during or prior to FY12 and who have been transferred into new positions in the Department of Teaching with the rank of Instructor shall be eligible for tenure consideration based on their teaching, service, and contributions to the teacher education program.

Price Laboratory School faculty with earned doctorates or other terminal degrees appropriate to their discipline may be appointed or promoted to Assistant Professor, and will be considered for tenure under standard University tenure criteria and procedures.

E. In those cases of an Assistant Professor who holds tenure, promotion from Assistant Professor to Associate Professor requires a documented record of accomplishment in teaching, scholarship/research/ creative achievement, and professional service.

F. Promotion from Associate Professor to full Professor requires recognized and significant accomplishments in the areas of teaching, research/ scholarship/ creative work, and professional service.

G. A tenured appointment or promotion is made upon recommendation from the faculty. In the event the recommendation of the department head in a Tenure or Promotion decision is different than that of PAC, the department head shall provide the PAC with the department head’s written rationale and recommendation at the same time the department head’s rationale and recommendation is forwarded to the Dean. Nothing herein shall diminish the confidentiality of the faculty member’s file. The final responsibility for a decision rests with the appropriate academic officers. The Deans and Executive Vice President and Provost have a responsibility to ensure that recommendations for Promotion and Tenure reflect high University standards while acknowledging diversity of missions and tasks within the various colleges and programs of the University.

H. Evaluation of individuals with respect to promotion in rank is made without reference to race, sex, creed, age, or other criteria prohibited by law.

I. A tenured appointment can be terminated only for just cause and only in accordance with any applicable section of the Collective Bargaining Agreement.

Robert Donley
Executive Director
Board of Regents, State of Iowa

Joe Gorton
President
United Faculty

2015
2015
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the Board of Regents, State of Iowa/University of Northern Iowa, hereafter referred to as the “Board” and the UNI-United Faculty, hereafter referred to as “United Faculty” as follows:

1. The Board and the United Faculty are parties to a Master Agreement covering the period July 1, 2015, through June 30, 2017, which this Appendix is a part of.

2. The parties have agreed to the provisions of the Memorandum of Understanding related to Part-time Faculty as follows:
   a. A Part-time appointment for Part-time Faculty runs for one semester and automatically terminates at the expiration of the Semester. It carries no implication for renewal or continuation beyond the Semester.
   b. Part-time Faculty Members teaching continuously a cumulative total of six consecutive semesters shall thereafter receive preference for future one-semester or longer appointments to teach the same or similar courses. For purposes of this Memorandum, teaching commencing in the 2007-2008 Academic Year shall count towards completion of the six-semester requirement.
   c. The Part-time Faculty Member’s preference rights shall be subject to extenuating circumstances, including performance evaluations, in exercising preference rights.

3. A Part-time Faculty Member may file a grievance relating to this Article pursuant to Article 10 of the Collective Bargaining Agreement through Section 10, Subdivision 10.3.3. However, the decision of the President or his designee in Article 10, Section 10.3, Subdivision 10.3.3, Level 3, shall be final and such a grievance shall not be considered at the arbitration level, Section 10.4.

Robert Donley
Executive Director
Board of Regents, State of Iowa

Joe Gorton
President
United Faculty

2015
APPENDIX D

MEMORANDUM OF UNDERSTANDING

Whereas, the Board of Regents, State of Iowa, as governing body for the University of Northern Iowa ("UNI") (hereinafter referred to as "Employer"), and UNI-United Faculty (hereinafter referred to as "Union") are parties to a Master Agreement setting the terms and conditions of employment for faculty covered by the agreement; and

Whereas, during negotiations for the current Master Agreement the Employer proposed establishing clinical faculty appointments. This proposal was neither incorporated into the 2007-2009 Master Agreement nor the 2009-2011 Master Agreement nor the 2011-2013 Master Agreement nor the 2013-2015 Master Agreement; and

Whereas, a committee with representatives from both parties was formed to study the issue of establishing clinical faculty appointments at UNI and develop recommendations; and

Whereas, the parties agree that establishing renewable term faculty appointments for positions that require clinical teaching, supervision, or direction is in the parties' best interest and accordingly agree to the following provisions:

I. 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. Renewable term faculty are not eligible for tenure.

A. Terms of Appointment of Renewable Term Faculty

1. Candidate must have earned a terminal degree in the field or be recognized as having expertise by the search committee.

2. Initial appointment is for a minimum of two years. The initial appointment will be made on the basis of a department/school search process consistent with searches for tenure track positions. The first two years of service are considered "probationary." Thereafter, reappointment will be for one year at a time, following assessment and evaluation procedures outlined in Article 3 of Master Agreement, that conclude with a satisfactory performance evaluation by the PAC and University Administration.

B. Transfers between Tenure-Track or P&S Appointments and Renewable Term Faculty Appointments.

Any individual wishing to move from a tenure-track faculty line or a P&S staff line to a renewable term faculty position must apply for a vacant position for which recruitment has been authorized. A renewable faculty member wishing to move to a tenure-track faculty or P&S line must apply for a vacant position for which recruitment has been authorized.

C. Responsibilities and Rights of Renewable Term Faculty

The standard expectation for a renewable term faculty is that teaching is the predominant activity. The position does not have a research component or expectation of research accomplishment, although those activities may be present in some cases.
APPENDIX D

D. Notice of Non-reappointment

A renewable term appointment can be terminated at the end of any term, provided that written notice has been given by the University by March 1 of that year.

E. Limitation

No more than 8% of the FTE faculty in any one college can be renewable term unless an exception is made by mutual agreement between the United Faculty and the Executive Vice President and Provost.

II. Clinical Faculty

A. Clinical faculty hold faculty positions through which they contribute to the service, teaching, and/or outreach missions of the University. Clinical faculty are not eligible for tenure.

B. The Clinical Faculty designation is used for positions that require clinical teaching and/or clinical supervision and/or clinical direction, and Clinical Faculty positions are limited to the following academic units: Communication Sciences and Disorders; Health, Physical Education and Leisure Services; Curriculum and Instruction; and Social Work. Clinical Faculty positions can be authorized in other academic units with the approval of the United Faculty Central Committee and the University Administration. The professional productivity expected of clinical faculty does not include research of the sort expected of tenure-track faculty. The number of such appointments will not exceed 3% of the tenure-track FTE of a college. Clinical Faculty will not be used for faculty positions where classroom teaching is the sole or primary form of instructional activity.

C. Any individual wishing to move from a tenure-track faculty line or a P&S staff line to a clinical faculty position must apply for a vacant position for which recruitment has been authorized. A clinical faculty member wishing to move to a tenure-track faculty or P&S line must apply for a vacant position for which recruitment has been authorized.

D. The clinical faculty will not have access to the summer fellowship programs or other research-oriented faculty development programs.

E. Clinical Faculty shall be part-time, term, or renewable term type appointments

F. Each authorized academic unit may include at least one FTE Clinical Faculty, but the total number of FTE Clinical Faculty shall not exceed 10 percent of the authorized academic unit’s tenure and tenure track FTE faculty; and

III. Administrative Reports

During the period of time this Memorandum of Understanding (MOU) is in effect, the Executive Vice President and Provost will report the number of faculty hired pursuant to this MOU, the percentage those faculty represent of the total FTE faculty by college and will verify the use of an appropriate search process as specified in I. A. 2 above to United Faculty on or before January 1st and June 30th of each year.

Whereas, the Memorandum of Understanding will automatically expire on June 30, 2017; and

Whereas, if upon expiration, the subjects of this Memorandum of Understanding become part of the Master Agreement, then all persons granted appointments under the terms of this Memorandum of Understanding will have the terms of their employment governed by the new terms of the Master Agreement. If upon expiration the subjects of
APPENDIX D

this Memorandum of Understanding do not become part of the Master Agreement, then all persons granted appointments under the terms of this Memorandum of Understanding will become ordinary term or part-time instructors, as appropriate.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Memorandum of Understanding to be effective as of the Effective Date.

Robert Donley  
Executive Director  
Board of Regents, State of Iowa

Joe Gorton  
President  
United Faculty

2015

2015
APPENDIX E

MEMORANDUM OF UNDERSTANDING

Whereas, the Board of Regents, State of Iowa, as governing body for the University of Northern Iowa (UNI), hereinafter referred to as "Employer" and UNI-United Faculty, hereinafter referred to as "United Faculty" are parties to a Master Agreement setting the terms and conditions of employment for faculty covered by the agreement; and

Whereas, during negotiations for the current Master Agreement the Employer and United Faculty agreed that this MOU will become effective July 1, 2012.

Whereas, the committee members agree that definition of workload is a necessary prerequisite to discussions about overloads, the Employer and United Faculty accordingly agree:

**Purpose.** The purpose of this Memorandum of Understanding (MOU) is to provide a mechanism for insuring that teaching activities, which have typically been reflected in a faculty member’s teaching load as measured by credit hours, will be appropriately recognized as part of a faculty member’s workload.

A second purpose is to increase communication about work load assignments within and across departments.

**Definition of Teaching Activities.** The workload for full time probationary and tenured faculty members includes teaching, research/scholarship/creative work and service. The standard form of instruction consists of a course offered by an academic department and delivered in a traditional classroom or classroom equivalent setting, such as through distance education and field work/clinical activities or assignments associated with that class. Non-standard activities include but are not limited to independent studies, thesis advising, supervision of field experiences, and direction of musical ensembles or theatrical productions.

**Overload.** The expected teaching load for faculty members is twelve credit hours. However, to facilitate research/scholarly work/creative work, faculty members are normally assigned to teach nine (9) credit hours of teaching a semester with an equivalent of three (3) credits hours of work load allocated for scholarly or creative work and service.

Faculty members who are assigned and agree to more than the equivalent of twenty-four (24) credit hours of teaching and scholarly or creative work and service during the regular academic year shall receive overload compensation for the work at the part time per credit hour rate specified in Article 8 Section 8.3. The determination of whether a faculty member’s scholarly or creative work and service is sufficient to be allocated credit hour equivalency is made by the department head in consultation with the faculty member’s dean.

**Credit Hour Conversion.** Both the Employer and United Faculty recognize and acknowledge that certain non-standard teaching activities are employed by departments and are a part of a faculty member’s teaching loads. When a department regularly uses non-standard forms of instruction to deliver its curriculum, the Department Head or School Director shall develop, in consultation with the Dean of the College, a description of how the non-standard forms of instruction are converted to equivalent credit hours to be counted toward a faculty member’s teaching workload. The credit hour conversion used to determine teaching loads, along with a description of how the conversion was determined, shall be distributed to all probationary and tenured faculty members in the affected academic department or school no later than the first class day of the 2012-2013 academic year. A copy of the conversion description shall be provided to the Dean of the College, to the Executive Vice President and Provost and to the Executive Committee of United Faculty on or before the fifth Monday of the fall semester.

This MOU will not affect the current methods for determining whether or not courses taught through the division of Continuing Education and Special Programs are part of a faculty member’s teaching load and the
method of compensating faculty for teaching courses for the division.

Robert Donley
Executive Director
Board of Regents, State of Iowa

Joe Gorton
President
United Faculty
APPENDIX F

MEMORANDUM OF UNDERSTANDING ON STUDENT ASSESSMENT INSTRUMENT

This Memorandum of Understanding, hereafter referred to as “MOU”, is entered into between the Board of Regents, State of Iowa, hereafter referred to as “Board,” and UNI – United Faculty, hereafter referred to as “United Faculty,” to address the Student Assessment Instrument. The provisions of Section 3.2 shall continue to be in effect except where the terms of this MOU are inconsistent with it. The parties have agreed to the following:

1. The Board and United Faculty are parties to a Master Agreement covering the period July 1, 2013, through June 30, 2015, of which this MOU comprises an appendix. Accordingly, the parties agree that the following provisions shall remain in full force and effect for the term of the Master Agreement.

2. The parties agree that a new student assessment instrument(s) shall be implemented campus-wide no later than fall semester 2013.

3. The selection or development process for the new student assessment instrument(s) shall be in accordance with the process specified in Article Three.

4. Work done toward the recommendation of a new student assessment instrument(s) by the joint committee that met during the 2010-2012 academic years may inform the selection of the new instrument(s) that shall be implemented no later than fall semester 2013.

5. Prior to adoption and implementation, both the President of United Faculty and the Executive Vice President and Provost shall approve the instrument(s) and procedures for its use. All student assessment instruments shall be subject to this paragraph.

6. If, as a result of Executive Vice President and Provost inaction or veto, a new student assessment instrument(s) and procedures for its use are not in place by the start of fall 2013 semester, all student assessments will be suspended without prejudice against faculty members until the process outlined in this MOU results in the implementation campus-wide of a new instrument(s) and procedures for its use.

7. If, as a result of United Faculty inaction or veto, a new student assessment instrument(s) and procedures for its use are not in place by the start of fall 2013 semester, the Executive Vice President and Provost shall continue use of the current instrument for all faculty members.

8. When the new student assessment instrument is agreed upon and implemented, all faculty will be assessed by this instrument in both years of the contract.

9. During Year One of the contract, faculty, students and administration shall provide feedback on the instrument and adjustments may be made accordingly by agreement between the Executive Vice President and Provost and the President of United Faculty.

10. During Year One of the contract, student assessment outcomes completed in the Fall or Spring for tenured faculty will be provided for informational purposes only and will not be used to evaluate instruction quality.

11. During Year One of the contract, for all other faculty, student assessment outcomes will be used to evaluate the quality of instruction.
12. During Year One of the contract, tenured faculty will have their teaching evaluated, but the evaluation will be done by means and methods other than by the student assessment instrument.

13. During Year Two of the contract, student assessment outcomes will be used to evaluate the quality of instruction for all faculty. Specifically for tenured faculty, student assessment outcomes completed in the Fall or Spring will be used to evaluate the quality of instruction.

14. This MOU shall be in effect and binding on the parties upon signature of the parties representatives below and shall expire upon June 30, 2015 unless extended by mutual agreement.

Addendum

During the 2015-16 academic year, student assessment outcomes will be used to evaluate the quality of instruction for all faculty. Specifically for tenured faculty, student assessment outcomes completed in the Fall or Spring will be used to evaluate the quality of instruction.

This MOU shall be in effect and binding on the parties upon signature of the parties’ representatives below and shall expire upon June 30, 2016 unless extended by mutual agreement.

Robert Donley  
Executive Director  
Board of Regents, State of Iowa  

Joe Gorton  
President  
United Faculty  

, 2015  
, 2015