

**IOWA STATE UNIVERSITY**  
Office of the Senior Vice-President and Provost

**University resources for lecturers, clinicians, and adjunct faculty - I**

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**Why do faculty choose ISU?**

- Research-intensive institution with strong land-grant teaching mission
- Intellectually stimulating community of faculty
- Quality of students
- Competitive salaries compared to other institutions of higher education in Iowa
- Ames is a safe place to live and raise a family

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**Faculty role at ISU**

- Lecturers, clinicians, and adjunct faculty comprise approximately one third of all faculty at ISU
- Both part-time (48%) and full-time (52%) appointments
- Teach 28-32% of SCH at ISU
- Participate in life of department, college, and university
- New Faculty Orientation open to all new faculty since August 2014

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**Variety of appointment types**

- Lecturer/senior lecturer: teaching, service, some student advising
- Clinician/senior clinician: teaching, with clinical service
- Adjunct faculty: typically combines research with teaching duties
- NTE Research Faculty, Collaborators, Affiliates

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**Faculty Governance**

- Faculty Handbook
  - Policies that govern university faculty, developed through process of shared governance
- College and department governance documents
  - Publically available (on web)
  - Must outline departmental membership, voting rights, appointment, review, renewal, advancement
  - Must be in alignment with ISU Faculty Handbook

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**Faculty Handbook**

Sections most relevant for lecturers, clinicians, adjunct faculty:

- Faculty appointments (Chap. 3)
- Position Responsibility Statements (Chap. 3)
- Annual performance evaluations (Chap. 5)
- Advancement review (Chap. 5)
- Faculty conduct policy (Chap. 7)
- Instruction (Chapter 10)

URL: [www.provost.iastate.edu/resources/faculty-handbook](http://www.provost.iastate.edu/resources/faculty-handbook)

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### Faculty conduct policy

- Academic Freedom – full support for all faculty
- Professional Responsibilities
  - Develop and improve scholarly competence
  - Critical self-discipline, intellectual honesty
- Faculty misconduct
  - Academic and research misconduct
  - Unacceptable performance of duty
  - COIC, discrimination and harassment

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### Faculty appointments

- B-base (9 month), Aug 16-May 15
- A-base (12 month), July 1-June 30
- Summer appointments
- Part-time takes variety of forms (one semester, partial % appointment)
- One- to three-year contracts most typical
- Most appointments are enrollment-driven

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### Position Responsibility Statement (PRS)

- Documents faculty responsibilities (teaching, research, professional practice/extension, institutional service)
- Basis of annual evaluation and advancement review
- Input of faculty member and department chair, signed document
- Can be modified by mutual agreement

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### Annual performance evaluations

- Required annually for all faculty
- Carried out by department chair or program director
- Faculty submits materials for review, e.g.: CV, syllabi, sample assignments, student evaluations (statistical and discursive), peer evaluations
- Written evaluation, may be combined with face-to-face meeting

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### Advancement review

- Advancement to senior lecturer or senior clinician after six years in rank
- Peer review process
- Candidate submits portfolio and supporting materials as outlined in department and college governance documents
- Example portfolios available in Provost Office
- Department, college review; Provost decision
- If advanced, salary increment and multi-year contract

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### University awards for lecturers, clinicians, adjunct faculty

- Peer recognition of accomplishment
- Departmental, college, university awards
- *ISU Award for Outstanding Achievement in Teaching*
  - For senior lecturers/clinicians/adjuncts w/ >5 years at ISU and >10 years teaching
- *ISU Award for Early Achievement in Teaching*
  - For lecturers/clinicians/adjuncts in first 6 years of teaching and 2-6 years at ISU
- *Achievement in Academic Advising*

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### Professional development funds

- Sponsored by Provost Office
- Each year up to 20 awards of \$500 each plus matching funds (department, college)
- Supports participation in conference, workshop, training
- Eligibility: at least 3 years or 6 semester at ISU as lecturer/clinician/adjunct faculty
- Two deadlines: June 1 and December 1
- Application form on provost.iastate.edu

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### Foreign travel grants

- Available to all faculty on a competitive basis
- Supports university-related foreign travel
- Covers up to 75% of least expensive airfare from DSM
- Travel requests may be for:
  - research projects, lecturing, fund-raising, etc.
  - presentations at foreign conferences
  - faculty exchanges
- Information at <http://www.facsen.iastate.edu/foreigntravel>

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### Online professional development resources

- National Center for Faculty Development and Diversity [NCFDD] ([www.facultydiversity.org](http://www.facultydiversity.org))
  - Virtual mentoring resources, teleworkshops
- Calendar of professional development events
- Professional development funds – information and application form
- Faculty Handbook excerpts
- Information on Student Services and much more  
<https://www-provost.sws.iastate.edu/help/professional-development/Lecturers>

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### Employee and family resources

- Employee Assistance Program (EAP)
  - free, **confidential** services for you and your family 24/7
- Child care, The Comfort Zone
- Benefits (≥50% appointment)
- [www.hrs.iastate.edu](http://www.hrs.iastate.edu)

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### Resources for working with students

- Dean of Students Office
  - Keith Robinder, Associate Dean/Director of Student Assistance
- Presentation on academic integrity
- Questions & Answers

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### Upcoming workshops

- November 20, 2014 – same content, refer a colleague
- February 5/27, 2015 – University policies for lecturers, clinicians, and adjunct faculty – Part II
  - Focus on career advancement and teaching resources provided by CELT
- Other workshops of interest
  - Stress management
  - Time management
  - Work-family balance
  - Mentoring graduate students
- Details on [www.provost.iastate.edu](http://www.provost.iastate.edu)

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