

Preamble. The purpose of this policy is to set parameters guiding the employment of instructional faculty in the University of Iowa Graduate College. While tenured and tenure-track faculty, with portfolios of teaching, scholarship, and service, are the foundation of the faculty of the College, units have the option to employ non-tenure-track faculty who are primarily engaged in the teaching mission. The Graduate College utilizes instructional faculty when particular instructional expertise is not amenable to a tenure-track appointment (e.g., when specialized professional skills are required) and to substantially reduce the college's dependence upon visiting and adjunct faculty. This policy applies to all Graduate College departments that employ instructional faculty. As with other University-wide policies, this policy further elaborates on but does not override or contradict University policy.

A. Definitions. Instructional faculty contribute predominantly to the teaching mission of the College and may do some service. Instructional faculty typically occupy full-time positions, but must be 0.5 FTE or greater. They participate in the faculty governance process as described below in section I and as defined by the [Faculty Senate](#). Instructional faculty positions are not eligible for tenure. Instructional faculty shall hold rank at Lecturer, Associate Professor of Instruction, Associate Professor of Practice, Professor of Instruction, or Professor of Practice. The Associate Professor/Professor of Instruction title is applicable when instructional faculty have a record of excellence in teaching and/or hold the terminal degree or other qualifications appropriate for the position. 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.

B. Role of instructional faculty. Instructional faculty may be hired to teach courses or to educate and prepare students. Instructional faculty shall devote a substantial amount of their time to providing delivery of instruction to University of Iowa students in the classroom or in other settings appropriate to the discipline. Instructional faculty shall not be assigned primarily to perform service or administrative functions with few or no educational responsibilities. While primarily assigned to classroom teaching duties, they may also undertake other instructional activities such as advising students, supervising graduate assistants, leading independent studies, or assisting with course development. Research, scholarship, or artistic creation shall not be a requirement for appointment,

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reappointment, or promotion of instructional faculty, but may be considered as evidence of professional productivity.

- a. Teaching. The Graduate College expects instructional faculty member's effort be committed to teaching responsibilities, defined as any activity directly involved in the educational experience of a student. This effort may take a variety of forms, including, but not limited to: scheduled classroom teaching, guiding students in preparation for thesis proposals, and academic mentoring. For purposes of calculating load, teaching one course will typically be considered 10% effort for the academic year.
 - i. Teaching activities include, but are not limited to:
 1. Teaching students in the classroom or laboratory.
 2. Teaching students in a clinical setting.
 3. Developing curriculum: developing objectives, materials and methods, methods of evaluation, etc.
 4. Serving on thesis committees with the approval of the Graduate College.
 5. Making efforts to improve personal teaching skills.
 6. Serving as a faculty instructor in continuing education activities.
- b. Service. Activities not directly involved in the educational experience of a student (such as departmental committee membership, professional society activities, program committee membership, etc.) will be a requirement for appointment, reappointment, or promotion. Such activity is considered service to the profession; in turn an asset in mentoring.
 - i. Service activities include but are not limited to:
 1. Participating on or leading departmental, collegiate, or university committees.
 2. Participating and/or leading in professional organizations.
 3. Participating on and leading relevant community service committees.
 4. Providing professional reviewing services.
 5. Providing relevant public or government service.
 6. Serving as a member of education, curriculum, or admissions committee.
- c. Professional productivity. Activities not directly involved in the educational experience of a student will not be a requirement for appointment, reappointment

or promotion. Instead, such activity is considered professional productivity; in turn an asset in mentoring.

- i. Professional productivity activities include but are not limited to:
 1. Election to membership in societies stipulating meritorious professional achievement.
 2. Awards from national organizations for meritorious professional achievement.
 3. Scholarly or professional presentations at national and/or international meetings.
 4. Leadership in University of Iowa initiatives.
 5. Publications about teaching within the discipline.
 6. Grants for teaching, education, and professional projects.
 7. Publications of textbooks in nationally recognized venues.

C. Hiring and terms of appointments. Salaried instructional faculty are searched for and appointed through University-wide recruitment processes ([see III-9 Hiring and appointments](#)). The college's individual employment contracts shall specify expectations for workload allocation (i.e., the percentage of time the faculty member shall devote to teaching, service, or other functions) for each instructional faculty member.

a Lengths of appointments vary based on rank:

- i. Lecturer: Lecturers shall receive one- to three-year appointment. Lecturer appointments shall terminate at the end of the contract period, but reappointment is possible at the discretion of the college.
- ii. Associate Professor of Instruction or Associate Professor of Practice: Associate Professor of Instruction/Practice appointments shall be for three to five years; however, if an applicant is initially hired into this rank, the college may choose to provide a probationary one- to three-year appointment. Renewal appointments are for five years pending collegiate funding and positive reviews.
- iii. Professor of Instruction or Professor of Practice: Professor of Instruction or Professor of Practice appointments shall be for three to five years; however, if an applicant is initially hired into this rank, the college may choose to provide a probationary one- to three-year appointment. Renewal appointments are for five years pending collegiate funding and positive reviews.

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- b Instructional Faculty workload expectations and duties shall be specified in individual employment contracts and must be reviewed and approved by the College. Any deviation from an employment contract must receive pre-approval from the Graduate College.
- c A decision to terminate, not to renew, or not to promote an instructional faculty member may occur only as described below in section G.
- d Eligibility to apply for tenure-track positions. Instructional faculty members may apply for open positions on the tenure-track, but they may be appointed to the tenure-track only one time during their career at The University of Iowa. Similarly, tenure-track faculty may apply for open instructional faculty positions, but an instructional faculty appointment shall not be used as an automatic default appointment for accomplished teachers who made an unsuccessful tenure bid.

D. Qualifications for specific ranks. The ranks of instructional faculty shall be assigned according to the qualifications below, and should reflect the disciplinary context of the appointing unit.

- a Lecturer:
 - i. Terminal degree or other educational qualifications appropriate to the position;
 - ii. Evidence of potential in teaching, which can be demonstrated through experience in classroom teaching (including as a teaching assistant), pedagogically related advising or mentoring, curriculum development, or other means; and
 - iii. Evidence of potential to contribute to departmental and collegiate service and/or professional productivity, if the appointment will require service and/or professional productivity.
- b Associate Professor of Instruction:
 - i. Terminal degree or other educational qualifications appropriate to the position;
 - ii. Established record of excellence in teaching; and
 - iii. Established record of excellence beyond teaching in professional productivity and/or service, if required and as defined by the college.
- c Associate Professor of Practice:
 - i. Terminal degree or other educational qualifications appropriate to

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- the position;
 - ii. Experience and achievement in a profession relevant to the position;
 - iii. Established record of excellence in teaching, advising students, developing curricula, or other pedagogical activities related to expertise, or an established record of success in professional endeavors indicating the potential for such excellence; and
 - iv. Established record of excellence in professional productivity and/or service, if required and as defined by the college.
- d Professor of Instruction:
- i. Terminal degree or other educational qualifications appropriate to the position;
 - ii. Sustained record of excellence across a range of teaching endeavors as recognized by faculty and students within the department, college, and/or University community; and
 - iii. Sustained record of excellence beyond teaching in professional productivity and/or service, if required and as defined by the college.
- e Professor of Practice:
- i. Terminal degree or other educational qualifications appropriate to the position;
 - ii. Substantial experience and outstanding achievement in a profession relevant to the position;
 - iii. Sustained record of excellence in teaching, advising students, developing curricula, or other pedagogical activities related to expertise, or a sustained record of success in professional endeavors indicating the potential for such excellence; and
 - iv. Sustained record of excellence in professional productivity and/or service, if required and as defined by the college.

E. Titles. The Graduate College uses the title Lecturer for the first rank of instructional faculty. Departments may choose the Associate Professor/Professor of Instruction titles or Associate Professor/Professor of Practice titles, or both, for subsequent ranks. Departments may use these titles in conjunction with particular subject matters, if desired (e.g., Professor of Practice in School of Urban & Regional Planning; Professor of Instruction in School of Library & Information Science). Subject matter titles shall be approved by the Graduate College and the [Office of the Executive Vice President and](#)

[Provost prior to initial appointment.](#)

- F. Review and promotion.** Reviews of instructional faculty shall be conducted annually according to criteria set forth in the terms of the appointment, approved by the Graduate College at the time of the initial appointment, and in compliance with applicable Graduate College and University policies. Promotion of instructional faculty shall occur during the regular faculty promotion cycle and shall follow both collegiate procedures (see Appendix A) and [Procedures for Instructional Faculty Promotion Decision-Making at the University of Iowa](#). Given that promotion decisions within instructional faculty ranks do not carry the same “up or out” decision associated with tenure review, an instructional faculty member’s choice not to request promotion, or the DEO or dean’s decision not to review or promote an instructional faculty member, does not need to translate into termination of employment. (See OM III-10.11f Promotion.). Instructional faculty at the same or higher rank sought by the candidate will participate in the annual review and/or promotion review of other instructional faculty, but not of tenure-track faculty. Tenured faculty will participate in the annual review and/or promotion review of instructional faculty.
- G. Decisions to terminate or not to renew.** Decisions to terminate or not to renew will follow the Instructional Faculty Policy found in the University’s Operations Manual ([See III.10.g. Decisions to terminate or not to renew](#)).
- H. Instructional faculty disputes.** Instructional faculty disputes will follow the Instructional Faculty Policy found in the University’s Operations Manual ([See III.10.h. Instructional faculty disputes](#)).
- I. Integration of instructional faculty into University mission.** Consistent with the role of instructional faculty and University policy, instructional faculty shall be full participants in the educational mission and intellectual life of the College and of the University. Departments are encouraged to integrate instructional faculty into faculty governance when appropriate, to stimulate innovation and collaboration in their teaching and other endeavors, to promote diversity and inclusion among their ranks, and to protect their academic freedom. At the collegiate level, instructional faculty are eligible to serve on Graduate College *ad hoc* committees appointed by the Graduate College Dean. Instructional faculty may not serve on Promotion and Tenure committees for tenure-track/tenured faculty.
- J. Representation in Faculty Senate.** Instructional faculty are eligible to vote in Faculty Senate elections and to hold Senate positions; however, no more than 10 percent of the senators from any college, or one senator, whichever is greater, may be instructional-

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track faculty from that college. Instructional faculty may be appointed to any committees of the Senate or to University committees as a faculty representative.

- K. Modification of this policy.** Any changes to this policy shall obtain the approval of a majority of the voting faculty within the college by a referendum supervised by the Associate Provost for Faculty and shall be approved by the Provost or designee.