In the University Library, non-tenure track (NTT) faculty appointments are made to support and supplement library services, instruction and collections. These appointments may be made for adjunct faculty, lecturer, and senior lecturer positions. Definitions for these positions are given in the ISU Faculty Handbook.

I. NTT Recruitment and Initial Appointment

The Dean of the Library, following consultation with the Associate Dean (AD) serving as the department chair, determines individual recruitment and interview processes. Ordinarily a MLS is required for appointment.

- **Short-term appointment**
  
  Short-term appointments are made to cover unexpected faculty staffing needs or project activities that would typically cover one year or less. At minimum the interview process should include the opportunity for department and/or divisional faculty and staff input before a hiring decision is made.

- **Long-term appointment**
  
  Long-term appointments are made to cover faculty staffing needs and/or project activities that would typically cover over one year to three years. At minimum the process includes a search committee including faculty and, as appropriate, P&S and/or merit staff. The interview process must include the opportunity for library and staff input before a hiring decision is made.

**Adjunct faculty appointments** are limited to full or part-time renewable appointments. Appointments are usually six months to three years. Initial appointments are typically made at the assistant professor rank. Adjunct positions require significant professional practice responsibilities. For each appointment, a notice of one year of intent not to renew is required except when the appointment is for a year or less.

**Lecturer appointments** are limited to full or part-time appointments of one semester to three years and are renewable for no more than a total of six years of faculty service. Lecturer positions require significant teaching responsibilities.

**Senior lecturer appointments** are limited to two to five year renewable appointments. To be eligible for an initial appointment as a Senior Lecturer, the individual shall have served as a lecturer for six years. Senior lecturer positions require significant teaching responsibilities.

Faculty members who have been denied tenure in a mandatory year review at Iowa State University are not eligible for appointment as NTT faculty. NTT faculty appointments are limited to no more than 25% of the library faculty.
II. Position Responsibility Statement

Each NTT faculty member has a position responsibility statement that is initially derived from the notice of vacancy. The primary responsibilities for NTT faculty are typically professional practice activities. However, depending upon the nature of the appointment, the position may have teaching, research and institutional service responsibilities with expectations for scholarship.

III. Annual Evaluation Process

NTT faculty undergo the same annual evaluation process used for tenure track faculty, including the development of annual workplans as appropriate to the appointment timeframe. The salary evaluation process involves a different rating system than used for tenure-track faculty in order to ensure equity in overall library faculty salary policies and procedures.

IV. Renewal of Appointment

- **Lecturer reappointments and adjunct faculty reappointments that do not extend service beyond six years.** No formal notices of intent not to renew are necessary when the appointment ends. However, prior to the end of an appointment, a reminder that the appointment is ending is sent to the faculty member, the supervisor, and AD. If the dean is interested in reappointment and the individual is also interested, the AD and supervisor conduct a review of the individual’s performance that includes a review of the annual evaluation(s) and recommend to the dean whether or not to offer a reappointment. The dean makes the final decision regarding reappointment.

- **Adjunct faculty reappointments resulting in service beyond six years.** Terms can be up to five years with one year notice of intent not to renew is required (unless the appointment is for a year or less). If the dean is interested in reappointment and the individual is also interested, prior to the end of the appointment, the Library Promotion and Tenure Review Committee will conduct a review of the individual’s performance and accomplishments. The dean also receives an independent assessment from the AD serving as chair (which includes consideration of the annual evaluations, the supervisor's assessment and recommendation, and the P&T Review Committee’s recommendation). The dean and the provost must approve renewal of appointments beyond six years of service. The request for approval by the dean should include a summary of the review results and a statement regarding the continuing need for the position.

- **Senior Lecturer reappointments.** Twelve-month formal notices of intent to renew or not to renew are required. If the dean is interested in reappointment and the individual is also interested, prior to the end of the appointment, the Library Promotion and Tenure Review Committee will conduct a review of the individual’s performance and accomplishments. The dean also receives an independent assessment from the AD serving as chair (which includes consideration of the annual evaluations, the supervisor’s assessment and recommendation, and the P&T Review Committee’s recommendation). The dean and the provost must approve renewal of appointments for senior lecturers. The request for approval by the dean to the provost should include a summary of the review results and a statement regarding the continuing need for the position.
V. Promotion in Rank

- Adjunct Faculty

Persons on adjunct appointments may be reviewed for advancement to adjunct associate professor or adjunct professor. If an adjunct faculty member is interested in being reviewed for promotion to an adjunct associate professor or adjunct professor, the candidate must request the Dean to initiate a review. If the dean decides to proceed with a promotion consideration, the dean requests the Library Promotion and Tenure Review Committee to conduct a review of the candidate's performance and accomplishments.

The review is similar in process to that of promotion and tenure review and is based upon the position responsibility with the expectation of excellence in professional practice. The dean also receives an independent assessment and recommendation from the AD acting as chair (which includes consideration of the annual evaluations, the supervisor's assessment and recommendation, and the report and recommendation of the Promotion and Tenure Review committee) and the Library Promotion and Tenure Advisory Committee. If the dean supports the promotion, the dean's report and decision is forwarded to the provost for a final decision regarding the candidate's promotion case.

- Lecturer to Senior Lecturer

To be eligible for promotion, the candidate must have served as a lecturer for six years. The decision to promote a lecturer must be made one year in advance of the end of the term appointment. If the dean decides to proceed with a promotion and reappointment consideration, and the individual wishes to be considered for promotion to senior lecturer, the dean requests the Library Promotion and Tenure Review Committee to conduct a review of the individual's performance and accomplishments.

The review is similar in process to that of promotion and tenure review. It is conducted in the year prior to the contract renewal, and is based upon the position responsibility statement with the expectation of excellence in teaching. The dean also receives an independent assessment and recommendation from the AD acting as chair (which includes consideration of the annual evaluations, the supervisor's assessment and recommendation, and the report and recommendation of the Promotion and Tenure Review Committee) and the Library Promotion and Tenure Advisory Committee. If the dean supports the promotion, the dean's report (including a statement of continuing need for the position) and decision is forwarded to the provost for a final decision regarding the candidate's advancement to senior lecturer.

VI. Participation in Faculty Governance

NTT faculty are included in the library structures of faculty governance with the exceptions of serving on post tenure review committees, and voting for and serving on the Library Promotion and Tenure Review Committee and the Library Promotion and Tenure Advisory Committee.