In Attendance: Jasbir Arora, Ed Dove, Jia Lu (Chair), and David Rethwisch, Alec Scranton (non-voting ex-officio), Keri Hombuckle (non-voting ex-officio)

Action items

1. The meeting was called to order at 1:10 PM. Minutes of the 24 October 2013 EFC meeting as distributed were approved by unanimous vote.
2. Announcements. None
3. Policy for Fixed Term Faculty
   The entire meeting was devoted to discussion of development of policies for Renewable-term Lecturers (FH15) for College of Engineering. Provost Office has developed guidelines for development of these policies by Colleges (attached). Each bullet point of the attached document was discussed in detail. Dean Scranton has talked to the current Lecturers in the College of Engineering and gotten their input for such policies. Dean Scranton will also be talking to the DEOs to get their input. Dean Scranton volunteered to put-together a first draft of the policies based on inputs from the Lecturers, EFC and DEOs. The draft is expected to be ready by middle of December 2013. It needs to be finalized and voted by the faculty by March 1, 2014.
4. The meeting was adjourned at 2:00 PM.

Submitted by Jasbir Arora
Lecturers

Lecturers play an important supplementary role in the delivery of high quality instruction in multiple colleges on campus. Given the varied needs of each discipline, the use of the lecturer position varies significantly by college. To respect this reality, colleges that want to employ renewable term lecturers (FH15) shall develop specific guidelines for the recruitment and retention of these fixed-term faculty members. These guidelines must be in compliance with University policies, approved in draft and final form by the Office of the Provost, and approved by a vote of the entire faculty of the college.

Lecturer guidelines developed by the college shall include:

- A statement describing the justification for using lecturers, rather than tenure-track or tenured faculty, to fulfill the college’s teaching mission.
- Length of initial and renewal appointments (each appointment not to exceed five years),
- Minimal qualifications (e.g., advanced degree, excellence in teaching, commitment to development as educational professional),
- Process and requirements for appointment renewal,
- Working title (if necessary) in keeping with national disciplinary practices,
- Annual performance review and evaluation procedures and criteria,
- Career path procedures if the college chooses to allow advancement (e.g., from lecturer to senior lecturer), and
- Collegiate rights and responsibilities of lecturers (e.g., participation in certain decision-making processes, access to collegiate development opportunities).

Nothing in these guidelines should be construed as negating University employment policies and policies governing faculty rights and responsibilities. Lecturer positions are not intended to lead to tenure-track faculty positions.

For more information, contact Diane Finnerty, Office of the Provost at diane-finnerty@uiowa.edu or 319.335.3991.