Two changes are shown below:

1) The change in 3.3.2.1: “for a minimum of six years or completed 12 semesters of employment (full or part time), or the equivalent semester FTEs of employment.” is to make this wording match that in FH 5.4.1.1: “a minimum of six years or the completion of 12 semesters of employment (full or part time), or the equivalent”.

2) The sub-heading 3.3.2.1.1 Guidelines for NTE Percentages was added in front of existing text. When this text about NTE percentages was added to the handbook it was just placed at the end of 3.3.2.1 and it really needs its own sub-heading to make sense.

3.3.2.1 Appointment Policies for Lecturer, Senior Lecturer, Clinician, Senior Clinician, and Adjunct appointments

Non-tenure-eligible faculty positions are term appointments eligible for renewal based upon the quality of performance and the continuing need of the unit. They are subject to approval by the dean and senior vice president and provost. Individuals appointed to these positions will be evaluated for compensation and advancement using established criteria appropriate to their positions. Evaluations for renewal of appointment will be conducted by an appropriate faculty committee and recommended by the department chair.

The types of non-tenure-eligible appointments include the following:

- Lecturer and Clinician\(^1\): a limited term, full- or part-time renewable appointment of from one semester to three years.

- Senior Lecturer and Senior Clinician\(^1\): a limited term, full- or part-time renewable appointment not to exceed five years, requiring a notice of one year of intent not to renew. To be eligible for appointment as Senior Lecturer or Senior Clinician, the individual shall have served as a Lecturer or Clinician or its equivalent for a minimum of six years or completed 12 semesters of employment (full or part time), or the equivalent semester FTEs of employment.

3.3.2.1.1 Guidelines for NTE Percentages

ISU subscribes to AAUP guidelines and standards for part-time and non-tenure-eligible faculty, including the AAUP recommendation that part-time and non-tenure-eligible faculty appointments be limited to no more than 15% of the total instruction within the university, and no more than 25% of the total instruction within any given department. An optimal NTE teaching target should be discussed by faculty within each department, identified by each department chair in consultation with their dean, and approved by the senior vice president and provost. If
the NTE teaching target is above 25%, then a careful and clear justification should be stated. If
the NTE percent is higher or becomes higher in subsequent years than the established target,
this then triggers the need for discussion among department faculty, chair, dean, and the senior
vice president and provost. A Departmental Responsibility Statement must be submitted by each
department chair to their respective dean once every three years which reports NTE
percentages. 

Additionally, each dean must identify a healthy and optimal NTE teaching percent target within
their college based on the reports from their department chairs and with approval of the senior
vice president and provost. If the average college target NTE percent is above 20%, careful and
clear justification should be stated. If the college NTE percent is higher or becomes higher in
subsequent years than their established target, then this triggers evaluation and discussion
among the college faculty caucus, the dean of that college, and the senior vice president and
provost. A College Responsibility Statement shall be submitted by each dean to the senior vice
president and provost once every three years.

Standardized departmental reporting forms are posted on the Office of the Senior Vice
President and Provost's web site.

Standardized College reporting forms are posted on the Senior Vice President and Provost's web site.