

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

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**Council Motion:** Sending the Iowa State University Practices for Professional and Scientific Employees who also have for Credit Teaching Responsibilities Proposal to the Office of the Senior Vice President and Provost and University Human Resources

**Submitted by:** Executive Committee  
February 4, 2016

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**Whereas:** The Executive Committee has created a proposal to streamline communication regarding P&S employees who also have for credit teaching responsibilities and to provide a comprehensive resource that outlines the current Iowa State University practices which can be used by P&S employees, supervisors, and department chairs (or equivalent) to understand and navigate these situations as they arise.

**Whereas:** It was brought to the attention of the Professional and Scientific Council's Executive Committee that further clarification is needed for P&S employees who also have for credit teaching responsibilities during the July 2015 Council Priority Planning Session and through contacts at the beginning of Fall 2015 from P&S employees who also have for credit teaching responsibilities.

**Whereas:** The Professional and Scientific Council supports the Iowa State University Practices for Professional and Scientific Employees who also have for Credit Teaching Responsibilities Proposal created on February 4, 2016 moving forward to the Office of the Senior Vice President and Provost and University Human Resources as a recommendation.

**It is moved:** That the Iowa State University Practices for Professional and Scientific Employees who also have for Credit Teaching Responsibilities Proposal created on February 4, 2016 be sent to the Office of the Senior Vice President and Provost and University Human Resources as a recommendation for action.

**Distribution:** Steven Leath, President  
Jonathan Wickert, Senior Vice President and Provost  
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# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Iowa State University Practices for Professional and Scientific Employees  
who also have for Credit Teaching Responsibilities

February 8, 2016

The Professional and Scientific Council Executive Committee has gathered the following information to guide Professional and Scientific (P&S) employees, their supervisors, and the department chairs (or equivalent) in situations in which a P&S employee also has teaching responsibilities. We propose:

- University Human Resources (UHR) document in the “Writing a P&S Position Description Job Aid” the process of calculating the percentage of a P&S employee’s time allocated to responsibilities, including teaching.
- These guidelines be distributed to HR liaisons, supervisors and department chairs, posted on the Office of the Senior Vice President and Provost website ([www.provost.iastate.edu](http://www.provost.iastate.edu)) and referenced on the UHR website.
- Supervisors continue to work with P&S employees to navigate situations in which P&S employees also have teaching responsibilities.
- Future trainings for supervisors include this information as a resource.

### Background

It was brought to the attention of the Professional and Scientific Council’s Executive Committee that further clarification is needed for P&S employees who also have teaching duties at Iowa State University. The need for further clarification was discussed during the July Council Priority Planning Session, and at the beginning of Fall 2015 the Council President received numerous contacts from P&S employees who also have teaching duties. These conversations warranted additional research and highlighted the need for further clarification in these situations. At this time the number of P&S employees holding teaching responsibilities is unknown; however, the intent of these guidelines is to outline current practices and to provide P&S employees, their supervisors, and the department chairs (or equivalent) clarity for these appointments.

### Guidelines

When teaching is/will be included as one of the P&S employee’s job duties, the Professional and Scientific Council recommends the following:

- Teaching appointments that are a part of the P&S employee’s job duties should be included in the employee’s official position description (PD), which has been approved by UHR and made available via the Iowa State University Classification System (currently PeopleAdmin 7). P&S employees should not have a Position

Responsibility Statement (PRS). If changes need to be made to the amount of time an employee allocates to duties, they should be made to the PD.

- Writing a P&S Position Description Job Aid (found at <http://www.hrs.iastate.edu/hrs/classcomp>).
- Both supervisor and P&S employee should evaluate total percentage of time allocated to teaching duties. The P&S employee and his or her supervisor should discuss the employee's total time allocated to teaching, expectations, and responsibilities related to teaching. This conversation should take place when:
  - An individual is hired.
  - Teaching responsibilities are added to an individual's PD.
  - There is a change in teaching load due to factors such as: increase or decrease of student enrollment and/or change in course delivery (distance, hybrid, in-person, change in number of sections and/or labs, etc.).
  - Any other time in which a P&S employee has a question or concern regarding his or her teaching responsibilities.
- The percentage of time a P&S employee dedicates to teaching duties should be reflected in his or her PD.
  - P&S employees have a responsibility to adhere to the time allocations in his or her PD.
  - UHR recommends that when calculating the percentage of a P&S employee's time one should look at what percentage of time is spent on a particular activity during a typical 40-hour work week.
  - The maximum time a P&S employee can allocate to teaching duties is 30%, as stated in Chapter 3 of the Faculty Handbook (found at <http://www.provost.iastate.edu/faculty-and-staff-resources/faculty-handbook>)
- P&S employees with time allocated to teaching duties (as outlined in the P&S employee's PD) should also be "granted faculty rank so that they can conduct faculty duties, most often teaching" (Faculty Handbook 3.3.2.5, p. 21). The following forms should be submitted by the department (or equivalent) simultaneously to grant a P&S employee faculty rank.
  - Request to Offer Faculty Rank (Non-Tenure Eligible Appointment) for Professional & Scientific Staff Form (found at <http://www.hrs.iastate.edu/hrs/forms>).
  - Faculty Letter of Intent for Rank Only Appointments (found at <http://www.hrs.iastate.edu/hrs/forms>).
- Teaching responsibilities should be reviewed by the P&S employee and his or her supervisor annually during the individual's performance evaluation. Any necessary changes should be made to the PD.
- If mediation regarding the P&S employee's teaching responsibilities is required, it will be provided by the Senior Vice President and Provost's Office.

When teaching is outside of the job duties of the position into which the P&S employee was hired (not in their PD), the Professional and Scientific Council recommends the following:

- Teaching may be considered additional compensation when the teaching duties are a term appointment, clearly outside the scope of the person's normal duties, and the individual is expected to carry out his or her full-time job responsibilities as outlined in his or her PD.
  - Additional Compensation Process: found at <http://www.hrs.iastate.edu/hrs/classcomp>
  - Additional Compensation Form: found at <http://www.hrs.iastate.edu/hrs/classcomp>
  - Additional Compensation Flow Chart: found at <http://www.hrs.iastate.edu/hrs/classcomp>
- P&S employees should consult with their supervisor when:
  - An additional compensation opportunity arises.
  - Instruction time conflicts with duties as outlined in the P&S employee's PD.
- Chapter 3 of the Faculty Handbook determines a P&S employee's maximum teaching load. The maximum teaching load includes any teaching duties outlined in the P&S employee's PD and any teaching duties paid through additional compensation.
  - Chapter 3 of the Faculty Handbook (<http://www.provost.iastate.edu/faculty-and-staff-resources/faculty-handbook>)
- P&S employees with teaching responsibilities should also be "granted faculty rank so that they can conduct faculty duties, most often teaching" (Faculty Handbook 3.3.2.5, p. 21). The following forms should be submitted by the department (or equivalent) simultaneously.
  - Request to Offer Faculty Rank (Non-Tenure Eligible Appointment) for Professional & Scientific Staff Form (found at <http://www.hrs.iastate.edu/hrs/forms>).
  - Faculty Letter of Intent for Rank Only Appointments (found at <http://www.hrs.iastate.edu/hrs/forms>).
- If mediation regarding the P&S employee's additional compensation is required, it will be provided by the Senior Vice President and Provost's Office.

## **Conclusion**

The Professional and Scientific Council recognizes the need for streamlined communication regarding a P&S employee's teaching responsibilities and the need for a comprehensive resource that can be used by P&S employees, supervisors, and department chairs (or equivalent) to understand and navigate these circumstances as they arise. To ensure fair treatment of all P&S employees these guidelines should be easily accessible, should be included in supervisor training, and should provide a comprehensive resource for all parties.