

Academic Affairs Council (AAC)

2021-2022 Annual Report

Submitted by Sarah Bennett-George, Council Chair

Council Members:

Sarah Bennett-George [Chair], Don Beitz [CALs], Rahul Parsa [BUS], Sung Kang [DES], Eric Cochran [ENG], Anita Micich [HSC], Brian Behnken [LAS], Karl Bolser [VET], Tom Brumm [FS Curriculum Committee Chair], Terri Boylston [FS ASA Committee Chair], Jessica Hurst [FS Outcomes Assessment Committee Chair], Jodi Sterle [FS Student Affairs Committee Chair], Emily Roberts [Student Government]

Meetings:

September 22, 2021

October 20, 2021

December 8, 2021

January 27, 2022

March 10, 2022

March 31, 2022

April 14, 2022

AAC Activity:

U.S. Diversity Course Requirement

During the summer of 2021, the Faculty Senate Executive Board made changes to the U.S. Diversity requirement policy approved by the Faculty Senate in the spring of 2021 following the passage of House File 802. These changes were debated extensively in fall 2021, and the Faculty Senate voted not to rescind those changes. Following that process, work began to find a Chair for the new U.S. Diversity Course Requirement Committee and to find all needed representatives to serve on the committee. Kelly Reddy-Best was confirmed as Chair and is currently working with the committee to develop a rubric for evaluating whether courses meet the new learning outcomes.

Review of Academic Program Proposals

The AAC reviewed and approved proposals involving the following new or modified academic programs as brought to the Council via the Faculty Senate Curriculum Committee:

- B.S. in Healthcare Management [21-3]
- Master of Community Development [21-4]
- Master of Entrepreneurship [21-5]
- Certificate in Science Communication [21-6]
- Name Change: B.S. in Agricultural and Rural Policy Studies [21-9]
- Wind Energy Minor Discontinuation [21-16]
- Dairy Production Management Certificate [21-17]
- Global Human Science Minor [21-18]

Review of Academic Policy Proposals

The AAC reviewed and approved proposals involving the following new or modified Academic Catalog proposals as brought to the Council via the Academic Standards and Admissions Committee:

- Undergraduate Certificate Policy [21-8]
- Catalog in Effect – Policy Revision [21-15]

Unfinished Business

The following AAC proposals on the 21-22 Docket Calendar remain unfinished business at the writing of this end-of-year report:

- Name Change: Interdisciplinary Design [21-21]
- Incomplete Policy [21-22]
- B.S. in Climate Science [21-23]



IOWA STATE UNIVERSITY
Faculty Senate

MEMO FROM THE DESK OF:

Steve Freeman

Steven A. Freeman, University Professor
Chair, Judiciary and Appeals Council

DATE: 4/25/22

TO: Faculty Senate Executive Board

SUBJECT: Judiciary and Appeals Council 2021-2022 Annual Report

CC: Sherri Angstrom

Council Charge

Maintains a system for faculty grievance; monitors the effectiveness of the faculty grievance process; recommends legislation to the Faculty Senate pertaining to faculty grievance, faculty dismissal, and faculty conduct policies and procedures; and works with the provost in defining the procedural and policy interface between the faculty grievance process and the administration's jurisdiction.

Faculty Senate Committee on Appeals Charge

Hears and works to resolve grievances from faculty who believe they have been treated unfairly with respect to salary, promotion, tenure, academic concerns, reduction in force, or other matters relating to employment; makes recommendations for grievance resolution to the provost; makes recommendations for changes in procedures.

Annual Summary

Six faculty have formally submitted appeals to Faculty Senate Committee on Appeals (FSCA) this academic year. Three of them have been resolved. Three are ongoing.

Besides the six appeals filed, the Chair of the FSCA, has had formal conversations with multiple faculty concerning potential appeals and many informal conversations regarding the appeals process and other avenues of redress such as the Ombuds Office.

The J&A Council leadership has been working with the Office of Senior Vice President and Provost and other interested parties regarding needed clarifications for Faculty Handbook Section 7.2.7.7 Non-disciplinary Corrective Action and the use of letters of direction/letters of non-disciplinary corrective action. The J&A Council will continue this work and bring proposed handbook changes to the Executive Board early in Fall 2022 for consideration.

Faculty Development and Administrative Relations Council (FDAR) 2021-2022 Annual Report

Submitted by FDAR Council Chair Diane Al Shihabi

Council Members

Diane Al Shihabi [ARTID], Claire Andreasen [V PTH], Brian Hornbuckle [Agr], Carmen Gomes [ME], Jose Rosa [MKT], Ann Smiley [HSC], James Vary [LAS], Dan Andersen [ABE], Eliot Winer [M E], Firat Erdim [ARCH], Dawn Bartsch-Prince [SVPP], Tera Jordan [SVPP]

Meetings:

2021: September 22, October 20, November 17

2022: February 2, March 09, March 30, April 13

Policies on Covid-19 as Related to Promotion & Tenure

Actions:

- Recommended new Promotion and Tenure Training that recognizes issues related to the pandemic in review processes, including 1) the increased time required for large course loads and large class sizes, 2) unanticipated circumstances for faculty with small children including home schooling and lack of childcare, and 3) the increased time required of senior faculty members to engage and help address these issues, including in guiding how training should be applied and operationalized in transparent discussions. October 2021. Implemented by Office of the Provost.
- Supported increasing tenure-track and tenured faculty clock extensions to two years due to continuing COVID-19 pandemic. October 2021. Implemented by Office of the Provost.
- Provided clarity for P&T Evaluations. Spring 2020 course evaluations will not be used in P&T, unless desired by faculty member. Faculty should provide context for Fall 2020, Spring 2021, and Fall 2021 courses evaluations. Implemented by Office of the Provost.
- Recommended that university administrators demonstrate compassion for faculty members with health concerns not covered by CDC guidelines and to look at cases individually for potential accommodations. October 2021. Implemented by Office of the Provost

Guidelines and Examples for Voluntary Faculty Documenting of Equity, Diversity, Inclusion Efforts for Advancement, Proposed by EDI Committee

Actions:

- Edited Guidelines and Examples for Documenting of Equity, Diversity, and Inclusion Efforts for Advancement. Approved October 20, 21. Unanimous.
- Edited and revised Guidelines and Examples for **Voluntary** Documenting of Equity, Diversity, and Inclusion Efforts for Advancement. Approved November 17, 2021. Unanimous.
- Document presented at Executive Board on December 7, 2021. Approved.
- Collaborated with Office of the Provost to place guidelines on Provost's website for faculty advancement.
[https://www.provost.iastate.edu/faculty-success/advancement/promotion-and-tenure/Guidelines_and_Examples_for_Voluntary_Faculty_Documenting_of_Equity_Diversity_and_Inclusion_Efforts_\(DOC,_36KB\)](https://www.provost.iastate.edu/faculty-success/advancement/promotion-and-tenure/Guidelines_and_Examples_for_Voluntary_Faculty_Documenting_of_Equity_Diversity_and_Inclusion_Efforts_(DOC,_36KB))

Faculty Mentoring Review

Actions:

- Tera Jordan implemented College Peer Mentors (CPM) (2-3 per academic college, inclusive of term faculty) to advance the effectiveness and impact of faculty mentoring across colleges.
- URLs for the Office of the Provost website <https://www.provost.iastate.edu/faculty-success/development/all-faculty/mentoring>
- ISU ADVANCE remains a resource.

Proposed Resolution on Academic Freedom

Actions:

- FDAR and EDI jointly provided a response to a proposed FS Resolution on Academic Freedom. Consensus was that the proposed resolution was unnecessary at this point in time. AAUP (and ISU indirectly as a member), along with other universities, has already signed a less controversial resolution on academic freedom. Faculty members prefer to focus on working collaboratively with Iowa Governor, legislators, businesses, and citizens in areas of mutual interest.

Faculty Intellectual Property Rights

Actions:

- Formed FDAR Subcommittee on Faculty Intellectual Property Rights. Developed questions for consideration. Goal is to update 1976 and 1990s documents.
- Currently collaborating with Office of the Provost to form Joint Task Force to include University Counsel, Office of the Provost, AAUP Representative, FDAR Chair, Faculty Senate President.
- Work to continue in Fall 2022.

Service Equity, Evaluation, and Recognition

Actions:

- Identified equity concerns in assignment, evaluation, and reward/recognition of faculty service
- Collaborating with Provost's Office to form diverse Task Force to address.
- Seeking additional faculty and administrator training, and additional College P&T training.
- Work to continue in Fall 2022.

Faculty and Administration Relationship

Actions:

- Identified climate and cultural concerns in Faculty and Administrator Relationships, including Non-disciplinary Corrective Action Letters implemented as first course of action rather than conversations.
- FDAR seeks to address issues through a more compassionate and collaborative approach as requested by President Wintersteen. Seeks to change culture to one of trust, openness, and collaboration.
- Seeking increased and more effective administrator and faculty leadership training, including joint workshops to improve campus climate.
- Collaborating with Provost's Office to address.
- Work to continue in Fall 2022.

Innovation and Entrepreneurship Activities and Integration in Faculty Handbook

Actions:

- Hosted presentations by Jim Reecy's Promotion & Tenure Innovation Entrepreneurship (PTIE) Committee and Brian Hornbuckle's Extension and Outreach P&T Workgroup.
- Obtained feedback on Reecy's proposed changes to FH from Colleges.
- Provided feedback from Colleges and FDAR to Governance Council
- Recommended continuation of Joint Governance and Extension and Outreach Workgroup
- Discussion will continue in 2022/F. Looking at expansion to the development of what constitutes scholarship and guidelines for documenting innovation and entrepreneurship activities in promotion and tenure.

Faculty Files on Workday

Actions:

- Examined issues with placing faculty personnel files on Workday. Faculty would need to be able to access files to confirm contents. Faculty concerned with disciplinary and non-disciplinary letters being conveyed to potential employers.

- Reviewed proposed change to Faculty Handbook regarding budget files that were available to faculty before Workday but are no longer accessible. This is in the process of being addressed. Discussion will continue in 2022/F.

Please see committee reports; brief summary of additional actions

Faculty EDI committee – Chair Carmen Gomes

Actions:

- Currently working with the Office of the Provost and CELT on planning a workshop and guidelines on how to measure teaching effectiveness (for better Teaching Assessment and Evaluation reporting) and reducing bias during student rankings of course evaluations. Workshop initial plan is to be offered to all Colleges with representatives from Dean’s Office, Equity Advisors, and EDI committees in addition to faculty senate specific committees. Discussion on launching a pilot program with COE administration and EDI committee has been initiated. EDI committee is using the task force recommendations document prepared by Faculty Senate to plan these efforts. Planning on workshop and guidelines will continue in 2022/F.
- Currently working on proposal to change Faculty Handbook for Retired Professor with Merit– Latin names to be inclusive. EDI committee will propose to change to *Emeriti* Professor. To be continued in 2022/F.
 - “Use the singular, *emeritus* or *emerita*, when referring to one male or one female former faculty member, respectively; use the plural, *emeriti*, when referring to an all-male or mixed-gender group use *emeriti*; for an all-female group use *emeritae*.” Another option is "retired professor with merit".
- Represented Faculty Senate as committee member for Vice President of Diversity Equity and Inclusion search during Fall 2021.
- Read statement from the Chinese Faculty and Staff Association (CFSA) during December Faculty Senate meeting at the Good of The Order asking for support to sign petition against the Chinese Initiative. To endorse the letter the Stanford Letter : <https://sites.google.com/view/winds-of-freedom>, as an individual faculty, one can use this link prepared by APA Justice: <https://bit.ly/EndorseStanfordLetter>
- *Revised and approved Guidelines to Document Diversity and Inclusion Enhancement Efforts. Guidelines are now available in the Office of the Provost with link available at the Faculty Senate websites.*
- Developed, proposed, revised, and approved guidelines for faculty to document EDI activities in evaluation and review and to support recent changes in the *ISU Faculty Handbook* (see sections 5.1.1; 5.3.1.4.5; 5.4.1.3), consistent with university goals and Faculty Senate’s stated Faculty Core Values.
- Coordinated with Assistant Provost for Faculty Development, Tera Jordan, a Lecture Series in September 2021 by Dr. Kesho Scott, Associate Professor American Studies and Sociology at Grinnell College.

Faculty Senate Recognition and Development Committee- Chair Dan Anderson

Actions:

- Foreign travel grant participation is increasing, and a higher percentage of travel occurs.
- Accommodated travel requests due to delays in travel for Covid, as long as travel purpose was similar.
- Five great applications for Regents awards were evaluated and ranked.

Facilities and Educational Resources Committee - Chair Ralph Napolitano

Actions:

- FERC inquired into reductions in custodial budget. The budget had been reduced before Covid, but leadership was in search of ways to bring it back up to FY 2020 levels at least. Base pay was increased to \$15/hour to ease obstacles to filling lost staff positions.
- FERC contacted Paul Fuligni for an update on deferred maintenance on campus. Fuligni met with the committee and provided a detailed report, which was passed on to the FDAR. There have been no comments, discussion, or follow up from other committees or councils regarding the \$540 million (+30 million or so each year) in this area. The committee is considering how the teaching, learning, research, and recruitment impacts of the maintenance deficit can be better communicated up the ladder.

Extension and Outreach Promotion and Tenure Workgroup

Co-chairs: Brian Hornbuckle, Professor Department of Agronomy, FDAR, and Erin Hodgson, Professor Entomology, ISU Extension and Outreach; Convener/Ex-officio: Tera Jordan

Actions:

- Work continued into Spring 2022
- Goals: To ensure fair, inclusive and meaningful documentation for review and advancement, to: promote transparency and equity in document criteria, define scholarship broadly, integrate scholarship of innovation and entrepreneurship, apply to seven areas of PRS, measure impact broadly, clarify the distinction between impact and scholarship, convey information to faculty and review committees through guidelines and/or training; provide guidance for professional development and mentoring.
- Collected examples of extension and outreach scholarship from faculty in several colleges.
- Created document titled "Ten Myths and Misconceptions" concerning extension and outreach scholarship.
- Created draft proposal for changes to Faculty Handbook and updated a PRS template.
- Held initial meeting with extension faculty to discuss scholarship expectations.

Expected future outcomes: Foundational and overarching definition of scholarship

- Faculty Handbook changes to the definition of scholarship and its distinction from impact.
- Outcomes: Best practices, resources on website, training and education for candidates and administrators for clarity and transparency
- Facilitate successful evaluation in advancement and in recruitment

Acknowledgement: To acknowledge this Council and Committees for the dedicated time and thoughtful input to review standard policies and the many policies related to FDAR recommendations with short turn-around times, and actions for the greater good of the faculty, administrators, and university. A special thank you to Jose Rosa, who is retiring, and Claire Andreasen, who is stepping down, for their many years of service and contributions.

**RESEARCH PLANNING AND POLICY COMMITTEE
END OF THE YEAR REPORT
2021-22**

Committee Members

Chair, Jeff Essner
Marc Andersen
Ulrike Passe
Martin Thuo
Emily Hayden
Kris DeBrabanter
Iddo Friedberg
Peter Dorhout

The activities of the Research Planning and Policy Committee over the last year have included several discussions to enrich the research environment at ISU. This included providing feedback on Workbooks in Workday, and discussions of a mentoring program to support diversity, equity and inclusion (DEI) and recognition of DEI efforts during promotion and tenure. We also provided feedback on changes to the faculty handbook to include innovation and entrepreneurship as areas for consideration during promotion and tenure. Interdepartmental graduate programs and their associated coursework were discussed in terms of allocating instructors for courses and recognition of service on admission and recruitment committees. Review of internal proposals was also discussed and the need for qualified reviewers who have expertise in the area of the proposed work.

Faculty Senate Documents Committee Semi-Annual Report (Sept. 2021 – Dec. 2021)

Charge

The charge of the Faculty Senate Documents Committee (according to the Faculty Senate By-laws) is to “Undertake a continuing review of the Faculty Senate governance documents: The Constitution, By-laws, Faculty Handbook, and Procedures Manual.” The committee “works with the SVPP to assure that revisions to the Faculty Handbook are appropriate, are as approved by the Faculty Senate, and include academic and curricular policies adopted by the senate.” The committee “works with the SVPP to establish procedures for editing and style,” and “edits for style all resolutions and motions passed by the senate that are to be included in the Faculty Handbook.”

Members

Members of the Faculty Senate Documents Committee for 2021-2022 are: Aaron Gassmann (CALs), Haozhe Chen (Bus), Omar Smadi (Eng), Clinton Gudmunson (CHS), Natalie Royston (LAS), David Verhoeven (Vet Med), Carol Faber (past-president, Des), Denise Vrchota (chair), and Dawn Bratsch-Prince (ex-officio).

Business

During the fall semester, the committee reviewed revisions and new policies for inclusion in the August edition of the Faculty Handbook. The Faculty Handbook is updated in August and January of each year.

The committee also developed a template for the approval notations that appear in the Faculty Handbook when new and revised policies are entered there. The template will not be in place for current and past approval notations but will be implemented in the Faculty Handbook pending approval by the Faculty Senate.

Appreciation is extended to the members of the Faculty Senate Documents Committee for their timely and precise attention to committee business the fall semester.

Respectfully submitted,

Denise Vrchota, Chair
Faculty Senate Documents Committee

Faculty Senate Documents Committee Annual Report (2021 – 2022)

The charge of the Faculty Senate Documents Committee (according to the Faculty Senate Bylaws) is to “Undertake a continuing review of the Faculty Senate governance documents: The Constitution, Bylaws, Faculty Handbook, and Procedures Manual.” The committee “works with the SVPP to assure that revisions to the Faculty Handbook are appropriate, are as approved by the Faculty Senate, and include academic and curricular policies adopted by the senate.” The committee “works with the SVPP to establish procedures for editing and style.” And “Edits for style all resolutions and motions passed by the senate that are to be included in the Faculty Handbook.”

Members:

Members of the Faculty Senate Documents Committee for 2021 – 2022 were: Aaron Gassmann, Haozhe Chen, Clinton Gudmunson, Natalie Royston, David Verhoeven, Carol Faber, Denise Vrchota (Chair until December 2021, retired from ISU), Omar Smadi (Chair as of January 2022), and Dawn Bratsch-Prince (ex-officio).

Business:

The Faculty Senate Documents Committee reviewed revisions and new policies for inclusion in the Faculty Handbook. The Faculty Handbook is updated in August and January of each year.

The committee worked on three faculty handbook related items this year.

1. Reviewed the Faculty Senate policy approvals. Approval notes at bottom of sections have not been used consistently throughout the faculty handbook. The committee decided on the below approval notation:

All approval notations will use the following format:

Add the **section number** to be modified at the beginning of the approval notation

The verb used will always be “**Approved**”

The titles used will follow this format:

1. **Faculty Senate**
2. **Senior Vice President and Provost**
3. **President**
4. **Board of Regents if needed**

The date format will be (**May 7, 2010**)

Approval notations will be listed in **chronological order**

Placement of the approval notations will be consistent with the current handbook (**end of the smallest number section modified**)

This proposed new format will be implemented for any new changes to the handbook. Old changes will stay in their current format.

Example:

Section 5.1.1 Approved by the Faculty Senate (December 14, 2021); by the Senior Vice President and Provost and the President (December 16, 2021).

2. Reviewed the faculty handbook chapters 8 and 10 and made recommendations on the changes.
3. Working on the faculty handbook editing project. The senate document committee already provided feedback on Chapters 1 through 4 of the edited handbook.

A big thank you to all the members of the Faculty Senate Documents Committee for their timely and precise attention to committee business this past year.

Respectfully submitted,

Omar Smadi, Chair, Faculty Senate Documents Committee



IOWA STATE UNIVERSITY
Faculty Senate

MEMO FROM THE DESK OF:

Steve Freeman

Steven A. Freeman, University Professor
Chair, Honorary Degree Committee

DATE: 4/25/22

TO: Faculty Senate Executive Board

SUBJECT: Honorary Degree Committee 2021-2022 Annual Report

CC: Sherri Angstrom

Committee Charge

Invites nominations for honorary degrees based on a candidate's record of scholarship, research, and/or creative activity, reviews nominations, and recommends names directly to the Faculty Senate Executive Board for the awarding of honorary degrees.

Annual Summary

The Honorary Degree Committee received no honorary degree nominations this academic year.

The reduction in nominations is likely a continued side effect of the COVID pandemic. Potential nominations were discussed with several faculty groups across campus but did not result in completed nomination packets. It is the hope of the committee that these nominations will be completed and submitted for consideration in the future.

TO: Matthew Frank, Chair, Governance Council
FROM: Rahul Parsa, Chair, CDDR Committee
SUBJECT: CDDR Committee Report (2021 - 2022)
DATE: 4/22/2022
CC:

This report consists of what CDDR Committee accomplished in the last year while I was serving as a chair.

Per the committee's charge, we reviewed college-level governance documents and in particular, reviewed contents regarding term-faculty hiring, review, and promotion. For the review, we first created a checklist (enclosed). You will note that the checklist is thorough and detailed. We then used the checklist to review the documents. We were able to review the departments in the following colleges: COB, LAS, COE, and VETMED. Our findings and recommendations are based on the checklist findings. This process added accuracy and quality to our work.

We have included our observations and recommendations moving forward. If you have any questions or like to have a follow-up discussion on any of those items included in the report, we will be happy to visit with you.

Best regards,

A handwritten signature in black ink, appearing to read 'R. Parsa', written in a cursive style.

Rahul Parsa, Chair

Arnie Cowan, Reza Montazami, Clinton Gudmunson, David Starling

COLLEGE AND DEPARTMENT DOCUMENT REVIEW COMMITTEE

October 18, 2021

The College and Departmental Document Review Committee (CDDR) of Faculty Senate is tasked with reviewing college and departmental governance documents and with providing guidance to units who are writing or revising governance documents.

Appointment Policies and Procedures		
Faculty appointment policies and procedures (§3.1, §3.2)		
Does your department offer term faculty appointments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Term Faculty Appointments (§3.3.2)		
Does your department offer positions with these types of Term Faculty appointments:		
Lecturer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Teaching Track	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Practice Track	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Research Track	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Clinical Track	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adjunct Track	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Minimum Qualifications (§3.1.3)		
Do term-faculty in the department have input into hiring decisions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your document include a statement about the minimum qualifications required for appointment in each term faculty track offered by your unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
College documents ONLY: Does your document include a procedure for departments to seek a waiver for a candidate who does not have the stated minimum qualifications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Term Faculty Governance (§3.3.2.4)		
Does your document include provisions for Term Faculty that define:		
Instructional Responsibilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Search and Appointment Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Review, Renewal and Advancement procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Does your document describe how term faculty participate in shared governance, e.g. voting rights, meeting participation, and committee service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

Other Faculty Appointments		
Does your department offer the following types of positions:		
Affiliates (§3.3.3.1),	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Professional & Scientific (P&S) Term Faculty Appointments (§3.3.3.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Visiting Appointments (§3.3.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Joint Academic Appointments (§3.3.5)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Appointments Procedure/Criteria		
Does your document include procedures regarding:		
Criteria for rank	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Length of contract by rank specified within FH parameters	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Lecturer title used, one year with transition to assistant teaching professor after three	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Assistant: one to three years (except practice one semester to three years) initially, two to three years after three years continuous.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Associate: three to five years except 1) practice one semester to five years 2) shorter term approved by Provost	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Professor: three to seven years except 1) practice one semester to five years 2) shorter term approved by Provost	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conditions and restrictions of employment	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Term Faculty Evaluation and Review		
Evaluation, Renewal, and Advancement of Term Faculty Appointments (§5.4)		
Annual reviews for all term faculty? Note: The annual review process is addressed for all faculty in parts across several sections.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Due dates for all steps	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Materials to be provided by applicant	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Participants (must be opportunity for term faculty participation)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Criteria	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Notice of intent not to renew (one year for appointments longer than one year, three months otherwise)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Annual review purpose (Must refer to PRS)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviews of term faculty for renewal of appointment (§5.4.1.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reviews of term faculty for advancement, including a peer review committee (§5.4.1.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evaluation, Renewal and Advancement of P&S Term Faculty Appointments (§5.4.1.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evaluation, Renewal and Advancement of Continuous Adjunct Appointments (§5.4.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evaluation, Renewal and Advancement of Affiliates (§5.4.4)	<input type="checkbox"/> Yes	<input type="checkbox"/> No