

**Annual Review of Term Faculty
English Department**

This template is designed to streamline the annual review process for Term Faculty members.

DIRECTIONS

- Please complete Sections 1-3 in full; Section 4 is completed by the Associate Chair for Term Faculty.
- Save as a Word Document in the following format: LASTNAME_FIRSTNAME annual review 2021
- Also attach the following:
 - One-Page CV (new stuff only)
 - Optional: Any letters of support or observation
- Send to stacies@iastate.edu by December 23, 2021

SECTION 1: Background Information:

1. Full Name:
2. Current Title & Department:
3. Campus Address:
4. Date of first appointment at ISU as Term Faculty:
5. Date of appointment at current rank:
6. Number of semesters taught at least one course at ISU as Term Faculty:
7. Background information:
 - Advanced Degree(s) Earned:
 - Institution:
 - Date:
 - Field:

SECTION 2: Tables

Table 1: Courses taught for the year reviewed.

Course Number	Course Title	Section Number(s)

Table 2: Grade Distribution 2020 (Based on Percentages) [completed by Stacie Schaefer]

Semester	Course	A	Dept. Ave.	B	Dept. Ave.	C	Dept. Ave.	D	Dept. Ave.	F	Dept. Ave.

SECTION 3: Reflection

- 8. **Reflection:** In a maximum of 250 words, reflect on this year’s teaching and scholarly experience. (What went well, what did not go according to plan, and how are you going to address those experiences in the future.)
- 9. **Goals:**
- 10. **Honors, Awards, Conferences, Publications, Continuing Education participation, or anything else you would like to share:**
- 11. **Optional Course Evaluation Address:**

SECTION 4: To be completed by Associate Chair for Term Faculty

Student Evaluation and Grading

Service

Overall Teaching Evaluation

SECTION 5: Signatures

Faculty Member

Date

Abram Anders
Director, ISUComm Foundation Communication

Date

Jenny Aune
Director, ISUComm Advanced Communication

Date

Anne Kretsinger-Harries
Director, Public Speaking

Date

KJ Gilchrist
Associate Chair of Term Faculty

Date

Volker Hegelheimer
Chair, English Department

Date

SECTION 6: Supplemental Information (optional)

After reviewing the information provided in this document, use this space to provide any supplemental information here or feel free to add an additional page with your comments.

Please return this signed report to Stacie Schaefer at stacies@iastate.edu by _____.