

**Renewal Review of Term Faculty  
English Department**

This template is designed to streamline the contract renewal 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)
  - Previous two years' annual review materials
  - Optional self evaluation (4 pages, maximum)
  - Optional: Any letters of support or observation
- Send to [stacies@iastate.edu](mailto: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 years reviewed.**

Course Number	Course Title	Section Number(s)

**Table 2: Grade Distribution (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**

- 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.)
- Goals:**
- Honors, Awards, Conferences, Publications, Continuing Education participation, or anything else you would like to share:**
- Optional Course Evaluation Address:**

**SECTION 4: To be completed by Renewal Review Committee 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](mailto:stacies@iastate.edu) by \_\_\_\_\_.