



ACADEMIC PROGRAM REVIEW

CONTRIBUTING FACULTY ACTIVITY WORKSHEET

Purpose

The Contributing Faculty Activity Worksheet is a supplement to the unit-level self-study report that is completed at the time of academic program review. Its purpose is twofold:

1. It provides both internal reviewers (e.g., Program Review Council, college deans) and external reviewers (academic program review consultants) with an at-a-glance look at the participation of faculty members who contribute to the program(s) under review.
2. In accordance with College of Graduate Studies policy, graduate faculty and scholar status is reviewed at the time of academic program review. The Contributing Faculty Activity Worksheet, along with other required information (e.g., renomination forms, curricula vitae), is used by the Graduate Council to inform these reviews.

Instructions for Completing the Contributing Faculty Activity Worksheet

List all active full-time and part-time faculty members as well as graduate faculty scholars who contribute to the program(s) under review and provide the information requested for each individual unless otherwise noted.

- Part-time (adjunct) faculty members should be considered active if they had an active employment contract with the university during the immediately preceding academic year or are expected to reenter active employment status with the university within the next two academic years.
- Do not include graduate students in the worksheet unless their primary relationship with the university is as a full-time faculty member.
- List emeritus faculty members only if they continue to contribute to the program(s) under review or if they are graduate faculty scholars.
- Do not list former full-time faculty members who are no longer employed at the university. If, however, it is important to list such faculty members in order provide appropriate context for review, indicate under "Additional Information or Clarification" that they are no longer employed by the university. Be sure to be consistent in reporting on former employees (i.e., if one former faculty member is listed, all former faculty members from within the same timeframe should also be listed).
- New hires who were not contributing faculty members during the immediately preceding academic year may be listed. Do not, however, submit their nominations for graduate faculty status along with renominations for existing faculty members; their initial nominations will be reviewed following the regular process. For questions, contact Emily Stettner in the College of Graduate Studies.

Faculty Member General Information

Fill in the information requested in this section using the codes provided below, as applicable.

Primary Home Unit

If the faculty member's primary home unit is outside the unit under review, write "other" in this space and specify their affiliation under "Additional Information or Clarification."

Appointment Type

Regular	R	Adjunct.....	A
Visiting	V	Affiliated Clinical	AFF
Emeritus	E	Volunteer Clinical	VOL

Postdoctoral Scholar **PDA**

Other Volunteer/Courtesy **C**

Rank

Professor.....**P**

Associate Professor**Assoc**

Assistant Professor **Asst**

Senior Lecturer**Sen-L**

Associate Lecturer.....**Assoc-L**

Lecturer..... **L**

Senior Instructor**Sen-I**

Associate Instructor **Assoc-I**

Instructor**I**

Not Applicable **N/A**

Tenure Status

Tenured **T**

Tenure Earning.....**TE**

Multiyear **MULTI**

Non-Tenure Earning..... **NTE**

Other Faculty Appointment Modifier

Clinical Faculty.....**C**

Research Faculty **R**

Other **O**

Graduate Faculty or Graduate Faculty Scholar Status

Graduate Faculty.....**GF**

Graduate Faculty Scholar **GS**

Not Applicable **N/A**

Contributing Faculty Program Participation

Mark each program to which the faculty member contributes.