

**Request to Offer Faculty Rank (Term Appointment) for  
Professional & Scientific Staff  
IOWA STATE UNIVERSITY**

Name of P&S Employee:

Home Department / P&S title:

Department Offering Rank:

Proposed Rank:

Effective Date:

*(Start & End Dates)*

P&S Term End Date (if applicable):

Highest Degree:

*(Degree type, date, institution granting, etc.)*

1. Description of the proposed non-tenure-eligible faculty duties:
  
  
  
  
  
  
  
  
  
  
2. Will the appointment duties be included in the P&S position description, or are the duties in addition to the regular duties? (Note that no more than 30% of the regular position may be for instruction.)
  
  
  
  
  
  
  
  
  
  
3. As a result of this faculty appointment, the evaluation and review process outlined in section 5.4.1.2 of the Faculty Handbook applies. Schedule for peer review (prior to contract renewal or at least every six semesters):

Requested by:

\_\_\_\_\_ Date \_\_\_\_\_  
Department Chair of Proposing Academic Department

Approved by:

\_\_\_\_\_ Date \_\_\_\_\_  
Current Department Chair/Supervisor

\_\_\_\_\_ Date \_\_\_\_\_  
Dean