# Case Western Reserve University
## EST. 1826

**Faculty Senate Executive Committee**
Tuesday, October 10, 2017
2:00p.m. – 4:00 p.m., Adelbert Hall, Room M2

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|---|---|---|
| 2:00 p.m. | Approval of Minutes from the September 15, 2017, Executive Committee Meeting, *attachment* | Juscelino Colares |
| 2:05 p.m. | President and Provost's Announcements | Barbara Snyder<br>Bud Baeslack |
| 2:10 p.m. | Chair's Announcements | Juscelino Colares |
| 2:15 p.m. | By-Laws Committee Draft Language on Deans Not Serving as chairs of Senate Standing Committees, *attachment* | Ken Ledford |
| 2:20 p.m. | Proposed Revisions to CSE By-Laws, *attachment* | Roger Quinn |
| 2:25 p.m. | FSCUE Course Evaluation Recommendations, *attachment* | Robin Dubin |
| 2:35 p.m. | Finance Committee Resolution on Capital Budget Process, *attachment* | Glenn Starkman |
| 2:45 p.m. | By-Laws Committee- Proposed Revisions to the School of Law By-Laws, *attachment* | Ken Ledford<br>David Carney |
| 2:55 p.m. | Second Set of Proposed Revisions to SOM By-Laws, *attachment* | Jo Ann Wise |
| 3:00 p.m. | Faculty Credentials Policy, *attachment* | Christine Cano<br>Don Feke |
| 3:10 p.m. | Draft Conflict of Commitment Policy, *attachment* | Suzanne Rivera |
| 3:20 p.m. | CUE Update, *attachment* | Kimberly Emmons |
| 3:30 p.m. | International Rankings Update | David Fleshler<br>Molly Watkins |
| 3:35 p.m. | Health Benefits Changes | Carolyn Gregory |
| 3:50 p.m. | Report on SON | Evelyn Duffy |
| 3:55 p.m. | Report on SODM | Ibrahim Tulunoglu |
| 4:00 p.m. | Approval of Faculty Senate Agenda, *attachment* | Juscelino Colares |

# Faculty Senate Executive Committee
## Minutes of the October 10, 2017 Meeting
## Adelbert Hall, Room M2

**Committee Members in Attendance**

Barbara Snyder, President
Bud Baeslack, Provost
Juscelino Colares, LAW, chair
Peter Harte, SOM, past chair
Cynthia Beall, CAS, vice chair
Kimberly Emmons, CAS
David Miller, MSASS
Evelyn Duffy, SON
Jo Ann Wise, SOM
Ibrahim Tulunoglu, SODM
Roger Quinn, CSE
Robert Strassfeld, LAW

**Others Present**:

Hari Baskaran, chair, Research Committee
Christine Cano, chair, Personnel Committee
Robin Dubin, past-chair, FSCUE
Steve Hauck, chair, FSCICT
Kenneth Ledford, chair, By-Laws Committee
Maureen McEnery, chair, Nominating Committee

**Absent:**

Leon Blazey, WSOM

**Guests:**

David Carney
Don Feke
Carolyn Gregory
Suzanne Rivera

## Call to Order

Professor Juscelino Colares, chair, Faculty Senate, called the meeting to order at 2:00 p.m.

## Approval of Minutes

The minutes of the September 15, 2017 meeting of the Faculty Senate Executive Committee were reviewed and approved. *Attachment*

**President's Announcements**
The President reported that she had just come from the groundbreaking for the Dental Clinic and that it had gone very well. Mayor Jackson was in attendance. Construction of the Health Education campus should be completed in the Spring of 2019.

**Provost's Announcements**
The Provost had no announcements.

**Chair's Announcements**
Prof. Colares welcomed the committee members and reminded them about the reception after the Senate meeting on the 18th. He also reported that the ad hoc Committee on the Bias Reporting System is meeting and should have a report in the near future.

**By-Laws Committee Draft Language on Deans not Serving as chairs of Senate Standing Committees**
Professor Ken Ledford, chair of the Senate By-Laws Committee, presented proposed language from the By-Laws Committee indicating that deans (whether at the highest level, associate or assistant) may not serve as chairs of Senate standing committees. The Executive Committee voted to include the language on the agenda for the Faculty Senate meeting. *Attachment*

**Proposed Revisions to CSE By-Laws**
Professor Roger Quinn, CSE, presented proposed revisions to the School of Engineering By-Laws. The Executive Committee voted to forward the proposed revisions to the Senate By-Laws Committee. *Attachment*

**FSCUE Course Evaluation Recommendations**
Professor Robin Dubin, past chair of FSCUE, presented FSCUE's recommendations on course evaluations. Due to a decline in completion rates, changes to the university's undergraduate course evaluation instruments were made in 2015. Online evaluations were created to replace paper versions. Since that time, completion rates have declined even further. The average completion rate for undergraduates is approximately 35%. After a review of completion rates from fall 2015 and spring 2016, FSCUE made several recommendations. First, rather than coercing students to complete course evaluations by withholding grades (as previously recommended by FSCUE), the Committee recommended that data on completion rates be made available to those within the school/departments who are responsible for the quality of undergraduate teaching and to encourage them to discuss the data with the appropriate faculty members.

Second, the Committee recommended that course evaluations remain open until final grades are due, which is typically 2 days after final exams end, as opposed to the current practice which is to keep them open only until the last day of class.

Third, FSCUE recommended that course evaluations be better advertised and easier for students, faculty and staff to locate and use.

The Committee discussed the recommendations and a member suggested that completion of course evaluations be required so that faculty don't have to continually remind their students to complete them. Another suggestion was made to return to paper evaluations.

The Executive Committee voted to forward recommendations #1 and #3 to the Senate, but with respect to recommendation #2, a motion was made and seconded to keep course evaluations open until 11:59 pm on the last day of final exams so that faculty could hold off on publishing grades until after this time if they choose. The Executive Committee voted to forward the revised recommendation #3 to the Senate. *Attachment*

**Finance Committee Recommendations**
Professor Glenn Starkman, chair of the Senate Finance Committee, presented a document authored by the Finance Committee, that contained an opinion and observations regarding the university's capital planning budget process. The Finance Committee instructed its chair to present this document to the university's Chief Financial Officer as well as to the Faculty Senate Executive Committee. Prof. Starkman also presented recommendations from the Finance Committee that the university's capital planning process should include substantive discussions with the Senate Finance Committee from the outset rather than after decisions have been made. The Committee also recommended that the strategic plan for capital investments be aligned with the academic strategic plan and that greater weight be given to the academic programs. While the written recommendations state that this process begin with the FY19 capital budget, Prof. Starkman said that this was an error and that the intent was for it to begin with the FY18 capital budget. The President said that she supported the Finance Committee's recommendations. The Executive Committee voted to seek a Faculty Senate endorsement of the recommendation. *Attachment*

**Proposed Revisions to the School of Law By-Laws**
Prof. Ken Ledford reported that the Senate By-Laws Committee had approved revisions to the School of Law By-Laws. It is unclear when the School of Law By-Laws had last been approved so the Senate should be asked to approve the entire document. Professor David Carney, LAW, reviewed the document with the Executive Committee and the Committee voted to include the School of Law By-Laws on the agenda for the Faculty Senate meeting. *Attachment*

**Proposed Revisions to School of Medicine By-Laws**
Professor Jo Ann Wise, SOM representative to the Senate Executive Committee as well as chair of the SOM By-Laws Committee, presented a second set of proposed revisions to the SOM By-Laws (which had been approved by the SOM Faculty in July 2017). Prof. Wise said that a third set of revisions to the By-Laws would be forthcoming soon. The Executive Committee voted to forward the proposed revisions to the Senate By-Laws Committee. *Attachment*

**Faculty Credentials Policy**
Professor Christine Cano, chair of the Faculty Personnel Committee, said that the committee recommends that the College/Schools be given an opportunity to provide feedback on the proposed Faculty Credentials Policy. The policy was created in response to the Higher Learning Commission

guidelines on faculty qualifications.  Vice Provost Don Feke, chair of the ad hoc Committee that drafted the policy, explained that all schools had already been provided an opportunity to review the policy and feedback had been incorporated into the draft.  A member of the Committee asked why non-tenure track faculty were separated out from tenured/tenure-track faculty in the "scope section" of the policy. A second member of the Committee suggested that secondary as well as primary appointments of tenured/tenure-track faculty be excluded from the policy requirements. The Executive Committee voted to return the policy to the Personnel Committee for consideration of both these issues. *Attachment*

## Draft Conflict of Commitment Policy
Suzanne Rivera, Vice President of Research, presented the proposed Conflict of Commitment Policy. The new language on conflict of commitment will be included in the Conflict of Interest section of the Faculty Handbook. The Office of General Counsel had been involved in the policy drafting.  Vice President Rivera said that all of the deans have reviewed the policy and are supportive of it and requested that the Executive Committee forward the draft policy to the Senate committees on Research and Personnel for their review. The Executive Committee voted to forward the policies to both committees.  *Attachment*

## CUE Update
Professor Kimberly Emmons, chair of the CUE, reported that the CUE's recommendations have been released and that there will be a number of forums in which the campus community may provide feedback.  FSCUE is in the process of sending emails to the UPF college/schools as well as the professional schools requesting feedback.  A member of the committee asked whether it is likely that a meeting of the Undergraduate Program Faculty will be held to discuss the final proposal.  Prof. Emmons responded that FSCUE will make this decision but that it is very likely.  *Attachment*

## Health Benefits Changes
Carolyn Gregory, Vice President of Human Resources, presented an update on the results they have received to date from the health insurance rate options survey.  The survey will close tomorrow. Twenty-five percent of the respondents so far have been faculty members. Respondents are receptive to prescription drug delivery changes, are interested in maintaining predictable health insurance costs, and don't want higher co-insurance requirements. They are also interested in keeping the same services afforded to them under current policies. Vice President Gregory said that campus forums where faculty and staff will be able to discuss options will be scheduled right away because the open enrollment period begins in November. *Attachment*

## International Rankings Update
This presentation was canceled due to insufficient time.

## Report on SON
This presentation was canceled due to insufficient time.

## Report on SODM
This presentation was canceled due to insufficient time.

**Approval of Faculty Senate Meeting Agenda**
The Executive Committee approved the agenda for the October 18th Faculty Senate meeting with several deletions. *Attachment*

The meeting was adjourned at 4:30 pm.

***Item b. Executive Committee.***

The membership and functions of the Executive Committee shall be as provided in the Constitution, Article VI, Section A, excepting that, in addition to the functions therein specified, the Executive Committee shall also assume the following responsibilities:

1) Each year the Executive Committee, in consultation with the Secretary, shall determine the dates of regular meetings of the Faculty Senate as specified in By-law III, Item a.

2) The Executive Committee shall select the chair of each standing and ad hoc committee from among the faculty members of each respective committee. No chair of any standing or ad hoc committee may at the same time serve as Dean, Associate Dean, or Assistant Dean of any University Entity. In the event that the chair of a standing committee resigns during the academic year in which he/she is serving, the chair of the Faculty Senate shall, in consultation with the current members of that standing committee, appoint a new chair from the members of that committee.  If none of the committee members are able or willing to serve, the chair of the Faculty Senate may appoint a chair from the members of the University Faculty.

3) Upon request by the chair of any standing committee, the Executive Committee shall submit to that standing committee a written statement clarifying the responsibilities of the standing committee, subject to the provisions of the Constitution and of these By-laws; and the Executive Committee may submit such a statement to any standing committee on its own initiative.

4) The Executive Committee shall be responsible for identifying existing or emerging issues affecting the nature and scholarly effectiveness of the University, including all proposed changes in the organizational structure of the University falling within the scope of Article III, Section B, and Article V, Section A, Paragraph 2, of the Constitution of the University Faculty. The Executive Committee shall take suitable and timely action with respect to all such issues, including, as appropriate, their placement on the agenda of the Faculty Senate.

5) Each elected faculty member on the Executive Committee serves ex officio on his or her constituent faculty executive committee or corresponding entity as provided in the Constitution Article VI, Sec. A, Par. 1, and Faculty Senate Bylaw X.  Therefore, each Executive Committee member should report to the Faculty Senate Executive Committee at least once during the year about issues affecting his or her constituent faculty.

6) The Executive Committee should hear reports from the standing committees at least once a year, preferably in the middle of the academic year.

The Executive Committee shall take the initiative in periodically exploring with the President plans and projects affecting the Faculty and the University and shall assume full responsibility for bringing to the attention of the Faculty Senate all issues which, in the Committee's judgment, affect the vital interests of the Faculty and involve the nature and direction of the University.

## Proposed Amendments to Case School of Engineering Bylaws

| Ballot Item # | Topic | Current | Proposed Amendment | Notes | CSE Faculty Vote Results (For/Against) |
|---|---|---|---|---|---|
| 1 | Voting privilege | Tenured and tenure-track | Tenured, tenure-track and full-time non-tenure track. (But not special faculty.) Only tenured and tenure-track on matters related to appointments, promotions and tenure. | Art II. Sec. A. | 52/14 |
| 2 | *Ex officio* members of Faculty | President and Dean | Add the Provost | Art. II Sec. B Some schools include these positions as *ex officio*. | 58/8 |
| 3 | *Ex officio* members of Faculty | President and Dean | Add the Dean of Undergraduate Studies, without a vote | Art. II Sec. B Some schools include these positions as *ex officio*. | 46/18 |
| 4 | *Ex officio* members of Faculty | President and Dean | Add the Dean of Graduate Studies, without a vote | Art. II Sec. B Some schools include these positions as *ex officio*. | 48/18 |
| 5 | Duties of the Dean | Lacks some detail. | Expand language to be more detailed and descriptive as set forth in Art. III Sec. A. | Art. III Sec. A | 54/9 |
| 6 | Notification requirement for faculty meetings | 7 days for regular meetings and 6 days for special meetings | 5 days for special meetings | Art. IV Sec. C. 7 days for regular meeting remains unchanged. | 53/11 |
| 7 | Voting process | Voting conducted at meetings where a quorum is present | Voting either in person at the time of the meeting or electronically after the meeting, as determined by the EC and indicated on the agenda. | Art. IV Sec. E. The voting process for amendments to the By-laws (Article X) remains unchanged. | 61/4 |
| 8 | Quorum | 40% of voting members | 30% of voting members | Art. IV Sec. E. | 42/22 |

| Ballot Item # | Topic | Current | Proposed Amendment | Notes | CSE Faculty Vote Results (For/Against) |
|---|---|---|---|---|---|
| 9 | Electronic voting | N/A | <ul><li>Voting by secret ballot open for 3 business days after meeting.</li><li>40% of voting members of faculty must cast votes.</li><li>Majority of votes cast must be in favor for motion to pass.</li></ul> | Art. IV Sec. E. | 52/12 |
| 10 | Committees on Undergraduate and Graduate Studies | Two separate committees | One combined committee called Committee on Academics | Art. V Sec. A | 35/30<br><br>FAILED |
| 11 | Who may serve on Committees | N/A | Only voting faculty members | Art. V Sec. B | 60/5 |
| 12 | Who may chair a Committee | N/A | Only tenured faculty | Art. V Sec. B<br><br><ul><li>The chair of the Committee on Appointments will be elected from among the committee members, who must all be tenured full professors.</li><li>The chairs of other committees will be selected from among the EC members, who all must be tenured faculty.</li><li>The result is that only tenured faculty may serve as committee chairs.</li></ul> | 58/7 |

| Ballot Item # | Topic | Current | Proposed Amendment | Notes | CSE Faculty Vote Results (For/Against) |
|---|---|---|---|---|---|
| 13 | Term of office for elected (i.e., non-*ex officio*) members of Executive Committee | N/A | Two years | Art. V Sec. C.4 | 60/4 |
| 14 | Term of office on Committee on Academics | Two years | Three years | Art. V Sec. C.1 | 45/18 |
| 15 | Term of office on Committee on Research | Two years | Three years | Art. V Sec. C.1 | 45/17 |
| 16 | Term of office on Committee on Budget | Two years | Three years | Art. V Sec. C.1 | 51/11 |
| 17 | Term of office on Committee on Appointments | One year | Two years | Art. V Sec. C.2 | 49/14 |
| 18 | Consecutive terms on committees | Not permitted | Two permitted | Art. V Sec. C.1-2 | 57/6 |
| 19 | Staggered terms on committees | N/A | Terms will be staggered on all committees except EC | Art. V Sec. C.1-2 | 54/9 |
| 20 | Replacement of committee members | Not provided for | Executive Committee may replace any non-contributing committee member based on committee recommendation. | Art. V Sec. C.4 | |
| 21 | Election of standing committee members except Executive Committee, Committee on Appointments and Committee on Academics | Department chairs nominate members to the EC. EC appoints. | Shall be elected by the faculty during spring semester. EC, after consulting with the dean and department chairs, nominates for each committee twice the number of members to be elected. Additional nominations may be made from the floor for consideration by the EC. | Art. V Sec. D.1 This process will remain unchanged for the Committee on Appointments. The EC will consider additional nominations from the floor in order to maintain balanced departmental representation on committees. | 43/20 |

| Ballot Item # | Topic | Current | Proposed Amendment | Notes | CSE Faculty Vote Results (For/Against) |
|---|---|---|---|---|---|
| 22 | Tenure Status of members of Executive Committee | No requirement that members be tenured faculty. | Members must be tenured faculty. | Art. V Sec. D.2 | 59/5 |
| 23 | Appointment of members for Committee on Academics | Department chairs nominate members to the EC. EC appoints. | Each department will elect its own member of the department to serve. | Art. V Sec. D.4 | 53/10 |
| 24 | Appointment of committee chairs, other than EC and Committee on Appointments | Not provided. | EC to appoint committee chairs from among the elected (*i.e.*, non-*ex-officio*) EC members | Art. V Sec. D.5 | 54/9 |
| 25 | Commencement of term for chairs of EC and Committee on Appointments | Term starts on the first day of classes for the fall semester. | Term starts on the day elected. | Art. V Sec. D.6-7 Election happens no later than the first meeting of the academic year. | 49/12 |
| 26 | Tenure Status of Executive Committee chair | No requirement that chair be tenured faculty. | EC chairs must be tenured. | Art. V Sec. D.8 EC chair will necessarily be tenured if Item 22 passes. | 60/4 |
| 27 | Dean as voting member of EC | Dean is a non-voting member. | Dean is a voting member. | Art. VI Sec. A.1 | 17/46 FAILED |
| 28 | Duties of the Executive Committee | Expansion proposed. | Expanded to add the duties listed in Art. VI Sec. A.5.b, c, g, and h. | Art. VI Sec. A.5.b, c, g, and h. | 58/7 |
| 29 | Recommendations made by Committee on Appointments | Committee on Appointments to "consider" certain matters. | Committee on Appointments to "consider and make recommendations to the dean pertaining to" certain matters. | Art. VI Sec. B.3 | 61/3 |

| Ballot Item # | CSE Faculty Vote | CSE Faculty Vote | CSE Faculty Vote | CSE Faculty Vote | CSE Faculty Vote Results (For/Against) |
|---|---|---|---|---|---|
| 31 | Composition of Committee on Research | One faculty member from each department. | Five voting faculty members elected in accordance with Item 21. | Art. VI Sec E.1 This depends on the passage of Item 21. | 40/21 |
| 32 | Composition of Committee on Budget | One faculty member from each department. | Three or four voting faculty members in alternate years, elected in accordance with Item 21. | Art. VI Sec F.1 This depends on the passage of Item 21. | 40/21 |
| 33 | Chair and vice chair of Committee on Budget | EC selects faculty member to serve as vice chair then chair then past chair. | Modified as described in Art. VI Sec. F.3. | Art. VI Sec F.2 This depends on the passage of Item 21. | 50/11 |
| 34 | Duties of Committee on Budget | Expansion proposed. | Expanded to add the duties listed in Art. VI Sec. F.4.e-g. | Art. VI Sec. F.4.e-g. | 54/7 |
| 35 | Faculty Handbook | Control of Faculty Handbook not provided for. | In the event of a conflict between the bylaws and the Faculty Handbook, the Faculty Handbook shall control. | Art. XI | 57/5 |
| 36 | Limit on percentage of non-tenure track faculty | No limit imposed by bylaws. | No more than 25% of the voting faculty may be non-tenure track. | Chapter 2 Art. II Sec. A.3 | 55/8 |
| 37 | Selection of Dean | Dean is appointed "by the president of the university after consultation with the tenured/tenure track faculty." | Delete specific process and instead make reference to the process described in the Faculty Handbook. New language would provide that the Dean is appointed "in accordance with Article VII.A of the Constitution of the University Faculty and the Guidelines for Section of Deans, Part II, Section VIII of the Policies and Procedures." | Art. III Sec. A | 53/9 |

| Ballot Item # | CSE Faculty Vote | CSE Faculty Vote | CSE Faculty Vote | CSE Faculty Vote | CSE Faculty Vote Results (For/Against) |
|---|---|---|---|---|---|
| 38 | Miscellaneous | N/A | Various revisions to improve language, clarify intent, etc. | Various throughout document. | 55/6 |
| 39 | Additional Minor Revisions | N/A | Allow additional revisions to the proposed draft to make any necessary corrections (such as fixing typos, clarifying ambiguities, etc.) and other minor changes prior to final approval by the Faculty Senate. | Potentially various throughout document. | 56/7 |

# BYLAWS OF THE FACULTY
# OF THE CASE SCHOOL OF ENGINEERING

# CASE WESTERN RESERVE UNIVERSITY

Approved by the faculty of the Case School of Engineering, 17 November 2005
Approved with minor modifications by the Faculty Senate, 27 February 2006
Amended by the faculty of the Case School of Engineering, 26 April 2007
Approved with minor modifications by the Faculty Senate, 21 April 2010
Amended by the faculty of the Case School of Engineering, 17 March, 2011
Approved by the Faculty Senate, 21 April 2011
Amended by the faculty of the Case School of Engineering, 13 November 2012
Amended by the faculty of the Case School of Engineering, 10 April 2013
Approved by the Faculty Senate, 25 April 2013
Amended by the faculty of the Case School of Engineering, _____
Approved by the Faculty Senate, _____

Article V. Adjunct Faculty

*r.*

# Chapter 1. Organization and Constitution of the Faculty

## ARTICLE I — PURPOSE

These bylaws and all amendments adopted, as hereinafter provided, shall constitute the rules governing the Faculty of ~~T~~the Case School of Engineering (hereinafter called the faculty) in the performance of its duties in consonance with the *Faculty Handbook* of Case Western Reserve University.

## ARTICLE II — MEMBERSHIP

### Section A. Privileges

Tenured~~, and~~ tenure-track and full-time non-tenure-track members of the university faculty with primary or joint appointment ~~appointment~~ in the Case School of Engineering (hereinafter called the school) shall be voting members of the faculty; provided, however, that only tenured and tenure-track faculty may vote on matters related to faculty appointments, promotion and tenure. ~~Non-tenure track faculty, s~~Special faculty~~,~~ and administrators in the school may attend faculty meetings, but shall not vote, hold office or serve on standing committees in the school, nor represent the school on the Faculty Senate.

### Section B. *Ex officio* Members

The following university persons~~officers~~ shall be members *ex officio* of the faculty: ~~when presiding at a meeting, with voting privileges defined in Article IV:~~

    a. The president
    ~~a.~~b. The provost
    ~~b.~~c. The dean of The Case School of Engineering (hereinafter called the "Dean" or "Dean of Engineering")~~the dean of engineering)~~
    d. Dean of Undergraduate Studies, without a vote
    ~~c.~~e. Dean of Graduate Studies, without a vote~~.~~

### Section C. List of Faculty

The ~~dean of engineering~~Dean of Engineering shall furnish a list to the secretaries of the engineering faculty and the ~~u~~University ~~f~~Faculty of all tenured/tenure-track faculty and non-tenure track faculty of the school showing ranks and voting privileges by September 1 of each year. Additions or deletions from the list shall be communicated to the secretaries of the engineering faculty and the university faculty when they occur.

## ARTICLE III — OFFICERS OF THE FACULTY

The officers of the faculty shall be the ~~dean of engineering~~Dean of Engineering and the

10.5.17 2.2.17

secretary of the faculty.

10.5.17 ~~2.2.17~~

**Section A. Dean**

Par. 1. The ~~dean of engineering~~Dean of Engineering shall be the chief executive officer of the faculty and shall be appointed in accordance with Article VII.A of the Constitution of the University Faculty and with the Guidelines for Selection of Deans, Part II, Section VIII, of the Policies and Procedures~~by the president of the university after consultation with the tenured/tenure-track faculty~~.

Par. 2. ~~The dean's duties shall include, but shall not necessarily be limited to:~~

~~Planning for the development and continuing welfare of the faculty and the school.~~

~~Transmitting with his or her recommendation to the president of the university all cases of appointment, promotion and tenure.~~

~~Presiding at meetings of the faculty when the president of the university does not preside.~~

~~Representing the faculty to the president and to other academic officers and units of the university.~~

~~Representing the school to all constituents outside the university.~~

~~Reviewing and approving curriculum changes as recommended by the faculty.~~
~~Administering the budget of the school.~~
~~Pursuing sources of income for the school.~~ Par. 2. The ~~dean~~Dean's duties shall include, but not necessarily be limited to, the academic, fiscal, and administrative responsibilities for the school as described below.

a. Academic. The ~~dean~~Dean shall be responsible for: building and maintaining a faculty whose commitments and quality are consonant with the mission of the school; reviewing and approving curriculum changes as recommended by the faculty; providing leadership in undergraduate and graduate student recruitment and selection for the school; undertaking regular and systematic department reviews with the goal of improving the quality of programs and research activities; developing and sustaining both graduate and undergraduate programs of the highest quality; and representing the academic needs, ambitions and plans of the school to the university's administration, to other constituent faculties, and to outside constituencies.

b. Fiscal. The ~~dean~~Dean shall be responsible for administering the budget of the school to meet the objectives stated in clause (a) above, and shall communicate the fiscal needs of the school to the university and other groups. The ~~dean~~Dean shall aggressively pursue sources of income (e.g., endowments, grants, tuition income, and gifts) in order to support the objectives of the school. The ~~dean~~Dean shall review the budget periodically with the Executive Committee and shall make an annual report of the budget and fiscal status of the school at a regular faculty meeting.

c. Administrative. The ~~dean~~Dean shall assure the development and implementation of policies and best practices to promote effective and efficient operation of the school. Through engagement with faculty and stakeholders, ~~the dean~~the Dean shall lead

development of strategic and related plans and ensure their implementation and shall promote regular and open communication of information and decisions with faculty and other school stakeholders. The ~~dean~~Dean shall support the professional development and advancement of faculty and staff of the school, encourage high ethical and professional standards for all members of the school, shall support and encourage leadership development within the school, and shall assure that procedures and practices for evaluation of performance of faculty and staff, promotions, tenure, and leave are clearly documented and communicated. The ~~dean~~Dean shall communicate directly with each department chairperson regarding fiscal and academic issues within the departments. The ~~dean~~Dean shall also identify and recommend appointments of department chairpersons to the president. The ~~dean~~Dean shall preside at meetings of the faculty when the president of the university does not preside. The ~~dean~~Dean shall represent the faculty to the president and to other academic officers and units of the university. The ~~dean~~Dean shall transmit with his or her recommendation to the president of the university all cases of appointment, promotion and tenure.

Par. 3. In carrying out the above duties, ~~the dean~~the Dean may appoint associate deans after consultation with the faculty.

## Section B. Secretary

Par. 1. The secretary of the faculty shall be a faculty member elected at the last regular faculty meeting of the academic year. The secretary shall assume office at the conclusion of that meeting and shall serve for a term of two years and may be re-elected without limitation on the number of two-year terms (s)he may serve.

Par. 2. The secretary's duties shall include, but not necessarily be limited to:

a. Compiling, upon certification of the ~~dean of engineering~~Dean of Engineering, a directory of members of the faculty and administrative officers of the school and their membership classification at the beginning of the fall semester of each year, and noting changes as may occur through the year.

b. Recording attendance, establishing the presence of a quorum, and keeping minutes of all meetings of the faculty.

c. Distributing copies of the directory and minutes of faculty meetings to members of the faculty and to the university archives.

d. Serving as secretary of the Executive Committee of the faculty, defined in Article VI.

e. Preparing official resolutions for actions by the faculty on appropriate occasions.

f. Maintaining files of minutes of meetings of all committees except the Committee on Appointments.

g. Transmitting to the successor, at the expiration of the secretary's term of office, all records pertaining to that term as described above.

h. Providing notices of meetings in accordance with Article IV.

g.i. Coordinating, and counting votes from, electronic voting.


# ARTICLE IV — MEETINGS

## Section A. Regular Meetings

The faculty shall hold regular meetings at least once each semester on dates established at the spring meeting of the previous year. Additional regular meetings may be called by the Executive Committee or by majority vote of the faculty at any regular meeting.

## Section B. Special Meetings

The faculty shall hold special meetings when called by the dean of engineeringDean of Engineering or by the Executive Committee, or on a petition signed by twenty percent of the voting members of the faculty stating the purpose of the meeting.

## Section C. Agenda, Notification

The agenda for all meetings shall be prepared by the Executive Committee, and shall include reports from the standing committees (for regular meetings) and the provision for the introduction of new business. The secretary shall notify, in writing (including electronically), each faculty member and the deanthe Dean's office of the agenda at least 7 days before each regular meeting and at least 56 days before each special meeting, in each case specifying the time, place and agenda of the meeting.

## Section D. Conduct of Meetings

The president of the university shall preside at both regular and special meetings; provided, however, that if. If the president chooses not to preside, the dean of engineeringDean of Engineering or the deanthe Dean's designate shall preside at both regular and special meetings. Except as otherwise provided in these bylaws, Tthe presiding officer shall conduct such meetings in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*. The deanDean –shall appoint a member of the faculty to act as parliamentarian.

## Section E. Quorum; Voting

10.5.17 2.2.17

Except as otherwise provided in these bylaws (including, but not limited to Article X), voting on all matters coming before the faculty for vote will be conducted either in person at the time of the meeting or electronically by secret ballot after the meeting, as determined by the Executive Committee and indicated on the meeting agenda. Thirty percent (30%) of the voting members of the faculty shall constitute a quorum at both regular and special meetings, and for in person voting, all decisions shall be made by majority vote of those present and voting, except as otherwise provided in these bylaws. In the case of electronic voting, voting will be open for three (3) business days starting at the conclusion of the meeting at which the motion to be voted upon is made. The motion is approved only if, within such three (3) day period, forty percent (40%) of the voting members of the faculty cast votes and a majority of those votes are cast in favor of the motion. If the motion does not receive the requisite votes within the three (3) business day voting period, the motion fails and expires. ~~Forty percent of the voting members of the faculty shall constitute a quorum, and all decisions shall be majority vote of those present and voting except as indicated in Article X, Par. 2.~~ The presiding officer (as defined in Section D) may vote only to resolve a tie.

# ARTICLE V — COMMITTEES

## Section A. Committees of the Faculty and of the Dean

The standing committees of the faculty shall be the Executive Committee (Article VI, Section A), Committee on Appointments (Article VI, Section B), Committee on Undergraduate Studies (Article VI, Section C), Committee on Graduate Studies (Article VI, Section D), Committee on Research (Article VI, Section E), ~~and~~ Committee on Budget (Article VI, Section F). The Committees on Undergraduate Studies, Graduate Studies, Research, and Budget report to the Executive Committee.  In addition, there is a Policy Committee (Article VII), a committee of the ~~dean of engineering~~Dean of Engineering.

## Section B. Membership on ~~Multiple~~ Committees

Voting members of the faculty~~,~~ (i.e., tenured, tenure-track and non-tenure-track members) may serve on committees.  No faculty member may serve at one time on more than two standing committees of the  school.

## Section C. Terms of Office on Committees

1.   The term of office shall be ~~two~~ three years on the ~~Executive Committee,~~ Committee on  ~~–~~Undergraduate Studies, Committee on Graduate Studies, the Committee on Research and the  ~~–~~Committee on Budget. A member of the committee may serve no more than two consecutive terms. A year shall elapse before a member who has served two consecutive terms ~~a full term~~ may  again serve on the same committee. Terms of office shall be ~~overlapped~~staggered, with approximately one-third ~~half~~ of the membership of each committee being replaced each year.

2.   The term of office shall be two years on the Committee on Appointments. A member of the committee may serve no more than two consecutive terms. A year shall elapse before a member who has served two consecutive terms may  again serve on the committee. Terms of office shall be overlapped, with approximately one-half  of the membership of the committee being replaced each year.

3.   Members who serve *ex officio* on the Executive Committee shall serve for as long as they hold the position entitling them to serve.  The term of office for non-*ex officio* members of the Executive Committee shall be two years.

~~1.~~4.Based on the recommendation of a given committee, the Executive Committee may replace any non-contributing member of such committee.  ~~.~~

## Section D. ~~Announcement~~ Election of New Members and Chairs

1.   Members of the Committee on Budget and the Committee on Research shall be elected by the faculty during the spring semester. The Executive Committee, after consultation with the Dean of Engineering and all department chairs, shall nominate for

each of these committees twice the number of members to be elected. Additional nominations may be made from the floor for consideration by the Executive Committee, with the prior consent of the person(s) to be nominated. For each committee, the nominee(s) with the highest number of votes shall be elected as committee members.

2.   During the spring semester, each department shall hold its own election by secret ballot to elect from its department one tenured faculty member who has been a member of the faculty for at least three (3) years and who is not the department chair to serve as a member of the Executive Committee. Each department shall determine its own process for nominating candidates.

3.   During the spring semester, the Executive Committee shall appoint the members of the Committee on Appointments. The Executive Committee will seek from each department nominations of eligible faculty members to serve on the Committee on Appointments.  The Executive Committee will appoint five members of the committee from among such nominees.

1.4.        During the spring semester, each department shall hold its own election to elect from its department one faculty member to serve as a member of the Committee on Undergraduate Studies and one faculty member to serve as a member of the Committee on Graduate Studies.  Each department shall determine its own process for nominating candidates.

5.   During the spring semester, the Executive Committee shall appoint, from among its elected (*i.e.*, its non-*ex officio*) members, the chairs of each committee except for the Executive Committee and the Committee on Appointments.

6.   The chair of the Executive Committee shall be elected annually by the committee from among its members no later than the committee's first meeting of the academic year. The  outgoing chair of the Executive Committee shall call the meeting at which the new chair will be  elected.  The chair of the Executive Committee shall assume office on the date of his/her election as chair.

7.   The chair of the Committee on Appointments shall be elected annually by the committee from among its members no later than the committee's first meeting each academic year.  The Dean of Engineering shall call the meeting at which the new chair will be elected. The chair of the Committee on Appointments shall assume office on the date of his/her election as chair.

8.   New members of the standing committees, and chairs of these committees, except for the chair  of the Executive Committee and the chair of the Committee on Appointments, shall be  announced at the last regular faculty meeting of the academic year. These persons shall assume  office on July 1.

9.   Chairs of each committee shall serve for one year as chairs.

2.

## Section E. Special Committees

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The Executive Committee may at any time appoint a special committee to make recommendations to the Dean on any matter or matters within the jurisdiction of the faculty, provided that   such matter or matters are not solely within the jurisdiction of any standing committee.

# ARTICLE VI —
# COMPOSITION AND DUTIES OF FACULTY STANDING COMMITTEES

**Section A. Executive Committee**

Par. 1. The Executive Committee shall be composed of the following members, each of whom shall have a vote unless otherwise provided consist of:

a.  The faculty members elected in accordance with Article V Section D.2; From each department of the school, one faculty member who has been a  member of the faculty for at least three years and who is not the department

chair shall be elected by the voting members of the department faculty. The names of the elected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair;

b.   The secretary of the faculty, *ex officio*; with vote;

c.   The dean of engineeringDean of Engineering, *ex officio* without a vote;

d.   The immediate pastthe retired chair of the Executive Committee (who will serve for one year in such capacity), *ex officio* without a vote (who will serve on the Executive Committee for one year in such capacity); and

e.   The faculty senator representing the school on the Executive Committee of the Faculty Senate, *ex officio* without a vote.

, one engineering faculty senator elected at large by the Faculty Senate to represent the CSE on the Executive Committee of the Faculty Senate, all ex officio without vote.

Par. 2. [ReservedThe chair of the Executive Committee shall be elected annually by the committee from among its tenured members at the committee's first meeting of the academic year. The outgoing chair of the Executive Committee shall call the meeting at which the new chair will be elected. The chair of the Executive Committee shall assume office on the first day of classes for the fall semester and serve until the first day of classes for the following fall semester.]

Par. 3. The secretary of the faculty shall serve as secretary of the Executive eCommittee.

Par. 4. The Executive Committee shall hold meetings on dates to be determined by the chair who shall notify each member at least three (3) days before each meeting, specifying the time, the place and the agenda of the meeting. The Executive Committee shall meet at least once every month during the academic year.

Par. 5. The duties of the Executive Committee shall be:

a.   To determine immediate and long-range matters demanding faculty study and action and to ;
b.
a.   To transmit such matters to the faculty after due consideration by approp riate standing or ad hoc committees;

b.   To determine and develop the charges for standing committees;

c.   To prepare the agenda for each faculty meeting;

d.   To coordinate provide for full faculty debate of proposals for faculty action;

e.   To act as the nominating committee for the faculty; and

    f.   To review applications for sabbatical leaves, and prepare a recommendation concerning the merits of the proposal and the applicant's qualifications to undertake it (*Faculty Handbook*, Chapter 3, Part One, §II.A.9);.

    g.   To serve as an advisory body to the Dean, president, and board of trustees, including, but not limited to advising the Dean concerning the selection of department chairpersons, the appointment of special committees, and other matters that the Dean may deem appropriate; and

    f.h. To perform other duties as prescribed in these Bylaws and in the *Faculty Handbook*.

Par. 6. In the pursuit of its duties, the Executive Committee may propose subjects for study to the appropriate standing committees, may appoint special committees, shall review committee progress, and the recommendations of all committees before their presentation to the faculty.

Par. 7. The Executive Committee shall prepare the agenda for all faculty meetings and include committee recommendations in writing together with a summary of the Executive Committee's opinion of the recommendations.

Par. 8. In its role as nominating committee, the Executive Committee shall:

a. Ensure that each department selects its representatives to all standing committees. Names will be forwarded by each department chair to the chair of the Executive Committee in time for announcement at the spring faculty meeting preceding the academic year in which the representatives will serve.

a. Nominate for election at the regular Spring meeting of the faculty the secretary of the faculty (when necessary)., and

b. nNominate candidates to serve on standing committees in accordance with Article ——V Section D—— for approval by the faculty the chairs of the committees on Undergraduate Studies, Graduate Studies, and Research.

c. As needed to fill expired terms, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education.

d. Prepare a slate for and supervise the election of faculty representatives for the University Faculty Senate. The slate shall contain twice the number of names to be elected, and the election shall be held in time to transmit its results to the fFaculty sSenate at a time specified by the secretary of the Faculty sSenate.

e. Fill any vacancies that may occur (other than by expiration of term) on standing committees of the School of Engineering or in the school's representatives to the Faculty Senate Committee on Undergraduate Education during the academic year. Each such vacancy shall be filled for the remainder of that academic year, and the remainder of the unexpired term shall be filled by the next election or appointment procedure.

Par. 9. At least every five years, the Executive Committee, in consultation with the dean of engineeringDean of Engineering and the Policy Committee, shall consider initiating and organizing a comprehensive review of academic, research, and administrative policies of the school.

## Section B. Committee on Appointments

Par. 1. The Committee on Appointments shall consist of five members of the faculty with the rank of professor, with tenure and without administrative appointment, who shall be selected in accordance with Article V Section D. who shall be appointed for one year terms by the Executive Committee in time for announcement to the faculty at the last regular faculty meeting of the academic year. The chair of the committee shall be elected annually by the committee from among its members at the committee's first meeting each academic year. Members of the Committee on Appointments will start their terms on the first day of classes for the fall semester and serve until the first day of classes for the following fallsemester.

Par. 2. The Committee on Appointments shall hold meetings on dates to be determined by the chair, who shall notify each member at least three days before each meeting, specifying the time, the place and agenda of the meeting. The chair or his or her designate shall act as secretary,

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record the actions of all meetings, prepare all correspondence and keep the minutes of all meetings.

Par. 3. The Committee on Appointments shall consider and make recommendations to the the Dean pertaining to:

    a.   All matters of tenure, promotion, or appointments to the ranks of associate professor and full professor,

    b.   All initial tenured appointments,

    c.   All research professor and associate professor appointments, and

    d.   All emeritus faculty appointments.

In addition, it shall consider and make recommendations to the the Dean pertaining to the dismissal of tenured faculty members when permitted by the *Faculty Handbook*. The tenure policy shall be that stated in Chapter 2, Article I.

Par. 4. Recommendations concerning promotion or tenure of a faculty member shall be prepared each year by the chair of each department in accord with the *Faculty Handbook* and shall be forwarded to the dean of engineeringDean of Engineering for transmission to the Committee on Appointments. The committee chair shall notify each department chair of the deadline for submission of recommendations at least four weeks in advance of the deadline. The committee shall prepare its recommendations concerning promotion or award of tenure of faculty members and forward the recommendations to the dean of engineeringDean of Engineering. If the Committee on Appointments does not support a department recommendation, or if it recommends action in the absence of department recommendation, it shall refer its recommendation to the appropriate department chair for advice and consultation for possible reconsideration by the Committee on Appointments before it forwards its recommendations to the deanthe Dean. All recommendations, positive and negative, shall be reported to the appropriate department chair.

Par. 5. The Committee on Appointments shall recommend to the Executive Committee the approval of rules governing the procedures of the Committee on Appointments, and the approval of criteria for the recommendation of appointment, promotion, and tenure.

Par. 6. The Committee on Appointments shall review those untenured tenure-track faculty who are at the end of their third pre-tenure year. Recommendations concerning this review of a faculty member shall be prepared each year by the chair of each department in accord with the *Faculty Handbook* and shall be forwarded to the dean of engineeringDean of Engineering for transmission to the review committeeCommittee on Appointments. The chair of this review committeethe Committee on Appointments shall notify each department chair of the deadline for submission of recommendations at least four weeks in advance of the deadline. A written summary of all evaluations shall be communicated to the faculty member, the department chair, and the deanthe Dean.

**Section C. Committee on Undergraduate Studies**

Par. 1. The Committee on Undergraduate Studies shall consist of one faculty representative from each department of the school selected by the department faculty,seven votingelected pursuant to Article V Section D, and an undergraduate engineering student representative selected by the Undergraduate Student Government. The names of the selected representatives shall be transmitted annually by each department chair to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Undergraduate Studies shall hold meetings on dates to be determined by the chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineeringDean of Engineering at least three days before each meeting, specifying the time, the  place and the agenda of the meeting. The chair or the chair's designeeated shall act as secretary,  record the actions of all meetings, prepare all correspondence and keep the minutes of all  meetings. At least one meeting in the fall semester and in the spring semester shall be held jointly  with the Committee on Graduate Studies.

Par. 3. The Committee on Undergraduate Studies shall make recommendations -to the faculty on matters  pertaining to undergraduate education, including the requirements for all degree programs within   the school, or undergraduate degree programs offered in conjunction with other units of the   university. In addition, it shall participate with similar committees of other academic units of the   university in setting general education criteria.

Par. 4. The Committee on Undergraduate Studies is authorized to:

a. Review and recommend to the dean of engineeringDean of Engineering the addition or deletion of  engineering undergraduate courses.

b. Approve:

i. Minor or temporary changes in established undergraduate curriculum programs,

ii. Minor modifications in courses,

iii. Changes in the engineering core course list.

c. Review and recommend to the faculty major changes in engineering curriculum programs, engineering core, and freshman/sophomore common core requirements.

d. Initiate and formulate policy that will maintain and improve the standards and quality of undergraduate education in the school.

d. As needed to fill vacancies, and in consultation with the Executive Committee, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education Curriculum Subcommittee.

e. As needed to fill vacancies, and in consultation with the Executive Committee, select members of the faculty to represent the school on the Faculty Senate Committee on Undergraduate Education Curriculum Subcommittee.g. h.

66Par. 5. The committee shall periodically review the Cooperative Education and Binary Programs, as they pertain to the school, and make recommendations concerning their operation.

Par. 6. The committee shall promote student professional development by providing special programs on professional ethics, professional registration and professional organizations.

**Section D. Committee on Graduate Studies**

Par. 1. The Committee on Graduate Studies shall consist of one faculty representative from each department of the school elected in accordance with Article V Section D, ~~selected by the department faculty,~~ and an engineering graduate  student representative selected by the Graduate Student Senate. ~~The names of the selected  representatives shall be transmitted annually to the chair of the Executive Committee prior to the  spring faculty meeting by each department chair.~~

Par. 2. The Committee on Graduate Studies shall hold meetings on dates to be determined by the chair, who shall notify each member, the secretary of the faculty, and the office of the ~~dean of engineering~~Dean of Engineering at least three days before each meeting, specifying the time, the place and  the agenda of the meeting. The chair or the chair's designated shall act as secretary, record the  action of all meetings, prepare all correspondence and keep the minutes of all meetings. At least  one meeting in the fall semester and in the spring semester shall be held jointly with the  Committee on Undergraduate Studies.

Par. 3. The Committee on Graduate Studies shall recommend to the faculty matters pertaining to graduate education, including the requirements for all graduate degree programs within the school, or graduate degree programs offered in conjunction with other units of the university. In addition, it shall be charged with participating, as appropriate, with similar committees of other academic units of the university in setting general graduate education criteria.

Par. 4. The Committee on Graduate Studies is authorized to:

a.  Review and recommend to the ~~dean of engineering~~Dean of Engineering the addition, deletion or   significant modification of engineering graduate courses.

b.  Review any changes in graduate and professional program requirements and   make recommendations to the faculty. Certify to the ~~dean of engineering~~Dean of Engineering that  graduate and professional programs meet the minimum requirements of the  university and the school.

c.  Recommend to the Dean of Engineering, for consideration and transmittal to the Dean of Graduate Studies, appropriate action to be taken on student petitions   for waiver of a regulation or any other request pertaining to his or her program  of study and/or duties as a graduate student.

~~a.~~d. Initiate and formulate policy that will maintain and improve the standards and  quality of graduate education in the school.

~~Review any changes in graduate and professional program requirements and   make recommendations to the faculty. Certify to the dean of engineering~~Dean of Engineering~~ that  graduate and professional programs meet the minimum requirements of the  university and the school~~.

~~e.  Recommend to the dean of engineering~~Dean of Engineering~~, for consideration and transmittal to the dean of graduate studies, appropriate action to be taken~~

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~~on student petitions for waiver of a regulation or any other request pertaining to his or her program of study and/or duties as a graduate student.~~

~~f.  Initiate and formulate policy that will maintain and improve the standards and quality of graduate education in the school.~~

## Section E. Committee on Research

Par. 1. The Committee on Research shall consist of ~~one~~ five voting faculty members elected in accordance with Article V Section D. ~~representative from each department of the school selected by the department faculty. The names of the selected representatives shall be transmitted annually to the chair of the Executive Committee prior to the spring faculty meeting by each department chair.~~

Par. 2. The Committee on Research shall hold meetings on dates to be determined by the committee chair, who shall notify each member, the secretary of the faculty, and the office of the dean of engineering Dean of Engineering at least three days before each meeting, specifying the time, the place and  the agenda of the meeting. The chair or the chair's designated designee shall act as secretary, record the  actions of all meetings and prepare all correspondence.

Par. 3. The Committee on Research shall consider and recommend to the faculty matters pertaining to research (e.g. opportunities for research, the applications of research, research facilities, the organization and function of research day(s), special school-wide lectures and seminars).

Par. 4. The committee shall serve as liaison between the faculty and the research centers.

Par. 5. The committee shall organize and promote undergraduate research opportunities.

## Section F. Committee on Budget

Par. 1. The Committee on Budget shall consist of one voting member three voting faculty members or four voting faculty members, in alternate years, elected in accordance with Article V Section D.   The members of the Committee on Budget shall have overlapped terms, with one member being replaced each year. from each  department of the school, to be elected by the voting members of the department faculty. The  names of the elected representatives shall be transmitted annually to the chair of the Executive  Committee prior to the spring faculty meeting by each department chair.

Par. 2. The Committee on Budget shall hold meetings on dates to be determined by the committee chair, who shall notify each member, the secretary of the faculty (Article I), and the office of the dean of engineering Dean of Engineering at least three days before each meeting, specifying the time, the   place and the agenda of the meeting. The chair or the chair's designeeated shall act as secretary,  record the actions of all meetings and prepare all correspondence.

Par. 3. Whenever there are three members of the Committee, there shall be a chair, vice chair and past chair. Whenever there are four members of the Committee, there shall be a chair, vice chair, past chair and past past chair. A newly elected member of the Committee shall (1) serve as vice chair during his/her first year on the Committee, (2) serve as chair during his/her second year on the Committee, (3) serve as past chair during his/her third year on the Committee, then (4) either (a) serve as past past chair if his/her past chair term expires in a year where a fourth Committee member is necessary, or (b) end his/her term on the Committee if his/her past chair term expires in a year where no fourth Committee member is necessary. The past chair shall be appointed to serve for two years (the first year as past chair and the second year as past past chair) as the Case School of Engineering's representative to the Faculty Senate Budget Committee (and thus, the University Budget Committee) in accordance with the rules of the Faculty Senate Budget Committee. (A new past chair will not be appointed to serve as representative until the completion of the term of his/her predecessor. Thus, not every past chair will serve on the Faculty Senate Budget Committee.) The Executive Committee shall elect annually from among the tenured and tenure-  track associate professors and professors of the faculty of the school a chair-elect of the  Committee on Budget, who shall serve as vice chair during his or her first year of office and  shall become chair of the Committee on Budget

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Par. 4. The duties of the Committee on Budget shall be as follows:

a. Consider and make recommendations to the faculty on matters pertaining to budget;

b. Review the budget submission for the upcoming academic year. and It shall advise the Executive Committee and the administration of the Case School of Engineering (, including the department chairs, the dean the Dean and the budget office), on the adherence to budget priorities and the attainment of budgetary goals;

c. Advise the faculty on the financial feasibility of the school's current and planned education programs, activities, and facilities, and their effect on the operating budget, capital requirements, and financial health of the Case School of Engineering;

d. Advise the faculty on budgetary questions as they affect current and planned educational programs, activities, and facilities;

e. Conduct a review of second quarter and fiscal year end budget operations;

f. Review and provide advice to the Dean of Engineering and the Associate Dean Finance and Operations on financial implications of new initiatives presented to the school for consideration; and

a. g. Review business operations of centers, clusters, and programs receiving financial support to provide recommendations on continuation or discontinuation. Such review shall occur every five years, and more often as needed (as determined by the committee or the Associate Dean Finance and Operations).

Par. 5. The Committee on Budget shall advise the faculty on the financial feasibility of the school's current and planned education programs, activities, and facilities, and their effect on the operating budget, capital requirements, and financial health of the Case School of Engineering.

Par. 6. The Committee on Budget shall also advise the faculty on budgetary questions as they affect current and planned educational programs, activities, and facilities.

# ARTICLE VII —
# THE POLICY COMMITTEE: COMPOSITION AND DUTIES

Par. 1. The Policy Committee shall consist of all department chairs, the chair of the Executive Committee, the dean of engineeringDean of Engineering, (who shall chair the committee), and any associate —deans of the school.

Par. 2. This committee shall set administrative policy for the school. Primary responsibility for educational policy will rest with the Executive Committee, Committee on Undergraduate Studies, Committee on Graduate Studies and the faculty.

Par. 3. Other duties of the Policy Committee shall include the following:

a. Develop and coordinate graduate and undergraduate recruiting programs.

b. Organize programs for faculty development and promote an active faculty awards program.

c. Promote a program for the involvement of the Alumni and other interested friends in the school.

# ARTICLE VIII — REPRESENTATION IN UNIVERSITY GOVERNANCE

The faculty shall be represented in university governance by the dean of engineeringDean of Engineering and  by faculty members as they shall from time to time be selected to serve on university governing  bodies.

## Section A. Representative Bodies

Vacancies in the faculty delegation to the respective organizations and committees shall be filled by the Executive Committee or, if the Executive Committee prefers, by elections supervised by the Executive Committee. If  elections are required, they shall be carried out as follows: first, each department shall fill any  vacancies that have occurred in its delegation; second, the Executive Committee shall prepare a slate for   and conduct the election of the remaining members-at-large.

## Section B. University Faculty Senate

Par. 1. The Faculty delegation to the University Faculty Senate shall be constituted in

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accordance with the *Faculty Handbook*.

Par. 2. Vacancies in the faculty delegation to the senate shall be filled by an election supervised by the Executive Committee in accordance with these bylaws.

# ARTICLE IX — DEPARTMENTS

The tenured and tenure-track faculty of the school shall be grouped by departments, which will administer all degree programs. Non-tenure track and special faculty will be appointed in the departments or in the Division of Education and Student Programs.

## Section A. Department Chairs

Par. 1. Each department shall have a chair, appointed by the president on the recommendation of the ~~dean of engineering~~Dean of Engineering after consultation with the faculty members of the department. The chair shall report to the ~~dean of engineering~~Dean of Engineering. The chair of the department shall serve for an initial appointment not to exceed five years and shall be eligible for reappointment to successive terms, each of which shall not exceed five years. The ~~dean of engineering~~Dean of Engineering in consultation with the faculty shall review the performance of the department chairs no later than one year prior to the end of the appointment and no later than the third year of the appointment.

Par. 2. The chair shall be the executive officer of the department and shall assume leadership in matters of department policy, including appointments, promotions, instruction, research and administration in accord with the *Faculty Handbook.* The chair shall be responsible for the preparation of the department's budget subject to the approval of the ~~dean of engineering~~Dean of Engineering and shall represent the department to other departments and to the officers of the administration. The chair shall convene all department meetings. The chair shall also, as necessary, appoint committees, delegate duties, and prepare teaching schedules after consultation with the faculty members of the department. The chair shall be the hiring officer for all non-academic personnel assigned to the department. The chair shall maintain records and conduct correspondence.

## Section B. Departmental Meetings

The department faculty shall hold at least two meetings each semester during the academic year to assist the department chair in the duties listed in Section A and other matters of departmental policy and procedure.

## Section C. The Division of Education and Student Programs

Par. 1. The mission of the Division of Education and Student Programs is to support - through teaching and educational research - the Case School of Engineering educational programs, student programs, and outreach activities at all academic levels: K-12, undergraduate, graduate, and continuing education.

Par. 2. An associate dean will serve as director of the division. An Advisory Board, consisting of one tenured or tenure-track faculty elected by each department, will meet bi-monthly to advise the director and will review the operation of the division annually. Members

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of the Advisory Board shall serve for a term of two years and may be re-elected without

limitation on the number of two-year terms (s)he may serve.  The Advisory Board's duties shall include:

    a.  In conjunction with the director of the division recommend to the ~~dean of engineering~~Dean of Engineering the appointment or promotion of non-tenure track and special  faculty to be based in the division. Following such recommendation, the  appointment process will be the same as that used for non-tenure track or  special faculty based in departments.

    b.  In conjunction with the director of the division, review non-tenure track and special faculty in the same manner used for non-tenure track and special faculty based in departments.

    c.  Provide consultation to ~~the dean~~the Dean on the appointment of an associate dean as  director of the division.

Par. 3. Faculty in the division may teach courses that are not discipline specific, but major and minor curricula are under the control of the departments. Faculty in the division may teach courses required by the degree programs (including engineering core courses) with the permission and under the supervision of the chairs of those departments. This would require a secondary appointment in the department housing that discipline. Faculty in the division may serve as academic advisors with the permission of the departments.

## ARTICLE X — AMENDMENT

Par. 1. Any member of the faculty may submit a proposed amendment to these bylaws to the Executive Committee. The Executive Committee shall place it on the agenda of a regular or special meeting of the faculty. At least 14 days before the meeting at which it is to be discussed, the Executive Committee shall submit the proposal in writing to the faculty with arguments in support of and in opposition to the amendment as well as the Executive Committee's opinion of the proposal.

Par. 2. During discussion of proposed amendments at the faculty meeting, changes voted to be non-substantive in the proposed amendments may be made by majority vote of those present. A copy of any proposed amendment and a summary of the discussion will be sent to the faculty within one week of the faculty meeting, followed by electronic polling of the voting faculty.  A majority of the eligible faculty must vote on the proposed amendment.  Approval shall require an affirmative vote by three-fifths of those faculty members voting. At least two weeks shall be allowed between the solicitation of votes and the determination of results.

## ARTICLE XI — FACULTY HANDBOOK

These By-laws shall be subject to the provisions of the Case Western Reserve University Faculty Handbook (the "Faculty Handbook"), as may be amended from time to time. In the event of any conflict between these By-laws and the Faculty Handbook, the Faculty Handbook shall control.

# Chapter 2. Policies and Procedures for Faculty Appointments

The process of hiring a new faculty member involves a rigorous evaluation of the candidate to determine whether past performance demonstrates a pattern and level of excellence that predicts future success in research, teaching and service at the school. After the initial appointment, all faculty members are required to complete annual activity reports and will — receive annual evaluations focusing on the activities and accomplishments that contribute to what is valued in the performance of faculty of the school. An intensive third-year review is conducted for untenured faculty. The school will provide faculty with copies of the procedures used for the annual review, the three-year review and consideration for promotion or tenure.

## ARTICLE I — POLICIES & STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION & TENURE

### Section A. Qualifications

The evaluation of a faculty member in the Case School of Engineering for appointment, promotion, or award of tenure is governed by the policies and procedures set forth in the ~~current~~ Case Western Reserve University *Faculty Handbook*. Chapter 3, Part One, §I.F.1 (Qualifications and Standards for Appointments, Reappointments, Promotions and Tenure) of the *Handbook* states:

*The qualifications for faculty appointment and reappointment include the following, as appropriate to the type of appointment:*

(1) *An expert -knowledge of his or her academic field and a commitment to continuing development of this competence;*

(2) *A dedication to effective teaching;*

(3) *A commitment to a continuing program of research or other advanced creative activity, including production of art or artistic performance, or, where more appropriate to the particular academic context, professional service activities; and*

(4) *A willingness to assume a fair share of university administrative and service tasks.*

The standards for appointing faculty of various categories and ranks and for awarding promotion and tenure in the Case School of Engineering are predicated on these four qualifications, as described in the following sections.

### Section B. Standards for Faculty Appointments

Par. 1. In the Case School of Engineering, faculty appointments may be made by category and rank as indicated in Table I.

**TABLE I. Faculty of the Case School of Engineering by category, type, and rank**

| | | Senior | Assistant | Associate | |
|---|---|---|---|---|---|

| Category & type | Instructor | Instructor | Professor | Professor | Professor |
|---|---|---|---|---|---|
| **Tenured/Tenure-Track** | | | √ | √ | √ |
| **Non-Tenure-Track** | √ | √ | √ | √ | √ |
| **Special:** | | | | | |
| Research Faculty | | | √ | √ | √ |
| Adjunct Faculty | √ | √ | √ | √ | √ |
| Visiting Faculty | √ | √ | √ | √ | √ |
| Secondary* Appointment | √ | √ | √ | √ | √ |
| Lecturer | | | | | |

*) Rank of secondary appointment may not be higher than that of the primary appointment.

Par. 2. Chapter 3, Part One, §I.F.2 of the *Handbook* states:

*Faculty appointments with tenure or without tenure but leading to consideration for tenure – should be based on evidence that the candidate can and will continue to satisfy all of the* [four abovementioned] *qualifications. Faculty appointments on the non-tenure track should be based on evidence that the candidate can and will continue to satisfy item (1) and two of items (2), (3), and (4) of the foregoing qualifications. Special faculty appointments should be based on evidence that the candidate can and will continue to satisfy item (1) and one of items (2), (3), and (4) of the foregoing qualifications.*

Par. 3. For all faculty appointments and promotions in the Case School of Engineering, external letters of reference from experts in the field comprise a major source of evidence of the candidate's expert knowledge in the field. Course evaluations and letters of reference from former students should be used, whenever possible and when appropriate to the appointment being considered, for evidence of dedication to effective teaching. Additional standards by which qualifications (1) through (4) will be evaluated as appropriate to the rank and category under consideration with respect to the appointment, reappointment, and promotion of faculty are described in this section.

Par. 4. *Visiting faculty* belong to the category of special faculty and can be appointed at the ranks of instructor, senior instructor, assistant professor, associate professor, and professor. The standards for appointment, reappointment, and promotion of visiting faculty will be evaluated as listed in Table II for special faculty at the corresponding ranks, or as described below for lecturers, instructors, and senior instructors.

Par. 5. *Lecturers* belong to the category of special faculty. As the primary role of lecturers is teaching, only qualifications 1 and 2 apply to the standards for their appointment and reappointment and will be evaluated per the following standards:

Earned master's degree in a field of engineering or related science, or an earned bachelor's degree in a field of engineering or related science with substantial professional engineering experience. A person with exceptional qualifications may be considered for appointment to the rank of Lecturer without a degree. (1)

Evidence of pedagogical abilities relevant to engineering education (2)

Par. 6. The rank of *instructor* can be used for non-tenure track faculty, adjunct faculty, visiting faculty, and faculty with secondary appointments. Qualifications 1 and 2 apply to the standards for the appointment and reappointment for all instructors and will be evaluated per the following standards:

Earned master's degree in field of engineering or related science (1)

Evidence of pedagogical abilities relevant to engineering education (2)

In addition, for non-tenure track faculty with the rank of instructor, qualification 4 applies to the standards for their appointment and reappointment and will be evaluated per the following standard:

Willingness to assume service and administrative tasks at the levels of the department, school, or university (4)

Par. 7. The rank of *senior instructor* can be used for non-tenure track faculty, adjunct faculty, visiting faculty, and faculty with secondary appointments. Qualifications 1 and 2 apply to the standards for the appointment and reappointment for all senior instructors and will be evaluated per the following standards:

Earned master's degree in field of engineering or related science (1)

Demonstrated major role in teaching (2)

In addition, for non-tenure track faculty with the rank of senior instructor, qualification 4 applies to the standards for their appointment and reappointment and will be evaluated per the following standard:

Significant participation in service and administrative tasks at the levels of the department, school, or university (4)

Par. 8. With regard to their appointment and reappointment at the ranks of *assistant professor, associate professor,* and *professor*, Table II lists standards by which qualifications (1) through (4) will be evaluated for tenured, tenure-track, non-tenure track, and special faculty. In the case of appointment at the rank of Research Professor or Adjunct Professor, the requirement of a Ph.D. or other terminal degree may be waived for a person with exceptional qualifications.

Par. 9. In the Case School of Engineering, appointments at the level of assistant professor will focus on the candidate's *potential* for meeting the requirements for the ranks of associate professor and professor. Appointments at the level of associate professor will be based on the candidate's *performance*. Appointments at the level of professor will be based on the candidate's demonstrated *leadership*. These criteria are described more fully in Table II. For initial appointments to individuals whose professional experience has been primarily in non-academic settings, evidence of skills that are comparable to those needed for academic teaching, advising, mentoring, and service may be taken into consideration for the purpose of determining the appropriate rank of the appointment.

**TABLE IIa**

| Tenure Track<br>*(Qualifications 1-4 apply)* | Non-Tenure Track & Special<br>(where rank is applicable)<br>*(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)* |
|---|---|
| **ASSISTANT PROFESSOR** | **ASSISTANT PROFESSOR** |
| Earned doctorate in a field of engineering or related science (1) | Earned doctorate in a field of engineering or related science (1) |
| Promise for achieving recognition in a field of engineering (1) | |
| Potential for effective teaching (2) | Potential for effective teaching (2) |
| Clear plan for a program of research and evidence of excellence and productivity in research (3) | Evidence of high quality and productivity in research (3) |
| Willingness to assume university service and administrative tasks (4) | Willingness to assume university service and administrative tasks (4) |

**TABLE IIb**

| Tenured & Tenure Track<br>*(Qualifications 1-4 apply)* | Non-Tenure Track & Special<br>*(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)* |
|---|---|
| **ASSOCIATE PROFESSOR**<br><br>*Achieving this rank requires continued fulfillment of all criteria at the assistant professor level, with the addition of the following:* | **ASSOCIATE PROFESSOR**<br><br>*Achieving this rank requires continued fulfillment of the applicable criteria (per the terms of appointment) at the assistant professor level, with the addition of the following:* |
| Achieved recognition as an expert in a field of engineering (1) | Achieved recognition as an expert in a field of engineering (1) |
| Demonstrated excellence in teaching, academic advising, and student development as evidenced by course evaluations, student testimonials, course or curricular development, or other contributions to engineering education (2) | Demonstrated excellence in teaching as evidenced by course evaluations, student testimonials, course or curricular development, or other contributions to engineering education (2) |
| Established research program leading to significant contributions to a field of engineering as evidenced by professional presentations, monographs, reports, papers, articles, book chapters or books, activities in workshops, institutes, seminars, advisory panels, etc. (3) | Demonstrated capability of establishing and guiding an externally funded research program (3) |
| Effectiveness in mentoring undergraduate and graduate students in research as evidenced by directing undergraduate student projects and serving as primary research advisor for M.S. and Ph.D. students (3) | For faculty who serve as primary research advisors: effectiveness in mentoring undergraduate and graduate students in research (3) |
| Participation in university service and administrative roles, such as committee membership, interdisciplinary proposals developed, and university leadership positions (4) | Participation in university service and administrative roles as evidenced by committee membership, interdisciplinary proposals developed, and university leadership positions (4) |

## TABLE IIc

| Tenured & Tenure Track<br>*(Qualifications 1-4 apply)* | Non-Tenure Track & Special<br>*(Qualification 1 applies to all. At least two of qualifications 2, 3, & 4 apply to non-tenure track; at least one applies to special)* |
|---|---|
| **PROFESSOR**<br><br>*Achieving this rank requires continued fulfillment of all criteria at the associate professor level, with the addition of the following:*<br><br>Recognized leadership in a specific area of engineering (1)<br><br>Consistent record of excellence in teaching, program development, and mentoring of students (2)<br><br>Develop, sustain and lead a nationally and internationally recognized research program (3)<br><br>Continued development of young researchers as evidenced, for example, by a number of students having graduated with Ph.D. degrees (3)<br><br>Major role and recognized leadership in key school, university, and professional committees or initiatives, *e.g.* serving as committee chairperson or other advanced positions of service, preparation of concept or position papers, administrative leadership activities and accomplishments (4) | **PROFESSOR**<br><br>*Achieving this rank requires continued fulfillment of the applicable criteria (per the terms of appointment) at the associate professor level, with the addition of the following:*<br><br>Recognized leadership in a specific area of engineering (1)<br><br>Consistent record of excellence in teaching, program development, and mentoring of students (2)<br><br>Demonstrated capability of establishing and guiding a nationally/internationally recognized research program (3)<br><br><br><br>Major role and recognized leadership in key professional committees or initiatives, *e.g.* by assuming positions within the university, preparation of concept or position papers, administrative leadership activities and accomplishments (4) |

**Section C. Standards for Tenure**

Par. 1. In the Case School of Engineering (CSE), tenured and tenure-track faculty are valued for their contributions to society through excellence in education; student development, engagement, and partnership; leadership in research; service to the profession; support of the institution through service and visibility; and professionalism through collegiality, mentorship, and ethical practice.

Par. 2. Chapter 3, Part One, §I.F.3 (Qualifications and Standards for Appointments, Reappointments, Promotion and Tenure) of the *Faculty Handbook* states:

*In general, criteria for awarding tenure shall include, at a minimum, a documented national or international reputation for sustained scholarship, as appropriate to faculty rank and discipline.*

§I.F.7 states:

*Tenure is awarded to a faculty member only when the University foresees for him or her a continuing fulfillment of the* [four] *qualifications presented above.*

In the Case School of Engineering, appointments of new faculty with tenure at the ranks of Associate Professor or Professor will also require evidence of excellence in teaching ability.

Par. 3. The award of tenure is based primarily on assessment of a candidate's documented past contributions and potential for future growth in the areas of teaching, research, and professional service. In this research-intensive university, excellence in research and potential for leadership are expected. In addition, University faculty are distinguished by their strong contributions to the teaching mission of the University. However, it is recognized that the level and significance of the contributions in the separate areas will differ from individual to individual. In all cases, however, an award of tenure will only be made to faculty whose overall accomplishments and potential for continued professional growth are judged to be significant, and competitive at the national and international levels.

Par. 4. Examples of measures indicating past success and future potential include, but are not limited to:

- Evidence of effective teaching, advising, and mentoring of students
- Development of new courses and innovative teaching methods
- Evidence of external impact on engineering education
- Publications in peer-reviewed journals of record
- Peer-reviewed publications in archival meeting proceedings
- Citations to published articles
- Organization of national and international symposia
- Invited lectures before external organizations
- National and international honors and awards for research, teaching, and professional service
- Principal investigator status on externally funded research grants and contracts

- Development of collaborative research efforts
- Departmental and university service
- Service in national and international professional organizations

**Section D. Tenure Policies**

Par. 1. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than six years after the date of initial appointment, *i.e.*, in the sixth year.

Par. 2. Service at other institutions may be taken into consideration in establishing the length of a faculty member's pre-tenure period. Such consideration must be made a written part of the initial appointment.

Par. 3. Under exceptional circumstances, an extension of the pre-tenure period may be made as provided in the *Faculty Handbook*.

Par. 4. If tenure has not been awarded by the end of the pre-tenure period, the normal procedure shall be that the faculty member is given a one-year terminal appointment.

Par. 5. Renewable faculty term appointments may be made beyond the end of the pre-tenure period upon mutual agreement of the department chair, the ~~dean of engineering~~Dean of Engineering, and the faculty member. Such appointments shall be conditional on at least the following two items:

 a. The appointment will not lead to tenure consideration.

 b. The appointment is contingent upon full support from non-university resources.

Par. 6. Tenure for faculty in the Case School of Engineering resides at the level of the constituent faculty, not in individual departments.

## ARTICLE II — NON-TENURE TRACK FACULTY

**Section A. Policies**

Par. 1. DEFINITION, RANKS, AND QUALIFICATIONS. Non-tenure track faculty members are those persons holding full-time academic appointments at the ranks of professor, associate professor, assistant professor, senior instructor and instructor whose obligations to the University include two of the three obligations of the tenured/tenure track faculty, *i.e.* 1) teaching, 2) research and scholarship or 3) service to the University community. The appropriate rank is based on the individual's qualifications and experience relative to tenured/tenure track faculty at similar ranks, as set forth in Article I, "Policies & Standards for Appointment, Reappointment, Promotion & Tenure." Non-tenure track faculty are covered by the provisions of the *Faculty Handbook*, unless specifically excluded.

Par. 2. PURPOSE. The appointment of a non-tenure track faculty member is intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

a. The appointment of a non-tenure track faculty member must be initiated by and based in a department of the School or in the Division of Education and Student Programs. The appointment of a non-tenure track faculty member requires approval by a majority of the tenured/tenure track faculty of the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division. At no time shall the total number of non-tenure track faculty members exceed 25% of the total voting faculty of the school.

b. The proposed rank of a non-tenure track faculty member requires approval by a majority of the tenured/tenure track faculty of equal rank or higher within the department, or, if the appointment is in the Division of Education and Student Programs, within the advisory board and the director of the division.

c. The Committee on Appointments shall review and forward to the dean of engineeringDean of Engineering a recommendation on new non-tenure track faculty appointments at the rank of Associate Professor or Full Professor. The appointment of a non-tenure track faculty member shall be evaluated based on the candidate's competence in two of the three areas of obligation listed above.

d. The dean of engineeringDean of Engineering shall review all non-tenure track faculty appointments. If the deanthe Dean approves the appointment, the deanthe Dean shall forward the recommendation to the provost.

e. Non-tenure track appointments shall normally be made for a term of one to three years and may be renewed. Regardless of when the appointment begins, every non-tenure track appointment term shall have an end date of June 30th.

f. All offers of appointment shall be issued by the office of the dean of engineeringDean of Engineering.

g. A non-tenure track faculty member's compensation must be arranged prior to the beginning of the appointment and approved by the department chair, or if the appointment is in the Division of Education and Student Programs, by the director of the division, and the dean of engineeringDean of Engineering. The annual salary of a full-time non-tenure track faculty member shall remunerate service for an academic year of approximately nine months or for a longer period.

Par. 4. EVALUATION AND PROMOTION

a. Non-tenure track faculty shall be evaluated annually by the department chair, or, if the appointment is in the Division of Education and Student Programs,

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by the advisory board and the director of the division in a manner similar to that used for tenured/tenure track faculty.

b.   The annual evaluation and recommendation for salary shall be forwarded by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division to the ~~dean of engineering~~Dean of Engineering.

c.   A department's recommendation for promotion shall be made by the department chair after a vote of the tenured/tenure-track department faculty of equal or higher rank, or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote of the members of the advisory board of equal or higher rank. For promotion above the assistant professor rank, this recommendation is then forwarded to the Committee on Appointments. After review, the Committee on Appointments shall forward its recommendation to the ~~dean of engineering~~Dean of Engineering. After review, the ~~dean of engineering~~Dean of Engineering shall add his or her recommendation and forward all  recommendations to the Provost.

Par. 5. TERMINATION

a.   A decision not to reappoint a non-tenure track faculty member beyond his or her current appointment term shall be communicated to him or her in writing by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, with a copy sent to the ~~dean of engineering~~Dean of Engineering in accordance with the schedule in the *Faculty Handbook*,  Chapter 3, Part One, §I.K.

b.   Failure of the University, *i.e.* the department chair, director of the Division of Education and Student Programs, or the ~~dean of engineering~~Dean of Engineering, to provide notice  of the intention not to reappoint a non-tenure track faculty member according  to the schedule in the *Faculty Handbook*, Chapter 3, Part One, §I.K. shall  entitle the non-tenure track faculty member to an additional one-year  reappointment.

c.   For purposes of this section, an academic year appointment shall be considered to expire on June 30.

d.   In addition to insufficient academic credentials or performance or grave misconduct or neglect of academic responsibility, the causes for which a term appointment may not be renewed are changes in academic programs, financial constraints, tenured/non-tenured faculty ratios, or other reasons.

e.   If requested by the faculty member, the University, *i.e.* the chair, the director of the Division of Education and Student Programs, or ~~the dean~~the Dean, shall provide  written explanation for the non-renewal of a term appointment.

f.   An appointment may be terminated during the current term, without the notice set out in Par. 6.a., for just cause, as set out in Chapter 3, Part One, §I.E.3 of the *Faculty Handbook*.

Par. 6. RIGHTS AND RESPONSIBILITIES

a. As permitted by the *Faculty Handbook*, non-tenure track faculty members shall be entitled to vote on all matters coming before the University faculty.

b. Non-tenure track faculty members may attend meetings of the Engineering faculty, but (per the bylaws of the School) are not entitled to vote.

c. The two of the three areas (teaching, research and service) for which the non-tenure track faculty has obligations must be determined at time of appointment. A change of the two areas must be approved by the chair and shall require reappointment.

d. Non-tenure track faculty members can engage in academic advising of students or any other University service functions, contingent on the approval of the department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division.

e. Non-tenure track faculty members may serve as thesis advisors of graduate students and may be voting members of thesis committees.

f. Non-tenure track faculty members may submit external research proposals serving as the principal or co-principal investigator, subject to University policies.

## Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment and reappointment, together with other supporting documentation as detailed in the School's appointment procedures.

Par. 2. Departmental recommendations shall be made by the chair after a vote by the eligible members of the department, including those on leave of absence or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote by the eligible members of the advisory board.

Par. 3. Departments must prepare and submit the appropriate affirmative action paperwork, prior to recommending a new appointment.

Par. 4. Annual performance reviews shall be completed for all incumbents using the school Faculty Activity Report, prior to processing the annual faculty reappointment form.

Par.5. Non-tenure track faculty members shall receive an appointment letter upon their initial appointment. Subsequent reappointments may be made using the faculty appointment form.

# ARTICLE III — RESEARCH FACULTY

## Section A. Policies

Par. 1. CATEGORY. Research Faculty are members of the faculty of the school under the category of special faculty members. Special faculty are covered by the provisions of the *Faculty Handbook* except where provisions of the *Faculty Handbook* exclude application of a provision to special faculty.

Par. 2. PURPOSE. The appointment of a research faculty member is intended to add expertise to the School in its research endeavors.

Par. 3. APPOINTMENTS

a. The appointment of a research faculty member must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. The appointment of a research faculty member requires approval by a majority of the tenured/tenure track faculty of the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.

b. The proposed rank of a research faculty member requires approval by a majority of the tenured/tenure track faculty of equal rank or higher within the department, or if the appointment is in the Division of Education and Student Programs, within the advisory board and the director of the division.

c. The Committee on Appointments shall review and forward to the ~~dean of engineering~~Dean of Engineering a recommendation on new research faculty appointments at the rank of Associate Professor or Full Professor. The appointment of a research faculty member shall be evaluated based on the candidate's research competence.

d. The ~~dean of engineering~~Dean of Engineering shall have final approval of all research faculty appointments.

e. All offers of appointment for research faculty shall be issued by the office of the ~~dean of engineering~~Dean of Engineering.

f. Research faculty member appointments shall be made for a specific period of time, not to exceed one year, and may be renewed.

g. A research faculty member's compensation is contingent on the availability of external support. Financial compensation for a research faculty member must be arranged prior to the beginning of the appointment and approved by the department chair, or if the appointment is in the Division of Education and Student Programs by the director of the division, and the ~~dean of engineering~~Dean of Engineering.

Par. 4. QUALIFICATIONS

a. A research faculty member shall be appointed as Research Professor, Research Associate Professor, or Research Assistant Professor and shall have research experience and qualifications comparable to those of tenured/tenure track faculty at the corresponding ranks, as set forth in Article I, "Policies and Standards for Appointment, Reappointment, Promotion & Tenure."

b. A Research Professor shall have completed the Ph.D. (or other terminal degree), have recognized leadership and a consistent record of excellence in a specific area of engineering, and show a commitment to the continuing development of his or her research competencies. A Research Professor shall also have a commitment to a continuing contribution to the academic objectives of the program, the School, and the University.

c. A Research Associate Professor shall have completed the Ph.D. (or other terminal degree), achieved recognition as an expert in a field of engineering, conducted research or other relevant experience leading to significant contributions to a field of engineering, and demonstrate clear promise of meeting the standards for promotion to the rank of Research Professor.

d. A Research Assistant Professor shall have completed the Ph.D. (or other terminal degree), have demonstrated a) excellence and productivity in research, including the ability to generate outside funding, b) the ability to mentor graduate students, and c) clear promise of meeting the standards for promotion to the rank of Research Associate Professor.

Par. 5. EVALUATION AND PROMOTION

a. Research faculty members shall be evaluated annually by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, in a manner similar to that used for tenured/tenure track faculty.

b. The annual evaluation and recommendation for salary shall be forwarded by the department chair, or, if the appointment is in the Division of Education and Student Programs, by the director of the division, to the ~~dean of engineering~~Dean of Engineering.

c. A department's recommendation for promotion shall be made by the department chair after a vote of the tenured/tenure track department faculty of equal or higher rank, or, if the appointment is in the Division of Education and Student Programs, by the director of the division after a vote of the members of the advisory board or equal or higher rank. For promotion above the assistant professor rank, this recommendation is then forwarded to the Committee on Appointments. After review, the Committee on Appointments shall forward its recommendation to the ~~dean of engineering~~Dean of Engineering. The ~~dean of engineering~~Dean of Engineering shall make the ultimate decision regarding all promotions.

Par. 6. TERMINATION

a. If reappointment is not made, employment shall terminate at the end of the current appointment term. If possible, the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, shall notify the research faculty member in advance of the current appointment end date that reappointment shall not be made.

b. Research faculty appointments may be terminated prior to the end of the current appointment term (1) for just cause using the same definition which applies to the University faculty in the *Faculty Handbook*, Chapter 3, Part One, §I.E.3.; (2) for failure to meet the performance standards applicable to the research faculty member's current rank; or (3) lack of funds to support the appointment.

c. As referenced in Par. 3.g., a research faculty member's compensation is contingent upon the availability of external support. It is the responsibility of the department chair, or, if the appointment is in the Division of Education and Student Programs, the director of the division, to notify the appointee, the office of the ~~dean of engineering~~Dean of Engineering and the Office of Human Resources in a timely manner if a research faculty member's compensation must be terminated due to lack of funds.

d. Research faculty members shall not be entitled to severance pay.

Par. 7. RIGHTS AND RESPONSIBILITIES

a. A research faculty member does not have the teaching responsibilities required of a tenured/tenure track faculty member.

b. A research faculty member may serve as a guest lecturer, but cannot be the instructor of record for regular undergraduate or graduate courses. With the approval of the department chair (or the director of the Division of Education and Student Programs if the appointment is in this division) and the ~~dean of engineering~~Dean of Engineering, a research faculty member may supervise independent study courses or teach advanced-level graduate seminar courses.

c. A research faculty member is expected to submit external proposals, serving as the principal investigator, and is expected to build a funded research program capable of supporting the research faculty member's salary, research, and graduate students.

d. A research faculty member cannot engage in academic advising of students or any other University service functions on a regular basis.

e. A research faculty member is expected to serve as research advisor for graduate students. A research faculty member can be a voting member of

thesis committees. However, the student's academic advisor must be a tenured or tenure track faculty member.

f.  A research faculty member may be invited to meetings of the tenured/tenure track faculty, but shall not have the privilege of voting.

## Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment and reappointment of research faculty, together with other supporting documentation as detailed in the School's appointment procedures. The office of the ~~dean of engineering~~Dean of Engineering will not routinely check the availability of  funding for a research faculty appointment. It is assumed that in signing the paperwork, the  department chair, or, if the appointment is in the Division of Education and Student Programs,  the director of the division, is certifying that sufficient funding is available.

Par. 2. Departments must prepare and submit the appropriate affirmative action paperwork, prior to recommending a new appointment.

Par. 3. Annual performance reviews shall be completed for all incumbents using the school Faculty Activity Report, prior to processing the annual faculty reappointment form.

Par. 4. Research faculty members shall receive an appointment letter, including the term of the appointment, upon their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent reappointments may be made using the faculty appointment form.

## ARTICLE IV — SECONDARY APPOINTMENTS

### Section A. Policies

Par. 1. ELIGIBILITY. Faculty with secondary appointments must have a primary faculty appointment in another department in the University and thus are members of the faculty of the University and also the school, depending on the location of their primary appointment. As such, faculty with secondary appointments are governed by the *Faculty Handbook*.

Par. 2. PURPOSE. Faculty with secondary appointments are intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

a.  Secondary appointments may be made at the ranks of Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor, based on criteria described in Article I, "Policies and Standards for Appointment, Reappointment, Promotion & Tenure." Secondary appointments are designated for persons who hold primary faculty appointments within the

University. No faculty member may hold a secondary appointment at a rank higher than the rank of the primary appointment. Secondary appointments are considered to be part-time. Compensation may or may not be involved. If compensation is to be made, a transfer of funds between departments or schools may be arranged. There is no additional compensation paid directly to the individual.

b. Secondary appointments must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. Secondary appointments require approval by a majority of the tenured/tenure track faculty of equal or higher rank within a department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division. Secondary appointments also require the approval of the chair and dean (if another school) of the primary department or school.

c. The dean of engineeringDean of Engineering shall review and make final decisions regarding all secondary appointments of faculty within the school.

d. The dean of engineeringDean of Engineering shall review and recommend to the Provost all secondary appointments for faculty whose primary appointments are in another school.

e. All offers of appointment shall come from the office of the dean of engineeringDean of Engineering.

f. Secondary appointments shall be made for a specific period of time, not greater than one fiscal year. Re-appointments may be issued on an annual basis, subject to the approval of the secondary department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and director of the division, and the dean of engineeringDean of Engineering, and the Provost if required under Par. 3.d.

Par. 4. TERMINATION

a. If reappointment of a secondary appointment is not made, the secondary appointment shall terminate at the end of the current appointment term.

b. When a faculty member vacates a primary appointment, the secondary appointment shall terminate at the same time.

Par. 7. RIGHTS AND RESPONSIBILITIES

a. Faculty with secondary appointments may teach, contingent on the approval of the secondary department chair, and, if the appointment is in the Division of Education and Student Programs, by the director of the division, the dean of engineeringDean of Engineering, and the primary department chair.

b. Faculty with secondary appointments may engage in academic advising or any other functions of the school.

c. Faculty with secondary appointments may serve as thesis advisors of graduate students and may be voting members of thesis committees.

d. Faculty with secondary appointments may submit external research proposals serving as principal or co-principal investigators, subject to University policies. It is expected that faculty with secondary appointments will submit proposals through the department or school where they hold their primary appointment.

e. Faculty members holding only secondary appointments in the school may be invited to meetings of the regular faculty, but shall not have the privilege of voting.

## Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV for each new appointment or for each occasion when approval is sought for a faculty member with a secondary appointment to teach, together with other supporting documentation as detailed in the School's appointment procedures.

Par. 2. Faculty with secondary appointments shall receive an appointment letter with their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent re-appointments may be made using the faculty appointment form.

# ARTICLE V — ADJUNCT FACULTY APPOINTMENTS

## Section A. Policies

Par. 1. CATEGORY. Adjunct faculty are members of the University faculty of the School under the category of special faculty members. Special faculty members are covered by the provisions of the *Faculty Handbook* except where provisions of the *Faculty Handbook* exclude application of a provision to special faculty.

Par. 2. PURPOSE. The appointment of Adjunct faculty is intended to add expertise to the school in all of its academic endeavors of teaching and scholarly work.

Par. 3. APPOINTMENTS

a. Adjunct faculty may be appointed at the ranks of Adjunct Instructor, Adjunct Senior Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. The appropriate rank is based on the individual's qualifications and experience relative to tenured/tenure track faculty at similar ranks, as described in Article I, "Policies and Standards for Appointment,

Reappointment, Promotion & Tenure." The title is used for individuals who hold primary staff or administrative positions within the University or for individuals whose primary appointments are held outside the University. Adjunct faculty appointments are considered part-time (less than 50% time) and do not normally provide compensation to the appointee unless the appointee serves as a guest lecturer or teaches undergraduate or graduate courses with approval of the ~~dean of engineering~~Dean of Engineering. Compensation for such activities shall be determined by the department chair and the ~~dean of engineering~~Dean of Engineering, and shall be commensurate with the responsibilities.

b. The appointment of an adjunct faculty member must be initiated by and based in a department of the School, or in the Division of Education and Student Programs. The appointment of an adjunct faculty member requires approval by a majority of the tenured/tenure track faculty of equal or higher rank within the department requesting the appointment, or if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division.

c. The ~~dean of engineering~~Dean of Engineering shall review and make final decisions regarding all adjunct appointments.

d. All offers of appointment shall come from the office of the ~~dean of engineering~~Dean of Engineering.

e. Adjunct appointments shall be made for a specific period of time, not greater than one fiscal year. If recommended by the department, or, if the appointment is in the Division of Education and Student Programs, by the advisory board and the director of the division, and the ~~dean of engineering~~Dean of Engineering, reappointments may be issued on an annual basis.

Par. 4. TERMINATION

a. If reappointment is not made, the appointment shall terminate at the end of the current appointment term.

b. Adjunct faculty appointments may be terminated prior to the end of the current appointment term for (1) just cause using the same definition which applies to University faculty in the *Faculty Handbook*, Chapter 3, Part One, §I.E.3; (2) for failure to meet the standards applicable to the appointment; or (3) for lack of funding to support the appointment.

c. Adjunct faculty are not entitled to severance pay.

Par. 5. RIGHTS AND RESPONSIBILITIES

a. Adjunct faculty may teach, contingent on the approval of the department chair, and, if the appointment is in the Division of Education and Student

10.5.17 2.2.17

Programs, by the director of the division, and the ~~dean of engineering~~Dean of Engineering.

b. Adjunct faculty cannot engage in academic advising of students or any other University service functions on a regular basis.

c. Adjunct faculty may serve as thesis advisors of graduate students and may be voting members of thesis committees.

d. An adjunct faculty member may not serve as principal or co-principal investigator on externally funded research proposals, but may serve as a consultant when the principal investigator is a faculty member of the department.

e. Adjunct faculty members may be invited to meetings of the tenured/tenure track faculty, but shall not have the privilege of voting.

## Section B. Procedures

Par. 1. Departments must submit a completed Case School of Engineering Appointment Form and a current CV, together with other supporting documentation as detailed in the School's appointment procedures, for each new appointment or for each occasion when approval is sought for an adjunct faculty member to teach.

Par. 2. Adjunct faculty members shall receive an appointment letter with their initial appointment. The letter of appointment shall state that the appointment is subject to the policies and procedures set forth in this document. Subsequent re-appointments may be made using the faculty appointment form.

**FSCUE Recommendations on Course Evaluations***

1.  Rather than coerce students to fill out course evaluations by tying release of course grades to completion of evaluations, the data on evaluation rates for each course/instructor, department and school/college should be provided to those individuals who are responsible for the quality of undergraduate teaching (*provost* → *deans* → *department chairs* → *instructors*).  If any of those responsible parties determines that the participation rate is insufficient for their purposes, he or she can encourage instructors to have students complete the evaluation in class or provide incentives for completing the evaluation outside of class.

2.  Course Evaluations should remain open to students until 11:59 p.m. on the last day of ~~final grades~~ final exams ~~are due for all students~~ each semester.  ~~This is normally two days after final exams end and gives instructors the option to delay posting of grades until course evaluations close.~~**

3.  Course Evaluations should be better advertised and easier (faster) for students, faculty and staff to locate and use.


* Approved by FSCUE on March 21, 2007
** Revised by the Faculty Senate Executive Committee on October 10, 2017

| Bin | Frequency |
|---|---|
| 0 | 534 |
| 10 | 68 |
| 20 | 243 |
| 30 | 253 |
| 40 | 228 |
| 50 | 147 |
| 60 | 70 |
| 70 | 55 |
| 80 | 49 |
| 90 | 39 |
| 100 | 100 |
| More | 0 |
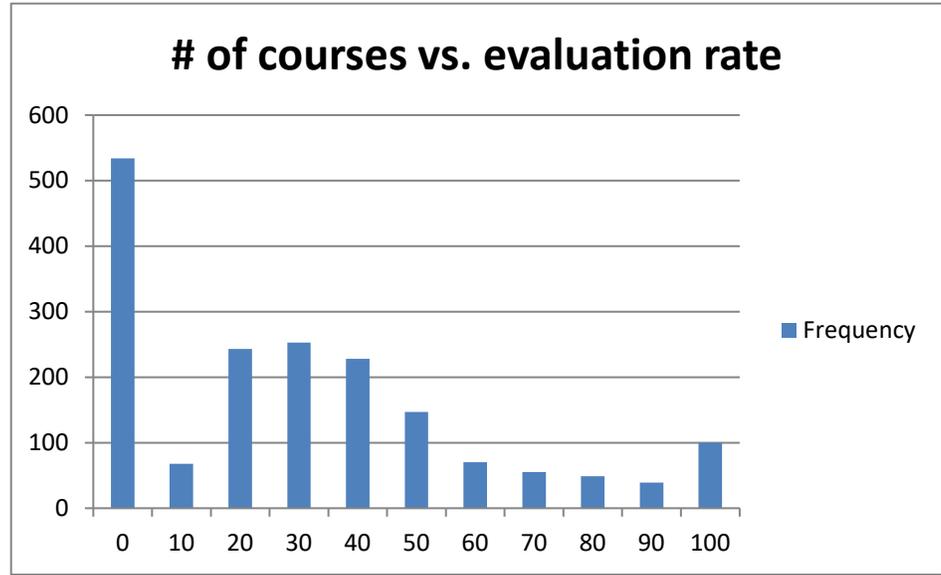
**# of courses vs. evaluation rate**

| Term | Course Listings: **DEPAARTMENT & SCHOOL GROUPINGS AT END** |
|---|---|
| Spring 2016 | ACCT 314 (5062) |
| Spring 2016 | BAFI 372 (4993)/ECON 372 (5004) |
| Spring 2016 | ENGL 368 (2554)/ENGL 468 (2562)/WLIT 368 (2603)/ENGL 368C (10415)/WLIT 468 (2604) |
| Spring 2016 | ENGL 398 (2045) |
| Spring 2016 | NURS 430 (5497) |
| Spring 2016 | PSCL 390 (2375) |
| Spring 2016 | EMSE 228 (4644) |
| Spring 2016 | SPAN 320 (1367) |
| Spring 2016 | ECON 391 (5101) |
| Spring 2016 | ENGL 146 (3090) |
| Spring 2016 | FSCS 150 (11297) |
| Spring 2016 | JAPN 202 (1189) |
| Spring 2016 | JAPN 102 (2305) |
| Spring 2016 | NTRN 530 (6069) |
| Spring 2016 | USSY 291T (11005) |
| Spring 2016 | JAPN 202 (1190) |
| Spring 2016 | MATH 120 (1197) |
| Spring 2016 | BIOL 365 (3284)/BIOL 465 (3285) |
| Spring 2016 | FRCH 202 (1168) |
| Spring 2016 | GREK 306 (10448)/WLIT 306 (10450)/WLIT 406 (10451)/GREK 406 (10449) |
| Spring 2016 | BIOL 215L (2630) |
| Spring 2016 | GERO 498 (1170) |
| Spring 2016 | HSTY 299 (3395) |
| Spring 2016 | JAPN 351 (1192) |
| Spring 2016 | MUAP 131 (11248) |
| Spring 2016 | NTRN 532C (6071) |
| Spring 2016 | NURS 671 (5415) |
| Spring 2016 | THTR 399 (1391) |
| Spring 2016 | ARTH 398 (1022) |
| Spring 2016 | ARTS 365G (1977) |
| Spring 2016 | BIOL 388 (1561) |
| Spring 2016 | BIOL 389 (1587) |
| Spring 2016 | COGS 399 (2417) |
| Spring 2016 | COSI 390 (11359) |
| Spring 2016 | CRSP 410 (11433) |
| Spring 2016 | CRSP 504 (6266) |
| Spring 2016 | DANC 644 (1152) |
| Spring 2016 | EDUC 495 (10511) |
| Spring 2016 | EECS 397 (11511) |
| Spring 2016 | EECS 649 (4186) |
| Spring 2016 | EEPS 512 (2515) |
| Spring 2016 | EEPS 512 (2917) |
| Spring 2016 | EMAC 398 (4264) |
| Spring 2016 | EMAC 690 (4750) |
| Spring 2016 | HBRW 102 (1175) |

| | |
|---|---|
| Spring 2016 | HSTY  451 (10592) |
| Spring 2016 | HSTY  497 (1982) |
| Spring 2016 | INTL  398 (2475) |
| Spring 2016 | JAPN  398 (1193) |
| Spring 2016 | JAPN  399 (1924) |
| Spring 2016 | MUAP  122 (2257) |
| Spring 2016 | MUAP  131 (11190) |
| Spring 2016 | MUAP  131 (2890) |
| Spring 2016 | MUAP  222 (2692) |
| Spring 2016 | MUAP  322 (2260) |
| Spring 2016 | MUAP  524 (11171) |
| Spring 2016 | MUAP  524 (11466) |
| Spring 2016 | MUDE  202 (3560) |
| Spring 2016 | MUED  501 (2903) |
| Spring 2016 | NUED  443 (11439) |
| Spring 2016 | NUND  611 (5447) |
| Spring 2016 | NUND  619 (10904) |
| Spring 2016 | NUND  619 (5451) |
| Spring 2016 | NUND  619 (5457) |
| Spring 2016 | NUND  619 (5490) |
| Spring 2016 | NUND  619 (5546) |
| Spring 2016 | NUND  620 (5442) |
| Spring 2016 | NUND  620 (5476) |
| Spring 2016 | NUND  620 (5585) |
| Spring 2016 | NURS  671 (11343) |
| Spring 2016 | NURS  671 (5333) |
| Spring 2016 | PHIL  399 (2104) |
| Spring 2016 | PHYS  204 (1426) |
| Spring 2016 | PHYS  492 (1287) |
| Spring 2016 | POSC  408 (11259) |
| Spring 2016 | PSCL  395 (10357) |
| Spring 2016 | SASS  390 (11518) |
| Spring 2016 | SASS  390 (5620) |
| Spring 2016 | SOCI  398 (1505) |
| Spring 2016 | SPAN  399 (1370) |
| Spring 2016 | ENGL  367 (1158)/ENGL  467 (3083) |
| Spring 2016 | ORBH  250 (5015) |
| Spring 2016 | BIOL  300 (1058)/EBME  300 (4193) |
| Spring 2016 | EBME  202 (3848) |
| Spring 2016 | PSCL  404 (10321) |
| Spring 2016 | USSY  287M (5904) |
| Spring 2016 | USNA  265 (11026) |
| Spring 2016 | CHIN  102 (1123) |
| Spring 2016 | NTRN  434 (6066) |
| Spring 2016 | USSO  289C (5887) |
| Spring 2016 | USSY  291P (10899) |
| Spring 2016 | ORBH  303 (5192) |

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|---|---|
| Spring 2016 | SPAN 358 (10841)/SPAN 458 (10879)/WLIT 358 (10880)/WLIT 458 (10881)/ETHS 358 (10882) |
| Spring 2016 | PHYS 121 (1411) |
| Spring 2016 | JAPN 101 (3299) |
| Spring 2016 | CHIN 102 (2258) |
| Spring 2016 | BAFI 355 (5100) |
| Spring 2016 | EECS 340 (10756)/EECS 340 (4402) |
| Spring 2016 | PHYS 414 (1284) |
| Spring 2016 | NURS 430 (5316) |
| Spring 2016 | PSCL 408 (1319) |
| Spring 2016 | ORBH 370 (10782)/WGST 370 (11044) |
| Spring 2016 | PHYS 116 (1267) |
| Spring 2016 | PHYS 204 (1425) |
| Spring 2016 | ECON 326 (5065) |
| Spring 2016 | USSO 290Y (11264) |
| Spring 2016 | PHYS 116 (1408) |
| Spring 2016 | PHYS 122 (2887) |
| Spring 2016 | USNA 288B (11006) |
| Spring 2016 | NURS 474 (5389) |
| Spring 2016 | ACCT 101 (4980) |
| Spring 2016 | ECON 341 (5003)/BAFI 341 (4988) |
| Spring 2016 | ECHE 461 (3919) |
| Spring 2016 | ECON 328 (10779) |
| Spring 2016 | ACCT 101 (4981) |
| Spring 2016 | ECON 395 (5066) |
| Spring 2016 | NURS 342 (5303) |
| Spring 2016 | BAFI 357 (4991) |
| Spring 2016 | EECS 469 (10703)/EECS 369 (10702) |
| Spring 2016 | EMAE 460 (4038) |
| Spring 2016 | JAPN 201 (11169) |
| Spring 2016 | PHYS 208 (2601) |
| Spring 2016 | ECON 427 (5256)/ECON 327 (10778) |
| Spring 2016 | ENGL 398 (2569) |
| Spring 2016 | EECS 345 (10695)/EECS 345 (4555) |
| Spring 2016 | EECS 132 (4492) |
| Spring 2016 | NURS 343 (5304) |
| Spring 2016 | MUED 305 (1240) |
| Spring 2016 | NTRN 455 (10869) |
| Spring 2016 | PHYS 442 (10325) |
| Spring 2016 | SOCI 203 (1349) |
| Spring 2016 | COSI 321 (1133)/COSI 421 (1137) |
| Spring 2016 | ECHE 462 (3920) |
| Spring 2016 | ECHE 469 (3921) |
| Spring 2016 | ENGL 398 (2051) |
| Spring 2016 | EECS 392 (10701)/EECS 392 (10700) |
| Spring 2016 | ECON 102 (4997) |
| Spring 2016 | ENGR 145 (4081) |
| Spring 2016 | ECON 103 (4999) |

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|---|---|
| Spring 2016 | ENGL 369 (2555) |
| Spring 2016 | ECON 338 (5232) |
| Spring 2016 | ENGL 398 (2044) |
| Spring 2016 | JAPN 102 (1186) |
| Spring 2016 | ENGL 203 (1156) |
| Spring 2016 | THTR 316 (3030)/ENGL 316 (3034) |
| Spring 2016 | NURS 511 (5321) |
| Spring 2016 | POSC 367 (10676)/POSC 467 (10677) |
| Spring 2016 | EECS 427 (4692) |
| Spring 2016 | IIME 450B (4102) |
| Spring 2016 | ENGL 398 (2081) |
| Spring 2016 | EECS 233 (3944) |
| Spring 2016 | PSCL 390 (11187) |
| Spring 2016 | ECON 364 (5221) |
| Spring 2016 | ECHE 383 (10966)/ECHE 483 (10970) |
| Spring 2016 | ENGL 301 (10406) |
| Spring 2016 | MATH 224 (1215) |
| Spring 2016 | PHYS 121 (1410) |
| Spring 2016 | MKMR 201 (10781) |
| Spring 2016 | ORBH 251 (5187) |
| Spring 2016 | ENGL 398 (3454) |
| Spring 2016 | ETHS 364 (10480)/POSC 364 (10476)/POSC 464 (10477) |
| Spring 2016 | DSCI 453 (11278)/DSCI 353 (11201) |
| Spring 2016 | POSC 401 (10468)/POSC 301 (10467) |
| Spring 2016 | THTR 532 (10615) |
| Spring 2016 | ENGL 519 (10418) |
| Spring 2016 | HSTY 411 (10665)/HSTY 311 (10664) |
| Spring 2016 | NURS 345 (11364) |
| Spring 2016 | EBME 380 (3859) |
| Spring 2016 | EECS 435 (4475) |
| Spring 2016 | OPRE 207 (5149) |
| Spring 2016 | MATH 343 (1227)/EECS 343 (3955) |
| Spring 2016 | NTRN 366 (6434) |
| Spring 2016 | EMSE 330 (4761) |
| Spring 2016 | HSMC 447 (5097)/BIOS 447 (5098)/IIME 447 (4101) |
| Spring 2016 | USSY 292F (11314) |
| Spring 2016 | BIOL 315 (1516)/BIOL 415 (1521) |
| Spring 2016 | ECON 103 (4998) |
| Spring 2016 | SOCI 275 (3282) |
| Spring 2016 | NTRN 438 (6387) |
| Spring 2016 | ENGL 310 (10410) |
| Spring 2016 | USSY 291A (11012) |
| Spring 2016 | CRSP 450 (10790) |
| Spring 2016 | HSMC 446 (5012)/IIME 446 (4100) |
| Spring 2016 | ORBH 251 (5016) |
| Spring 2016 | MKMR 201 (5021) |
| Spring 2016 | MGMT 395 (10817) |

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|---|---|
| Spring 2016 | ECHE 361 (3911) |
| Spring 2016 | BAFI 356 (4990) |
| Spring 2016 | EECS 341 (3954) |
| Spring 2016 | SOCI 449 (10565)/SOCI 349 (10564) |
| Spring 2016 | NUNP 432 (5278) |
| Spring 2016 | ENGR 145 (4082) |
| Spring 2016 | EMSE 325 (4458) |
| Spring 2016 | NUND 450 (5371) |
| Spring 2016 | ECIV 322 (3933) |
| Spring 2016 | MGMT 201 (5240) |
| Spring 2016 | PSCL 375 (3189) |
| Spring 2016 | PHYS 116 (1407) |
| Spring 2016 | PHYS 121 (1413) |
| Spring 2016 | JDST 233 (10578)/RLGN 233 (10577)/ANTH 233 (10580) |
| Spring 2016 | RLGN 238 (10576) |
| Spring 2016 | ENGL 358 (10497)/ENGL 358C (10498)/ENGL 458 (10783) |
| Spring 2016 | ARTS 214 (1035) |
| Spring 2016 | BIOL 472 (10619) |
| Spring 2016 | EMSE 417 (10787) |
| Spring 2016 | ENGL 183 (3109) |
| Spring 2016 | ARTH 490B (10428) |
| Spring 2016 | ARTH 494E (1873) |
| Spring 2016 | CHEM 397 (2134) |
| Spring 2016 | ECHE 402 (3918) |
| Spring 2016 | EMSE 365 (11390)/EMSE 465 (11389) |
| Spring 2016 | HSTY 151 (10595) |
| Spring 2016 | MUAP 131 (2272) |
| Spring 2016 | MUAP 131 (2354) |
| Spring 2016 | MUAP 322 (2800) |
| Spring 2016 | MUED 320 (3369)/MUED 420 (3370) |
| Spring 2016 | MUED 640 (11436) |
| Spring 2016 | NUND 620 (5449) |
| Spring 2016 | PSCL 395 (3340) |
| Spring 2016 | USSO 290X (11230) |
| Spring 2016 | JAPN 345 (10489)/WLIT 345 (10490) |
| Spring 2016 | PHYS 116 (2534) |
| Spring 2016 | OPRE 301 (5023) |
| Spring 2016 | EBME 305 (4540) |
| Spring 2016 | PHYS 121 (1417) |
| Spring 2016 | ECON 307 (5001) |
| Spring 2016 | PSCL 375 (1310) |
| Spring 2016 | ECON 330 (10780) |
| Spring 2016 | DANC 104 (2560) |
| Spring 2016 | EMSE 421 (10789) |
| Spring 2016 | NURS 518 (5400) |
| Spring 2016 | SOCI 101 (1346) |
| Spring 2016 | EBME 361 (4648)/EBME 461 (4649) |

| Spring 2016 | CHIN 202 (2423) |
|---|---|
| Spring 2016 | ENGL 217B (10495) |
| Spring 2016 | NUNP 402 (5276) |
| Spring 2016 | MATH 223 (2583) |
| Spring 2016 | MATH 497 (10620)/STAT 437 (3064) |
| Spring 2016 | SYBB 501 (6406) |
| Spring 2016 | PHYS 121 (2639) |
| Spring 2016 | PHYS 121 (1414) |
| Spring 2016 | ECON 102 (5144) |
| Spring 2016 | NURS 320 (5299) |
| Spring 2016 | CHIN 399 (3426) |
| Spring 2016 | MATH 121 (1198) |
| Spring 2016 | USSO 290D (11067) |
| Spring 2016 | CHEM 475 (1675)/PHOL 475 (6101)/PHRM 475 (6107)/NEUR 475 (6199)/BIOC 475 (5962) |
| Spring 2016 | COGS 309 (10720)/COGS 409 (1674) |
| Spring 2016 | MUAP 222 (2283) |
| Spring 2016 | NUNP 443 (5496) |
| Spring 2016 | PSCL 532A (1327) |
| Spring 2016 | SPAN 445 (10845)/SPAN 345 (10843) |
| Spring 2016 | PHYS 124 (1270) |
| Spring 2016 | ENGR 396 (11123) |
| Spring 2016 | PHYS 122 (1419) |
| Spring 2016 | USNA 228 (5890) |
| Spring 2016 | EECS 480B (10704)/EBME 480B (10713) |
| Spring 2016 | ENGR 145 (10637) |
| Spring 2016 | PHYS 221 (1274) |
| Spring 2016 | NURS 345 (5355) |
| Spring 2016 | FSCS 150 (5911) |
| Spring 2016 | NTRN 439 (10765) |
| Spring 2016 | STAT 418 (10535)/STAT 318 (10534) |
| Spring 2016 | NTRN 517 (6068) |
| Spring 2016 | MIDS 301 (5020) |
| Spring 2016 | MKMR 348 (5191) |
| Spring 2016 | PHYS 116 (1409) |
| Spring 2016 | EMAC 270 (3999) |
| Spring 2016 | NURS 459 (5524) |
| Spring 2016 | CHIN 202 (1124) |
| Spring 2016 | ENGL 524 (2387) |
| Spring 2016 | MUTH 319 (10643) |
| Spring 2016 | NTRN 454 (6432) |
| Spring 2016 | POSC 326 (10474)/POSC 426 (10475) |
| Spring 2016 | ARTH 102 (1788) |
| Spring 2016 | CHEM 325 (3191)/CHEM 425 (3192) |
| Spring 2016 | PHYS 116 (1406) |
| Spring 2016 | PHYS 121 (1416) |
| Spring 2016 | BIOL 322 (3203)/BIOL 422 (3204) |
| Spring 2016 | ARTS 214 (1973) |

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|---|---|
| Spring 2016 | COSI 444 (2615) |
| Spring 2016 | JAPN 302 (1790) |
| Spring 2016 | MATH 223 (10526) |
| Spring 2016 | MUGN 220 (10732) |
| Spring 2016 | PHYS 116 (3466) |
| Spring 2016 | ECON 102 (4996) |
| Spring 2016 | ENGR 145 (4247) |
| Spring 2016 | NUMN 407 (5272) |
| Spring 2016 | EMAE 481 (11011) |
| Spring 2016 | MATH 121 (1199) |
| Spring 2016 | NURS 609 (10454)/NUND 508 (10453) |
| Spring 2016 | NURS 632 (5495) |
| Spring 2016 | THTR 306 (1386) |
| Spring 2016 | EECS 309 (3948) |
| Spring 2016 | FSCS 150 (11194) |
| Spring 2016 | SPAN 314 (3052) |
| Spring 2016 | NURS 316 (5297) |
| Spring 2016 | ECON 103 (5000) |
| Spring 2016 | HSTY 204 (10662)/HSTY 404 (10663) |
| Spring 2016 | BIOL 432 (3057)/MPHP 432 (6039)/EPBI 432 (5986)/CRSP 432 (6601) |
| Spring 2016 | ENGR 145 (4084) |
| Spring 2016 | ARTH 396 (10425) |
| Spring 2016 | ARTH 382 (10426)/ARTH 482 (10427)/ESTD 382 (10883) |
| Spring 2016 | PHYS 124 (2535) |
| Spring 2016 | ECON 429 (5154)/ECON 329 (5222) |
| Spring 2016 | IIME 435 (4099) |
| Spring 2016 | PHIL 271 (1863)/BETH 271 (5945) |
| Spring 2016 | ECHE 364 (3913) |
| Spring 2016 | NUMN 405 (5271) |
| Spring 2016 | ENGR 145 (4249) |
| Spring 2016 | NUMN 406 (5571) |
| Spring 2016 | PHYS 116 (1525) |
| Spring 2016 | NURS 360 (5309) |
| Spring 2016 | BAFI 359 (4992) |
| Spring 2016 | ECON 103 (5145) |
| Spring 2016 | ENGR 145 (4538) |
| Spring 2016 | ENGR 145 (4083) |
| Spring 2016 | MATH 125 (1202) |
| Spring 2016 | EMAE 487 (4041) |
| Spring 2016 | MATH 302 (10528) |
| Spring 2016 | MGMT 395 (5018) |
| Spring 2016 | PHYS 336 (2362)/PHYS 436 (2363) |
| Spring 2016 | ASTR 433 (10361)/ASTR 333 (10360) |
| Spring 2016 | FRCH 314 (10929) |
| Spring 2016 | PHYS 318 (1280) |
| Spring 2016 | ASTR 202 (2499) |
| Spring 2016 | FSCS 150 (5907) |

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|---|---|
| Spring 2016 | MATH 124 (10523) |
| Spring 2016 | MATH 402 (2414) |
| Spring 2016 | POSC 375 (10669)/POSC 475 (10670) |
| Spring 2016 | COSI 562 (1143) |
| Spring 2016 | EEPS 115 (10375) |
| Spring 2016 | ENGL 320 (10411) |
| Spring 2016 | GRMN 380 (3069) |
| Spring 2016 | MUHI 395B (3053) |
| Spring 2016 | USSO 290U (11192) |
| Spring 2016 | ARAB 102 (10900) |
| Spring 2016 | EECS 413 (4487) |
| Spring 2016 | NUND 607 (5379) |
| Spring 2016 | NUND 620 (5411) |
| Spring 2016 | PHIL 403 (11266)/PHIL 303 (11265) |
| Spring 2016 | SOCI 375 (1496) |
| Spring 2016 | SPAN 102 (2427) |
| Spring 2016 | SPAN 201 (2592) |
| Spring 2016 | CLSC 322 (10446)/CLSC 422 (10447)/WLIT 322 (10442)/WLIT 422 (10443) |
| Spring 2016 | DANC 485 (11412) |
| Spring 2016 | EEPS 390 (3139)/EEPS 490 (3140) |
| Spring 2016 | EMAC 325 (10795) |
| Spring 2016 | ARAB 349 (3084)/WGST 349 (3085)/ETHS 349 (3086) |
| Spring 2016 | FRCH 320 (1169) |
| Spring 2016 | HBRW 202 (1176) |
| Spring 2016 | NURS 423 (11275) |
| Spring 2016 | PSCL 395 (1750) |
| Spring 2016 | SASS 318 (5691) |
| Spring 2016 | SASS 369 (5722) |
| Spring 2016 | ANTH 398 (1683) |
| Spring 2016 | ARTS 310 (1975) |
| Spring 2016 | ARTS 312 (1041) |
| Spring 2016 | ARTS 314 (1042) |
| Spring 2016 | ARTS 399 (1902) |
| Spring 2016 | ARTS 465 (1050) |
| Spring 2016 | ARTS 366A (1047)/ARTS 466A (1051) |
| Spring 2016 | ARTS 366B (1048)/ARTS 466B (1793) |
| Spring 2016 | BIOC 391 (5959) |
| Spring 2016 | COGS 397 (1963) |
| Spring 2016 | DANC 396 (2885) |
| Spring 2016 | DANC 447 (11465) |
| Spring 2016 | EMAC 461 (11150) |
| Spring 2016 | HSTY 476 (3332) |
| Spring 2016 | JAPN 451 (1194) |
| Spring 2016 | MUAP 131 (11178) |
| Spring 2016 | MUAP 322 (2462) |
| Spring 2016 | MUAP 524 (2256) |
| Spring 2016 | MUAP 531 (3449) |

| Spring 2016 | NUND 611 (5398) |
|---|---|
| Spring 2016 | NUND 611 (5443) |
| Spring 2016 | NUND 619 (5584) |
| Spring 2016 | NUND 620 (5436) |
| Spring 2016 | PHYS 329 (1479) |
| Spring 2016 | PSCL 395 (1751) |
| Spring 2016 | RLGN 301 (10574)/RLGN 403 (11520) |
| Spring 2016 | SASS 375D (5655) |
| Spring 2016 | SJUS 200 (3419) |
| Spring 2016 | SPAN 396 (1956) |
| Spring 2016 | STAT 395 (2293) |
| Spring 2016 | PHYS 121 (1268) |
| Spring 2016 | MKMR 201 (5147) |
| Spring 2016 | PHIL 101 (2539) |
| Spring 2016 | IIME 420 (4098) |
| Spring 2016 | EECS 245 (3945) |
| Spring 2016 | ECIV 360 (3936) |
| Spring 2016 | NURS 320 (5301) |
| Spring 2016 | NURS 345 (5566) |
| Spring 2016 | EMSE 327 (4683) |
| Spring 2016 | NUNP 419 (5277) |
| Spring 2016 | FRCH 101 (3469) |
| Spring 2016 | NUND 610 (5392) |
| Spring 2016 | USNA 262 (10893) |
| Spring 2016 | SYBB 459 (6396)/EECS 459 (4428) |
| Spring 2016 | ENGR 397 (11156) |
| Spring 2016 | MUTH 103 (3641) |
| Spring 2016 | NURS 315 (5296) |
| Spring 2016 | EECS 399 (3959) |
| Spring 2016 | ARTH 392 (2938)/ARTH 492 (2939) |
| Spring 2016 | MATH 446 (10927) |
| Spring 2016 | PHYS 121 (2641) |
| Spring 2016 | BIOL 316 (1060)/BIOL 416 (1079)/PATH 416 (6081)/CLBY 416 (6223)/PATH 316 (6429) |
| Spring 2016 | PHYS 365 (3015)/PHYS 465 (3016) |
| Spring 2016 | NURS 120 (5279) |
| Spring 2016 | NURS 405 (10932) |
| Spring 2016 | PHIL 415 (2406)/PHIL 315 (2602) |
| Spring 2016 | EPBI 500 (10792)/CRSP 500 (10791) |
| Spring 2016 | DANC 261 (2559) |
| Spring 2016 | MATH 405 (10873) |
| Spring 2016 | PLCY 425 (5035)/IIME 424 (4554) |
| Spring 2016 | NURS 631 (5353) |
| Spring 2016 | EECS 346 (3956) |
| Spring 2016 | EMAE 488 (10667) |
| Spring 2016 | EMSE 319 (4682) |
| Spring 2016 | USSO 266 (5877) |
| Spring 2016 | ARTH 340 (10429)/ARTH 440 (10430) |

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| Spring 2016 | EMAE 570 (4044) |
| Spring 2016 | NUND 504 (11048) |
| Spring 2016 | NUND 504 (5351) |
| Spring 2016 | PHRM 555 (6109)/SYBB 555 (6407) |
| Spring 2016 | BIOL 340 (1061) |
| Spring 2016 | ASTR 222 (1053) |
| Spring 2016 | MATH 307 (11315) |
| Spring 2016 | PHYS 121 (1415) |
| Spring 2016 | PHYS 316 (1279) |
| Spring 2016 | USSO 289M (11117) |
| Spring 2016 | ECIV 420 (3940) |
| Spring 2016 | ENGL 302 (2553) |
| Spring 2016 | ENGR 145 (4085) |
| Spring 2016 | ENGR 145 (4252) |
| Spring 2016 | MGMT 395 (5188) |
| Spring 2016 | BIOL 492 (1080) |
| Spring 2016 | EBME 427 (3866) |
| Spring 2016 | EMAE 463 (11402) |
| Spring 2016 | HSTY 126 (10579) |
| Spring 2016 | MUHI 612 (10642) |
| Spring 2016 | PHYS 339 (11448) |
| Spring 2016 | MKMR 308 (5148) |
| Spring 2016 | BETH 415B (6399)/BETH 315B (6398) |
| Spring 2016 | NUNP 410 (5467) |
| Spring 2016 | NTRN 365 (6061) |
| Spring 2016 | PHYS 482 (1286) |
| Spring 2016 | STAT 326 (1378)/STAT 426 (1379) |
| Spring 2016 | CHIN 330 (10833) |
| Spring 2016 | MGMT 395 (5190) |
| Spring 2016 | SPAN 317 (2446) |
| Spring 2016 | BIOL 215 (2156) |
| Spring 2016 | EECS 315 (3951) |
| Spring 2016 | MGMT 201 (5114) |
| Spring 2016 | EMSE 120 (4587) |
| Spring 2016 | PHYS 124 (1424) |
| Spring 2016 | USSO 290P (10885) |
| Spring 2016 | USSY 286U (5856) |
| Spring 2016 | BIOL 325 (2616) |
| Spring 2016 | EBME 307 (3850) |
| Spring 2016 | IIME 430B (4404) |
| Spring 2016 | ENGR 145 (4537) |
| Spring 2016 | ECHE 365 (3915) |
| Spring 2016 | NURS 352 (5306) |
| Spring 2016 | BIOC 354 (6517)/BIOC 454 (6518) |
| Spring 2016 | DANC 122 (3244) |
| Spring 2016 | ECHE 365 (4625) |
| Spring 2016 | ECHE 365 (4769) |

| Spring 2016 | EECS 476 (4490) |
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| Spring 2016 | ENGL 303C (10409)/ENGL 303 (1670) |
| Spring 2016 | STAT 446 (1380)/EPBI 482 (5988)/STAT 346 (3347) |
| Spring 2016 | ARTS 210 (1972) |
| Spring 2016 | ARTS 220 (1037) |
| Spring 2016 | ARTS 220 (1039) |
| Spring 2016 | EMSE 220 (4057) |
| Spring 2016 | ENGR 390 (11122) |
| Spring 2016 | FRCH 201 (1167) |
| Spring 2016 | FRCH 202 (3067) |
| Spring 2016 | FRCH 319 (10835) |
| Spring 2016 | MUEN 389 (1263) |
| Spring 2016 | MUGN 308 (10633) |
| Spring 2016 | NTRN 436 (6573) |
| Spring 2016 | ARTH 496 (2936) |
| Spring 2016 | PHIL 371 (3394)/BETH 371 (6501) |
| Spring 2016 | COSI 580 (1144) |
| Spring 2016 | ECIV 456 (4613) |
| Spring 2016 | MATH 424 (1229) |
| Spring 2016 | NTRN 533 (6574) |
| Spring 2016 | NUND 609 (10521) |
| Spring 2016 | NUND 620 (5477) |
| Spring 2016 | NURS 557 (5324) |
| Spring 2016 | SASS 385 (5623) |
| Spring 2016 | SPAN 311 (10915) |
| Spring 2016 | NTRN 361 (6571)/NTRN 461 (6572) |
| Spring 2016 | CHEM 440 (11152)/CHEM 340 (11151) |
| Spring 2016 | ENGR 145 (4250) |
| Spring 2016 | NTRN 360 (6570) |
| Spring 2016 | ENGR 145 (4251) |
| Spring 2016 | MATH 224 (2488) |
| Spring 2016 | EECS 338 (10694)/EECS 338 (4427) |
| Spring 2016 | NTRN 343 (6058) |
| Spring 2016 | DANC 103 (3017) |
| Spring 2016 | ECIV 362 (10571) |
| Spring 2016 | PHYS 352 (1283) |
| Spring 2016 | USSO 290Q (10895) |
| Spring 2016 | IBMS 500 (6402) |
| Spring 2016 | MATH 223 (2582) |
| Spring 2016 | PHYS 121 (1412) |
| Spring 2016 | NURS 338 (5426) |
| Spring 2016 | NURS 339 (5421) |
| Spring 2016 | PHYS 472 (1285) |
| Spring 2016 | STAT 244 (1373) |
| Spring 2016 | USNA 204 (5854) |
| Spring 2016 | USNA 211 (11036) |
| Spring 2016 | USSO 288S (11116) |

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| Spring 2016 | USSO 290W (11225) |
| Spring 2016 | USSY 290O (11191) |
| Spring 2016 | USSY 291B (11021) |
| Spring 2016 | USSY 292G (11365) |
| Spring 2016 | BIOC 612 (5970) |
| Spring 2016 | BIOL 427 (3483)/BIOL 327 (3482) |
| Spring 2016 | BIOL 324 (3060)/BIOL 424 (3061) |
| Spring 2016 | COGS 307 (3046)/COGS 407 (1673) |
| Spring 2016 | COSI 557 (1142) |
| Spring 2016 | DANC 335 (10432)/DANC 535 (10372) |
| Spring 2016 | GRMN 320 (10830) |
| Spring 2016 | MUDE 102 (3558) |
| Spring 2016 | MUEN 385 (11280) |
| Spring 2016 | MUHI 590 (3363) |
| Spring 2016 | NURS 481 (5390) |
| Spring 2016 | RLGN 235 (10675) |
| Spring 2016 | SASS 375C (5656) |
| Spring 2016 | USSO 290R (10896) |
| Spring 2016 | EMAE 285 (4429) |
| Spring 2016 | CHEM 336 (1114) |
| Spring 2016 | CHEM 441 (2637)/CHEM 341 (2642) |
| Spring 2016 | ANTH 310 (10457)/ANTH 410 (10458) |
| Spring 2016 | BAFI 355 (4989) |
| Spring 2016 | ENGR 145 (4248) |
| Spring 2016 | ARTH 552 (10546) |
| Spring 2016 | CRSP 412 (6474) |
| Spring 2016 | CRSP 502 (5978) |
| Spring 2016 | MUGN 201 (3356) |
| Spring 2016 | SOCI 469 (10567) |
| Spring 2016 | SPAN 313 (10840) |
| Spring 2016 | MATH 319 (10721)/MATH 419 (10722)/BIOL 419 (10944)/BIOL 319 (10943)/SYBB 419 (10949)/ |
| Spring 2016 | ENGR 398 (4097) |
| Spring 2016 | EECS 314 (3950) |
| Spring 2016 | EECS 391 (10696)/EECS 391 (3957) |
| Spring 2016 | ACCT 102 (5099) |
| Spring 2016 | ANTH 312 (2932)/ANTH 412 (2933) |
| Spring 2016 | ARTS 101 (1029) |
| Spring 2016 | EDUC 404 (10508)/EDUC 304 (10507) |
| Spring 2016 | SPAN 101 (1359) |
| Spring 2016 | SPAN 101 (2425) |
| Spring 2016 | THTR 103 (2565) |
| Spring 2016 | USNA 288C (11229) |
| Spring 2016 | USSO 290G (10964) |
| Spring 2016 | EECS 499 (10709) |
| Spring 2016 | PHYS 122 (1420) |
| Spring 2016 | ECON 309 (5002) |
| Spring 2016 | BIOL 352 (3097)/BIOL 452 (3098) |

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| Spring 2016 | RLGN 209 (10674) |
| Spring 2016 | SOCI 360 (10561)/SOCI 460 (10562) |
| Spring 2016 | USNA 288R (11065) |
| Spring 2016 | USSO 287P (11142) |
| Spring 2016 | USSY 241 (5882) |
| Spring 2016 | USSY 275 (5878) |
| Spring 2016 | USSY 291Q (11146) |
| Spring 2016 | USSY 292D (11148) |
| Spring 2016 | NURS 210 (5486) |
| Spring 2016 | EECS 442 (4712) |
| Spring 2016 | MATH 201 (1208) |
| Spring 2016 | NURS 320 (5420) |
| Spring 2016 | DANC 461 (1150)/DANC 361 (2448) |
| Spring 2016 | EEPS 101 (3134) |
| Spring 2016 | ACCT 102 (4983) |
| Spring 2016 | EEPS 210 (10378) |
| Spring 2016 | MUGN 212 (10632) |
| Spring 2016 | EMAE 370 (4031) |
| Spring 2016 | NURS 240 (5514) |
| Spring 2016 | MUHI 201 (10634) |
| Spring 2016 | PSCL 403 (11189)/PSCL 352 (3407) |
| Spring 2016 | EMAE 376 (4032) |
| Spring 2016 | STAT 201 (1372) |
| Spring 2016 | EBME 359 (4408) |
| Spring 2016 | NURS 320 (5300) |
| Spring 2016 | EPOM 405 (10731)/EECS 411 (10913) |
| Spring 2016 | MUEN 387 (1255) |
| Spring 2016 | RLGN 221 (10582)/PHIL 221 (10583) |
| Spring 2016 | USSO 201 (5894) |
| Spring 2016 | EECS 301 (3947) |
| Spring 2016 | FRCH 102 (3065) |
| Spring 2016 | MGMT 395 (5150) |
| Spring 2016 | NUND 506 (5368) |
| Spring 2016 | MATH 439 (10766)/STAT 439 (10767) |
| Spring 2016 | ENGL 325 (2928)/ENGL 425 (2929)/ENGL 325C (10412)/THTR 335 (3019) |
| Spring 2016 | ACCT 304 (4986) |
| Spring 2016 | ARTH 484 (10421)/ARTH 384 (10420) |
| Spring 2016 | CHEM 414 (10547) |
| Spring 2016 | EPBI 550 (6616)/CRSP 550 (6569) |
| Spring 2016 | EECS 216 (4713) |
| Spring 2016 | EECS 422 (4640) |
| Spring 2016 | ITAL 102 (1184) |
| Spring 2016 | JAPN 102 (1187) |
| Spring 2016 | MUHI 432 (10638) |
| Spring 2016 | SJUS 350 (11387) |
| Spring 2016 | SYBB 411A (6516)/BIOL 311A (3380)/SYBB 311A (6592) |
| Spring 2016 | ARTS 216 (1036) |

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| Spring 2016 | ARTS 323 (10910) |
| Spring 2016 | DANC 404 (1148) |
| Spring 2016 | BIOL 377 (1064)/BIOL 467 (1519)/EMAE 377 (4033)/EMAE 477 (4040) |
| Spring 2016 | EMSE 330 (4058) |
| Spring 2016 | ENGL 380 (1159) |
| Spring 2016 | NUND 540 (5559) |
| Spring 2016 | SYBB 411B (6590)/BIOL 311B (3381)/SYBB 311B (6593) |
| Spring 2016 | SYBB 411D (6515)/BIOL 311D (3383)/SYBB 311D (6595) |
| Spring 2016 | ANTH 503 (10522) |
| Spring 2016 | ECHE 481 (4677) |
| Spring 2016 | ECIV 424 (4676) |
| Spring 2016 | WLIT 355 (3327)/JAPN 355 (3328) |
| Spring 2016 | MUEN 396 (1257) |
| Spring 2016 | NURS 405 (5313) |
| Spring 2016 | THTR 103 (2566) |
| Spring 2016 | ANTH 381 (1676) |
| Spring 2016 | ANTH 504 (10520) |
| Spring 2016 | ARTS 314 (1976) |
| Spring 2016 | ARTS 399 (2083) |
| Spring 2016 | BIOL 388S (2847) |
| Spring 2016 | CHEM 398 (1777) |
| Spring 2016 | CRSP 410 (6632) |
| Spring 2016 | DSCI 352 (11202) |
| Spring 2016 | EEPS 350 (10386)/EEPS 450 (10387) |
| Spring 2016 | EMAE 552 (11228) |
| Spring 2016 | EPOM 409 (4757) |
| Spring 2016 | GREK 402 (3005)/WLIT 202 (3416)/WLIT 402 (3417)/GREK 202 (2843) |
| Spring 2016 | CLSC 320 (2922)/HSTY 320 (2925) |
| Spring 2016 | LATN 202 (1196)/WLIT 232 (3421)/WLIT 432 (3422)/LATN 402 (3007) |
| Spring 2016 | MUAP 131 (2307) |
| Spring 2016 | MUAP 131 (2911) |
| Spring 2016 | MUAP 131 (3450) |
| Spring 2016 | MUAR 250 (3653) |
| Spring 2016 | MUHI 611 (1262) |
| Spring 2016 | MUHI 699 (3366) |
| Spring 2016 | MUTH 201 (3576) |
| Spring 2016 | MUTH 205 (3579) |
| Spring 2016 | NTRN 390 (6194) |
| Spring 2016 | NUND 619 (5456) |
| Spring 2016 | NURS 400 (11299) |
| Spring 2016 | NURS 671 (5329) |
| Spring 2016 | PHIL 399 (1692) |
| Spring 2016 | PHIL 356 (10433)/PHIL 456 (10434) |
| Spring 2016 | POSC 396 (1903) |
| Spring 2016 | ECHE 399 (3916) |
| Spring 2016 | OPMT 477 (5022)/MSOR 477 (5173)/OPMT 377 (10935) |
| Spring 2016 | OPRE 432 (5093)/MSOR 432 (10922)/OPRE 332 (10924) |

| Spring 2016 | NURS 317 (5298) |
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| Spring 2016 | PHYS 122 (1418) |
| Spring 2016 | EECS 313 (3949) |
| Spring 2016 | BIOL 334 (2372)/BIOL 434 (2373)/BIOC 334 (6374)/BIOC 434 (6375) |
| Spring 2016 | EECS 444 (4694) |
| Spring 2016 | NURS 317 (5525) |
| Spring 2016 | ECHE 363 (3912) |
| Spring 2016 | BIOL 117 (1056) |
| Spring 2016 | NURS 122 (5280) |
| Spring 2016 | ANTH 360 (3042)/WGST 360 (3471)/ANTH 460 (3043) |
| Spring 2016 | ENGL 398 (2046) |
| Spring 2016 | ENGL 398 (2048) |
| Spring 2016 | SYBB 472 (10640)/EBME 472 (4679)/IIME 472 (4496) |
| Spring 2016 | USSY 286V (5861) |
| Spring 2016 | NURS 341 (5302) |
| Spring 2016 | COSI 200 (10921) |
| Spring 2016 | NURS 211A (11418) |
| Spring 2016 | PHYS 122 (1423) |
| Spring 2016 | MATH 330 (3349) |
| Spring 2016 | MGMT 395 (10814) |
| Spring 2016 | MUEN 373 (1249) |
| Spring 2016 | PSCL 335C (1308) |
| Spring 2016 | USNA 287W (10890) |
| Spring 2016 | USSO 286L (5880) |
| Spring 2016 | USSY 292A (11013) |
| Spring 2016 | MATH 224 (1217) |
| Spring 2016 | EMAC 276 (4000) |
| Spring 2016 | MATH 432 (2587) |
| Spring 2016 | MGMT 395 (5228) |
| Spring 2016 | ANAT 411 (5928) |
| Spring 2016 | MKMR 304 (5106) |
| Spring 2016 | MATH 304 (1737)/EECS 302 (4224) |
| Spring 2016 | PSCL 321 (1307) |
| Spring 2016 | ENTP 301 (5010) |
| Spring 2016 | EMAE 359 (4030) |
| Spring 2016 | MATH 223 (2584) |
| Spring 2016 | ACCT 102 (4982) |
| Spring 2016 | ENGL 398 (2047) |
| Spring 2016 | MATH 307 (3348) |
| Spring 2016 | NTRN 351 (6059)/NTRN 451 (6067) |
| Spring 2016 | BIOL 223 (2594) |
| Spring 2016 | CHIN 302 (1125) |
| Spring 2016 | DANC 103 (3028) |
| Spring 2016 | DANC 418 (1149)/DANC 318 (2564) |
| Spring 2016 | EMAE 414 (11153) |
| Spring 2016 | FSCS 150 (5905) |
| Spring 2016 | MUTH 104 (3643) |

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| Spring 2016 | NURS 465 (5388) |
| Spring 2016 | NURS 531 (5323) |
| Spring 2016 | PHYS 352 (10455) |
| Spring 2016 | SOCI 514 (3384) |
| Spring 2016 | SYBB 411C (6591)/BIOL 311C (3382)/SYBB 311C (6594) |
| Spring 2016 | BIOL 308 (1059)/BIOL 408 (1078)/BIOC 408 (5961)/BIOC 308 (5951) |
| Spring 2016 | MATH 223 (1212) |
| Spring 2016 | MATH 422 (10987)/MATH 322 (10872) |
| Spring 2016 | MUTH 108 (3573) |
| Spring 2016 | USNA 288A (11024) |
| Spring 2016 | USSY 290N (11119) |
| Spring 2016 | USSY 290Z (11014) |
| Spring 2016 | CHEM 111 (1099) |
| Spring 2016 | EECS 281 (3946) |
| Spring 2016 | MUHI 434 (10639) |
| Spring 2016 | NUND 510 (5575) |
| Spring 2016 | ACCT 207 (5220) |
| Spring 2016 | CHEM 328 (2390)/CHEM 428 (2391) |
| Spring 2016 | ACCT 403 (5137)/ACCT 203 (5142) |
| Spring 2016 | MATH 223 (1210) |
| Spring 2016 | NURS 211A (11430) |
| Spring 2016 | EMSE 499 (4633) |
| Spring 2016 | BIOL 304 (2960)/BIOL 404 (2961) |
| Spring 2016 | SPAN 202 (1364) |
| Spring 2016 | SPAN 334 (10842)/SPAN 434 (10844) |
| Spring 2016 | USNA 288G (10918) |
| Spring 2016 | USSO 289Y (10884) |
| Spring 2016 | USSY 285V (11018) |
| Spring 2016 | ARTH 270 (10419)/AMST 270 (10536) |
| Spring 2016 | BIOL 215L (2629) |
| Spring 2016 | BIOL 216L (3021) |
| Spring 2016 | EBME 360 (4770) |
| Spring 2016 | EDUC 326 (3387) |
| Spring 2016 | NURS 502 (5499) |
| Spring 2016 | USSY 291F (11068) |
| Spring 2016 | STAT 201 (2590) |
| Spring 2016 | COGS 102 (1671) |
| Spring 2016 | COGS 205 (10719) |
| Spring 2016 | POSC 470C (10472)/POSC 370C (10473) |
| Spring 2016 | USSO 290F (10886) |
| Spring 2016 | PLCY 399 (5032) |
| Spring 2016 | ANTH 215 (1005) |
| Spring 2016 | BIOC 393 (5960) |
| Spring 2016 | ANTH 449 (10460)/ANTH 349 (10459) |
| Spring 2016 | EBME 360 (3857) |
| Spring 2016 | SOCI 366 (10566) |
| Spring 2016 | ARTS 220 (1038) |

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| Spring 2016 | COSI 456 (3012) |
| Spring 2016 | ECIV 321 (3932) |
| Spring 2016 | GRMN 311 (2445) |
| Spring 2016 | HSTY 355 (10588) |
| Spring 2016 | MATH 308 (1224) |
| Spring 2016 | MUHI 342 (1261)/MUHI 442 (3056) |
| Spring 2016 | PHYS 122 (1422) |
| Spring 2016 | THTR 100 (1382) |
| Spring 2016 | USSO 288B (5897) |
| Spring 2016 | ANTH 102 (1003) |
| Spring 2016 | PHYS 310 (1278) |
| Spring 2016 | MATH 223 (10527) |
| Spring 2016 | EECS 304 (4169) |
| Spring 2016 | BIOL 214L (3107) |
| Spring 2016 | ECHE 365 (3914) |
| Spring 2016 | ECHE 470 (3922) |
| Spring 2016 | HSTY 208 (2548) |
| Spring 2016 | EECS 394 (11162)/EECS 494 (11163)/MATH 494 (10868)/MATH 394 (10867) |
| Spring 2016 | ANTH 306 (2930)/ANTH 406 (2931) |
| Spring 2016 | EECS 488 (4639) |
| Spring 2016 | MATH 227 (1222) |
| Spring 2016 | PHYS 332 (1282) |
| Spring 2016 | POSC 383 (10478)/POSC 483 (10479) |
| Spring 2016 | SOCI 344 (10875)/SOCI 444 (10876) |
| Spring 2016 | CHEM 324 (1112) |
| Spring 2016 | MUEN 356 (1248) |
| Spring 2016 | MATH 322 (1225)/MATH 422 (1228) |
| Spring 2016 | NUMN 418 (5384) |
| Spring 2016 | PHYS 326 (10570)/PHYS 426 (10324) |
| Spring 2016 | EECS 344 (4447) |
| Spring 2016 | CLSC 224 (3147)/WLIT 224 (3150) |
| Spring 2016 | EMAE 160 (4024) |
| Spring 2016 | EBME 401D (10488) |
| Spring 2016 | CHEM 113 (1103) |
| Spring 2016 | MGMT 201 (5146) |
| Spring 2016 | STAT 312 (1376) |
| Spring 2016 | EMAE 390 (4578) |
| Spring 2016 | NUMN 409 (10728) |
| Spring 2016 | PLCY 399 (5033) |
| Spring 2016 | ENGL 398 (3455) |
| Spring 2016 | MATH 465 (10531) |
| Spring 2016 | ENGL 307C (10408)/ENGL 307 (10407) |
| Spring 2016 | FRCH 102 (1819) |
| Spring 2016 | NURS 431 (5563) |
| Spring 2016 | USSO 275 (5866) |
| Spring 2016 | USSO 290S (11144) |
| Spring 2016 | USSY 286S (10901) |

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| Spring 2016 | DANC 204 (1145) |
| Spring 2016 | DANC 304 (1146) |
| Spring 2016 | FSTS 100 (5903) |
| Spring 2016 | MGMT 395 (10816) |
| Spring 2016 | MUHI 401 (2030) |
| Spring 2016 | NUND 615 (5427)/NURS 621 (5370) |
| Spring 2016 | USSY 201 (10907) |
| Spring 2016 | BIOL 215L (2626) |
| Spring 2016 | CLSC 431 (10445)/WLIT 331 (10440)/WLIT 431 (10441)/CLSC 331 (10444) |
| Spring 2016 | COSI 452B (1140) |
| Spring 2016 | DANC 104 (2561) |
| Spring 2016 | EBME 618 (4484) |
| Spring 2016 | MATH 224 (3111) |
| Spring 2016 | MUEN 355 (3583) |
| Spring 2016 | NURS 455 (5320) |
| Spring 2016 | PSCL 410 (2115) |
| Spring 2016 | CHST 302 (10923)/ANTH 307 (10925) |
| Spring 2016 | CHEM 430 (1707)/PHOL 430 (6200)/PHRM 430 (6232)/BIOC 430 (6376) |
| Spring 2016 | CHEM 436 (10556) |
| Spring 2016 | DANC 415 (1672)/DANC 315 (2563) |
| Spring 2016 | EMSE 505 (4638) |
| Spring 2016 | GREK 102 (1171) |
| Spring 2016 | HSTY 479 (10596) |
| Spring 2016 | IIME 470 (4242) |
| Spring 2016 | INTH 551 (6026) |
| Spring 2016 | INTL 398 (1182) |
| Spring 2016 | LATN 102 (1195) |
| Spring 2016 | LATN 307 (10436)/WLIT 347 (10438)/WLIT 447 (10439)/LATN 407 (10437) |
| Spring 2016 | MUEN 324 (1247) |
| Spring 2016 | MUTH 202 (3646) |
| Spring 2016 | NUND 611 (5450) |
| Spring 2016 | NUND 619 (5444) |
| Spring 2016 | NURS 494 (5374)/NURS 394 (5376) |
| Spring 2016 | POSC 396 (1299) |
| Spring 2016 | POSC 396 (2389) |
| Spring 2016 | PSCL 530C (1326) |
| Spring 2016 | PSCL 532C (1328) |
| Spring 2016 | PSCL 539 (1329) |
| Spring 2016 | SASS 375B (5657) |
| Spring 2016 | EMAC 677 (4139) |
| Spring 2016 | EECS 321 (3953) |
| Spring 2016 | PSCL 313 (10856) |
| Spring 2016 | ECIV 368 (3937) |
| Spring 2016 | BIOL 214 (1948) |
| Spring 2016 | NURS 240 (5290) |
| Spring 2016 | MATH 324 (1226) |
| Spring 2016 | NURS 431 (10850) |

| Spring 2016 | ECIV 310 (3931) |
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| Spring 2016 | EECS 290 (4530) |
| Spring 2016 | EECS 305 (4194) |
| Spring 2016 | PSCL 102 (1303) |
| Spring 2016 | HSTY 138 (10584) |
| Spring 2016 | HSTY 359 (10589)/HSTY 459 (10593) |
| Spring 2016 | MUEN 374 (1250) |
| Spring 2016 | USNA 287K (5883) |
| Spring 2016 | USSO 287T (10919) |
| Spring 2016 | USSY 290C (5886) |
| Spring 2016 | USSY 292B (11017) |
| Spring 2016 | BIOL 326 (2392)/BIOL 426 (2393) |
| Spring 2016 | ECIV 341 (4473) |
| Spring 2016 | NUAN 460 (5579) |
| Spring 2016 | PHYS 122 (2471) |
| Spring 2016 | PLCY 419 (5034)/IIME 419 (4553) |
| Spring 2016 | STAT 313 (1377) |
| Spring 2016 | EMAE 181 (4025) |
| Spring 2016 | EMAE 355 (4028) |
| Spring 2016 | NTRN 452 (10857) |
| Spring 2016 | NURS 310 (5583) |
| Spring 2016 | STAT 312 (3485) |
| Spring 2016 | EECS 416 (3962) |
| Spring 2016 | ENGL 304C (11326)/ENGL 304 (2927) |
| Spring 2016 | ETHS 252B (10847)/HSTY 259 (3396) |
| Spring 2016 | MUTH 208 (3640) |
| Spring 2016 | ORIG 101 (10962) |
| Spring 2016 | SPAN 317 (2429) |
| Spring 2016 | USSY 291K (11004) |
| Spring 2016 | USSY 292E (11226) |
| Spring 2016 | EECS 325 (10769)/EECS 325 (10770) |
| Spring 2016 | EBME 359 (4409) |
| Spring 2016 | EBME 406 (10487)/EMAC 471 (11474) |
| Spring 2016 | EMAE 363 (4759) |
| Spring 2016 | INTH 301 (6024)/INTH 401 (6025) |
| Spring 2016 | POSC 453 (10855)/POSC 353 (10854) |
| Spring 2016 | NURS 160 (5288) |
| Spring 2016 | ESTD 101 (1164) |
| Spring 2016 | NUMN 419 (10733) |
| Spring 2016 | NURS 451 (10928) |
| Spring 2016 | NURS 502 (5500) |
| Spring 2016 | PHIL 330 (3196)/PHIL 430 (3197) |
| Spring 2016 | NEUR 402 (6053)/BIOL 402 (1077) |
| Spring 2016 | BIOL 358 (1523)/BIOL 458 (1524) |
| Spring 2016 | EMSE 379 (10788) |
| Spring 2016 | USNA 287Z (10887) |
| Spring 2016 | USSY 289J (5864) |

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| Spring 2016 | USSY 290Y (11019) |
| Spring 2016 | ARTS 320 (1044) |
| Spring 2016 | BIOC 641 (5971) |
| Spring 2016 | CHEM 290 (10558) |
| Spring 2016 | CHEM 306 (2636) |
| Spring 2016 | COSI 560 (2546) |
| Spring 2016 | DANC 385 (2556) |
| Spring 2016 | DANC 346 (3432)/DANC 446 (2089) |
| Spring 2016 | EBME 360 (4771) |
| Spring 2016 | EECS 480R (11363)/EBME 480R (4803) |
| Spring 2016 | EDUC 386 (2631)/EDUC 486 (2632) |
| Spring 2016 | FSCS 150 (5912) |
| Spring 2016 | NUND 509 (5365) |
| Spring 2016 | NURS 444A (10822) |
| Spring 2016 | PSCL 451 (1323) |
| Spring 2016 | RUSN 102 (1344) |
| Spring 2016 | EBME 309 (3851) |
| Spring 2016 | BLAW 331 (5143) |
| Spring 2016 | EMAC 378 (4253)/EMAC 478 (4254) |
| Spring 2016 | PHYS 166 (1271) |
| Spring 2016 | EMAC 403 (4135) |
| Spring 2016 | ENGR 225 (4092) |
| Spring 2016 | MATH 126 (1206) |
| Spring 2016 | SOCI 101 (1347) |
| Spring 2016 | POSC 160 (1297) |
| Spring 2016 | MGMT 398 (5038) |
| Spring 2016 | ACCT 306 (10777) |
| Spring 2016 | CHEM 605 (1122) |
| Spring 2016 | CLSC 232 (1126)/HSTY 232 (1178) |
| Spring 2016 | MGMT 395 (5189) |
| Spring 2016 | NURS 338 (5425) |
| Spring 2016 | NURS 339 (5423) |
| Spring 2016 | UCAP 395 (11045) |
| Spring 2016 | USNA 272 (10892) |
| Spring 2016 | EMAE 260 (4526) |
| Spring 2016 | MATH 224 (1216) |
| Spring 2016 | PSCL 350 (10320) |
| Spring 2016 | ENGL 180 (2070) |
| Spring 2016 | NURS 425 (5413) |
| Spring 2016 | PHYS 351 (1429) |
| Spring 2016 | CHEM 119 (1057) |
| Spring 2016 | CHEM 234 (1109) |
| Spring 2016 | CHEM 302 (1110) |
| Spring 2016 | NTRN 201 (6057) |
| Spring 2016 | EMAC 404 (4168) |
| Spring 2016 | ENGR 210 (4087) |
| Spring 2016 | PHYS 250 (1276) |

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| Spring 2016 | MATH 122 (1200) |
| Spring 2016 | PHYS 324 (1281) |
| Spring 2016 | EBME 359 (4508) |
| Spring 2016 | NURS 201 (5289) |
| Spring 2016 | BIOL 215L (2158) |
| Spring 2016 | EECS 398 (3958) |
| Spring 2016 | FRCH 101 (1817) |
| Spring 2016 | MUHI 314 (10635) |
| Spring 2016 | NURS 356 (5308) |
| Spring 2016 | USSO 234 (5898) |
| Spring 2016 | USSY 290V (11020) |
| Spring 2016 | ARTS 220 (1862) |
| Spring 2016 | CHEM 342 (10723)/CHEM 442 (3089) |
| Spring 2016 | COSI 340 (1134)/COSI 440 (1877) |
| Spring 2016 | ECIV 422 (4443) |
| Spring 2016 | EECS 425 (10771)/EECS 425 (10772) |
| Spring 2016 | ENGR 350U (11416) |
| Spring 2016 | GRMN 202 (1174) |
| Spring 2016 | MATH 224 (1219) |
| Spring 2016 | POSC 380A (10469) |
| Spring 2016 | PSCL 394 (10937) |
| Spring 2016 | SOCI 264 (10563) |
| Spring 2016 | USNA 249 (11223) |
| Spring 2016 | ARTS 212 (1034) |
| Spring 2016 | DANC 641 (1151) |
| Spring 2016 | EECS 416 (10718) |
| Spring 2016 | EMAC 423 (4515) |
| Spring 2016 | EMSE 125 (4410) |
| Spring 2016 | MUAP 131 (2306) |
| Spring 2016 | MUAP 131 (2321) |
| Spring 2016 | MUAP 131 (2867) |
| Spring 2016 | MUDE 102 (3587) |
| Spring 2016 | MUED 200P (10625) |
| Spring 2016 | MUED 355 (10628) |
| Spring 2016 | NTRN 531 (6070) |
| Spring 2016 | PHYS 302 (1277) |
| Spring 2016 | PSCL 426 (1320) |
| Spring 2016 | PSCL 430 (1321) |
| Spring 2016 | PSCL 453 (11273) |
| Spring 2016 | RLGN 399 (1343) |
| Spring 2016 | CHEM 224 (1105) |
| Spring 2016 | NTRN 364 (6060) |
| Spring 2016 | SOCI 203 (1350) |
| Spring 2016 | BIOL 343 (1062)/BIOL 443 (3002) |
| Spring 2016 | EBME 402 (4470) |
| Spring 2016 | EBME 310 (3852) |
| Spring 2016 | CHEM 223 (2614) |

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| Spring 2016 | MATH 224 (1218) |
| Spring 2016 | BIOL 215L (2399) |
| Spring 2016 | BIOL 342 (2072)/BIOL 442 (2073) |
| Spring 2016 | PHYS 122 (1269) |
| Spring 2016 | GRMN 101 (1954) |
| Spring 2016 | COGS 311 (3201)/COGS 411 (3278) |
| Spring 2016 | EMAE 290 (4027) |
| Spring 2016 | THTR 100 (2567) |
| Spring 2016 | USNA 287J (11166) |
| Spring 2016 | USNA 287U (5920) |
| Spring 2016 | USSO 243 (5900) |
| Spring 2016 | USSY 292C (11147) |
| Spring 2016 | ECIV 351 (3935) |
| Spring 2016 | ANTH 102 (2407) |
| Spring 2016 | MATH 122 (1201) |
| Spring 2016 | ANTH 107 (1004) |
| Spring 2016 | ENGR 131 (4079) |
| Spring 2016 | MUEN 385 (1253) |
| Spring 2016 | PSCL 388 (1311) |
| Spring 2016 | POSC 109 (2007) |
| Spring 2016 | BIOL 214L (3108) |
| Spring 2016 | HSTY 102 (10586)/CLSC 102 (10598) |
| Spring 2016 | BIOL 302 (3031)/COGS 322 (3032) |
| Spring 2016 | COSI 220 (1132) |
| Spring 2016 | EBME 616 (4483) |
| Spring 2016 | GRMN 102 (1172) |
| Spring 2016 | HSTY 137 (10581) |
| Spring 2016 | USNA 247 (5889) |
| Spring 2016 | USNA 288S (11066) |
| Spring 2016 | USSY 290U (11121) |
| Spring 2016 | JAPN 225 (1191)/WLIT 225 (1400) |
| Spring 2016 | SOCI 101 (3462) |
| Spring 2016 | RLGN 218 (10810) |
| Spring 2016 | NTRN 201 (6267) |
| Spring 2016 | BIOL 215L (2394) |
| Spring 2016 | CHEM 233 (2610) |
| Spring 2016 | ANTH 354 (3039)/ANTH 454 (3041) |
| Spring 2016 | MATH 224 (1221) |
| Spring 2016 | ENGR 131 (4075) |
| Spring 2016 | PSCL 101 (1302) |
| Spring 2016 | EMAE 250 (4026) |
| Spring 2016 | HSTY 113 (1180) |
| Spring 2016 | PSCL 315 (1306) |
| Spring 2016 | ENGR 200 (4086) |
| Spring 2016 | CHEM 113 (1804) |
| Spring 2016 | POSC 172 (10668) |
| Spring 2016 | BIOL 215L (2157) |

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| Spring 2016 | COSI 220 (3011) |
| Spring 2016 | BIOC 373 (10342) |
| Spring 2016 | EECS 352 (4581) |
| Spring 2016 | EMAC 125 (3998) |
| Spring 2016 | ENGL 398 (2049) |
| Spring 2016 | MGMT 395 (5153) |
| Spring 2016 | MUEN 358 (3563) |
| Spring 2016 | SOCI 300 (1351) |
| Spring 2016 | STAT 333 (3062)/STAT 433 (3063) |
| Spring 2016 | THTR 100 (1381) |
| Spring 2016 | USNA 288T (11193) |
| Spring 2016 | ANAT 491 (5929) |
| Spring 2016 | ANTH 378 (1007)/ANTH 478 (1012) |
| Spring 2016 | ARTS 106 (1030) |
| Spring 2016 | EMSE 220 (4645) |
| Spring 2016 | ENGL 150 (11331) |
| Spring 2016 | MUEN 370 (2849) |
| Spring 2016 | MUEN 397 (1258) |
| Spring 2016 | NURS 444C (5319) |
| Spring 2016 | ANTH 481 (1013) |
| Spring 2016 | ASTR 310 (1054) |
| Spring 2016 | ASTR 351 (1055) |
| Spring 2016 | CHEM 316 (3474)/CHEM 416 (3475) |
| Spring 2016 | EECS 316 (3952) |
| Spring 2016 | EEPS 417 (10377)/EEPS 317 (10376) |
| Spring 2016 | ENGR 400C (9869) |
| Spring 2016 | JAPN 102 (1188) |
| Spring 2016 | PHIL 305 (10394)/PHIL 405 (10506) |
| Spring 2016 | SASS 325 (5652) |
| Spring 2016 | UCAP 395 (11046) |
| Spring 2016 | MUEN 383 (1252) |
| Spring 2016 | PSCL 353 (2956) |
| Spring 2016 | BIOL 344 (1063) |
| Spring 2016 | BETH 460 (10327)/PHIL 360 (3393)/BETH 360 (6600) |
| Spring 2016 | STAT 312R (10533) |
| Spring 2016 | EBME 360 (3858) |
| Spring 2016 | MATH 363 (10529) |
| Spring 2016 | NURS 354 (5307) |
| Spring 2016 | OPMT 450 (5128)/MSOR 450 (5172)/OPMT 350 (10934) |
| Spring 2016 | PHIL 101 (3188) |
| Spring 2016 | BIOL 216 (3133) |
| Spring 2016 | ANTH 103 (3072) |
| Spring 2016 | NURS 260 (5295) |
| Spring 2016 | ACCT 301 (4985) |
| Spring 2016 | ACCT 305 (5185) |
| Spring 2016 | BIOL 215L (2397) |
| Spring 2016 | EBME 318 (3853) |

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| Spring 2016 | EECS 376 (4488) |
| Spring 2016 | ENGL 370 (10870) |
| Spring 2016 | GRMN 102 (1173) |
| Spring 2016 | MGMT 395 (5019) |
| Spring 2016 | MUAP 30 (2226) |
| Spring 2016 | PHYS 122 (2853) |
| Spring 2016 | SOCI 325 (2164) |
| Spring 2016 | EDUC 338 (1153)/PSCL 338 (1309)/SOCI 338 (1353) |
| Spring 2016 | USSY 291V (11016) |
| Spring 2016 | EECS 395 (4195) |
| Spring 2016 | NTRN 397 (6062) |
| Spring 2016 | STAT 201 (1371) |
| Spring 2016 | EBME 327 (3854) |
| Spring 2016 | MUEN 393 (1842) |
| Spring 2016 | NTRN 201 (6602) |
| Spring 2016 | EMAC 476 (11554)/EMAC 376 (4005) |
| Spring 2016 | EMAC 352 (4630) |
| Spring 2016 | COGS 202 (1128) |
| Spring 2016 | CHEM 233 (2611) |
| Spring 2016 | EMAC 355 (4003) |
| Spring 2016 | ECIV 330 (3934) |
| Spring 2016 | ARTS 101 (2918) |
| Spring 2016 | HSTY 203 (3291)/PHIL 203 (2937) |
| Spring 2016 | RLGN 260 (10673) |
| Spring 2016 | SJUS 100 (2570) |
| Spring 2016 | THTR 111 (3027) |
| Spring 2016 | USSO 290V (11224) |
| Spring 2016 | USSY 291Z (11015) |
| Spring 2016 | WLIT 368 (10503)/ENGL 368 (10501) |
| Spring 2016 | NURS 503 (5393) |
| Spring 2016 | POSC 310 (10463)/POSC 410 (10464) |
| Spring 2016 | SPAN 201 (1362) |
| Spring 2016 | SPAN 202 (1365) |
| Spring 2016 | USSO 289J (11167) |
| Spring 2016 | HSTY 157 (10585)/WGST 257 (10597) |
| Spring 2016 | CHEM 234 (2940) |
| Spring 2016 | EECS 500 (3964) |
| Spring 2016 | SOCI 465 (10560)/SOCI 365 (10559) |
| Spring 2016 | COSI 109 (1131) |
| Spring 2016 | EMAC 560 (10808) |
| Spring 2016 | ENGL 150 (1154) |
| Spring 2016 | HSTY 339 (2378) |
| Spring 2016 | MGMT 395 (5151) |
| Spring 2016 | PHYS 122 (2550) |
| Spring 2016 | SPAN 101 (2588) |
| Spring 2016 | USSO 286L (5875) |
| Spring 2016 | USSY 280 (5862) |

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| Spring 2016 | USSY  288C (11258) |
| Spring 2016 | USSY  290P (10898) |
| Spring 2016 | MUEN  382 (1251) |
| Spring 2016 | EBME  426 (4678) |
| Spring 2016 | CHEM  106 (1098) |
| Spring 2016 | PSCL  101 (1301) |
| Spring 2016 | EBME  359 (4541) |
| Spring 2016 | PHYS  122 (1528) |
| Spring 2016 | EBME  325 (4687) |
| Spring 2016 | ASTR  201 (2498) |
| Spring 2016 | COSI  313 (2618)/COSI  413 (2619) |
| Spring 2016 | EBME  360 (3855) |
| Spring 2016 | EMAC  372 (4004) |
| Spring 2016 | USSO  285J (10906) |
| Spring 2016 | USSO  290C (11027) |
| Spring 2016 | ANTH  376 (10569) |
| Spring 2016 | EECS  434 (4693) |
| Spring 2016 | NUND  541 (10513) |
| Spring 2016 | THTR  402 (10610) |
| Spring 2016 | THTR  474 (10617) |
| Spring 2016 | THTR  501 (1392) |
| Spring 2016 | THTR  579 (10616) |
| Spring 2016 | ANTH  435 (10515)/ANTH  335 (10514) |
| Spring 2016 | CHEM  234 (1107) |
| Spring 2016 | MGMT  201 (5224) |
| Spring 2016 | BIOL  214L (1847) |
| Spring 2016 | MATH  125 (10524) |
| Spring 2016 | EMAE  398 (4036) |
| Spring 2016 | MATH  126 (1205) |
| Spring 2016 | EMAC  461 (10809) |
| Spring 2016 | MATH  223 (1214) |
| Spring 2016 | PHIL  306 (2934)/PHIL  406 (2951)/MATH  406 (2957) |
| Spring 2016 | THTR  105 (1383) |
| Spring 2016 | USNA  288O (10889) |
| Spring 2016 | USSO  271 (5895) |
| Spring 2016 | USSY  290N (11118) |
| Spring 2016 | USSY  291J (11069) |
| Spring 2016 | USSY  291W (11022) |
| Spring 2016 | BIOL  346 (3025) |
| Spring 2016 | EMAE  356 (4029) |
| Spring 2016 | HSTY  237 (10926) |
| Spring 2016 | STAT  312 (1375) |
| Spring 2016 | DANC  103 (3018) |
| Spring 2016 | NURS  444B (10826) |
| Spring 2016 | PSCL  390 (2377) |
| Spring 2016 | BIOL  215L (2402) |
| Spring 2016 | DANC  161 (2558) |

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| Spring 2016 | FSCS  150 (5908) |
| Spring 2016 | MGMT  395 (5227) |
| Spring 2016 | MUHI  443 (10641) |
| Spring 2016 | POSC  441 (10466)/POSC  341 (10465) |
| Spring 2016 | PSCL  390 (2376) |
| Spring 2016 | USSO  290T (11145) |
| Spring 2016 | SOCI  204 (1513) |
| Spring 2016 | MGMT  395 (5152) |
| Spring 2016 | USNA  260 (10894) |
| Spring 2016 | CHEM  113 (1102) |
| Spring 2016 | CHEM  305 (1111) |
| Spring 2016 | EMAE  382 (4034) |
| Spring 2016 | NUAN  551A (10512) |
| Spring 2016 | ENGL  398 (2050) |
| Spring 2016 | MATH  224 (3336) |
| Spring 2016 | MUAP  20 (2231) |
| Spring 2016 | SPAN  311 (1366) |
| Spring 2016 | ANTH  362 (1855)/ANTH  462 (1856) |
| Spring 2016 | BIOC  391 (5955) |
| Spring 2016 | BIOL  216L (3022) |
| Spring 2016 | FSCS  150 (5910) |
| Spring 2016 | GRMN  102 (10828) |
| Spring 2016 | HSTY  109 (10851) |
| Spring 2016 | SOCI  303 (1352) |
| Spring 2016 | PHYS  122 (2551) |
| Spring 2016 | CHEM  234 (1805) |
| Spring 2016 | ACCT  300 (4984) |
| Spring 2016 | ARTS  210 (1033) |
| Spring 2016 | FSCS  150 (5906) |
| Spring 2016 | HSTY  463 (10600)/WGST  363 (10601)/HSTY  363 (10591) |
| Spring 2016 | MUEN  395 (1256) |
| Spring 2016 | SPAN  102 (1361) |
| Spring 2016 | BIOL  214L (1848) |
| Spring 2016 | EBME  360 (3856) |
| Spring 2016 | MATH  380 (10530) |
| Spring 2016 | CHEM  113 (3190) |
| Spring 2016 | EMSE  276 (4632) |
| Spring 2016 | THTR  185 (3029) |
| Spring 2016 | BIOL  215L (2627) |
| Spring 2016 | EBME  328 (4256) |
| Spring 2016 | EMSE  335 (4642)/EMSE  435 (4643) |
| Spring 2016 | FSCS  150 (5909) |
| Spring 2016 | MUEN  365 (2209) |
| Spring 2016 | NUND  541 (5564) |
| Spring 2016 | PSCL  282 (1305) |
| Spring 2016 | EBME  612 (3897) |
| Spring 2016 | ARAB  202 (11124) |

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| Spring 2016 | BIOL 215L (2396) |
| Spring 2016 | EMSE 399 (4060) |
| Spring 2016 | MUAP 131 (2223) |
| Spring 2016 | BIOL 225 (11309)/EEPS 225 (11310)/HSTY 225 (11311)/PHIL 225 (11312)/ANTH 225 (11308) |
| Spring 2016 | PHYS 122 (2552) |
| Spring 2016 | BIOL 338 (3000)/BIOL 438 (3001) |
| Spring 2016 | USSO 286V (5873) |
| Spring 2016 | NURS 444C (10827) |
| Spring 2016 | NURS 444A (10825) |
| Spring 2016 | NURS 444B (5318) |
| Spring 2016 | ASTR 151 (1052) |
| Spring 2016 | MGMT 395 (5226) |
| Spring 2016 | PHYS 122 (2888) |
| Spring 2016 | PORT 101 (3054) |
| Spring 2016 | USSO 286V (5881) |
| Spring 2016 | EDAB 1 (5738) |
| Spring 2016 | BETH 415G (6514)/BETH 315G (6513) |
| Spring 2016 | BIOL 215L (2398) |
| Spring 2016 | BIOL 215L (2401) |
| Spring 2016 | CHEM 113 (11306) |
| Spring 2016 | USNA 287Y (11007) |
| Spring 2016 | USSY 289P (11003) |
| Spring 2016 | USSY 291Y (10938) |
| Spring 2016 | CHEM 113 (2854) |
| Spring 2016 | NURS 399 (10691) |
| Spring 2016 | USSO 290Z (11444) |
| Spring 2016 | USSY 233 (5899) |
| Spring 2016 | ENGL 270 (1157)/HSTY 270 (1181)/PHIL 270 (1264)/RLGN 270 (1339)/WGST 201 (1402)/SOCI |
| Spring 2016 | THTR 229 (10624)/WLIT 229 (10627) |
| Spring 2016 | BIOL 215L (2395) |
| Spring 2016 | MUGN 212 (10631) |
| Spring 2016 | CHEM 234 (2449) |
| Spring 2016 | MUEN 386 (1254) |
| Spring 2016 | EBME 360 (4505) |
| Spring 2016 | EBME 614 (4482) |
| Spring 2016 | BIOC 391 (5956) |
| Spring 2016 | USNA 288N (10891) |
| Spring 2016 | USSO 287Z (10920) |
| Spring 2016 | USSY 290U (11120) |
| Spring 2016 | NUND 506 (5493) |
| Spring 2016 | USSY 289U (10963) |
| Spring 2016 | MUAP 10 (2220) |
| Spring 2016 | BETH 415F (10672)/BETH 315F (10671) |
| Spring 2016 | COSI 345 (1135)/COSI 445 (1138) |
| Spring 2016 | BIOL 215L (2625) |
| Spring 2016 | ARAB 102 (1018) |
| Spring 2016 | CHEM 322 (2942) |

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| Spring 2016 | CHEM  332 (1865) |
| Spring 2016 | FSCS  150 (11195) |
| Spring 2016 | BIOL  215L (2400) |
| Spring 2016 | BIOL  216L (3023) |
| Spring 2016 | COSI  452E (1141) |
| Spring 2016 | COSI  561 (1974) |
| Spring 2016 | ANAT  516 (5934) |
| Spring 2016 | EDAB    2 (5739) |
| Spring 2016 | EMAE  387 (4035) |
| Spring 2016 | GRMN  202 (1787) |
| Spring 2016 | MUDE  102 (3559) |
| Spring 2016 | MUEN  355 (3586) |
| Spring 2016 | THTR  610 (10618) |
| Spring 2016 | THTR  630 (1394) |
| Spring 2016 | UNIV  100 (5850) |
| Spring 2016 | USSO  289K (11037) |
| Spring 2016 | COGS  391 (1969)/WLIT  391 (1841) |
| Spring 2016 | ACCT  302 (10776) |
| Spring 2016 | ARAB  399 (2361) |
| Spring 2016 | BIOL  216L (3024) |
| Spring 2016 | BIOL  388S (1547) |
| Spring 2016 | EMAC  325 (10805) |
| Spring 2016 | EMAC  325 (4002) |
| Spring 2016 | EMAE  454 (4037) |
| Spring 2016 | MATH  228 (2586) |
| Spring 2016 | MUTH  104 (3642) |
| Spring 2016 | ANTH  398 (1688) |
| Spring 2016 | BETH  415D (6401)/BETH  315D (6400) |
| Spring 2016 | BIOC  391 (6377) |
| Spring 2016 | DANC  386 (2557) |
| Spring 2016 | ECIV  398 (3939) |
| Spring 2016 | FRCH  451 (10838)/FRCH  351 (10837) |
| Spring 2016 | ETHS  262 (10853)/HSTY  262 (10852) |
| Spring 2016 | ITAL  202 (1185) |
| Spring 2016 | MATH  352 (2901) |
| Spring 2016 | MUAP  500 (3385) |
| Spring 2016 | NURS  451 (5581) |
| Spring 2016 | NURS  482 (5373) |
| Spring 2016 | PSCL  431 (1322) |
| Spring 2016 | ANAT  312 (5927) |
| Spring 2016 | ANTH  398 (3091) |
| Spring 2016 | BIOL  215L (2628) |
| Spring 2016 | CHEM  422 (10555) |
| Spring 2016 | EECS  342I (10699) |
| Spring 2016 | MUAP  131 (2899) |
| Spring 2016 | MUED  200C (10623) |
| Spring 2016 | MUEN  381 (3613) |

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| Spring 2016 | MUEN 394 (3379) |
| Spring 2016 | MUTH 320 (3581) |
| Spring 2016 | MUTH 320 (3582) |
| Spring 2016 | PHIL 302 (2950) |
| Spring 2016 | POSC 396 (2622) |
| Spring 2016 | PSCL 530A (1325) |
| Spring 2016 | PSCL 540 (1330) |
| Spring 2016 | USSO 289V (11143) |
| Spring 2016 | ARTS 303 (1040)/ARTS 403 (1049) |
| Spring 2016 | BIOC 391 (5957) |
| Spring 2016 | BIOL 215L (2403) |
| Spring 2016 | BIOL 357 (1876) |
| Spring 2016 | CHIN 399 (1869) |
| Spring 2016 | DANC 399 (1147) |
| Spring 2016 | EBME 398 (3860) |
| Spring 2016 | EMAC 415 (4631) |
| Spring 2016 | EMAE 450 (11010) |
| Spring 2016 | MUAP 26 (2294) |
| Spring 2016 | MUDE 102 (3557) |
| Spring 2016 | MUDE 102 (3628) |
| Spring 2016 | MUED 276 (10626) |
| Spring 2016 | NUND 619 (5410) |
| Spring 2016 | NUND 619 (5487) |
| Spring 2016 | NUND 620 (5434) |
| Spring 2016 | NUNP 456 (5586) |
| Spring 2016 | PHYS 353 (1430) |
| Spring 2016 | PSCL 536 (10322) |
| Spring 2016 | PSCL 538 (10323) |
| Spring 2016 | ANTH 370 (11031) |
| Spring 2016 | ARTS 201 (1031) |
| Spring 2016 | ARTS 201 (2919) |
| Spring 2016 | ARTS 365D (1045) |
| Spring 2016 | BIOL 388 (3245) |
| Spring 2016 | BIOL 388S (3078) |
| Spring 2016 | BIOL 389S (2481) |
| Spring 2016 | BIOL 390 (2982) |
| Spring 2016 | CHEM 397 (2122) |
| Spring 2016 | CHEM 397 (2131) |
| Spring 2016 | CHEM 397 (2139) |
| Spring 2016 | CHEM 398 (1774) |
| Spring 2016 | CHEM 398 (1776) |
| Spring 2016 | CHEM 398 (2172) |
| Spring 2016 | COSI 390 (1884) |
| Spring 2016 | EECS 480F (4585)/EBME 480F (4586) |
| Spring 2016 | EEPS 344 (10390) |
| Spring 2016 | EEPS 392 (10908) |
| Spring 2016 | EMAC 325 (10798) |

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| Spring 2016 | EMAC  398 (4542) |
| Spring 2016 | EMAC  399 (4543) |
| Spring 2016 | EMAE  397 (4220) |
| Spring 2016 | ITAL  399 (1945) |
| Spring 2016 | MUAP  131 (2351) |
| Spring 2016 | MUAP  222 (2686) |
| Spring 2016 | MUEN  355 (3584) |
| Spring 2016 | MUEN  355 (3644) |
| Spring 2016 | MUEN  358 (3683) |
| Spring 2016 | MUTH  201 (3575) |
| Spring 2016 | MUTH  205 (3578) |
| Spring 2016 | NTRN  534 (6072) |
| Spring 2016 | NUND  619 (11239) |
| Spring 2016 | NURS  523 (5429) |
| Spring 2016 | NURS  671 (11158) |
| Spring 2016 | PSCL  395 (1744) |
| Spring 2016 | PSCL  395 (1745) |
| Spring 2016 | PSCL  397 (1317) |
| Spring 2016 | PSCL  397 (1758) |
| Spring 2016 | PSCL  397 (3343) |
| Spring 2016 | PSCL  497 (3497) |
| Spring 2016 | PSCL  502 (1324) |
| Spring 2016 | RUSN  202 (1345) |
| Spring 2016 | THTR  331 (1387) |
| Spring 2016 | UNIV  100 (5913) |
| Spring 2016 | RUSN  375 (10839)/WLIT  375 (10888) |
| Spring 2016 | ANTH  333 (1006) |
| Spring 2016 | ANTH  398 (1693) |
| Spring 2016 | ANTH  398 (2167) |
| Spring 2016 | ANTH  399 (1871) |
| Spring 2016 | ARTS  304 (10402) |
| Spring 2016 | ARTS  310 (1792) |
| Spring 2016 | ARTS  316 (1043) |
| Spring 2016 | BIOC  391 (6564) |
| Spring 2016 | BIOL  388 (10537) |
| Spring 2016 | BIOL  388S (1930) |
| Spring 2016 | BIOL  388S (2967) |
| Spring 2016 | BIOL  389 (1069) |
| Spring 2016 | BIOL  389S (1934) |
| Spring 2016 | BIOL  389S (2977) |
| Spring 2016 | BIOL  389S (2980) |
| Spring 2016 | BIOL  389S (2981) |
| Spring 2016 | BIOL  390 (2986) |
| Spring 2016 | CHEM  397 (2127) |
| Spring 2016 | CHEM  397 (2133) |
| Spring 2016 | CHEM  398 (1772) |
| Spring 2016 | CHEM  398 (1775) |

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| Spring 2016 | CHEM 398 (1781) |
| Spring 2016 | CHEM 398 (1782) |
| Spring 2016 | CHEM 398 (2171) |
| Spring 2016 | COGS 397 (2154) |
| Spring 2016 | EBME 399 (4360) |
| Spring 2016 | ECHE 251 (4379) |
| Spring 2016 | EECS 649 (4176) |
| Spring 2016 | EEPS 349 (2501) |
| Spring 2016 | EMAC 325 (10803) |
| Spring 2016 | EMAC 398 (4266) |
| Spring 2016 | EMAC 399 (4276) |
| Spring 2016 | EMAE 487 (4042) |
| Spring 2016 | EMSE 505 (4641) |
| Spring 2016 | ENGL 374 (3113) |
| Spring 2016 | ETHS 235 (10834) |
| Spring 2016 | HSTY 264 (10666) |
| Spring 2016 | HSTY 397 (2055) |
| Spring 2016 | LING 402 (11286)/LING 302 (11285) |
| Spring 2016 | MLSC 102 (5841) |
| Spring 2016 | MUAP 102 (3611) |
| Spring 2016 | MUAP 122 (2662) |
| Spring 2016 | MUAP 122 (2664) |
| Spring 2016 | MUAP 131 (2871) |
| Spring 2016 | MUAP 131 (2910) |
| Spring 2016 | MUAP 150 (11530) |
| Spring 2016 | MUAP 202 (3670) |
| Spring 2016 | MUAP 221 (2279) |
| Spring 2016 | MUAP 221 (2684) |
| Spring 2016 | MUAP 222 (2685) |
| Spring 2016 | MUAP 222 (2694) |
| Spring 2016 | MUAP 250 (11533) |
| Spring 2016 | MUAP 526 (3461) |
| Spring 2016 | MUED 396A (1241)/MUED 496A (1243) |
| Spring 2016 | MUED 396B (1242)/MUED 496B (1244) |
| Spring 2016 | MUED 591 (1245) |
| Spring 2016 | MUEN 355 (3585) |
| Spring 2016 | MUGN 175 (11535) |
| Spring 2016 | MUHI 399 (11523) |
| Spring 2016 | NTRN 398 (6197) |
| Spring 2016 | NUND 611 (5437) |
| Spring 2016 | NUND 619 (11417) |
| Spring 2016 | NUND 619 (5409) |
| Spring 2016 | NUND 619 (5488) |
| Spring 2016 | NUND 619 (5494) |
| Spring 2016 | NUND 620 (5407) |
| Spring 2016 | NUND 620 (5474) |
| Spring 2016 | NUND 620 (5475) |

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| Spring 2016 | NUND 620 (5480) |
| Spring 2016 | NURS 671 (11179) |
| Spring 2016 | NURS 671 (5375) |
| Spring 2016 | PHIL 399 (1265) |
| Spring 2016 | PHIL 399 (1266) |
| Spring 2016 | PHYS 113B (1405) |
| Spring 2016 | POSC 396 (1794) |
| Spring 2016 | POSC 396 (2621) |
| Spring 2016 | PSCL 397 (1312) |
| Spring 2016 | PSCL 397 (1756) |
| Spring 2016 | ETHS 224 (10573)/RLGN 224 (3423) |
| Spring 2016 | SYPS 8 (2087) |
| Spring 2016 | THTR 385 (1388) |
| Spring 2016 | THTR 399 (1923) |
| Spring 2016 | CHST 398 (1471)/ANTH 308 (1473) |
| Spring 2016 | ANTH 391 (1715) |
| Spring 2016 | ANTH 398 (1684) |
| Spring 2016 | ANTH 398 (1690) |
| Spring 2016 | ANTH 398 (3010) |
| Spring 2016 | ANTH 398 (3110) |
| Spring 2016 | ANTH 399 (1697) |
| Spring 2016 | ANTH 399 (2168) |
| Spring 2016 | ARTH 395 (1021) |
| Spring 2016 | ARTH 494F (11463) |
| Spring 2016 | ARTH 610B (10755) |
| Spring 2016 | ARTS 365B (2920) |
| Spring 2016 | ARTS 365C (3231) |
| Spring 2016 | ARTS 399 (1916) |
| Spring 2016 | ARTS 399 (2497) |
| Spring 2016 | ARTS 399 (3242) |
| Spring 2016 | ARTS 605 (1888) |
| Spring 2016 | BETH 371C (6509) |
| Spring 2016 | BIOC 391 (5953) |
| Spring 2016 | BIOL 388 (1549) |
| Spring 2016 | BIOL 388 (1550) |
| Spring 2016 | BIOL 388 (1553) |
| Spring 2016 | BIOL 388 (1556) |
| Spring 2016 | BIOL 388 (1558) |
| Spring 2016 | BIOL 388 (1569) |
| Spring 2016 | BIOL 388 (1928) |
| Spring 2016 | BIOL 388 (1929) |
| Spring 2016 | BIOL 388 (2031) |
| Spring 2016 | BIOL 388 (2337) |
| Spring 2016 | BIOL 388 (2963) |
| Spring 2016 | BIOL 388 (2965) |
| Spring 2016 | BIOL 388 (3073) |
| Spring 2016 | BIOL 388S (10538) |

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| Spring 2016 | BIOL  388S (10541) |
| Spring 2016 | BIOL  388S (1067) |
| Spring 2016 | BIOL  388S (1068) |
| Spring 2016 | BIOL  388S (1530) |
| Spring 2016 | BIOL  388S (1533) |
| Spring 2016 | BIOL  388S (1536) |
| Spring 2016 | BIOL  388S (1539) |
| Spring 2016 | BIOL  388S (1931) |
| Spring 2016 | BIOL  388S (2338) |
| Spring 2016 | BIOL  388S (2479) |
| Spring 2016 | BIOL  388S (2971) |
| Spring 2016 | BIOL  388S (3123) |
| Spring 2016 | BIOL  389 (2339) |
| Spring 2016 | BIOL  389 (2480) |
| Spring 2016 | BIOL  389S (1612) |
| Spring 2016 | BIOL  389S (2340) |
| Spring 2016 | BIOL  389S (3075) |
| Spring 2016 | BIOL  389S (3080) |
| Spring 2016 | BIOL  389S (3247) |
| Spring 2016 | BIOL  390 (1072) |
| Spring 2016 | BIOL  390 (1075) |
| Spring 2016 | BIOL  390 (1613) |
| Spring 2016 | BIOL  390 (1616) |
| Spring 2016 | BIOL  390 (1620) |
| Spring 2016 | BIOL  390 (1628) |
| Spring 2016 | BIOL  390 (1937) |
| Spring 2016 | BIOL  390 (2341) |
| Spring 2016 | BIOL  390 (2575) |
| Spring 2016 | BIOL  390 (3076) |
| Spring 2016 | CHEM  397 (2124) |
| Spring 2016 | CHEM  397 (2125) |
| Spring 2016 | CHEM  397 (2129) |
| Spring 2016 | CHEM  397 (2130) |
| Spring 2016 | CHEM  397 (2132) |
| Spring 2016 | CHEM  397 (2135) |
| Spring 2016 | CHEM  397 (2138) |
| Spring 2016 | CHEM  397 (2140) |
| Spring 2016 | CHEM  398 (1771) |
| Spring 2016 | CHEM  508 (2312) |
| Spring 2016 | CHEM  508 (2874) |
| Spring 2016 | CHEM  508 (2875) |
| Spring 2016 | CHEM  508 (2876) |
| Spring 2016 | CLSC  381 (10435) |
| Spring 2016 | CLSC  381 (11199) |
| Spring 2016 | COGS  397 (11115) |
| Spring 2016 | COGS  397 (1129) |
| Spring 2016 | COGS  397 (1881) |

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| Spring 2016 | COGS 399 (1882) |
| Spring 2016 | COGS 499 (1964) |
| Spring 2016 | COSI 395 (2857) |
| Spring 2016 | CRSP 410 (11457) |
| Spring 2016 | ECHE 151 (11741) |
| Spring 2016 | ECHE 250 (3909) |
| Spring 2016 | ECHE 250 (4378) |
| Spring 2016 | ECHE 250 (4423) |
| Spring 2016 | ECHE 251 (4565) |
| Spring 2016 | ECIV 300 (11361) |
| Spring 2016 | ECIV 396 (11682) |
| Spring 2016 | ECIV 396 (4801) |
| Spring 2016 | EDUC 340 (10509) |
| Spring 2016 | EDUC 390C (11185) |
| Spring 2016 | EDUC 394 (3389) |
| Spring 2016 | EECS 396 (11510) |
| Spring 2016 | EECS 649 (11282) |
| Spring 2016 | EECS 649 (4173) |
| Spring 2016 | EEPS 430 (11357)/EEPS 330 (11356) |
| Spring 2016 | EMAC 325 (10796) |
| Spring 2016 | EMAC 325 (10797) |
| Spring 2016 | EMAC 325 (10800) |
| Spring 2016 | EMAC 325 (10801) |
| Spring 2016 | EMAC 325 (10804) |
| Spring 2016 | EMAC 398 (4261) |
| Spring 2016 | EMAC 398 (4262) |
| Spring 2016 | EMAC 398 (4265) |
| Spring 2016 | EMAC 399 (4271) |
| Spring 2016 | EMAC 399 (4274) |
| Spring 2016 | EMAC 399 (4275) |
| Spring 2016 | EMAC 401 (11272) |
| Spring 2016 | EMAC 423 (11674) |
| Spring 2016 | EMAC 690 (4745) |
| Spring 2016 | EMAE 397 (4211) |
| Spring 2016 | EMAE 397 (4223) |
| Spring 2016 | EMAE 397 (4434) |
| Spring 2016 | EMAE 397 (4476) |
| Spring 2016 | EMAE 397 (4773) |
| Spring 2016 | EMSE 396 (10818) |
| Spring 2016 | EMSE 421 (11070) |
| Spring 2016 | EMSE 649 (4788) |
| Spring 2016 | ENGL 390 (1160) |
| Spring 2016 | ENGL 390 (2071) |
| Spring 2016 | ENGL 390 (2077) |
| Spring 2016 | FRCH 399 (3477) |
| Spring 2016 | GRMN 396 (11476) |
| Spring 2016 | HBRW 302 (1177) |

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| Spring 2016 | HSTY 310 (3297) |
| Spring 2016 | HSTY 397 (11462) |
| Spring 2016 | HSTY 397 (2053) |
| Spring 2016 | HSTY 397 (2096) |
| Spring 2016 | HSTY 397 (3433) |
| Spring 2016 | HSTY 497 (1983) |
| Spring 2016 | HSTY 497 (1987) |
| Spring 2016 | INTL 398 (2493) |
| Spring 2016 | INTL 398 (2494) |
| Spring 2016 | INTL 398 (2495) |
| Spring 2016 | INTL 398 (2884) |
| Spring 2016 | INTL 398 (2913) |
| Spring 2016 | JAPN 398 (2416) |
| Spring 2016 | MATH 301 (11184) |
| Spring 2016 | MATH 301 (11503) |
| Spring 2016 | MATH 301 (3494) |
| Spring 2016 | MATH 352 (11161) |
| Spring 2016 | MATH 352 (11325) |
| Spring 2016 | MATH 352 (11475) |
| Spring 2016 | MUAP 112 (11534) |
| Spring 2016 | MUAP 122 (11180) |
| Spring 2016 | MUAP 122 (2233) |
| Spring 2016 | MUAP 122 (2255) |
| Spring 2016 | MUAP 122 (2287) |
| Spring 2016 | MUAP 122 (2345) |
| Spring 2016 | MUAP 122 (2463) |
| Spring 2016 | MUAP 122 (2465) |
| Spring 2016 | MUAP 122 (2666) |
| Spring 2016 | MUAP 122 (3459) |
| Spring 2016 | MUAP 131 (11183) |
| Spring 2016 | MUAP 131 (11200) |
| Spring 2016 | MUAP 131 (2282) |
| Spring 2016 | MUAP 131 (2301) |
| Spring 2016 | MUAP 131 (2460) |
| Spring 2016 | MUAP 131 (2469) |
| Spring 2016 | MUAP 131 (2496) |
| Spring 2016 | MUAP 131 (2868) |
| Spring 2016 | MUAP 131 (3106) |
| Spring 2016 | MUAP 131 (3460) |
| Spring 2016 | MUAP 131 (3489) |
| Spring 2016 | MUAP 211 (3619) |
| Spring 2016 | MUAP 221 (2284) |
| Spring 2016 | MUAP 221 (2679) |
| Spring 2016 | MUAP 221 (3101) |
| Spring 2016 | MUAP 222 (11235) |
| Spring 2016 | MUAP 222 (2229) |
| Spring 2016 | MUAP 222 (2278) |

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| Spring 2016 | MUAP  222 (2302) |
| Spring 2016 | MUAP  222 (2689) |
| Spring 2016 | MUAP  222 (2690) |
| Spring 2016 | MUAP  222 (2691) |
| Spring 2016 | MUAP  222 (3124) |
| Spring 2016 | MUAP  223 (2713) |
| Spring 2016 | MUAP  224 (2262) |
| Spring 2016 | MUAP  224 (2727) |
| Spring 2016 | MUAP  225 (2748) |
| Spring 2016 | MUAP  226 (2224) |
| Spring 2016 | MUAP  226 (2264) |
| Spring 2016 | MUAP  226 (2325) |
| Spring 2016 | MUAP  226 (2764) |
| Spring 2016 | MUAP   25 (2270) |
| Spring 2016 | MUAP  302 (3622) |
| Spring 2016 | MUAP  321 (11198) |
| Spring 2016 | MUAP  321 (2774) |
| Spring 2016 | MUAP  322 (11489) |
| Spring 2016 | MUAP  322 (11521) |
| Spring 2016 | MUAP  322 (2246) |
| Spring 2016 | MUAP  322 (2275) |
| Spring 2016 | MUAP  322 (2461) |
| Spring 2016 | MUAP  322 (2796) |
| Spring 2016 | MUAP  322 (2802) |
| Spring 2016 | MUAP  322 (2803) |
| Spring 2016 | MUAP  323 (2805) |
| Spring 2016 | MUAP  324 (2227) |
| Spring 2016 | MUAP  324 (2825) |
| Spring 2016 | MUAP  324 (2827) |
| Spring 2016 | MUAP  324 (2828) |
| Spring 2016 | MUAP  324 (2829) |
| Spring 2016 | MUAP  350 (3623) |
| Spring 2016 | MUAP  360 (3633) |
| Spring 2016 | MUAP  522 (11233) |
| Spring 2016 | MUAP  522 (11367) |
| Spring 2016 | MUAP  523 (11165) |
| Spring 2016 | MUAP  524 (11173) |
| Spring 2016 | MUAP  524 (3437) |
| Spring 2016 | MUAP  526 (3096) |
| Spring 2016 | MUAP  531 (11174) |
| Spring 2016 | MUAP  531 (11234) |
| Spring 2016 | MUAP  531 (11237) |
| Spring 2016 | MUAP  531 (11368) |
| Spring 2016 | MUAP  531 (11369) |
| Spring 2016 | MUAP  531 (11464) |
| Spring 2016 | MUAP  531 (11531) |
| Spring 2016 | MUAP  531 (3438) |

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| Spring 2016 | MUAP  531 (3505) |
| Spring 2016 | MUAR  252B (1239) |
| Spring 2016 | MUAR  301 (11041) |
| Spring 2016 | MUAR  311 (11042) |
| Spring 2016 | MUAR  323 (11043) |
| Spring 2016 | MUCP  321 (3595) |
| Spring 2016 | MUCP  399 (11522) |
| Spring 2016 | MUDE  202 (3589) |
| Spring 2016 | MUDE  202 (3627) |
| Spring 2016 | MUDE  302 (3561) |
| Spring 2016 | MUED  399 (11484) |
| Spring 2016 | MUED  501 (1907) |
| Spring 2016 | MUEN  368 (3666) |
| Spring 2016 | MUGN  385 (11536) |
| Spring 2016 | MULI  322 (3593) |
| Spring 2016 | MURP  304 (11538) |
| Spring 2016 | MURP  312 (3667) |
| Spring 2016 | MURP  367 (11537) |
| Spring 2016 | MUTH  102 (3568) |
| Spring 2016 | MUTH  102 (3607) |
| Spring 2016 | MUTH  106 (3571) |
| Spring 2016 | MUTH  106 (3608) |
| Spring 2016 | MUTH  202 (3647) |
| Spring 2016 | MUTH  202 (3648) |
| Spring 2016 | MUTH  312 (3580) |
| Spring 2016 | NTRN  371 (11196) |
| Spring 2016 | NTRN  390 (6192) |
| Spring 2016 | NTRN  390 (6456) |
| Spring 2016 | NTRN  398 (11441) |
| Spring 2016 | NTRN  398 (6195) |
| Spring 2016 | NUAN  552 (11168) |
| Spring 2016 | NUED  455 (5485) |
| Spring 2016 | NUMN  400 (11033) |
| Spring 2016 | NUND  611 (11034) |
| Spring 2016 | NUND  611 (5402) |
| Spring 2016 | NUND  611 (5432) |
| Spring 2016 | NUND  611 (5445) |
| Spring 2016 | NUND  611 (5464) |
| Spring 2016 | NUND  611 (5472) |
| Spring 2016 | NUND  611 (5482) |
| Spring 2016 | NUND  611 (5498) |
| Spring 2016 | NUND  611 (5555) |
| Spring 2016 | NUND  619 (11246) |
| Spring 2016 | NUND  619 (5403) |
| Spring 2016 | NUND  619 (5405) |
| Spring 2016 | NUND  619 (5459) |
| Spring 2016 | NUND  619 (5492) |

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| Spring 2016 | NUND 619 (5552) |
| Spring 2016 | NUND 620 (11289) |
| Spring 2016 | NUND 620 (11328) |
| Spring 2016 | NUND 620 (11419) |
| Spring 2016 | NUND 620 (5399) |
| Spring 2016 | NUND 620 (5460) |
| Spring 2016 | NUND 620 (5473) |
| Spring 2016 | NUND 620 (5481) |
| Spring 2016 | NUND 620 (5576) |
| Spring 2016 | NUND 620 (5591) |
| Spring 2016 | NURS 399 (11735) |
| Spring 2016 | NURS 400 (11459) |
| Spring 2016 | NURS 400 (11657) |
| Spring 2016 | NURS 406 (5314) |
| Spring 2016 | NURS 671 (5330) |
| Spring 2016 | NURS 671 (5357) |
| Spring 2016 | PHIL 399 (2892) |
| Spring 2016 | PHIL 399 (3458) |
| Spring 2016 | PHYS 113A (1404) |
| Spring 2016 | PHYS 329 (2147) |
| Spring 2016 | PHYS 329 (2148) |
| Spring 2016 | PHYS 390 (1477) |
| Spring 2016 | POSC 396 (11529) |
| Spring 2016 | POSC 396 (11543) |
| Spring 2016 | POSC 396 (2623) |
| Spring 2016 | PSCL 395 (1739) |
| Spring 2016 | PSCL 395 (1746) |
| Spring 2016 | PSCL 395 (1747) |
| Spring 2016 | PSCL 395 (1748) |
| Spring 2016 | PSCL 397 (1313) |
| Spring 2016 | PSCL 397 (1314) |
| Spring 2016 | PSCL 397 (1318) |
| Spring 2016 | PSCL 397 (1757) |
| Spring 2016 | CHST 398C (1472)/ANTH 398C (1474)/PSCL 398C (1475) |
| Spring 2016 | RLGN 392 (1465) |
| Spring 2016 | RUSN 399 (11281) |
| Spring 2016 | SASS 390 (11748) |
| Spring 2016 | SJUS 398 (3420) |
| Spring 2016 | SOCI 375 (1354) |
| Spring 2016 | SOCI 375 (1497) |
| Spring 2016 | SPAN 396 (2430) |
| Spring 2016 | SPAN 396 (3093) |
| Spring 2016 | SPAN 399 (2359) |
| Spring 2016 | STAT 395 (2591) |
| Spring 2016 | SYPS 4 (2085) |
| Spring 2016 | THTR 397 (11374) |
| Spring 2016 | THTR 399 (1390) |

| Spring 2016 | WLIT  212 (3013) |
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| Spring 2016 | WLIT  399 (1401) |
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| TOTAL | TOTAL |
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|  | NURS only |
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|  | WSOM |
|  | ACCT |
|  | ECON |
|  | MGMT |
|  |  |
|  | CSE |
|  | EBME |
|  | ECHE |
|  | ECIV |
|  | EECS |
|  | EMAC |
|  | EMSE |
|  | EMAE |
|  |  |
|  | CAS |
|  | ANTH |
|  | ARTH |
|  | ARTS |
|  | ASTR |
|  | CLSC |
|  | COGS |
|  | COSI |
|  | DANC |
|  | EEPS |
|  | ENGL |
|  | FRCH |
|  | SPAN |
|  | GRMN |
|  | HSTY |
|  | MATH |
|  | MUAP |
|  | MUTH |
|  | MUED |
|  | PHIL |
|  | PHYS |
|  | PSCL |
|  | RLGN |
|  | SOCI |
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|   | SOM |
|---|---|
|   | NTRN |
|   | BIOC |
|   |   |
|   | SAGES |
|   | USNA |
|   | USSO |
|   | USSY |
|   |   |
|   |   |
|   |   |
|   | EXCLUDE ENROLLMENT <10 |
|   | EXCLUDE ENROLLMENT <30 |
|   | EXCLUDE ENROLLMENT <50 |
|   | EXCLUDE RESPONSES < 6 |
|   | EXCLUDE RESPONSES < 10 |

| Instructors (network IDs) | Responses | Enrollment | Response rate |
|---|---|---|---|
| Mark Taylor (mht17) | 32 | 32 | 100 |
| Ayhan Talu (axt19) | 32 | 32 | 100 |
| Robert Spadoni (rjs40) | 24 | 24 | 100 |
| Robin Evans (rle30) | 20 | 20 | 100 |
| Chris Winkelman (cxw26) | 20 | 20 | 100 |
| Valencia Harriott (vah10) | 20 | 20 | 100 |
| Frank Ernst (fxe5) | 16 | 16 | 100 |
| Marta Copertari (mgc6) | 11 | 11 | 100 |
| David Clingingsmith (dlc43) | 10 | 10 | 100 |
| Hee-Seung Kang (hxk322) | 10 | 10 | 100 |
| Hee-Seung Kang (hxk322) | 9 | 9 | 100 |
| Yuki Togawa (yxt247) | 9 | 9 | 100 |
| Margaret Fitzgerald (mmf9)/Na | 8 | 8 | 100 |
| David Cavallo (dxc434) | 7 | 7 | 100 |
| Kaysha Corinealdi (klc108) | 6 | 6 | 100 |
| Yuki Togawa (yxt247) | 5 | 5 | 100 |
| Jessica Redmon (jxr403) | 4 | 4 | 100 |
| Radhika Atit (rpa5) | 3 | 3 | 100 |
| Charlotte Sanpere (cxs60) | 3 | 3 | 100 |
| Rachel Sternberg (rxh103) | 3 | 3 | 100 |
| Deborah Harris (dlv7) | 2 | 2 | 100 |
| Camille Warner (cdb6) | 2 | 2 | 100 |
| Kaysha Corinealdi (klc108) | 2 | 2 | 100 |
| Takao Hagiwara (txh13) | 2 | 2 | 100 |
| Meghan Guegold (mlg90)/David | 2 | 2 | 100 |
| Tamara Randall (tlk3) | 2 | 2 | 100 |
| Mary Dolansky (mad15) | 2 | 2 | 100 |
| David Vegh (dmv36) | 2 | 2 | 100 |
| Noelle Giuffrida Armhold (nmg3 | 1 | 1 | 100 |
| Martha Lois (mxl84) | 1 | 1 | 100 |
| Brian McDermott (bmm30) | 1 | 1 | 100 |
| Richard Drushel (rfd) | 1 | 1 | 100 |
| Mark Turner (mbt8) | 1 | 1 | 100 |
| Lauren Calandruccio (lxc424) | 1 | 1 | 100 |
| Elizabeth Brooks (ebb7) | 1 | 1 | 100 |
| Carolyn Apperson-Hansen (cva9 | 1 | 1 | 100 |
| Karen Potter (klp13) | 1 | 1 | 100 |
| Denise Davis (dkd20) | 1 | 1 | 100 |
| Marc Buchner (mxb11) | 1 | 1 | 100 |
| Christian Zorman (caz) | 1 | 1 | 100 |
| Ralph Harvey (rph) | 1 | 1 | 100 |
| Zhicheng Jing (zxj65) | 1 | 1 | 100 |
| Stuart Rowan (sjr4) | 1 | 1 | 100 |
| David Schiraldi (das44) | 1 | 1 | 100 |
| Yoram Daon (yxd30) | 1 | 1 | 100 |

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|---|---|---|---|
| Miriam Levin (mrl3) | 1 | 1 | 100 |
| Miriam Levin (mrl3) | 1 | 1 | 100 |
| Lihong Shi (lxs463) | 1 | 1 | 100 |
| Takao Hagiwara (txh13) | 1 | 1 | 100 |
| Takao Hagiwara (txh13) | 1 | 1 | 100 |
| Paul Ferguson (pxf2)/David Rot | 1 | 1 | 100 |
| Mary Fink (mkf4)/David Rothen | 1 | 1 | 100 |
| Christopher Bagan (cdb76) | 1 | 1 | 100 |
| David Rothenberg (djr30)/Loren | 1 | 1 | 100 |
| David Rothenberg (djr30)/Carol | 1 | 1 | 100 |
| Meghan Guegold (mlg90)/David | 1 | 1 | 100 |
| David Rothenberg (djr30)/Gera | 1 | 1 | 100 |
| Anthony Slusser (ajs216) | 1 | 1 | 100 |
| Lisa Koops (llk12) | 1 | 1 | 100 |
| Chris Winkelman (cxw26) | 1 | 1 | 100 |
| Barbara Daly (bjd4) | 1 | 1 | 100 |
| Andrew Reimer (axr62) | 1 | 1 | 100 |
| Mary Dolansky (mad15) | 1 | 1 | 100 |
| Carol Musil (cmm4) | 1 | 1 | 100 |
| Cheryl Killion (cmk61) | 1 | 1 | 100 |
| Ronald Hickman (rlh4) | 1 | 1 | 100 |
| Barbara Daly (bjd4) | 1 | 1 | 100 |
| Susan Ludington (sml15) | 1 | 1 | 100 |
| Maryjo Prince-Paul (mxp42) | 1 | 1 | 100 |
| Susan Mazanec (srm2) | 1 | 1 | 100 |
| Susan Ludington (sml15) | 1 | 1 | 100 |
| Jeremy Bendik-Keymer (jdb179 | 1 | 1 | 100 |
| Xuan Gao (xxg15) | 1 | 1 | 100 |
| Ed Caner (emc15) | 1 | 1 | 100 |
| Joseph White (jxw87) | 1 | 1 | 100 |
| Carolyn Landis (cxi2) | 1 | 1 | 100 |
| Daniel Flannery (djf6) | 1 | 1 | 100 |
| Mark Singer (mxs12) | 1 | 1 | 100 |
| Susan Hinze (sxh3) | 1 | 1 | 100 |
| Jacqueline Nanfito (jcn) | 1 | 1 | 100 |
| Robert Spadoni (rjs40) | 29 | 30 | 96.67 |
| Kevin Cavanagh (kvc4) | 57 | 59 | 96.61 |
| Hillel Chiel (hjc)/Tejas Joshi (tcj1 | 24 | 25 | 96 |
| Kenneth Gustafson (kjg) | 142 | 149 | 95.3 |
| Brooke Macnamara (bnm24) | 19 | 20 | 95 |
| Suhaan Mehta (skm84) | 17 | 18 | 94.44 |
| Eric Chilton (emc88) | 16 | 17 | 94.12 |
| Man-Lih Chai (mxc531) | 14 | 15 | 93.33 |
| Danny Manor (dxm178) | 14 | 15 | 93.33 |
| Susan Case (ssc2) | 14 | 15 | 93.33 |
| Kaysha Corinealdi (klc108) | 14 | 15 | 93.33 |
| Corinne Coen (cac155) | 26 | 28 | 92.86 |

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|---|---|---|---|
| Marta Copertari (mgc6) | 13 | 14 | 92.86 |
| QianFan Chen (qxc76) | 13 | 14 | 92.86 |
| Yuki Togawa (yxt247) | 12 | 13 | 92.31 |
| Man-Lih Chai (mxc531) | 11 | 12 | 91.67 |
| William Mahnic (wxm) | 43 | 47 | 91.49 |
| Mehmet Koyuturk (mxk331) | 43 | 47 | 91.49 |
| Michael Hinczewski (mxh605) | 19 | 21 | 90.48 |
| Chris Winkelman (cxw26) | 64 | 71 | 90.14 |
| Brooke Macnamara (bnm24) | 9 | 10 | 90 |
| Chantal Van Esch (cxv77) | 17 | 19 | 89.47 |
| Diana Driscoll (did2) | 151 | 169 | 89.35 |
| Xuan Gao (xxg15) | 8 | 9 | 88.89 |
| Justin Gallagher (jpg75) | 30 | 34 | 88.24 |
| David Kazdan (dxk10) | 15 | 17 | 88.24 |
| Shamreen Iram (sxi109) | 14 | 16 | 87.5 |
| Saurabh Kumar (sxk1031) | 14 | 16 | 87.5 |
| Peter Yang (pjy2) | 14 | 16 | 87.5 |
| Evanne Juratovac (exj11) | 7 | 8 | 87.5 |
| Melissa Carlisle (mrc130) | 40 | 46 | 86.96 |
| William Mahnic (wxm) | 52 | 60 | 86.67 |
| Donald Feke (dlf4) | 13 | 15 | 86.67 |
| David Clingingsmith (dlc43) | 13 | 15 | 86.67 |
| Melissa Carlisle (mrc130) | 38 | 44 | 86.36 |
| David Clingingsmith (dlc43) | 19 | 22 | 86.36 |
| Irena Kenneley (ilz) | 62 | 72 | 86.11 |
| Dasol Kim (dxk391) | 31 | 36 | 86.11 |
| Marija Prica (mxp438) | 6 | 7 | 85.71 |
| Jaikrishnan Kadambi (jxk11) | 6 | 7 | 85.71 |
| Nana Onishi (nxo57) | 6 | 7 | 85.71 |
| Xuan Gao (xxg15) | 6 | 7 | 85.71 |
| Justin Gallagher (jpg75) | 17 | 20 | 85 |
| Michael Chiappini (mjl151) | 17 | 20 | 85 |
| Harold Connamacher (hsc21) | 61 | 72 | 84.72 |
| Harold Connamacher (hsc21) | 123 | 146 | 84.25 |
| Molly Jackson (mjj22) | 45 | 54 | 83.33 |
| Lisa Koops (llk12) | 5 | 6 | 83.33 |
| Ilya Bederman (irb2)/Danny Ma | 5 | 6 | 83.33 |
| Walter Lambrecht (wxl2) | 5 | 6 | 83.33 |
| Kaitlyn Langendoerfer (kxb289) | 44 | 53 | 83.02 |
| Lauren Calandruccio (lxc424) | 9 | 11 | 81.82 |
| Ramanathan Sankaran (rxs192) | 9 | 11 | 81.82 |
| Uziel Landau (uxl) | 9 | 11 | 81.82 |
| Michael Parker (mgp25) | 9 | 11 | 81.82 |
| Jing Li (jxl175) | 21 | 26 | 80.77 |
| Mariana Carrera (mpc67) | 46 | 57 | 80.7 |
| Mark De Guire (mrd2) | 25 | 31 | 80.65 |
| Ayhan Talu (axt19) | 41 | 51 | 80.39 |

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|---|---|---|---|
| Athena Vrettos (axv13) | 20 | 25 | 80 |
| Jenny Hawkins (jrh175) | 16 | 20 | 80 |
| Robin Evans (rle30) | 16 | 20 | 80 |
| Nana Onishi (nxo57) | 12 | 15 | 80 |
| Elizabeth Elmore (eme46) | 8 | 10 | 80 |
| Angela Otstot (amo49)/Robert | 8 | 10 | 80 |
| Diana Morris (dlm5) | 8 | 10 | 80 |
| Karl Kaltenthaler (kck20) | 8 | 10 | 80 |
| Hongping Zhao (hxz168) | 4 | 5 | 80 |
| Colin Drummond (cxd) | 51 | 64 | 79.69 |
| Michael Parker (mgp25) | 15 | 19 | 78.95 |
| Richard Kolacinski (rmk4) | 93 | 118 | 78.81 |
| Andrew Cooper (aac82) | 18 | 23 | 78.26 |
| Jenny Hawkins (jrh175) | 21 | 27 | 77.78 |
| Chung-Chiun Liu (cxl9) | 7 | 9 | 77.78 |
| Martha Schaffer (mws94) | 20 | 26 | 76.92 |
| Weihong Guo (wxg49) | 71 | 93 | 76.34 |
| Sean Quinn (spq)/Christopher R | 22 | 29 | 75.86 |
| Somali Ghosh (sxg720) | 25 | 33 | 75.76 |
| Susan Case (ssc2) | 21 | 28 | 75 |
| Lara Klaber (lxk212) | 15 | 20 | 75 |
| Laura Tartakoff (lyt) | 9 | 12 | 75 |
| Roger French (rxf131) | 6 | 8 | 75 |
| Michael Wager (mkw35) | 6 | 8 | 75 |
| David Vegh (dmv36) | 6 | 8 | 75 |
| Athena Vrettos (axv13) | 3 | 4 | 75 |
| David Hammack (dch3) | 3 | 4 | 75 |
| Mary Franklin (mrf19) | 3 | 4 | 75 |
| Colin Drummond (cxd) | 71 | 96 | 73.96 |
| Xiang Zhang (xxz229) | 28 | 38 | 73.68 |
| Qi Wu (qxw132) | 39 | 53 | 73.58 |
| Jing Li (jxl175) | 44 | 60 | 73.33 |
| Stephanie Harris (sra18) | 11 | 15 | 73.33 |
| Alp Sehirlioglu (axs461) | 8 | 11 | 72.73 |
| Karen Warden (kxw15) | 8 | 11 | 72.73 |
| Helen Lyons-McFarland (hml32 | 8 | 11 | 72.73 |
| Sarah Diamond (sed62) | 13 | 18 | 72.22 |
| Martine Lussier (mxl70) | 38 | 53 | 71.7 |
| Susan Hinze (sxh3) | 20 | 28 | 71.43 |
| Stephanie Harris (sra18) | 15 | 21 | 71.43 |
| Kimberly Emmons (kke1) | 10 | 14 | 71.43 |
| Matthew Feinberg (mif14) | 10 | 14 | 71.43 |
| Li Li (lxl62)/James Spilsbury (jcs | 5 | 7 | 71.43 |
| Alan Dowling (afd4) | 5 | 7 | 71.43 |
| Corinne Coen (cac155) | 32 | 45 | 71.11 |
| Casey Newmeyer (cen12) | 27 | 38 | 71.05 |
| William Mahnic (wxm) | 12 | 17 | 70.59 |

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|---|---|---|---|
| Jesse Wainright (jsw7) | 45 | 64 | 70.31 |
| Joonki Noh (jxn208) | 26 | 37 | 70.27 |
| Xiang Zhang (xxz229) | 28 | 40 | 70 |
| Mary Erdmans (mpe10) | 14 | 20 | 70 |
| Katharine Chapman (kxc202)/E | 7 | 10 | 70 |
| Mark De Guire (mrd2) | 270 | 390 | 69.23 |
| Roger French (rxf131) | 9 | 13 | 69.23 |
| Gregory Graham (gxg27) | 9 | 13 | 69.23 |
| Katie Wheaton (kcp3) | 20 | 29 | 68.97 |
| Daniel Newmeyer (dan60) | 22 | 32 | 68.75 |
| Amy Przeworski (axp335) | 11 | 16 | 68.75 |
| Kyle Crowley (kmc170)/Jeremy | 20 | 30 | 66.67 |
| QianFan Chen (qxc76)/Allen Fos | 18 | 27 | 66.67 |
| Judith Neulander (jxn37) | 10 | 15 | 66.67 |
| Judith Neulander (jxn37) | 10 | 15 | 66.67 |
| William Marling (wxm3) | 6 | 9 | 66.67 |
| Martha Lois (mxl84) | 4 | 6 | 66.67 |
| Ryan Martin (ram225) | 4 | 6 | 66.67 |
| Jennifer Carter (jwc137) | 4 | 6 | 66.67 |
| Jessica Slentz (jes252) | 4 | 6 | 66.67 |
| Holly Witchey (hmw5) | 2 | 3 | 66.67 |
| Henry Adams (hxa28) | 2 | 3 | 66.67 |
| Anna Cristina Samia (axs232) | 2 | 3 | 66.67 |
| Uziel Landau (uxl) | 2 | 3 | 66.67 |
| Frank Ernst (fxe5) | 2 | 3 | 66.67 |
| Miriam Levin (mrl3) | 2 | 3 | 66.67 |
| Lisa Nelson (lxb20)/David Rothe | 2 | 3 | 66.67 |
| Grace Huang (gxh116)/David Ro | 2 | 3 | 66.67 |
| Katherine Dejongh (kxd)/David | 2 | 3 | 66.67 |
| Marshall Haning (mah246) | 2 | 3 | 66.67 |
| Lisa Koops (llk12) | 2 | 3 | 66.67 |
| Mary Dolansky (mad15) | 2 | 3 | 66.67 |
| Brooke Macnamara (bnm24) | 2 | 3 | 66.67 |
| Kaysha Corinealdi (klc108) | 2 | 3 | 66.67 |
| Linda Ehrlich (lce2) | 2 | 3 | 66.67 |
| Kyle Crowley (kmc170)/Shamre | 21 | 32 | 65.62 |
| Jie Ning (jxn174) | 36 | 55 | 65.45 |
| Steven Eppell (sje) | 32 | 49 | 65.31 |
| Allen Foster (axf295)/Christoph | 20 | 31 | 64.52 |
| Martine Lussier (mxl70) | 18 | 28 | 64.29 |
| Anastasia Dimitropoulos (axd11 | 9 | 14 | 64.29 |
| Mariana Carrera (mpc67) | 23 | 36 | 63.89 |
| Shannon Sterne (smc31) | 7 | 11 | 63.64 |
| John Lewandowski (jjl3) | 7 | 11 | 63.64 |
| Cheryl Killion (cmk61) | 7 | 11 | 63.64 |
| Karie Feldman (kef3) | 62 | 98 | 63.27 |
| Anant Madabhushi (axm788)/D | 10 | 16 | 62.5 |

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| Man-Lih Chai (mxc531) | 5 | 8 | 62.5 |
| Evan Chaloupka (emc39) | 5 | 8 | 62.5 |
| Marguerite DiMarco (mxd50) | 5 | 8 | 62.5 |
| Debra McGivney (dfm40) | 18 | 29 | 62.07 |
| Wojbor Woyczynski (waw) | 18 | 29 | 62.07 |
| David Lodowski (dtl10) | 13 | 21 | 61.9 |
| QianFan Chen (qxc76)/Christop | 16 | 26 | 61.54 |
| Sean Quinn (spq)/Christopher R | 19 | 31 | 61.29 |
| Silvia Prina (sxp234) | 33 | 54 | 61.11 |
| Evanne Juratovac (exj11) | 11 | 18 | 61.11 |
| Peter Yang (pjy2) | 15 | 25 | 60 |
| Alexander Cooke (arc14) | 15 | 25 | 60 |
| Matthew Burkhart (mrb151)/M | 9 | 15 | 60 |
| Matthias Buck (mxb150) | 3 | 5 | 60 |
| Vera Tobin (vlt6) | 3 | 5 | 60 |
| David Rothenberg (djr30)/Gera | 3 | 5 | 60 |
| David Kaniecki (dmk104)/Chris | 3 | 5 | 60 |
| Andrew Cooper (aac82) | 3 | 5 | 60 |
| Cristian Gomez Olivares (cgg19 | 3 | 5 | 60 |
| Giuseppe Strangi (gxs284) | 20 | 34 | 58.82 |
| Ellen Van Oosten (emb7) | 10 | 17 | 58.82 |
| Jagjit Singh Sidhu (jxs1325)/Ten | 10 | 17 | 58.82 |
| Peter Kernan (pjk6) | 10 | 17 | 58.82 |
| Enrique Saldivar (exs351) | 17 | 29 | 58.62 |
| Mark De Guire (mrd2) | 17 | 29 | 58.62 |
| Robert Halliday (rph32)/Philip T | 45 | 77 | 58.44 |
| Mary Franklin (mrf19) | 21 | 36 | 58.33 |
| Susan Dominguez (srd45) | 7 | 12 | 58.33 |
| David Cavallo (dxc434) | 7 | 12 | 58.33 |
| Brad Simonelli (bls94) | 7 | 12 | 58.33 |
| Lynn Kam (lak99) | 11 | 19 | 57.89 |
| Deepa Gopal (dxg314) | 26 | 45 | 57.78 |
| Somali Ghosh (sxg720) | 15 | 26 | 57.69 |
| Kyle Crowley (kmc170)/Jeremy | 19 | 33 | 57.58 |
| Hatsuo Ishida (hxi3) | 23 | 40 | 57.5 |
| Carol Kelley (cxg11) | 8 | 14 | 57.14 |
| Man-Lih Chai (mxc531) | 4 | 7 | 57.14 |
| William Siebenschuh (wrs2) | 4 | 7 | 57.14 |
| Paul Ferguson (pxf2) | 4 | 7 | 57.14 |
| Michelle Puchowicz (map10) | 4 | 7 | 57.14 |
| Laura Tartakoff (lyt) | 4 | 7 | 57.14 |
| Andrea Rager (awr18) | 13 | 23 | 56.52 |
| Michael Zagorski (mxz12) | 9 | 16 | 56.25 |
| Shamreen Iram (sxi109) | 9 | 16 | 56.25 |
| Allen Foster (axf295) | 9 | 16 | 56.25 |
| Jessica Fox (jlf88) | 10 | 18 | 55.56 |
| Martha Lois (mxl84) | 5 | 9 | 55.56 |

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|---|---|---|---|
| Lee Thompson (lat) | 5 | 9 | 55.56 |
| Takao Hagiwara (txh13) | 5 | 9 | 55.56 |
| Silvia Saccon (sxs1670) | 5 | 9 | 55.56 |
| Daniel Batchelder (dlb143) | 5 | 9 | 55.56 |
| Tenglong Wang (txw278) | 5 | 9 | 55.56 |
| Madina Ndefru (men51) | 32 | 58 | 55.17 |
| Mark De Guire (mrd2) | 17 | 31 | 54.84 |
| Mary Dehaan (mtd6) | 18 | 33 | 54.55 |
| Richard Bachmann (rjb3) | 6 | 11 | 54.55 |
| Reza Shariatmadari (rxs676) | 6 | 11 | 54.55 |
| Susan Tullai-McGuinness (sxt32 | 6 | 11 | 54.55 |
| Christopher Burant (cxb43) | 6 | 11 | 54.55 |
| David Vegh (dmv36) | 6 | 11 | 54.55 |
| Hongping Zhao (hxz168) | 45 | 83 | 54.22 |
| Mary Assad (mka23) | 7 | 13 | 53.85 |
| Haydee Espino Castillo (hxe56) | 7 | 13 | 53.85 |
| Lesli Berk (lxb63)/Laurine Gajko | 23 | 43 | 53.49 |
| Robin Dubin (rad4) | 24 | 45 | 53.33 |
| David Hammack (dch3) | 8 | 15 | 53.33 |
| Thomas Love (tel3) | 17 | 32 | 53.12 |
| Mark De Guire (mrd2) | 17 | 32 | 53.12 |
| Noelle Giuffrida Armhold (nmg3 | 9 | 17 | 52.94 |
| Andrea Rager (awr18) | 9 | 17 | 52.94 |
| Amol Ratnaparkhe (axr524) | 9 | 17 | 52.94 |
| Roman Sheremeta (rms246) | 28 | 53 | 52.83 |
| Alireza Kabirian (axk821) | 31 | 59 | 52.54 |
| Monica Gerrek (mlg86) | 11 | 21 | 52.38 |
| Ramanathan Sankaran (rxs192) | 34 | 65 | 52.31 |
| Michael Decker (mjd6) | 15 | 29 | 51.72 |
| Mark De Guire (mrd2) | 16 | 31 | 51.61 |
| Evanne Juratovac (exj11) | 16 | 31 | 51.61 |
| Shamreen Iram (sxi109)/Laura J | 17 | 33 | 51.52 |
| Jesse Honsky (jkh50)/Cheryl Kill | 20 | 39 | 51.28 |
| Scott Fine (sxf59) | 24 | 48 | 50 |
| Robin Dubin (rad4) | 20 | 40 | 50 |
| Mark De Guire (mrd2) | 16 | 32 | 50 |
| Mark De Guire (mrd2) | 15 | 30 | 50 |
| Lijun Yu (lxy141) | 11 | 22 | 50 |
| Roger Quinn (rdq) | 9 | 18 | 50 |
| David Singer (das5) | 9 | 18 | 50 |
| Gary Previts (gjp) | 8 | 16 | 50 |
| Craig Copi (cjc5) | 7 | 14 | 50 |
| Stacy McGaugh (ssm69) | 6 | 12 | 50 |
| Cheryl Toman (cat12) | 6 | 12 | 50 |
| John Ruhl (jer23)/Giuseppe Stra | 6 | 12 | 50 |
| Jeffrey Kriessler (jrk12) | 5 | 10 | 50 |
| Gusztav Demeter (gxd87) | 5 | 10 | 50 |

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|---|---|---|---|
| Steven Hoehner (sdh60) | 5 | 10 | 50 |
| Mark Meckes (mwm2) | 5 | 10 | 50 |
| Elliot Posner (eap26) | 5 | 10 | 50 |
| Jean Nisenboum (jmn13) | 4 | 8 | 50 |
| Gerald Matisoff (gxm4) | 4 | 8 | 50 |
| Magdalena Vinter (mlv28) | 4 | 8 | 50 |
| Susanne Vees-Gulani (shv2) | 4 | 8 | 50 |
| Georgia Cowart (gjc4) | 4 | 8 | 50 |
| Einav Rabinovitch-Fox (exr187) | 4 | 8 | 50 |
| Ramez Islambouli (rai2) | 3 | 6 | 50 |
| Wei Lin (wxl4) | 3 | 6 | 50 |
| Joyce Fitzpatrick (jjf4) | 3 | 6 | 50 |
| Joyce Fitzpatrick (jjf4) | 3 | 6 | 50 |
| Christopher Haufe (cbh43) | 3 | 6 | 50 |
| Mary Erdmans (mpe10) | 3 | 6 | 50 |
| M Fernandez (eif) | 3 | 6 | 50 |
| Haydee Espino Castillo (hxe56) | 3 | 6 | 50 |
| Timothy Wutrich (trw14) | 3 | 6 | 50 |
| Karen Potter (klp13) | 2 | 4 | 50 |
| Steven Hauck (sah33) | 2 | 4 | 50 |
| Rigoberto Advincula (rca41) | 2 | 4 | 50 |
| Cheryl Toman (cat12) | 2 | 4 | 50 |
| Christine Cano (cmc21) | 2 | 4 | 50 |
| Yoram Daon (yxd30) | 2 | 4 | 50 |
| Molly Jackson (mjj22) | 2 | 4 | 50 |
| Heath Demaree (had4) | 2 | 4 | 50 |
| Julia Ellifritt (jxe64) | 2 | 4 | 50 |
| Lawrence Bresler (lib2) | 2 | 4 | 50 |
| Lawrence Greksa (lpg2) | 1 | 2 | 50 |
| Margaret Fischer (mjf8) | 1 | 2 | 50 |
| JoAnn Giordano (jxg268) | 1 | 2 | 50 |
| Martha Lois (mxl84) | 1 | 2 | 50 |
| Alexander Aitken (aba2) | 1 | 2 | 50 |
| Tim Shuckerow (txs10) | 1 | 2 | 50 |
| Tim Shuckerow (txs10) | 1 | 2 | 50 |
| Tim Shuckerow (txs10) | 1 | 2 | 50 |
| Vivien Yee (vcy2) | 1 | 2 | 50 |
| Todd Oakley (tvo2) | 1 | 2 | 50 |
| Karen Potter (klp13) | 1 | 2 | 50 |
| Gary Galbraith (gxg31) | 1 | 2 | 50 |
| Hatsuo Ishida (hxi3) | 1 | 2 | 50 |
| Jonathan Sadowsky (jas34)/Gill | 1 | 2 | 50 |
| Takao Hagiwara (txh13) | 1 | 2 | 50 |
| Kathleen Horvath (kah24) | 1 | 2 | 50 |
| David Rothenberg (djr30)/Steph | 1 | 2 | 50 |
| Julie Andrijeski (jxa4)/David Rot | 1 | 2 | 50 |
| Christopher Bagan (cdb76) | 1 | 2 | 50 |

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|---|---|---|---|
| Joyce Fitzpatrick (jjf4) | 1 | 2 | 50 |
| Elizabeth Madigan (eam13) | 1 | 2 | 50 |
| Chris Winkelman (cxw26) | 1 | 2 | 50 |
| Mary Quinn Griffin (mtq2) | 1 | 2 | 50 |
| Robert Brown (rwb) | 1 | 2 | 50 |
| Robert Greene (rlg2) | 1 | 2 | 50 |
| Jonathan Tan (jyt4) | 1 | 2 | 50 |
| Victor Groza (vkg2)/Zoe Wood ( | 1 | 2 | 50 |
| Camille Warner (cdb6) | 1 | 2 | 50 |
| Jacqueline Nanfito (jcn) | 1 | 2 | 50 |
| Wojbor Woyczynski (waw) | 1 | 2 | 50 |
| Gary Chottiner (gsc2) | 116 | 235 | 49.36 |
| Somali Ghosh (sxg720) | 18 | 37 | 48.65 |
| Kevin Houser (kxh431) | 15 | 31 | 48.39 |
| Fred Collopy (flc2)/Alec Morris | 28 | 58 | 48.28 |
| Pedram Mohseni (pxm89) | 36 | 75 | 48 |
| Katie Wheaton (kcp3) | 12 | 25 | 48 |
| Susan Ludington (sml15) | 10 | 21 | 47.62 |
| Mary Franklin (mrf19) | 19 | 40 | 47.5 |
| David Matthiesen (dhm5) | 9 | 19 | 47.37 |
| Carol Savrin (cls18)/Jennifer Tu | 9 | 19 | 47.37 |
| Charlotte Sanpere (cxs60) | 8 | 17 | 47.06 |
| Elizabeth Damato (egd) | 8 | 17 | 47.06 |
| Amy Absher (aaa162) | 8 | 17 | 47.06 |
| Mehmet Koyuturk (mxk331) | 7 | 15 | 46.67 |
| Andrew Rollins (amr9) | 7 | 15 | 46.67 |
| Irwin Shung (iys2) | 7 | 15 | 46.67 |
| Janine Galeski (jxs522)/Connie | 20 | 43 | 46.51 |
| Gregory Lee (gsl7) | 13 | 28 | 46.43 |
| Jose Carlos Teixeira (jmt167) | 6 | 13 | 46.15 |
| Erkki Somersalo (ejs49) | 6 | 13 | 46.15 |
| QianFan Chen (qxc76) | 6 | 13 | 46.15 |
| Alan Levine (adl4)/Carey Shive ( | 17 | 37 | 45.95 |
| Glenn Starkman (gds6) | 11 | 24 | 45.83 |
| Mary Franklin (mrf19) | 31 | 68 | 45.59 |
| Deborah Lindell (dxl41) | 15 | 33 | 45.45 |
| Anthony Jack (aij2)/Mandy Wo | 10 | 22 | 45.45 |
| Thomas Love (tel3) | 5 | 11 | 45.45 |
| Hannah Barna (hjb12) | 5 | 11 | 45.45 |
| Mark Meckes (mwm2) | 5 | 11 | 45.45 |
| Bernard Bailey (bcb34) | 9 | 20 | 45 |
| Christopher Burant (cxb43) | 9 | 20 | 45 |
| Mingguo Hong (mxh543) | 12 | 27 | 44.44 |
| Kiju Lee (kxl221) | 8 | 18 | 44.44 |
| Gerhard Welsch (gxw2) | 8 | 18 | 44.44 |
| Terri Mester (txm60)/Thomas M | 8 | 18 | 44.44 |
| Noelle Giuffrida Armhold (nmg | 4 | 9 | 44.44 |

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|---|---:|---:|---:|
| Aliasghar Ameri (axa532) | 4 | 9 | 44.44 |
| Mary Quinn Griffin (mtq2) | 4 | 9 | 44.44 |
| Deborah Lindell (dxl41) | 4 | 9 | 44.44 |
| Jean-Eudes Dazard (jxd101)/Ma | 4 | 9 | 44.44 |
| Richard Drushel (rfd) | 15 | 34 | 44.12 |
| James Mihos (jcm9) | 7 | 16 | 43.75 |
| Elizabeth Meckes (ese3) | 7 | 16 | 43.75 |
| Santosh Kumar Radha (srr70) | 7 | 16 | 43.75 |
| Corbin Covault (cec8) | 7 | 16 | 43.75 |
| William Marling (wxm3) | 7 | 16 | 43.75 |
| Brian Metrovich (bxm221) | 13 | 30 | 43.33 |
| William Siebenschuh (wrs2) | 13 | 30 | 43.33 |
| Mark De Guire (mrd2) | 13 | 30 | 43.33 |
| Mark De Guire (mrd2) | 13 | 30 | 43.33 |
| Gary Previts (gjp) | 6 | 14 | 42.86 |
| Leena Chakravarty (lxc353) | 3 | 7 | 42.86 |
| Abidemi Ajiboye (aba20) | 3 | 7 | 42.86 |
| YaTing Liao (yxt46) | 3 | 7 | 42.86 |
| Einav Rabinovitch-Fox (exr187) | 3 | 7 | 42.86 |
| Susan McClary (skm72) | 3 | 7 | 42.86 |
| Robert Brown (rwb) | 3 | 7 | 42.86 |
| Rakesh Niraj (rkn10) | 11 | 26 | 42.31 |
| Bryn Esplin (bxe64) | 8 | 19 | 42.11 |
| Jennifer Tucker (jgt5) | 15 | 36 | 41.67 |
| James Swain (jhs31) | 10 | 24 | 41.67 |
| Andrew Tolley (ajt84) | 10 | 24 | 41.67 |
| Anirban Mondal (axm912) | 10 | 24 | 41.67 |
| Haomin Gong (hxg171) | 5 | 12 | 41.67 |
| Anita Howard (axh67) | 5 | 12 | 41.67 |
| Damaris Punales-Alpizar (dxp20 | 5 | 12 | 41.67 |
| Valerie Haywood (vxh20) | 98 | 236 | 41.53 |
| Daniel Saab (dgs3) | 17 | 41 | 41.46 |
| Kevin Flynn (kxf13) | 14 | 34 | 41.18 |
| Matthew Willard (maw169) | 7 | 17 | 41.18 |
| Amol Ratnaparkhe (axr524) | 7 | 17 | 41.18 |
| Christopher Bagan (cdb76) | 7 | 17 | 41.18 |
| Bernard Jim (blj) | 7 | 17 | 41.18 |
| Susan Burden-Gulley (smb8) | 9 | 22 | 40.91 |
| Abidemi Ajiboye (aba20) | 15 | 37 | 40.54 |
| Andreas Zynga (amz67) | 24 | 60 | 40 |
| Mark De Guire (mrd2) | 12 | 30 | 40 |
| Heidi Martin (hbm) | 8 | 20 | 40 |
| Mary Dehaan (mtd6) | 8 | 20 | 40 |
| Jeffery Coller (jmc71)/Eckhard J | 6 | 15 | 40 |
| Erich Yetter (exy61) | 6 | 15 | 40 |
| Heidi Martin (hbm) | 6 | 15 | 40 |
| Heidi Martin (hbm) | 6 | 15 | 40 |

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|---|---|---|---|
| Wyatt Newman (wsn) | 6 | 15 | 40 |
| Mary Grimm (mcg3) | 6 | 15 | 40 |
| Anirban Mondal (axm912) | 6 | 15 | 40 |
| Margaret Fischer (mjf8) | 4 | 10 | 40 |
| Alexander Aitken (aba2) | 4 | 10 | 40 |
| Alexander Aitken (aba2) | 4 | 10 | 40 |
| Peter Lagerlof (pxl4) | 4 | 10 | 40 |
| Pete McEachen (pxm362) | 4 | 10 | 40 |
| Gilbert Doho (gxd22) | 4 | 10 | 40 |
| Fabienne Pizot-Haymore (fgh2) | 4 | 10 | 40 |
| Christine Cano (cmc21) | 4 | 10 | 40 |
| Eric Charnofsky (exc15) | 4 | 10 | 40 |
| Kenneth Wendt (kxw295) | 4 | 10 | 40 |
| Jodi Wolff (jdw30) | 4 | 10 | 40 |
| Heather Galloway (hxg180) | 2 | 5 | 40 |
| Insoo Hyun (ixh14) | 2 | 5 | 40 |
| Darlene Moenter (dmm12) | 2 | 5 | 40 |
| Xiong Yu (xxy21) | 2 | 5 | 40 |
| Elisabeth Werner (emw2) | 2 | 5 | 40 |
| Allison Prince (amp154) | 2 | 5 | 40 |
| Irena Kenneley (ilz) | 2 | 5 | 40 |
| Deborah Lindell (dxl41) | 2 | 5 | 40 |
| Gretchen Mettler (ggm) | 2 | 5 | 40 |
| Sharon Milligan (sem) | 2 | 5 | 40 |
| Cristian Gomez Olivares (cgg19) | 2 | 5 | 40 |
| Lynn Kam (lak99) | 11 | 28 | 39.29 |
| Genevieve Sauve (gxs244) | 9 | 23 | 39.13 |
| Mark De Guire (mrd2) | 9 | 23 | 39.13 |
| Mary Kavanagh (mxk109) | 9 | 23 | 39.13 |
| Mark De Guire (mrd2) | 12 | 31 | 38.71 |
| Teresa Contenza (txc114) | 12 | 31 | 38.71 |
| Emilio Colindres (exc231)/Ke Hu | 30 | 78 | 38.46 |
| Tamara Randall (tlk3) | 10 | 26 | 38.46 |
| Andrea Alvarez (axa670) | 5 | 13 | 38.46 |
| Aaron Jennings (aaj2) | 5 | 13 | 38.46 |
| Rolfe Petschek (rgp) | 5 | 13 | 38.46 |
| Daniel Cohen (dac37) | 5 | 13 | 38.46 |
| Tracy Wilson-Holden (tjw18) | 27 | 71 | 38.03 |
| Elizabeth Sell (exs400) | 11 | 29 | 37.93 |
| Allen Foster (axf295)/Santosh K | 12 | 32 | 37.5 |
| Gayle Petty (gmp13) | 6 | 16 | 37.5 |
| Rebecca Patton (rmp9) | 6 | 16 | 37.5 |
| Jesse Berezovsky (jab298)/John | 6 | 16 | 37.5 |
| Danhong Song (dxs116) | 6 | 16 | 37.5 |
| Barbara Burgess-Van Aken (bab | 6 | 16 | 37.5 |
| Tracey Hallman (txh20)/Jeffrey | 6 | 16 | 37.5 |
| Gregory Graham (gxg27)/Arthu | 6 | 16 | 37.5 |

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| Hannah Barna (hjb12) | 6 | 16 | 37.5 |
| Christopher Bohan (cmb186) | 6 | 16 | 37.5 |
| Gabrielle Parkin (glp24) | 6 | 16 | 37.5 |
| Justin Buchler (jxb204) | 6 | 16 | 37.5 |
| Menachem Shoham (mxs10)/V| | 3 | 8 | 37.5 |
| Claudia Mizutani (cmm153) | 3 | 8 | 37.5 |
| Claudia Mizutani (cmm153) | 3 | 8 | 37.5 |
| Todd Oakley (tvo2) | 3 | 8 | 37.5 |
| Angela Ciccia (amh11) | 3 | 8 | 37.5 |
| Karen Potter (klp13) | 3 | 8 | 37.5 |
| Jutta Ittner (jxi6) | 3 | 8 | 37.5 |
| Anthony Slusser (ajs216) | 3 | 8 | 37.5 |
| Kathleen Horvath (kah24) | 3 | 8 | 37.5 |
| Susan McClary (skm72) | 3 | 8 | 37.5 |
| Susan Painter (sgp30) | 3 | 8 | 37.5 |
| Brian Clites (bjc101) | 3 | 8 | 37.5 |
| Mark Chupp (mgc2)/Kathleen F | 3 | 8 | 37.5 |
| Elizabeth Todd (ext13) | 3 | 8 | 37.5 |
| Joseph Mansour (jmm12)/Josep | 10 | 27 | 37.04 |
| Carlos Crespo (cxc302) | 21 | 57 | 36.84 |
| Anna Cristina Samia (axs232) | 14 | 38 | 36.84 |
| Katia Almeida (kma14) | 7 | 19 | 36.84 |
| Scott Fine (sxf59) | 11 | 30 | 36.67 |
| Mark De Guire (mrd2) | 11 | 30 | 36.67 |
| Catherine Scallen (cbs2) | 4 | 11 | 36.36 |
| James Spilsbury (jcs5) | 4 | 11 | 36.36 |
| Philip Cola (pac4)/Erica Yesko (e | 4 | 11 | 36.36 |
| Nicholas Stevens (nds53) | 4 | 11 | 36.36 |
| Gary Deimling (gtd) | 4 | 11 | 36.36 |
| M Fernandez (eif) | 4 | 11 | 36.36 |
| Peter Thomas (pjt9) | 4 | 11 | 36.36 |
| Marc Buchner (mxb11) | 81 | 225 | 36 |
| Daniel Saab (dgs3) | 27 | 75 | 36 |
| Soumya Ray (sxr358) | 20 | 56 | 35.71 |
| Karen Braun (kwb8) | 15 | 42 | 35.71 |
| Vanessa Hildebrand (vmh14) | 5 | 14 | 35.71 |
| George Kozmon (gak41) | 5 | 14 | 35.71 |
| David Bellini (dxb47) | 5 | 14 | 35.71 |
| Alessandra Parry (anp40) | 5 | 14 | 35.71 |
| Alessandra Parry (anp40) | 5 | 14 | 35.71 |
| Christopher Bohan (cmb186) | 5 | 14 | 35.71 |
| Ed Caner (emc15)/John Higgins | 5 | 14 | 35.71 |
| John Flores (jhf45) | 5 | 14 | 35.71 |
| Murat Cavusoglu (mcc14) | 11 | 31 | 35.48 |
| Jagjit Singh Sidhu (jxs1325)/Ten | 11 | 31 | 35.48 |
| Roman Sheremeta (rms246) | 18 | 51 | 35.29 |
| Karen Abbott (kca27) | 6 | 17 | 35.29 |

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|---|---|---|---|
| Brian Clites (bjc101) | 6 | 17 | 35.29 |
| Brian Gran (bkg2) | 6 | 17 | 35.29 |
| Matthew Feinberg (mif14)/Rob | 6 | 17 | 35.29 |
| Gary Deimling (gtd) | 6 | 17 | 35.29 |
| Daniel Melnick (dxm140) | 6 | 17 | 35.29 |
| Bradley Ricca (bjr8) | 6 | 17 | 35.29 |
| William Doll (wmd2) | 6 | 17 | 35.29 |
| Elizabeth Meckes (ese3) | 6 | 17 | 35.29 |
| Laurine Gajkowski (lag6)/Kathle | 13 | 37 | 35.14 |
| H Podgurski (hap) | 7 | 20 | 35 |
| Marshall Leitman (mxl5) | 7 | 20 | 35 |
| Valerie A Boebel Toly (vab) | 7 | 20 | 35 |
| Erich Yetter (exy61) | 8 | 23 | 34.78 |
| Zhicheng Jing (zxj65) | 17 | 49 | 34.69 |
| Karen Braun (kwb8) | 18 | 52 | 34.62 |
| Peter Mc Call (plm4) | 10 | 29 | 34.48 |
| John Romey (jar206) | 10 | 29 | 34.48 |
| Umut Gurkan (uxg23) | 40 | 117 | 34.19 |
| Julie Hopkins (jlh208)/Jane Mar | 15 | 44 | 34.09 |
| Paul Abdullah (pfa7)/Rachel Mc | 14 | 42 | 33.33 |
| Heath Demaree (had4) | 13 | 39 | 33.33 |
| Richard Bachmann (rjb3) | 12 | 36 | 33.33 |
| Paula Fitzgibbon (paf3) | 11 | 33 | 33.33 |
| Matthew Schiefer (mas73) | 7 | 21 | 33.33 |
| Marguerite DiMarco (mxd50) | 7 | 21 | 33.33 |
| Evren Gurkan Cavusoglu (exg44 | 6 | 18 | 33.33 |
| Lisa Hanson (lbh37) | 6 | 18 | 33.33 |
| Deepak Sarma (dxs163) | 6 | 18 | 33.33 |
| Christine Hudak (cah16) | 6 | 18 | 33.33 |
| Pan Li (pxl288) | 5 | 15 | 33.33 |
| Fabienne Pizot-Haymore (fgh2) | 5 | 15 | 33.33 |
| Gary Pillar (gtp) | 5 | 15 | 33.33 |
| Evelyn Duffy (exd4) | 5 | 15 | 33.33 |
| Daniela Calvetti (dxc57) | 5 | 15 | 33.33 |
| Magdalena Vinter (mlv28) | 5 | 15 | 33.33 |
| John Keyser (jdk156) | 4 | 12 | 33.33 |
| Henry Adams (hxa28) | 4 | 12 | 33.33 |
| John Protasiewicz (jdp5) | 4 | 12 | 33.33 |
| Shari Bolen (sdb73) | 4 | 12 | 33.33 |
| Sree Sreenath (nxs6) | 4 | 12 | 33.33 |
| Philip Feng (pxf83) | 4 | 12 | 33.33 |
| Denise Caterinacci (dmc7) | 4 | 12 | 33.33 |
| Margaret Fitzgerald (mmf9) | 4 | 12 | 33.33 |
| Alanna Ropchock (avr15) | 4 | 12 | 33.33 |
| Daniel Lacks (djl15) | 4 | 12 | 33.33 |
| Gurkan Bebek (gxb43)/Masaru | 4 | 12 | 33.33 |
| Tim Shuckerow (txs10) | 3 | 9 | 33.33 |

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|---|---|---|---|
| Barney Taxel (bxt71) | 3 | 9 | 33.33 |
| Karen Potter (klp13) | 3 | 9 | 33.33 |
| Roger Quinn (rdq)/Roy Ritzman | 3 | 9 | 33.33 |
| Alp Sehirlioglu (axs461) | 3 | 9 | 33.33 |
| Michael Clune (mwc33) | 3 | 9 | 33.33 |
| Carol Musil (cmm4) | 3 | 9 | 33.33 |
| Gurkan Bebek (gxb43) | 3 | 9 | 33.33 |
| Gurkan Bebek (gxb43) | 3 | 9 | 33.33 |
| Lee Hoffer (ldh24) | 2 | 6 | 33.33 |
| Rohan Akolkar (rna3) | 2 | 6 | 33.33 |
| Michael Pollino (mcp70) | 2 | 6 | 33.33 |
| Takao Hagiwara (txh13) | 2 | 6 | 33.33 |
| Charissa Bagan (cxb428) | 2 | 6 | 33.33 |
| Maryjo Prince-Paul (mxp42) | 2 | 6 | 33.33 |
| Anaya Farrell (acf50)/Robert Ul | 2 | 6 | 33.33 |
| Brian Redmond (bgr2) | 1 | 3 | 33.33 |
| Janet Mc Grath (jwm6) | 1 | 3 | 33.33 |
| Martha Lois (mxl84) | 1 | 3 | 33.33 |
| Margaret Fischer (mjf8) | 1 | 3 | 33.33 |
| Dianne Kube (dmk8) | 1 | 3 | 33.33 |
| Anna Cristina Samia (axs232) | 1 | 3 | 33.33 |
| James Spilsbury (jcs5) | 1 | 3 | 33.33 |
| Roger French (rxf131) | 1 | 3 | 33.33 |
| James Van Orman (jav12) | 1 | 3 | 33.33 |
| Yasuhiro Kamotani (yxk) | 1 | 3 | 33.33 |
| Joe Mayer (jxm640) | 1 | 3 | 33.33 |
| Paul Iversen (pai2) | 1 | 3 | 33.33 |
| Paul Iversen (pai2) | 1 | 3 | 33.33 |
| Timothy Wutrich (trw14) | 1 | 3 | 33.33 |
| David Rothenberg (djr30)/Gera | 1 | 3 | 33.33 |
| Jeremy Allen (jla36)/David Roth | 1 | 3 | 33.33 |
| Ida Mercer (ikm2)/David Rothe | 1 | 3 | 33.33 |
| Bruce Egre (bxe4) | 1 | 3 | 33.33 |
| Robert Walser (raw125) | 1 | 3 | 33.33 |
| Susan McClary (skm72) | 1 | 3 | 33.33 |
| Diane Urista (dxu16) | 1 | 3 | 33.33 |
| Diane Urista (dxu16) | 1 | 3 | 33.33 |
| James Swain (jhs31) | 1 | 3 | 33.33 |
| Faye Gary (fxg21) | 1 | 3 | 33.33 |
| Marguerite DiMarco (mxd50) | 1 | 3 | 33.33 |
| Elizabeth Madigan (eam13) | 1 | 3 | 33.33 |
| Chin-Tai Kim (cxk6) | 1 | 3 | 33.33 |
| Chin-Tai Kim (cxk6) | 1 | 3 | 33.33 |
| Pete Moore (pwm10) | 1 | 3 | 33.33 |
| Daniel Lacks (djl15) | 20 | 61 | 32.79 |
| Alireza Kabirian (axk821) | 19 | 58 | 32.76 |
| Kamlesh Mathur (kxm6) | 19 | 58 | 32.76 |

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|---|---|---|---|
| Laura Dehelian (lxd16) | 10 | 31 | 32.26 |
| Laura Johnson (lxj154)/Klaount | 10 | 31 | 32.26 |
| Evren Gurkan Cavusoglu (exg44 | 17 | 53 | 32.08 |
| Paul Carey (prc5) | 16 | 50 | 32 |
| H Podgurski (hap) | 15 | 47 | 31.91 |
| Laura Dehelian (lxd16) | 13 | 41 | 31.71 |
| Harihara Baskaran (hxb35) | 19 | 60 | 31.67 |
| Rebecca Benard (rbb53) | 18 | 57 | 31.58 |
| Deborah Rovito (dlr50) | 18 | 57 | 31.58 |
| Lihong Shi (lxs463) | 6 | 19 | 31.58 |
| Joseph Cheatle (jjc161) | 6 | 19 | 31.58 |
| Thomas Dawkins (txd119) | 6 | 19 | 31.58 |
| Colin Drummond (cxd) | 6 | 19 | 31.58 |
| Narcisz Fejes (nxf14) | 6 | 19 | 31.58 |
| Gayle Petty (gmp13) | 17 | 54 | 31.48 |
| Kathryn Rothenberg (kpr4) | 11 | 35 | 31.43 |
| Erin Discenza (ehd12) | 15 | 48 | 31.25 |
| Saurabh Kumar (sxk1031)/Amo | 10 | 32 | 31.25 |
| Steven Izen (shi) | 5 | 16 | 31.25 |
| Sayan Chatterjee (sxc14) | 5 | 16 | 31.25 |
| Paul Ferguson (pxf2) | 5 | 16 | 31.25 |
| Sandra Russ (swr) | 5 | 16 | 31.25 |
| Shannon Sterne (smc31) | 5 | 16 | 31.25 |
| Barbara Clemenson (bjc8) | 5 | 16 | 31.25 |
| John Higgins (jch181) | 5 | 16 | 31.25 |
| Vincent Graziano (vjg9) | 21 | 68 | 30.88 |
| Alexander Jamieson (amj) | 24 | 78 | 30.77 |
| Longhua Zhao (lxz315) | 4 | 13 | 30.77 |
| Sayan Chatterjee (sxc14) | 4 | 13 | 30.77 |
| Mahra Colvin (mkc68)/Darin Cr | 10 | 33 | 30.3 |
| Patricia Jurca (plj21) | 10 | 33 | 30.3 |
| Carl Entemann (cwe20) | 26 | 86 | 30.23 |
| Amy Przeworski (axp335) | 21 | 70 | 30 |
| Walter Sokira (wjs23) | 15 | 50 | 30 |
| James Tien (jst2) | 12 | 40 | 30 |
| Elizabeth Sell (exs400) | 9 | 30 | 30 |
| Karen Braun (kwb8) | 6 | 20 | 30 |
| Joseph Cheatle (jjc161) | 6 | 20 | 30 |
| Michael Hurley (mgh3) | 6 | 20 | 30 |
| Karen Fiedler (kmf3) | 6 | 20 | 30 |
| Richard Drushel (rfd) | 3 | 10 | 30 |
| Haomin Gong (hxg171) | 3 | 10 | 30 |
| Yidi Lin (yxl1014) | 3 | 10 | 30 |
| Gary Galbraith (gxg31) | 3 | 10 | 30 |
| Ozan Akkus (oxa) | 3 | 10 | 30 |
| Gusztav Demeter (gxd87) | 3 | 10 | 30 |
| Irwin Shung (iys2) | 3 | 10 | 30 |

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|---|---|---|---|
| Theresa Backman (tab28) | 3 | 10 | 30 |
| Jaclene Zauszniewski (jaz) | 3 | 10 | 30 |
| Rolfe Petschek (rgp) | 3 | 10 | 30 |
| Timothy Black (tsb25)/Margare | 3 | 10 | 30 |
| Gurkan Bebek (gxb43) | 3 | 10 | 30 |
| Barbara Bedogni (bxb278)/Hun | 29 | 97 | 29.9 |
| Florian Besau (fxb90) | 10 | 34 | 29.41 |
| Julia Dobrosotskaya (jxd365) | 5 | 17 | 29.41 |
| Lisa Rainsong (lmr3) | 5 | 17 | 29.41 |
| Malcah Effron (mxe140) | 5 | 17 | 29.41 |
| Amy Absher (aaa162) | 5 | 17 | 29.41 |
| Scott Dill (sdd46) | 5 | 17 | 29.41 |
| Drew Meyer (dam135) | 12 | 41 | 29.27 |
| Evren Gurkan Cavusoglu (exg44 | 33 | 113 | 29.2 |
| Christopher Bagan (cdb76) | 7 | 24 | 29.17 |
| Colin Drummond (cxd) | 7 | 24 | 29.17 |
| Dennis Conrad (dac21) | 16 | 55 | 29.09 |
| Rekha Srinivasan (rxs111) | 12 | 42 | 28.57 |
| Leon Blazey (lxb46) | 10 | 35 | 28.57 |
| Florian Besau (fxb90) | 10 | 35 | 28.57 |
| Kelly McConnell (kkm18) | 10 | 35 | 28.57 |
| Alp Sehirlioglu (axs461) | 6 | 21 | 28.57 |
| Robin Snyder (res29) | 4 | 14 | 28.57 |
| Clara Lipszyc-Arroyo (cgl12) | 4 | 14 | 28.57 |
| Jacqueline Nanfito (jcn) | 4 | 14 | 28.57 |
| Judith Hammer (jko2)/Richard I | 4 | 14 | 28.57 |
| Eric Charnofsky (exc15)/Joshua | 4 | 14 | 28.57 |
| Kristine Kelly (knk) | 4 | 14 | 28.57 |
| Henry Adams (hxa28) | 2 | 7 | 28.57 |
| Deborah Harris (dlv7) | 2 | 7 | 28.57 |
| Susan Burden-Gulley (smb8) | 2 | 7 | 28.57 |
| Miklos Gratzl (mxg13) | 2 | 7 | 28.57 |
| Joseph Marencik (jjm203) | 2 | 7 | 28.57 |
| Amelia Bieda (alb24) | 2 | 7 | 28.57 |
| Denna Iammarino (dji6) | 2 | 7 | 28.57 |
| Patricia Williamson (ppw2) | 9 | 32 | 28.12 |
| Mark Turner (mbt8) | 16 | 57 | 28.07 |
| Todd Oakley (tvo2) | 5 | 18 | 27.78 |
| Paul Schroeder (pes15) | 5 | 18 | 27.78 |
| James Sheeler (jes240) | 5 | 18 | 27.78 |
| Vasudevan Ramanujam (vxr) | 8 | 29 | 27.59 |
| Atwood Gaines (axg10) | 11 | 40 | 27.5 |
| Menachem Shoham (mxs10) | 12 | 44 | 27.27 |
| Katia Almeida (kma14) | 6 | 22 | 27.27 |
| Miklos Gratzl (mxg13) | 6 | 22 | 27.27 |
| Timothy Black (tsb25)/Bradley I | 6 | 22 | 27.27 |
| Alexander Aitken (aba2) | 3 | 11 | 27.27 |

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| Barbara Lewis (bxl) | 3 | 11 | 27.27 |
| YeongAe Heo (yxh549) | 3 | 11 | 27.27 |
| Jutta Ittner (jxi6) | 3 | 11 | 27.27 |
| John Grabowski (jjg4) | 3 | 11 | 27.27 |
| Silvia Saccon (sxs1670) | 3 | 11 | 27.27 |
| Francesca Brittan (fmb22) | 3 | 11 | 27.27 |
| Tenglong Wang (txw278) | 3 | 11 | 27.27 |
| Anaya Farrell (acf50)/Robert Ul | 3 | 11 | 27.27 |
| Christine Henry (cxm44) | 3 | 11 | 27.27 |
| Katia Almeida (kma14) | 16 | 59 | 27.12 |
| Charles Rosenblatt (cxr) | 10 | 37 | 27.03 |
| Longhua Zhao (lxz315) | 7 | 26 | 26.92 |
| Mario Garcia Sanz (mgs78) | 11 | 41 | 26.83 |
| Leena Chakravarty (lxc353) | 4 | 15 | 26.67 |
| Heidi Martin (hbm) | 4 | 15 | 26.67 |
| Uziel Landau (uxl) | 4 | 15 | 26.67 |
| Theodore Steinberg (txs18) | 4 | 15 | 26.67 |
| Stanislaw Szarek (sjs13) | 4 | 15 | 26.67 |
| Bridget Haas (bmh7) | 5 | 19 | 26.32 |
| Christos Papachristou (cap2) | 5 | 19 | 26.32 |
| Steven Izen (shi) | 5 | 19 | 26.32 |
| Andrew Tolley (ajt84) | 5 | 19 | 26.32 |
| Joseph White (jxw87) | 5 | 19 | 26.32 |
| Jessica Kelley-Moore (jak119) | 5 | 19 | 26.32 |
| Emily Pentzer (ebp24) | 6 | 23 | 26.09 |
| Gary Ciepluch (gxc6) | 6 | 23 | 26.09 |
| Julia Dobrosotskaya (jxd365) | 7 | 27 | 25.93 |
| Cindy Motley (clm84) | 7 | 27 | 25.93 |
| Cory Christenson (cwc39) | 8 | 31 | 25.81 |
| Francis Merat (flm) | 9 | 35 | 25.71 |
| Ricardo Apostol (raa81) | 10 | 39 | 25.64 |
| Jason Bradshaw (jdb10)/James | 21 | 83 | 25.3 |
| Dominique Durand (dxd6)/Mikl | 10 | 40 | 25 |
| Kenneth Adair (kva3) | 9 | 36 | 25 |
| Walter Sokira (wjs23) | 9 | 36 | 25 |
| Danhong Song (dxs116) | 8 | 32 | 25 |
| Patrick Gannon (pog) | 7 | 28 | 25 |
| Rebecca Patton (rmp9) | 7 | 28 | 25 |
| Vasudevan Ramanujam (vxr) | 7 | 28 | 25 |
| Megan Griffin (meg30) | 5 | 20 | 25 |
| David Singer (das5) | 5 | 20 | 25 |
| James Sheeler (jes240) | 4 | 16 | 25 |
| Fabienne Pizot-Haymore (fgh2) | 4 | 16 | 25 |
| Evanne Juratovac (exj11)/Susan | 4 | 16 | 25 |
| Sandra Russ (swr) | 4 | 16 | 25 |
| Richard Smith (rcs131) | 4 | 16 | 25 |
| Barbara Burgess-Van Aken (bab | 4 | 16 | 25 |

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| Shannon Sterne (smc31) | 3 | 12 | 25 |
| Karen Potter (klp13) | 3 | 12 | 25 |
| Scott Dill (sdd46) | 3 | 12 | 25 |
| Sayan Chatterjee (sxc14) | 3 | 12 | 25 |
| Alanna Ropchock (avr15)/Denis | 3 | 12 | 25 |
| Jaclene Zauszniewski (jaz) | 3 | 12 | 25 |
| Colin McLarty (cxm7) | 3 | 12 | 25 |
| Deborah Harris (dlv7) | 2 | 8 | 25 |
| Florin Berindeanu (ftb1) | 2 | 8 | 25 |
| Kathryn McNeal (kmm20)/Jean | 2 | 8 | 25 |
| Rachel Stoneking (res31) | 2 | 8 | 25 |
| Steven Eppell (sje) | 2 | 8 | 25 |
| David Gurarie (dxg5) | 2 | 8 | 25 |
| Katherine Dejongh (kxd) | 2 | 8 | 25 |
| Gretchen Mettler (ggm) | 2 | 8 | 25 |
| Norah Feeny (ncf2) | 2 | 8 | 25 |
| Gabriella Celeste (mgc36) | 1 | 4 | 25 |
| Masaru Miyagi (mxm356) | 1 | 4 | 25 |
| Robert Salomon (rgs) | 1 | 4 | 25 |
| Karen Potter (klp13) | 1 | 4 | 25 |
| Gerhard Welsch (gxw2) | 1 | 4 | 25 |
| Rachel Sternberg (rxh103) | 1 | 4 | 25 |
| Daniel Cohen (dac37) | 1 | 4 | 25 |
| Alexis Abramson (ara9) | 1 | 4 | 25 |
| Brian Grimberg (bxg43) | 1 | 4 | 25 |
| Paul Schroeder (pes15) | 1 | 4 | 25 |
| Timothy Wutrich (trw14) | 1 | 4 | 25 |
| Ricardo Apostol (raa81) | 1 | 4 | 25 |
| Matthew Larson (mgl3) | 1 | 4 | 25 |
| Richard Nelson (rxn12) | 1 | 4 | 25 |
| Mary Dolansky (mad15) | 1 | 4 | 25 |
| Elizabeth Madigan (eam13) | 1 | 4 | 25 |
| Elizabeth Madigan (eam13) | 1 | 4 | 25 |
| Karen Beckwith (klb56) | 1 | 4 | 25 |
| Joseph White (jxw87) | 1 | 4 | 25 |
| Terry Tobias (txt5) | 1 | 4 | 25 |
| Terry Tobias (txt5) | 1 | 4 | 25 |
| Norah Feeny (ncf2) | 1 | 4 | 25 |
| Patrick Boyle (pxb6)/Mark Chup | 1 | 4 | 25 |
| Jonathan Pokorski (jxp493) | 17 | 69 | 24.64 |
| Christian Zorman (caz) | 14 | 57 | 24.56 |
| Heath Demaree (had4) | 18 | 74 | 24.32 |
| Kurt Rhoads (krr38) | 9 | 37 | 24.32 |
| James Bader (jxb14) | 24 | 99 | 24.24 |
| Julie Hopkins (jlh208)/Jane Mar | 8 | 33 | 24.24 |
| Michael Hurley (mgh3) | 7 | 29 | 24.14 |
| Evanne Juratovac (exj11)/Heath | 7 | 29 | 24.14 |

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|---|---|---|---|
| Brian Metrovich (bxm221) | 20 | 83 | 24.1 |
| Marc Buchner (mxb11) | 11 | 46 | 23.91 |
| Mario Garcia Sanz (mgs78) | 5 | 21 | 23.81 |
| Jane Buder Shapiro (jrb8) | 8 | 34 | 23.53 |
| Theodore Steinberg (txs18) | 4 | 17 | 23.53 |
| Renee Sentilles (rms30)/Peter S | 4 | 17 | 23.53 |
| Paul Ferguson (pxf2) | 4 | 17 | 23.53 |
| Michael Householder (mbh79) | 4 | 17 | 23.53 |
| Lisa Nielson (len12) | 4 | 17 | 23.53 |
| Bernard Jim (blj) | 4 | 17 | 23.53 |
| Jessica Birch (jeb233) | 4 | 17 | 23.53 |
| Audrey Lynn (axl38) | 15 | 64 | 23.44 |
| Terrance Cybulski (tmc42) | 7 | 30 | 23.33 |
| Mark Caldwell (mac84)/Margar | 7 | 30 | 23.33 |
| Laura Johnson (lxj154)/Klaount | 7 | 30 | 23.33 |
| Richard Osborne (rlo3) | 10 | 43 | 23.26 |
| Steven Sidik (sms80) | 10 | 43 | 23.26 |
| Joseph Mansour (jmm12) | 18 | 78 | 23.08 |
| Joseph Prahl (jmp) | 15 | 65 | 23.08 |
| Colleen Croniger (cmc6) | 9 | 39 | 23.08 |
| Erin Discenza (ehd12)/Marilyn I | 9 | 39 | 23.08 |
| Steven Sidik (sms80) | 6 | 26 | 23.08 |
| Vira Chankong (vxc2) | 3 | 13 | 23.08 |
| David Lucas (dwl46) | 3 | 13 | 23.08 |
| John Flores (jhf45) | 3 | 13 | 23.08 |
| Lisa Rainsong (lmr3) | 3 | 13 | 23.08 |
| Patricia Princehouse (pmp7) | 3 | 13 | 23.08 |
| Damaris Punales-Alpizar (dxp20 | 3 | 13 | 23.08 |
| Joseph DeLong (jad226)/Behna | 3 | 13 | 23.08 |
| Laura Hengehold (leh7) | 3 | 13 | 23.08 |
| Michael Rabinovich (mxr136) | 10 | 44 | 22.73 |
| Matthew Schiefer (mas73) | 5 | 22 | 22.73 |
| Horst von Recum (hav1) | 5 | 22 | 22.73 |
| Bo Li (bxl295) | 5 | 22 | 22.73 |
| Ronald Blanton (reb6)/David Gu | 5 | 22 | 22.73 |
| Paul Schroeder (pes15) | 5 | 22 | 22.73 |
| Laura Distelhorst (lak17)/Leslie | 16 | 71 | 22.54 |
| Peter Mc Call (plm4) | 6 | 27 | 22.22 |
| Deborah Lindell (dxl41) | 6 | 27 | 22.22 |
| Andrew Reimer (axr62) | 6 | 27 | 22.22 |
| Allison Webel (arw72) | 6 | 27 | 22.22 |
| Shannon French (sef37) | 6 | 27 | 22.22 |
| Heather Broihier (htb)/Evan De | 4 | 18 | 22.22 |
| Kristen Lukas (kel20) | 4 | 18 | 22.22 |
| Peter Lagerlof (pxl4) | 4 | 18 | 22.22 |
| Philip Derbesy (pcd34)/Ryan Sc | 4 | 18 | 22.22 |
| Megan Jewell (msj18) | 4 | 18 | 22.22 |

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|---|---|---|---|
| Joshua Hoeynck (jsh115) | 4 | 18 | 22.22 |
| Gail Berg (gsb3) | 2 | 9 | 22.22 |
| David Samols (drs10) | 2 | 9 | 22.22 |
| Kenneth Adair (kva3) | 2 | 9 | 22.22 |
| Blanton Tolbert (bst18) | 2 | 9 | 22.22 |
| Douglas Hicks (dmh32) | 2 | 9 | 22.22 |
| Karen Potter (klp13) | 2 | 9 | 22.22 |
| Gary Galbraith (gxg31) | 2 | 9 | 22.22 |
| Miklos Gratzl (mxg13) | 2 | 9 | 22.22 |
| Srinivas Raghavan (sxr439) | 2 | 9 | 22.22 |
| Jared Bendis (jeb2) | 2 | 9 | 22.22 |
| Mary Assad (mka23) | 2 | 9 | 22.22 |
| Marilyn Lotas (mjl25) | 2 | 9 | 22.22 |
| Jacquelyn Slomka (jxs980) | 2 | 9 | 22.22 |
| Susan Knell (smk16) | 2 | 9 | 22.22 |
| Tatiana Zilotina (tmz2) | 2 | 9 | 22.22 |
| Musa Audu (mxa93)/Kenneth G | 28 | 127 | 22.05 |
| Timothy Fogarty (tjf) | 11 | 50 | 22 |
| David Schiraldi (das44) | 11 | 50 | 22 |
| Kathleen Kash (kxk43) | 14 | 64 | 21.88 |
| Michael-Jon Hore (mah259)/Joa | 5 | 23 | 21.74 |
| Alexis Abramson (ara9) | 42 | 194 | 21.65 |
| Teresa Contenza (txc114) | 16 | 74 | 21.62 |
| Michael Flatt (maf34) | 16 | 74 | 21.62 |
| Pete Moore (pwm10) | 8 | 37 | 21.62 |
| Jennifer Johnson (jlj11) | 11 | 51 | 21.57 |
| Dennis Conrad (dac21) | 3 | 14 | 21.43 |
| Malcolm Kenney (mek9) | 3 | 14 | 21.43 |
| Ricardo Apostol (raa81) | 3 | 14 | 21.43 |
| Leon Blazey (lxb46) | 3 | 14 | 21.43 |
| Gayle Petty (gmp13) | 3 | 14 | 21.43 |
| Rebecca Patton (rmp9) | 3 | 14 | 21.43 |
| Peter Whiting (pjw5) | 3 | 14 | 21.43 |
| Erika Olbricht (exo37) | 3 | 14 | 21.43 |
| Sunniva Collins (skr) | 14 | 66 | 21.21 |
| Vincent Graziano (vjg9) | 15 | 71 | 21.13 |
| Lee Thompson (lat) | 8 | 38 | 21.05 |
| Megan Jewell (msj18) | 4 | 19 | 21.05 |
| Camille Warner (cdb6) | 4 | 19 | 21.05 |
| Rolfe Petschek (rgp) | 4 | 19 | 21.05 |
| Raul Erick Juarez Hernandez (rx | 13 | 62 | 20.97 |
| Raul Erick Juarez Hernandez (rx | 10 | 48 | 20.83 |
| Drew Meyer (dam135) | 10 | 48 | 20.83 |
| Bonnie Schmidt-Hayes (bjs167) | 10 | 48 | 20.83 |
| Michael-Jon Hore (mah259)/Joa | 5 | 24 | 20.83 |
| David Kazdan (dxk10) | 50 | 241 | 20.75 |
| Craig Copi (cjc5) | 6 | 29 | 20.69 |

| | | | |
|---|---|---|---|
| Christopher Butler (cxb10) | 43 | 208 | 20.67 |
| Michael Martens (mam18) | 7 | 34 | 20.59 |
| Matthew Schiefer (mas73) | 9 | 44 | 20.45 |
| Mary Kavanagh (mxk109) | 13 | 65 | 20 |
| Deborah Harris (dlv7) | 5 | 25 | 20 |
| Gregory Lee (gsl7) | 5 | 25 | 20 |
| Charlotte Sanpere (cxs60) | 4 | 20 | 20 |
| Francesca Brittan (fmb22) | 3 | 15 | 20 |
| Laura Distelhorst (lak17)/Rebec | 3 | 15 | 20 |
| Gail Arnoff (axg168) | 3 | 15 | 20 |
| Joseph DeLong (jad226) | 3 | 15 | 20 |
| Alexander Aitken (aba2) | 2 | 10 | 20 |
| Thomas Gray (txg37) | 2 | 10 | 20 |
| Kathryn Rothenberg (kpr4) | 2 | 10 | 20 |
| Brian Metrovich (bxm221) | 2 | 10 | 20 |
| Michael Rabinovich (mxr136) | 2 | 10 | 20 |
| Andrew Rollins (amr9) | 2 | 10 | 20 |
| Margaretmary Daley (mxd43) | 2 | 10 | 20 |
| Marshall Leitman (mxl5) | 2 | 10 | 20 |
| Pete Moore (pwm10) | 2 | 10 | 20 |
| Anastasia Dimitropoulos (axd11 | 2 | 10 | 20 |
| Jessica Kelley-Moore (jak119) | 2 | 10 | 20 |
| Glenn Odenbrett (gxo2) | 2 | 10 | 20 |
| JoAnn Giordano (jxg268) | 1 | 5 | 20 |
| Gary Galbraith (gxg31) | 1 | 5 | 20 |
| Vira Chankong (vxc2) | 1 | 5 | 20 |
| Alexander Jamieson (amj) | 1 | 5 | 20 |
| Matthew Willard (maw169) | 1 | 5 | 20 |
| David Rothenberg (djr30)/Emily | 1 | 5 | 20 |
| Katherine Dejongh (kxd)/David | 1 | 5 | 20 |
| David Rothenberg (djr30)/Steph | 1 | 5 | 20 |
| Brian Sweigart (bss10) | 1 | 5 | 20 |
| Matthew Larson (mgl3) | 1 | 5 | 20 |
| Nathan Kruse (nbk17) | 1 | 5 | 20 |
| Tamara Randall (tlk3) | 1 | 5 | 20 |
| John Ruhl (jer23)/Giuseppe Stra | 1 | 5 | 20 |
| Sandra Russ (swr) | 1 | 5 | 20 |
| Sandra Russ (swr) | 1 | 5 | 20 |
| Lee Thompson (lat) | 1 | 5 | 20 |
| William Deal (wed) | 1 | 5 | 20 |
| Rekha Srinivasan (rxs111) | 45 | 229 | 19.65 |
| Mary Kavanagh (mxk109) | 8 | 41 | 19.51 |
| Michael Flatt (maf34) | 7 | 36 | 19.44 |
| Dianne Kube (dmk8) | 25 | 129 | 19.38 |
| Gerald Saidel (gms3)/Dustin Tyl | 6 | 31 | 19.35 |
| Miklos Gratzl (mxg13)/Dustin T | 23 | 119 | 19.33 |
| Irene Nga Wing Lee (ixl13) | 15 | 78 | 19.23 |

| | | | |
|---|---:|---:|---:|
| Lingxing Yao (lxy195) | 5 | 26 | 19.23 |
| Deborah Harris (dlv7) | 4 | 21 | 19.05 |
| Emmitt Jolly (erj20) | 4 | 21 | 19.05 |
| Harsh Mathur (hxm7) | 57 | 303 | 18.81 |
| Enno Lohmeyer (ebl4) | 6 | 32 | 18.75 |
| Mark Turner (mbt8) | 3 | 16 | 18.75 |
| Jason Bradshaw (jdb10)/James | 3 | 16 | 18.75 |
| Anaya Farrell (acf50)/Robert Ul | 3 | 16 | 18.75 |
| Joshua Hoeynck (jsh115) | 3 | 16 | 18.75 |
| Daniel Scherson (dxs16) | 3 | 16 | 18.75 |
| Andrea Simakis (axs335) | 3 | 16 | 18.75 |
| Kevin Houser (kxh431) | 3 | 16 | 18.75 |
| Aaron Jennings (aaj2) | 5 | 27 | 18.52 |
| Melvyn Goldstein (mcg2) | 7 | 38 | 18.42 |
| Christopher Butler (cxb10) | 21 | 115 | 18.26 |
| Jim Shaffer (jgs3) | 2 | 11 | 18.18 |
| Chris Fietkiewicz (cxf47) | 25 | 138 | 18.12 |
| Kathleen Horvath (kah24) | 7 | 39 | 17.95 |
| Jennifer Butler (jle3) | 7 | 39 | 17.95 |
| Joseph White (jxw87) | 5 | 28 | 17.86 |
| Leena Chakravarty (lxc353) | 3 | 17 | 17.65 |
| Elizabeth Todd (ext13) | 3 | 17 | 17.65 |
| Barbara Kuemerle (baw) | 3 | 17 | 17.65 |
| Shirley Prok (sxp106)/Lee Thom | 3 | 17 | 17.65 |
| Nicole Seiberlich (nes30)/David | 3 | 17 | 17.65 |
| Enno Lohmeyer (ebl4) | 3 | 17 | 17.65 |
| Ananya Dasgupta (axd411) | 3 | 17 | 17.65 |
| Michael Maguire (mem6) | 3 | 17 | 17.65 |
| Jessica Birch (jeb233)/Chung-Ch | 3 | 17 | 17.65 |
| David Lucas (dwl46) | 3 | 17 | 17.65 |
| Margaret Fitzgerald (mmf9) | 3 | 17 | 17.65 |
| Alicia Smith-Tran (acs150) | 10 | 57 | 17.54 |
| Ramez Islambouli (rai2) | 11 | 63 | 17.46 |
| Bonnie Schmidt-Hayes (bjs167) | 8 | 46 | 17.39 |
| Deborah Harris (dlv7) | 4 | 23 | 17.39 |
| Rajesh Viswanathan (rxv69) | 4 | 23 | 17.39 |
| Lihong Shi (lxs463) | 5 | 29 | 17.24 |
| Lingxing Yao (lxy195) | 5 | 29 | 17.24 |
| Chris Fietkiewicz (cxf47) | 18 | 105 | 17.14 |
| Jane Buder Shapiro (jrb8) | 15 | 88 | 17.05 |
| Kiju Lee (kxl221) | 8 | 47 | 17.02 |
| Jonathan Sadowsky (jas34) | 8 | 47 | 17.02 |
| Jennifer Butler (jle3) | 12 | 71 | 16.9 |
| Xiangwu Zeng (xxz16) | 32 | 192 | 16.67 |
| Kenneth Adair (kva3) | 6 | 36 | 16.67 |
| Elliot Posner (eap26) | 5 | 30 | 16.67 |
| Deborah Harris (dlv7) | 4 | 24 | 16.67 |

| | | | |
|---|---|---|---|
| Shirley Prok (sxp106) | 4 | 24 | 16.67 |
| Menachem Shoham (mxs10) | 3 | 18 | 16.67 |
| Behnam Malakooti (bxm4) | 3 | 18 | 16.67 |
| David Schiraldi (das44) | 3 | 18 | 16.67 |
| Joseph Cheatle (jjc161) | 3 | 18 | 16.67 |
| Leon Blazey (lxb46) | 3 | 18 | 16.67 |
| Annie Fullard (axf26) | 3 | 18 | 16.67 |
| Karie Feldman (kef3) | 3 | 18 | 16.67 |
| Wojbor Woyczynski (waw) | 3 | 18 | 16.67 |
| Shanna McGee (sbm2) | 3 | 18 | 16.67 |
| Kenneth Adair (kva3) | 3 | 18 | 16.67 |
| Michiko Watanabe (mxw13) | 2 | 12 | 16.67 |
| Marianne Reeves (mer22) | 2 | 12 | 16.67 |
| Christopher Pekoc (crp4) | 2 | 12 | 16.67 |
| Peter Lagerlof (pxl4) | 2 | 12 | 16.67 |
| Erin Blakeslee (emb160) | 2 | 12 | 16.67 |
| Robert Walser (raw125) | 2 | 12 | 16.67 |
| Julie Andrijeski (jxa4) | 2 | 12 | 16.67 |
| Rebecca Patton (rmp9) | 2 | 12 | 16.67 |
| Lawrence Greksa (lpg2) | 1 | 6 | 16.67 |
| Stacy McGaugh (ssm69) | 1 | 6 | 16.67 |
| R Luck (rel2) | 1 | 6 | 16.67 |
| Malcolm Kenney (mek9) | 1 | 6 | 16.67 |
| Christos Papachristou (cap2) | 1 | 6 | 16.67 |
| Beverly Saylor (bzs) | 1 | 6 | 16.67 |
| Deborah Fatica (dxf3) | 1 | 6 | 16.67 |
| Margaret Fitzgerald (mmf9)/Na | 1 | 6 | 16.67 |
| Jeremy Bendik-Keymer (jdb179 | 1 | 6 | 16.67 |
| Grover Gilmore (gcg) | 1 | 6 | 16.67 |
| Mary Holmes (mxh200) | 1 | 6 | 16.67 |
| Gary Ciepluch (gxc6) | 13 | 80 | 16.25 |
| Robert Greene (rlg2) | 24 | 148 | 16.22 |
| Dianne Kube (dmk8) | 8 | 50 | 16 |
| Insoo Hyun (ixh14) | 4 | 25 | 16 |
| Patricia Williamson (ppw2) | 4 | 25 | 16 |
| Miklos Gratzl (mxg13) | 3 | 19 | 15.79 |
| Joel Langer (jxl6) | 3 | 19 | 15.79 |
| Kelly McConnell (kkm18) | 3 | 19 | 15.79 |
| George Vairaktarakis (gxv5) | 3 | 19 | 15.79 |
| Jeremy Bendik-Keymer (jdb179 | 3 | 19 | 15.79 |
| Rebecca Benard (rbb53) | 12 | 78 | 15.38 |
| Lawrence Greksa (lpg2) | 10 | 65 | 15.38 |
| Elizabeth Click (erc10)/Shannon | 6 | 39 | 15.38 |
| Larry Parker (lmp3) | 4 | 26 | 15.38 |
| Timothy Fogarty (tjf) | 4 | 26 | 15.38 |
| Deborah Harris (dlv7) | 2 | 13 | 15.38 |
| Gerald Saidel (gms3) | 2 | 13 | 15.38 |

| | | | |
|---|---|---|---|
| Wyatt Newman (wsn) | 2 | 13 | 15.38 |
| Mary Grimm (mcg3) | 2 | 13 | 15.38 |
| Enno Lohmeyer (ebl4) | 2 | 13 | 15.38 |
| Barbara Clemenson (bjc8) | 2 | 13 | 15.38 |
| David Rothenberg (djr30) | 2 | 13 | 15.38 |
| Saurabh Kumar (sxk1031) | 2 | 13 | 15.38 |
| Cassi Pittman (clp77) | 2 | 13 | 15.38 |
| David Bellini (dxb47) | 2 | 13 | 15.38 |
| Matthew Burkhart (mrb151) | 2 | 13 | 15.38 |
| Gultekin Ozsoyoglu (gxo3) | 10 | 66 | 15.15 |
| James Swain (jhs31) | 5 | 33 | 15.15 |
| Paula Fitzgibbon (paf3) | 5 | 33 | 15.15 |
| Isabelle Deschenes (ixd15)/Ken | 3 | 20 | 15 |
| Julie Andrijeski (jxa4)/Christoph | 3 | 20 | 15 |
| Lorna Fuller (lxf168) | 7 | 47 | 14.89 |
| Gary Wnek (gew5) | 10 | 68 | 14.71 |
| Alexander Jamieson (amj) | 9 | 63 | 14.29 |
| William Deal (wed) | 7 | 49 | 14.29 |
| Rajesh Viswanathan (rxv69) | 5 | 35 | 14.29 |
| Jonathan Pokorski (jxp493) | 4 | 28 | 14.29 |
| Xiong Yu (xxy21) | 3 | 21 | 14.29 |
| George Kozmon (gak41) | 2 | 14 | 14.29 |
| Christopher Haufe (cbh43) | 2 | 14 | 14.29 |
| Justine Howe (jxc867) | 2 | 14 | 14.29 |
| Scott Frank (shf2)/Susan Hinze | 2 | 14 | 14.29 |
| Angelina Herin (amh180) | 2 | 14 | 14.29 |
| Mary Erdmans (mpe10)/Steve | 2 | 14 | 14.29 |
| John Wiehl (jsw109) | 2 | 14 | 14.29 |
| Linda Ehrlich (lce2) | 1 | 7 | 14.29 |
| Susan Ludington (sml15) | 1 | 7 | 14.29 |
| Justin Buchler (jxb204) | 1 | 7 | 14.29 |
| Haydee Espino Castillo (hxe56) | 1 | 7 | 14.29 |
| Clara Lipszyc-Arroyo (cgl12) | 1 | 7 | 14.29 |
| Robert Ullom (jru10) | 1 | 7 | 14.29 |
| Ananya Dasgupta (axd411) | 1 | 7 | 14.29 |
| Raul Erick Juarez Hernandez (rx | 7 | 50 | 14 |
| Mingguo Hong (mxh543) | 3 | 22 | 13.64 |
| Brian Gran (bkg2) | 3 | 22 | 13.64 |
| Kathryn McNeal (kmm20) | 4 | 30 | 13.33 |
| Gary Wnek (gew5) | 2 | 15 | 13.33 |
| Raymond Horton (rlh137) | 2 | 15 | 13.33 |
| John Broich (jxb314) | 2 | 15 | 13.33 |
| Gary Pillar (gtp) | 2 | 15 | 13.33 |
| Jagjit Singh Sidhu (jxs1325) | 2 | 15 | 13.33 |
| Alessandra Parry (anp40) | 2 | 15 | 13.33 |
| Barbara Clemenson (bjc8) | 2 | 15 | 13.33 |
| Narcisz Fejes (nxf14) | 2 | 15 | 13.33 |

| | | | |
|---|---|---|---|
| John Orlock (jmo3) | 2 | 15 | 13.33 |
| Peter Haas (pjh7) | 2 | 15 | 13.33 |
| Matthew Garrett (glm59) | 6 | 46 | 13.04 |
| Efstathios Karathanasis (exk210 | 3 | 23 | 13.04 |
| Drew Meyer (dam135) | 33 | 256 | 12.89 |
| Robert Greene (rlg2) | 23 | 181 | 12.71 |
| Matthew Schiefer (mas73) | 5 | 40 | 12.5 |
| Saurabh Kumar (sxk1031)/Amo | 4 | 32 | 12.5 |
| Eben Alsberg (exa46) | 3 | 24 | 12.5 |
| R Luck (rel2) | 2 | 16 | 12.5 |
| Lisa Freebairn (lat2) | 2 | 16 | 12.5 |
| Miklos Gratzl (mxg13) | 2 | 16 | 12.5 |
| Ica Manas-Zloczower (ixm) | 2 | 16 | 12.5 |
| Joshua Hoeynck (jsh115)/Antho | 2 | 16 | 12.5 |
| Camille Warner (cdb6)/Molly Za | 2 | 16 | 12.5 |
| Janet Mc Grath (jwm6) | 1 | 8 | 12.5 |
| Christian Zorman (caz) | 1 | 8 | 12.5 |
| Elizabeth Damato (egd) | 1 | 8 | 12.5 |
| Ron Wilson (rgw4) | 1 | 8 | 12.5 |
| Shanna McGee (sbm2) | 1 | 8 | 12.5 |
| Donald Carrier (dcc55) | 1 | 8 | 12.5 |
| Jerrold Scott (jms60) | 1 | 8 | 12.5 |
| Lee Hoffer (ldh24) | 5 | 41 | 12.2 |
| Raul Erick Juarez Hernandez (rx | 5 | 41 | 12.2 |
| Walter Sokira (wjs23) | 4 | 33 | 12.12 |
| Leena Chakravarty (lxc353) | 3 | 25 | 12 |
| Margaret Callahan (mdc77) | 3 | 25 | 12 |
| Clare Rimnac (cmr10) | 10 | 84 | 11.9 |
| Teresa Contenza (txc114) | 6 | 51 | 11.76 |
| Hatsuo Ishida (hxi3) | 2 | 17 | 11.76 |
| Alethea Barbaro (abb71) | 2 | 17 | 11.76 |
| Colin McLarty (cxm7) | 2 | 17 | 11.76 |
| Homer Farr (hjf2) | 2 | 17 | 11.76 |
| Denna Iammarino (dji6)/Idit Zel | 2 | 17 | 11.76 |
| Katharine Ewing (kme19) | 2 | 17 | 11.76 |
| Amy Absher (aaa162) | 2 | 17 | 11.76 |
| Paul Ferguson (pxf2) | 2 | 17 | 11.76 |
| Steve PInkerton (sgp31) | 2 | 17 | 11.76 |
| Ronald Oldfield (rgo) | 7 | 62 | 11.29 |
| Paul Barnhart (pjb4) | 4 | 36 | 11.11 |
| John Broich (jxb314) | 3 | 27 | 11.11 |
| Steven Sidik (sms80) | 3 | 27 | 11.11 |
| Ziying Cui (zxc155) | 2 | 18 | 11.11 |
| Linda Boseman (lxb73) | 2 | 18 | 11.11 |
| Alyssa Coreno (amc189) | 2 | 18 | 11.11 |
| Deborah Harris (dlv7) | 1 | 9 | 11.11 |
| Heather Young (hdk5) | 1 | 9 | 11.11 |

| Name | | Count | Total | Percentage |
|---|---|---|---|---|
| Ana Codita (amc254) | | 1 | 9 | 11.11 |
| Anita Howard (axh67) | | 1 | 9 | 11.11 |
| Ross Duffin (rwd) | | 1 | 9 | 11.11 |
| Karen Beckwith (klb56) | | 1 | 9 | 11.11 |
| Laura Hlavaty (leh54) | | 1 | 9 | 11.11 |
| Susan Helper (sxh23) | | 1 | 9 | 11.11 |
| Cassi Pittman (clp77) | | 4 | 38 | 10.53 |
| Leon Blazey (lxb46) | | 2 | 19 | 10.53 |
| Bradley Ricca (bjr8) | | 2 | 19 | 10.53 |
| Kenneth Adair (kva3) | | 3 | 29 | 10.34 |
| Clemens Burda (cxb77) | | 3 | 29 | 10.34 |
| Paul Barnhart (pjb4) | | 4 | 40 | 10 |
| Angela Milosh (amb21)/Sonya | | 3 | 30 | 10 |
| Megan Weber (mmw110) | | 2 | 20 | 10 |
| David Gurarie (dxg5) | | 2 | 20 | 10 |
| David Rothenberg (djr30) | | 2 | 20 | 10 |
| Jacqueline Nanfito (jcn) | | 2 | 20 | 10 |
| Atwood Gaines (axg10) | | 1 | 10 | 10 |
| Hung-Ying Kao (hxk43) | | 1 | 10 | 10 |
| Susan Burden-Gulley (smb8) | | 1 | 10 | 10 |
| Ana Codita (amc254) | | 1 | 10 | 10 |
| Enno Lohmeyer (ebl4) | | 1 | 10 | 10 |
| Peter Shulman (pas125) | | 1 | 10 | 10 |
| Danielle Sabo (dnb31) | | 1 | 10 | 10 |
| Klaountia Pasmatsiou (kxp265) | | 3 | 32 | 9.38 |
| Raul Erick Juarez Hernandez (rx | | 3 | 33 | 9.09 |
| Dennis Conrad (dac21) | | 2 | 22 | 9.09 |
| Margaret Fischer (mjf8) | | 1 | 11 | 9.09 |
| Gusztav Demeter (gxd87) | | 1 | 11 | 9.09 |
| Renee Sentilles (rms30) | | 1 | 11 | 9.09 |
| Ross Duffin (rwd) | | 1 | 11 | 9.09 |
| M Fernandez (eif) | | 1 | 11 | 9.09 |
| Leena Chakravarty (lxc353) | | 2 | 23 | 8.7 |
| Miklos Gratzl (mxg13) | | 2 | 23 | 8.7 |
| Peter Thomas (pjt9) | | 2 | 23 | 8.7 |
| Kenneth Adair (kva3) | | 3 | 35 | 8.57 |
| David Matthiesen (dhm5) | | 3 | 36 | 8.33 |
| Homer Farr (hjf2)/Robert Ullom | | 2 | 24 | 8.33 |
| Deborah Harris (dlv7) | | 1 | 12 | 8.33 |
| Anirban Sen Gupta (axs262) | | 1 | 12 | 8.33 |
| James McGuffin-Cawley (jxc41) | | 1 | 12 | 8.33 |
| Ana Codita (amc254) | | 1 | 12 | 8.33 |
| Mary Robinson (mkf34) | | 1 | 12 | 8.33 |
| Donna Dowling (dad10) | | 1 | 12 | 8.33 |
| Arin Connell (amc76) | | 4 | 50 | 8 |
| Robert Kirsch (rfk3) | | 3 | 39 | 7.69 |
| Ramez Islambouli (rai2) | | 1 | 13 | 7.69 |

| | | | |
|---|---|---|---|
| Deborah Harris (dlv7) | 1 | 13 | 7.69 |
| Jennifer Carter (jwc137) | 1 | 13 | 7.69 |
| Alyssa Paul (aep61)/David Roth | 1 | 13 | 7.69 |
| Patricia Princehouse (pmp7) | 4 | 54 | 7.41 |
| Jeremy Trimble (jnt29)/Tenglor | 2 | 28 | 7.14 |
| Ronald Oldfield (rgo) | 1 | 14 | 7.14 |
| Amy Zhang (axz16) | 1 | 14 | 7.14 |
| Sonya Moore (sdm37) | 2 | 29 | 6.9 |
| Maryjo Prince-Paul (mxp42) | 2 | 30 | 6.67 |
| Kerry Quisenberry (kxq39) | 2 | 30 | 6.67 |
| James Mihos (jcm9) | 1 | 15 | 6.67 |
| Anita Howard (axh67) | 1 | 15 | 6.67 |
| Klaountia Pasmatsiou (kxp265) | 1 | 15 | 6.67 |
| Clara Lipszyc-Arroyo (cgl12) | 1 | 15 | 6.67 |
| Amy Zhang (axz16) | 1 | 15 | 6.67 |
| Autumn Beechler Stebing (axb7 | 4 | 63 | 6.35 |
| Stuart Youngner (sxy2) | 1 | 16 | 6.25 |
| Deborah Harris (dlv7) | 1 | 16 | 6.25 |
| Deborah Harris (dlv7) | 1 | 16 | 6.25 |
| Kenneth Adair (kva3) | 1 | 16 | 6.25 |
| Robert Savinell (rfs2) | 1 | 16 | 6.25 |
| Joy Bostic (jrb64) | 1 | 16 | 6.25 |
| Eric Earnhardt (ede13) | 1 | 16 | 6.25 |
| Kenneth Adair (kva3) | 2 | 33 | 6.06 |
| Amelia Bieda (alb24)/Kelly McC | 2 | 34 | 5.88 |
| Florin Berindeanu (ftb1) | 1 | 17 | 5.88 |
| Jennifer Butler (jle3) | 1 | 17 | 5.88 |
| Joy Bostic (jrb64) | 2 | 36 | 5.56 |
| Robert Ullom (jru10) | 1 | 18 | 5.56 |
| Deborah Harris (dlv7) | 1 | 19 | 5.26 |
| Luke Conklin (lmc113) | 1 | 21 | 4.76 |
| Raul Erick Juarez Hernandez (rx | 1 | 28 | 3.57 |
| David Pope (dap115) | 0 | 24 | 0 |
| Miklos Gratzl (mxg13) | 0 | 23 | 0 |
| Patrick Crago (pec3)/Kenneth G | 0 | 18 | 0 |
| Marianne Pusztai-Carey (mxp48 | 0 | 17 | 0 |
| Sunniva Collins (skr)/Luke Read | 0 | 17 | 0 |
| Lisa Nielson (len12) | 0 | 17 | 0 |
| David Lucas (dwl46) | 0 | 17 | 0 |
| Joyce Fitzpatrick (jjf4) | 0 | 16 | 0 |
| John Orlock (jmo3) | 0 | 15 | 0 |
| David Rothenberg (djr30) | 0 | 14 | 0 |
| Michael Householder (mbh79)/ | 0 | 13 | 0 |
| Jean Nisenboum (jmn13) | 0 | 13 | 0 |
| Deborah Harris (dlv7) | 0 | 12 | 0 |
| Ramez Islambouli (rai2) | 0 | 11 | 0 |
| Gregory Tochtrop (gpt6) | 0 | 11 | 0 |

| | | | |
|---|---|---|---|
| Clemens Burda (cxb77) | 0 | 11 | 0 |
| Annie Pecastaings (atp18) | 0 | 11 | 0 |
| Deborah Harris (dlv7) | 0 | 9 | 0 |
| Susan Burden-Gulley (smb8) | 0 | 9 | 0 |
| Kathryn McNeal (kmm20)/Jean | 0 | 9 | 0 |
| Angela Ciccia (amh11) | 0 | 9 | 0 |
| Darin Croft (dac34) | 0 | 8 | 0 |
| Autumn Beechler Stebing (axb7 | 0 | 8 | 0 |
| Roger Quinn (rdq) | 0 | 8 | 0 |
| Margaretmary Daley (mxd43) | 0 | 8 | 0 |
| Anthony Slusser (ajs216) | 0 | 8 | 0 |
| Gregory Banaszak (gxb36) | 0 | 8 | 0 |
| Ron Wilson (rgw4) | 0 | 8 | 0 |
| Ron Wilson (rgw4) | 0 | 8 | 0 |
| Jennifer DeSantis (jxd361)/Jame | 0 | 8 | 0 |
| Paul Hanson (pwh5) | 0 | 8 | 0 |
| Florin Berindeanu (ftb1) | 0 | 8 | 0 |
| Larry Parker (lmp3) | 0 | 7 | 0 |
| Ramez Islambouli (rai2) | 0 | 7 | 0 |
| Susan Burden-Gulley (smb8) | 0 | 7 | 0 |
| Barbara Kuemerle (baw) | 0 | 7 | 0 |
| Gary Wnek (gew5) | 0 | 7 | 0 |
| David Schiraldi (das44) | 0 | 7 | 0 |
| Paul Barnhart (pjb4) | 0 | 7 | 0 |
| Alethea Barbaro (abb71) | 0 | 7 | 0 |
| Irwin Shung (iys2) | 0 | 7 | 0 |
| Lee Hoffer (ldh24) | 0 | 6 | 0 |
| Michael Flatt (maf34) | 0 | 6 | 0 |
| Focco Van den Akker (fxv5) | 0 | 6 | 0 |
| Karen Potter (klp13) | 0 | 6 | 0 |
| Lance Wanamaker (lgw13) | 0 | 6 | 0 |
| Marie Lathers (mhl5) | 0 | 6 | 0 |
| Rhonda Williams (ryw) | 0 | 6 | 0 |
| Denise Caterinacci (dmc7) | 0 | 6 | 0 |
| Joel Langer (jxl6) | 0 | 6 | 0 |
| Peter Bennett (lpb4) | 0 | 6 | 0 |
| Carol Savrin (cls18) | 0 | 6 | 0 |
| Susan Painter (sgp30) | 0 | 6 | 0 |
| Norah Feeny (ncf2) | 0 | 6 | 0 |
| Joseph Miller (jcm18) | 0 | 5 | 0 |
| Katia Almeida (kma14) | 0 | 5 | 0 |
| Deborah Harris (dlv7) | 0 | 5 | 0 |
| Anthony Pearson (ajp4) | 0 | 5 | 0 |
| Sree Sreenath (nxs6) | 0 | 5 | 0 |
| David Rothenberg (djr30)/Sean | 0 | 5 | 0 |
| Ryan Scherber (rvs23) | 0 | 5 | 0 |
| Hallie Moore (hbm3) | 0 | 5 | 0 |

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|---|---|---|---|
| Julie Andrijeski (jxa4) | 0 | 5 | 0 |
| Marshall Griffith (mxg47) | 0 | 5 | 0 |
| Marshall Griffith (mxg47) | 0 | 5 | 0 |
| Chin-Tai Kim (cxk6) | 0 | 5 | 0 |
| Elliot Posner (eap26) | 0 | 5 | 0 |
| Andrew Cooper (aac82) | 0 | 5 | 0 |
| Norah Feeny (ncf2) | 0 | 5 | 0 |
| Annie Pecastaings (atp18) | 0 | 5 | 0 |
| Sally Levine (sll14) | 0 | 4 | 0 |
| Menachem Shoham (mxs10) | 0 | 4 | 0 |
| Deborah Harris (dlv7) | 0 | 4 | 0 |
| Roy Ritzmann (rer3) | 0 | 4 | 0 |
| Haomin Gong (hxg171) | 0 | 4 | 0 |
| Karen Potter (klp13) | 0 | 4 | 0 |
| Miklos Gratzl (mxg13) | 0 | 4 | 0 |
| Lei Zhu (lxz121) | 0 | 4 | 0 |
| Dwight Davy (dtd) | 0 | 4 | 0 |
| David Rothenberg (djr30) | 0 | 4 | 0 |
| Brian Sweigart (bss10) | 0 | 4 | 0 |
| David Gilson (dwg) | 0 | 4 | 0 |
| Gary Ciepluch (gxc6) | 0 | 4 | 0 |
| Joyce Fitzpatrick (jjf4) | 0 | 4 | 0 |
| Mary Quinn Griffin (mtq2) | 0 | 4 | 0 |
| Faye Gary (fxg21) | 0 | 4 | 0 |
| Jennifer Eggert Johntony (jxj339 | 0 | 4 | 0 |
| Rolfe Petschek (rgp) | 0 | 4 | 0 |
| Arin Connell (amc76) | 0 | 4 | 0 |
| Arin Connell (amc76) | 0 | 4 | 0 |
| Yohannes Ambaye (yxh52) | 0 | 3 | 0 |
| George Kozmon (gak41) | 0 | 3 | 0 |
| George Kozmon (gak41) | 0 | 3 | 0 |
| Gail Berg (gsb3) | 0 | 3 | 0 |
| Radhika Atit (rpa5) | 0 | 3 | 0 |
| Ronald Oldfield (rgo) | 0 | 3 | 0 |
| Deborah Harris (dlv7) | 0 | 3 | 0 |
| Karen Abbott (kca27) | 0 | 3 | 0 |
| Clemens Burda (cxb77) | 0 | 3 | 0 |
| Emily Pentzer (ebp24) | 0 | 3 | 0 |
| Blanton Tolbert (bst18) | 0 | 3 | 0 |
| Emily Pentzer (ebp24) | 0 | 3 | 0 |
| Robert Salomon (rgs) | 0 | 3 | 0 |
| Clemens Burda (cxb77) | 0 | 3 | 0 |
| Kathryn Rothenberg (kpr4) | 0 | 3 | 0 |
| Mehran Mehregany (mxm31) | 0 | 3 | 0 |
| Ralph Harvey (rph) | 0 | 3 | 0 |
| James Van Orman (jav12) | 0 | 3 | 0 |
| Hatsuo Ishida (hxi3) | 0 | 3 | 0 |

| | | | |
|---|---|---|---|
| Jonathan Pokorski (jxp493) | 0 | 3 | 0 |
| Jonathan Pokorski (jxp493) | 0 | 3 | 0 |
| Roger Quinn (rdq) | 0 | 3 | 0 |
| Denise Caterinacci (dmc7) | 0 | 3 | 0 |
| Don Better (dxb50)/David Roth | 0 | 3 | 0 |
| David Rothenberg (djr30)/Carol | 0 | 3 | 0 |
| Don Better (dxb50) | 0 | 3 | 0 |
| Meghan Guegold (mlg90)/Hallie | 0 | 3 | 0 |
| | 0 | 3 | 0 |
| Diane Urista (dxu16) | 0 | 3 | 0 |
| Diane Urista (dxu16) | 0 | 3 | 0 |
| Tamara Randall (tlk3) | 0 | 3 | 0 |
| Marguerite DiMarco (mxd50) | 0 | 3 | 0 |
| Stephanie Steiner (sls69) | 0 | 3 | 0 |
| Amy Zhang (axz16) | 0 | 3 | 0 |
| Lee Thompson (lat) | 0 | 3 | 0 |
| Arin Connell (amc76) | 0 | 3 | 0 |
| Robert Greene (rlg2) | 0 | 3 | 0 |
| Amy Przeworski (axp335) | 0 | 3 | 0 |
| Brooke Macnamara (bnm24) | 0 | 3 | 0 |
| Norah Feeny (ncf2) | 0 | 3 | 0 |
| Carolyn Landis (cxi2) | 0 | 3 | 0 |
| Tatiana Zilotina (tmz2) | 0 | 3 | 0 |
| Jerrold Scott (jms60) | 0 | 3 | 0 |
| Jennifer DeSantis (jxd361)/Jame | 0 | 3 | 0 |
| Tatiana Zilotina (tmz2) | 0 | 3 | 0 |
| Jim Shaffer (jgs3) | 0 | 2 | 0 |
| Yohannes Ambaye (yxh52) | 0 | 2 | 0 |
| Vanessa Hildebrand (vmh14) | 0 | 2 | 0 |
| Katia Almeida (kma14) | 0 | 2 | 0 |
| Sally Levine (sll14) | 0 | 2 | 0 |
| Margaret Fischer (mjf8) | 0 | 2 | 0 |
| Tim Shuckerow (txs10) | 0 | 2 | 0 |
| Menachem Shoham (mxs10) | 0 | 2 | 0 |
| M E . Medof (mxm16) | 0 | 2 | 0 |
| Emmitt Jolly (erj20) | 0 | 2 | 0 |
| Karen Abbott (kca27) | 0 | 2 | 0 |
| Michael Benard (mfb38) | 0 | 2 | 0 |
| Emmitt Jolly (erj20) | 0 | 2 | 0 |
| Karen Abbott (kca27) | 0 | 2 | 0 |
| Leena Chakravarty (lxc353) | 0 | 2 | 0 |
| Susan Burden-Gulley (smb8) | 0 | 2 | 0 |
| Susan Burden-Gulley (smb8) | 0 | 2 | 0 |
| Malcolm Kenney (mek9) | 0 | 2 | 0 |
| Robert Salomon (rgs) | 0 | 2 | 0 |
| Drew Meyer (dam135) | 0 | 2 | 0 |
| John Protasiewicz (jdp5) | 0 | 2 | 0 |

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|---|---|---|---|
| Gregory Tochtrop (gpt6) | 0 | 2 | 0 |
| Blanton Tolbert (bst18) | 0 | 2 | 0 |
| Mary Barkley (mdb4) | 0 | 2 | 0 |
| Mark Turner (mbt8) | 0 | 2 | 0 |
| Miklos Gratzl (mxg13) | 0 | 2 | 0 |
| Harihara Baskaran (hxb35) | 0 | 2 | 0 |
| Kenneth Loparo (kal4) | 0 | 2 | 0 |
| Ralph Harvey (rph) | 0 | 2 | 0 |
| Jonathan Pokorski (jxp493) | 0 | 2 | 0 |
| Gary Wnek (gew5) | 0 | 2 | 0 |
| Gary Wnek (gew5) | 0 | 2 | 0 |
| Roger Quinn (rdq) | 0 | 2 | 0 |
| Gerhard Welsch (gxw2) | 0 | 2 | 0 |
| James Sheeler (jes240) | 0 | 2 | 0 |
| Gilbert Doho (gxd22) | 0 | 2 | 0 |
| Brandi Brimmer (bcb60) | 0 | 2 | 0 |
| John Grabowski (jjg4) | 0 | 2 | 0 |
| Yasuhiro Shirai (yxs561) | 0 | 2 | 0 |
| Frederick Carmicle (fxc129)/Jan | 0 | 2 | 0 |
| | 0 | 2 | 0 |
| David Rothenberg (djr30)/Dean | 0 | 2 | 0 |
| David Rothenberg (djr30) | 0 | 2 | 0 |
| David Rothenberg (djr30) | 0 | 2 | 0 |
| Daniel Gilbert (dmg15)/David R | 0 | 2 | 0 |
| | 0 | 2 | 0 |
| Hallie Moore (hbm3) | 0 | 2 | 0 |
| David Rothenberg (djr30)/Gera | 0 | 2 | 0 |
| Alyssa Paul (aep61)/David Roth | 0 | 2 | 0 |
| David Rothenberg (djr30)/Steph | 0 | 2 | 0 |
| Paul Ferguson (pxf2)/David Rot | 0 | 2 | 0 |
| | 0 | 2 | 0 |
| Julie Andrijeski (jxa4) | 0 | 2 | 0 |
| Ryan Scherber (rvs23) | 0 | 2 | 0 |
| Kathleen Horvath (kah24) | 0 | 2 | 0 |
| Gary Ciepluch (gxc6) | 0 | 2 | 0 |
| Don Better (dxb50) | 0 | 2 | 0 |
| | 0 | 2 | 0 |
| Georgia Cowart (gjc4) | 0 | 2 | 0 |
| James Swain (jhs31) | 0 | 2 | 0 |
| Mary Quinn Griffin (mtq2) | 0 | 2 | 0 |
| Gayle Petty (gmp13) | 0 | 2 | 0 |
| Carol Kelley (cxg11) | 0 | 2 | 0 |
| Deborah Lindell (dxl41) | 0 | 2 | 0 |
| Gretchen Mettler (ggm) | 0 | 2 | 0 |
| Diana Morris (dlm5) | 0 | 2 | 0 |
| Donna Dowling (dad10) | 0 | 2 | 0 |
| Elizabeth Madigan (eam13) | 0 | 2 | 0 |

| Name | | | |
|---|---|---|---|
| Ronald Hickman (rlh4) | 0 | 2 | 0 |
| Ronald Hickman (rlh4) | 0 | 2 | 0 |
| Jaclene Zauszniewski (jaz) | 0 | 2 | 0 |
| Colin McLarty (cxm7) | 0 | 2 | 0 |
| Anthony Jack (aij2) | 0 | 2 | 0 |
| Diana Driscoll (did2) | 0 | 2 | 0 |
| Paul Schroeder (pes15) | 0 | 2 | 0 |
| Justin Buchler (jxb204) | 0 | 2 | 0 |
| | 0 | 2 | 0 |
| Sandra Russ (swr) | 0 | 2 | 0 |
| Jonathan Tan (jyt4) | 0 | 2 | 0 |
| Claudia Anderson (cca2) | 0 | 2 | 0 |
| Homer Farr (hjf2)/Robert Ullom | 0 | 2 | 0 |
| Robert Ullom (jru10) | 0 | 2 | 0 |
| Gabriella Celeste (mgc36) | 0 | 1 | 0 |
| Cynthia Beall (cmb2) | 0 | 1 | 0 |
| Cynthia Beall (cmb2) | 0 | 1 | 0 |
| Janet Mc Grath (jwm6) | 0 | 1 | 0 |
| Lihong Shi (lxs463) | 0 | 1 | 0 |
| Richard Smith (rcs131) | 0 | 1 | 0 |
| Lee Hoffer (ldh24) | 0 | 1 | 0 |
| Vanessa Hildebrand (vmh14) | 0 | 1 | 0 |
| Noelle Giuffrida Armhold (nmg3 | 0 | 1 | 0 |
| Andrea Rager (awr18) | 0 | 1 | 0 |
| Catherine Scallen (cbs2) | 0 | 1 | 0 |
| George Kozmon (gak41) | 0 | 1 | 0 |
| Margaret Fischer (mjf8) | 0 | 1 | 0 |
| Tim Shuckerow (txs10) | 0 | 1 | 0 |
| Sally Levine (sll14) | 0 | 1 | 0 |
| George Kozmon (gak41) | 0 | 1 | 0 |
| Tim Shuckerow (txs10) | 0 | 1 | 0 |
| Jason Gatliff (jrg57) | 0 | 1 | 0 |
| Jeffery Coller (jmc71) | 0 | 1 | 0 |
| Arnold Caplan (aic) | 0 | 1 | 0 |
| Hillel Chiel (hjc) | 0 | 1 | 0 |
| Roy Ritzmann (rer3) | 0 | 1 | 0 |
| Mark Willis (maw27) | 0 | 1 | 0 |
| Darin Croft (dac34) | 0 | 1 | 0 |
| Barbara Kuemerle (baw) | 0 | 1 | 0 |
| Emmitt Jolly (erj20) | 0 | 1 | 0 |
| Claudia Mizutani (cmm153) | 0 | 1 | 0 |
| Rebecca Benard (rbb53) | 0 | 1 | 0 |
| Jean Moriuchi (jbm122) | 0 | 1 | 0 |
| Susan Burden-Gulley (smb8) | 0 | 1 | 0 |
| Jessica Fox (jlf88) | 0 | 1 | 0 |
| Dianne Kube (dmk8) | 0 | 1 | 0 |
| M E . Medof (mxm16) | 0 | 1 | 0 |

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|---|---|---|---|
| Daniel Wesson (dww53) | 0 | 1 | 0 |
| Arnold Caplan (aic) | 0 | 1 | 0 |
| Hillel Chiel (hjc) | 0 | 1 | 0 |
| Stephen Haynesworth (seh5) | 0 | 1 | 0 |
| Robin Snyder (res29) | 0 | 1 | 0 |
| Darin Croft (dac34) | 0 | 1 | 0 |
| Brian McDermott (bmm30) | 0 | 1 | 0 |
| Claudia Mizutani (cmm153) | 0 | 1 | 0 |
| Jean Moriuchi (jbm122) | 0 | 1 | 0 |
| Deborah Harris (dlv7) | 0 | 1 | 0 |
| Susan Burden-Gulley (smb8) | 0 | 1 | 0 |
| Radhika Atit (rpa5) | 0 | 1 | 0 |
| Jean Moriuchi (jbm122) | 0 | 1 | 0 |
| Deborah Harris (dlv7) | 0 | 1 | 0 |
| Barbara Kuemerle (baw) | 0 | 1 | 0 |
| Jean Moriuchi (jbm122) | 0 | 1 | 0 |
| Dianne Kube (dmk8) | 0 | 1 | 0 |
| Ronald Oldfield (rgo) | 0 | 1 | 0 |
| Radhika Atit (rpa5) | 0 | 1 | 0 |
| Michael Benard (mfb38) | 0 | 1 | 0 |
| Christopher Cullis (cac5) | 0 | 1 | 0 |
| Roy Ritzmann (rer3) | 0 | 1 | 0 |
| Mark Willis (maw27) | 0 | 1 | 0 |
| Kristen Lukas (kel20) | 0 | 1 | 0 |
| Richard Drushel (rfd) | 0 | 1 | 0 |
| Claudia Mizutani (cmm153) | 0 | 1 | 0 |
| Jean Moriuchi (jbm122) | 0 | 1 | 0 |
| Patricia Dennis (pxd117) | 0 | 1 | 0 |
| Dianne Kube (dmk8) | 0 | 1 | 0 |
| Carlos Crespo (cxc302) | 0 | 1 | 0 |
| Thomas Gray (txg37) | 0 | 1 | 0 |
| Drew Meyer (dam135) | 0 | 1 | 0 |
| Anthony Pearson (ajp4) | 0 | 1 | 0 |
| John Protasiewicz (jdp5) | 0 | 1 | 0 |
| Genevieve Sauve (gxs244) | 0 | 1 | 0 |
| Gregory Tochtrop (gpt6) | 0 | 1 | 0 |
| Rajesh Viswanathan (rxv69) | 0 | 1 | 0 |
| Irene Nga Wing Lee (ixl13) | 0 | 1 | 0 |
| John Protasiewicz (jdp5) | 0 | 1 | 0 |
| Blanton Tolbert (bst18) | 0 | 1 | 0 |
| Robert Salomon (rgs) | 0 | 1 | 0 |
| Anna Cristina Samia (axs232) | 0 | 1 | 0 |
| Peter Knox (pek30) | 0 | 1 | 0 |
| Ricardo Apostol (raa81) | 0 | 1 | 0 |
| Fey Parrill (fxp26) | 0 | 1 | 0 |
| Vera Tobin (vlt6) | 0 | 1 | 0 |
| William Deal (wed) | 0 | 1 | 0 |

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|---|---|---|---|
| William Deal (wed) | 0 | 1 | 0 |
| Vera Tobin (vlt6) | 0 | 1 | 0 |
| Angela Ciccia (amh11) | 0 | 1 | 0 |
| Siran Koroukian-Hajinazarian (s: | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| Harihara Baskaran (hxb35) | 0 | 1 | 0 |
| Donald Feke (dlf4) | 0 | 1 | 0 |
| Daniel Lacks (djl15) | 0 | 1 | 0 |
| Chung-Chiun Liu (cxl9) | 0 | 1 | 0 |
| Michael Pollino (mcp70) | 0 | 1 | 0 |
| Michael Pollino (mcp70) | 0 | 1 | 0 |
| Kurt Rhoads (krr38) | 0 | 1 | 0 |
| Denise Davis (dkd20) | 0 | 1 | 0 |
| Denise Davis (dkd20) | 0 | 1 | 0 |
| Denise Davis (dkd20) | 0 | 1 | 0 |
| Soumyajit Mandal (sxm833) | 0 | 1 | 0 |
| Marija Prica (mxp438) | 0 | 1 | 0 |
| Mehmet Koyuturk (mxk331) | 0 | 1 | 0 |
| Steven Hauck (sah33) | 0 | 1 | 0 |
| Liming Dai (lxd115) | 0 | 1 | 0 |
| Michael-Jon Hore (mah259) | 0 | 1 | 0 |
| LaShanda Korley (ltk13) | 0 | 1 | 0 |
| Joao Maia (jmm272) | 0 | 1 | 0 |
| Stuart Rowan (sjr4) | 0 | 1 | 0 |
| LaShanda Korley (ltk13) | 0 | 1 | 0 |
| Joao Maia (jmm272) | 0 | 1 | 0 |
| David Schiraldi (das44) | 0 | 1 | 0 |
| LaShanda Korley (ltk13) | 0 | 1 | 0 |
| Stuart Rowan (sjr4) | 0 | 1 | 0 |
| David Schiraldi (das44) | 0 | 1 | 0 |
| Rigoberto Advincula (rca41) | 0 | 1 | 0 |
| Alexander Jamieson (amj) | 0 | 1 | 0 |
| LaShanda Korley (ltk13) | 0 | 1 | 0 |
| Alexis Abramson (ara9) | 0 | 1 | 0 |
| Kiju Lee (kxl221) | 0 | 1 | 0 |
| Malcolm Cooke (mnc) | 0 | 1 | 0 |
| Ozan Akkus (oxa) | 0 | 1 | 0 |
| James Drake (jrd4) | 0 | 1 | 0 |
| Matthew Willard (maw169) | 0 | 1 | 0 |
| John Lewandowski (jjl3) | 0 | 1 | 0 |
| John Lewandowski (jjl3) | 0 | 1 | 0 |
| Magdalena Vinter (mlv28) | 0 | 1 | 0 |
| William Siebenschuh (wrs2) | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| Susanne Vees-Gulani (shv2) | 0 | 1 | 0 |
| Yoram Daon (yxd30) | 0 | 1 | 0 |

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|---|---|---|---|
| Miriam Levin (mrl3) | 0 | 1 | 0 |
| Amy Absher (aaa162) | 0 | 1 | 0 |
| Daniel Cohen (dac37) | 0 | 1 | 0 |
| Jay Geller (jhg72) | 0 | 1 | 0 |
| Patricia Princehouse (pmp7) | 0 | 1 | 0 |
| Jonathan Sadowsky (jas34) | 0 | 1 | 0 |
| Gillian Weiss (glw) | 0 | 1 | 0 |
| Silvia Prina (sxp234) | 0 | 1 | 0 |
| Vanessa Hildebrand (vmh14) | 0 | 1 | 0 |
| Pete Moore (pwm10) | 0 | 1 | 0 |
| Elliot Posner (eap26) | 0 | 1 | 0 |
| John Flores (jhf45) | 0 | 1 | 0 |
| Linda Ehrlich (lce2) | 0 | 1 | 0 |
| Paula Fitzgibbon (paf3) | 0 | 1 | 0 |
| Elisabeth Werner (emw2) | 0 | 1 | 0 |
| Daniela Calvetti (dxc57) | 0 | 1 | 0 |
| Joel Langer (jxl6)/Peter Thomas | 0 | 1 | 0 |
| Joel Langer (jxl6)/Stanislaw Sza | 0 | 1 | 0 |
| Joel Langer (jxl6)/Wojbor Woyc | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| David Rothenberg (djr30) | 0 | 1 | 0 |
| Gregory Banaszak (gxb36)/Davi | 0 | 1 | 0 |
| David Rothenberg (djr30)/Steph | 0 | 1 | 0 |
| David Rothenberg (djr30)/Carol | 0 | 1 | 0 |
| Matthew Larson (mgl3)/David F | 0 | 1 | 0 |
| Lisa Nelson (lxb20)/David Rothe | 0 | 1 | 0 |
| Bryan Dumm (bxd28)/David Ro | 0 | 1 | 0 |
| Alyssa Paul (aep61)/David Roth | 0 | 1 | 0 |
| David Rothenberg (djr30)/Emily | 0 | 1 | 0 |
| Kathryn Brown (kxb35)/David R | 0 | 1 | 0 |
| Bryan Dumm (bxd28)/David Ro | 0 | 1 | 0 |
| David Rothenberg (djr30)/Dean | 0 | 1 | 0 |
| David Rothenberg (djr30) | 0 | 1 | 0 |
| Paul Ferguson (pxf2)/David Rot | 0 | 1 | 0 |
| Don Better (dxb50)/David Roth | 0 | 1 | 0 |
| David Rothenberg (djr30)/Loren | 0 | 1 | 0 |
| Don Better (dxb50)/David Roth | 0 | 1 | 0 |
| David Rothenberg (djr30)/Carol | 0 | 1 | 0 |
| Gregory Banaszak (gxb36)/Davi | 0 | 1 | 0 |
| David Rothenberg (djr30)/Mary | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| David Rothenberg (djr30)/Mary | 0 | 1 | 0 |
| Gregory Banaszak (gxb36)/Davi | 0 | 1 | 0 |
| Don Better (dxb50)/David Roth | 0 | 1 | 0 |
| David Rothenberg (djr30)/Emily | 0 | 1 | 0 |
| Daniel Gilbert (dmg15)/David R | 0 | 1 | 0 |
| Mark Demio (mxd40)/David Ro | 0 | 1 | 0 |

| | | | |
|---|---|---|---|
| David Rothenberg (djr30)/Mary | 0 | 1 | 0 |
| Kathleen Horvath (kah24)/Davi | 0 | 1 | 0 |
| Katherine Dejongh (kxd)/David | 0 | 1 | 0 |
| Alyssa Paul (aep61)/David Roth | 0 | 1 | 0 |
| Olga Radosavljevich (oxg2)/Dav | 0 | 1 | 0 |
| Gregory Banaszak (gxb36)/Davi | 0 | 1 | 0 |
| Gregory Banaszak (gxb36)/Davi | 0 | 1 | 0 |
| Bryan Dumm (bxd28)/David Ro | 0 | 1 | 0 |
| Don Better (dxb50)/David Roth | 0 | 1 | 0 |
| Clifford Billions (cxb107)/David | 0 | 1 | 0 |
| David Rothenberg (djr30)/Carol | 0 | 1 | 0 |
| Gregory Banaszak (gxb36)/Davi | 0 | 1 | 0 |
| Meghan Guegold (mlg90)/David | 0 | 1 | 0 |
| David Rothenberg (djr30) | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| Don Better (dxb50)/David Roth | 0 | 1 | 0 |
| David Rothenberg (djr30)/Steph | 0 | 1 | 0 |
| Meghan Guegold (mlg90)/David | 0 | 1 | 0 |
| Olga Radosavljevich (oxg2)/Dav | 0 | 1 | 0 |
| David Rothenberg (djr30)/Loren | 0 | 1 | 0 |
| Gregory Banaszak (gxb36)/Davi | 0 | 1 | 0 |
| David Rothenberg (djr30)/Gera | 0 | 1 | 0 |
| Alan Demattia (ard29)/David Ro | 0 | 1 | 0 |
| Daniel Gilbert (dmg15)/David R | 0 | 1 | 0 |
| Don Better (dxb50)/David Roth | 0 | 1 | 0 |
| David Rothenberg (djr30)/Gera | 0 | 1 | 0 |
| Katherine Dejongh (kxd)/David | 0 | 1 | 0 |
| David Rothenberg (djr30)/Mary | 0 | 1 | 0 |
| David Rothenberg (djr30)/Gera | 0 | 1 | 0 |
| Derek Nishimura (dxn12)/David | 0 | 1 | 0 |
| Lisa Nelson (lxb20)/David Rothe | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| Lisa Crawford (lgc29)/David Rot | 0 | 1 | 0 |
| Ross Duffin (rwd) | 0 | 1 | 0 |
| Clifford Billions (cxb107)/David | 0 | 1 | 0 |
| Daniel Gilbert (dmg15)/David R | 0 | 1 | 0 |
| Ross Duffin (rwd) | 0 | 1 | 0 |
| Ross Duffin (rwd)/David Rother | 0 | 1 | 0 |
| Gregory Banaszak (gxb36)/Davi | 0 | 1 | 0 |
| Ross Duffin (rwd) | 0 | 1 | 0 |
| Don Better (dxb50)/David Roth | 0 | 1 | 0 |
| Ross Duffin (rwd) | 0 | 1 | 0 |
| David Rothenberg (djr30)/Kathi | 0 | 1 | 0 |
| Paul Ferguson (pxf2) | 0 | 1 | 0 |
| Alyssa Paul (aep61)/David Roth | 0 | 1 | 0 |
| David Rothenberg (djr30)/Dean | 0 | 1 | 0 |

| | | | |
|---|---|---|---|
| David Rothenberg (djr30)/Rene | 0 | 1 | 0 |
| Bruce Egre (bxe4) | 0 | 1 | 0 |
| Bruce Egre (bxe4)/Hallie Moore | 0 | 1 | 0 |
| Bruce Egre (bxe4)/Hallie Moore | 0 | 1 | 0 |
| Bruce Egre (bxe4)/Hallie Moore | 0 | 1 | 0 |
| Steven Kohn (sxk83) | 0 | 1 | 0 |
| Jeremy Allen (jla36)/David Roth | 0 | 1 | 0 |
| Brian Sweigart (bss10) | 0 | 1 | 0 |
| Brian Sweigart (bss10) | 0 | 1 | 0 |
| Brian Sweigart (bss10) | 0 | 1 | 0 |
| Ryan Scherber (rvs23) | 0 | 1 | 0 |
| Matthew Garrett (glm59) | 0 | 1 | 0 |
| Hallie Moore (hbm3) | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| Alanna Ropchock (avr15) | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| Hallie Moore (hbm3) | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| Jeanette Davis (jld) | 0 | 1 | 0 |
| Diane Urista (dxu16) | 0 | 1 | 0 |
| Jeanette Davis (jld) | 0 | 1 | 0 |
| Diane Urista (dxu16) | 0 | 1 | 0 |
| Timothy Cutler (tsc10) | 0 | 1 | 0 |
| Richard Nelson (rxn12) | 0 | 1 | 0 |
| Timothy Cutler (tsc10) | 0 | 1 | 0 |
| Mary Kavanagh (mxk109) | 0 | 1 | 0 |
| Mary Kavanagh (mxk109) | 0 | 1 | 0 |
| Stephanie Harris (sra18)/Miche | 0 | 1 | 0 |
| David Cavallo (dxc434) | 0 | 1 | 0 |
| Lynn Kam (lak99) | 0 | 1 | 0 |
| Sonya Moore (sdm37) | 0 | 1 | 0 |
| Gretchen Mettler (ggm) | 0 | 1 | 0 |
| Mary Dehaan (mtd6) | 0 | 1 | 0 |
| Gayle Petty (gmp13) | 0 | 1 | 0 |
| Evelyn Duffy (exd4) | 0 | 1 | 0 |
| Elizabeth Damato (egd) | 0 | 1 | 0 |
| Carol Savrin (cls18) | 0 | 1 | 0 |
| Celeste Alfes (cms11) | 0 | 1 | 0 |
| Marguerite DiMarco (mxd50) | 0 | 1 | 0 |
| Marilyn Lotas (mjl25) | 0 | 1 | 0 |
| Donna Dowling (dad10) | 0 | 1 | 0 |
| Valerie A Boebel Toly (vab) | 0 | 1 | 0 |
| Valerie A Boebel Toly (vab) | 0 | 1 | 0 |
| Donna Dowling (dad10) | 0 | 1 | 0 |
| Marilyn Lotas (mjl25) | 0 | 1 | 0 |
| Elizabeth Damato (egd) | 0 | 1 | 0 |
| Mary Quinn Griffin (mtq2) | 0 | 1 | 0 |

| | | | |
|---|---|---|---|
| Maryjo Prince-Paul (mxp42) | 0 | 1 | 0 |
| Irena Kenneley (ilz) | 0 | 1 | 0 |
| Marguerite DiMarco (mxd50) | 0 | 1 | 0 |
| Gayle Petty (gmp13) | 0 | 1 | 0 |
| Cheryl Killion (cmk61) | 0 | 1 | 0 |
| Elizabeth Damato (egd) | 0 | 1 | 0 |
| Carol Savrin (cls18) | 0 | 1 | 0 |
| Gretchen Mettler (ggm) | 0 | 1 | 0 |
| Marilyn Lotas (mjl25) | 0 | 1 | 0 |
| Celeste Alfes (cms11) | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| Chris Winkelman (cxw26) | 0 | 1 | 0 |
| Gretchen Mettler (ggm) | 0 | 1 | 0 |
| David Kaniecki (dmk104)/Steph | 0 | 1 | 0 |
| Faye Gary (fxg21) | 0 | 1 | 0 |
| Chris Winkelman (cxw26) | 0 | 1 | 0 |
| Christopher Haufe (cbh43) | 0 | 1 | 0 |
| Laura Hengehold (leh7) | 0 | 1 | 0 |
| Diana Driscoll (did2) | 0 | 1 | 0 |
| Jesse Berezovsky (jab298) | 0 | 1 | 0 |
| Andrew Tolley (ajt84) | 0 | 1 | 0 |
| Rolfe Petschek (rgp) | 0 | 1 | 0 |
| Jonathan Entin (jle) | 0 | 1 | 0 |
| Kelly McMann (kmm39) | 0 | 1 | 0 |
| Laura Tartakoff (lyt) | 0 | 1 | 0 |
| Amy Przeworski (axp335) | 0 | 1 | 0 |
| Sandra Russ (swr) | 0 | 1 | 0 |
| Elizabeth Short (ejs3) | 0 | 1 | 0 |
| Todd McCallum (tjm16) | 0 | 1 | 0 |
| Norah Feeny (ncf2) | 0 | 1 | 0 |
| Todd McCallum (tjm16) | 0 | 1 | 0 |
| Arin Connell (amc76) | 0 | 1 | 0 |
| Elizabeth Short (ejs3) | 0 | 1 | 0 |
| Gabriella Celeste (mgc36) | 0 | 1 | 0 |
| William Deal (wed) | 0 | 1 | 0 |
| Tatiana Zilotina (tmz2) | 0 | 1 | 0 |
| | 0 | 1 | 0 |
| Rhonda Williams (ryw) | 0 | 1 | 0 |
| Timothy Black (tsb25) | 0 | 1 | 0 |
| Brian Gran (bkg2) | 0 | 1 | 0 |
| Damaris Punales-Alpizar (dxp20 | 0 | 1 | 0 |
| Cristian Gomez Olivares (cgg19) | 0 | 1 | 0 |
| Damaris Punales-Alpizar (dxp20 | 0 | 1 | 0 |
| Danhong Song (dxs116) | 0 | 1 | 0 |
| Claudia Anderson (cca2)/Nancy | 0 | 1 | 0 |
| Robert Ullom (jru10) | 0 | 1 | 0 |
| Jill Davis (jpd62) | 0 | 1 | 0 |

| | | | |
|---|---|---|---|
| Florin Berindeanu (ftb1) | 0 | 1 | 0 |
| Florin Berindeanu (ftb1) | 0 | 1 | 0 |
| | | | |
| | **10385** | **29866** | **34.8** |
| | | | |
| | 692 | 1783 | 38.8 |
| | | | |
| | 813 | 1571 | 51.8 |
| | 192 | 433 | 44.3 |
| | 499 | 734 | 68.0 |
| | 122 | 404 | 30.2 |
| | | | |
| | 1974 | 5375 | 36.7 |
| | 408 | 1119 | 36.5 |
| | 188 | 392 | 48.0 |
| | 103 | 336 | 30.7 |
| | 833 | 1803 | 46.2 |
| | 123 | 569 | 21.6 |
| | 96 | 259 | 37.1 |
| | 223 | 897 | 24.9 |
| | | | |
| | 3082 | 9217 | 33.4 |
| ANTH* | 95 | 455 | 20.9 |
| ARTH* | 58 | 124 | 46.8 |
| ARTS* | 55 | 195 | 28.2 |
| ASTR* | 23 | 81 | 28.4 |
| CLSC* | 19 | 72 | 26.4 |
| COGS* | 39 | 171 | 22.8 |
| COSI* | 57 | 237 | 24.1 |
| DANC* | 65 | 215 | 30.2 |
| EEPS* | 37 | 110 | 33.6 |
| ENGL* | 313 | 605 | 51.7 |
| FRCH* | 44 | 124 | 35.5 |
| SPAN* | 81 | 218 | 37.2 |
| GRMN* | 24 | 118 | 20.3 |
| HSTY* | 61 | 275 | 22.2 |
| MATH* | 527 | 1637 | 32.2 |
| MUAP* | 33 | 238 | 13.9 |
| MUTH* | 25 | 102 | 24.5 |
| MUED* | 12 | 40 | 30.0 |
| PHIL* | 56 | 172 | 32.6 |
| PHYS* | 885 | 1990 | 44.5 |
| PSCL* | 268 | 1104 | 24.3 |
| RLGN* | 40 | 143 | 28.0 |
| SOCI* | 216 | 565 | 38.2 |
| THTR* | 49 | 226 | 21.7 |
| | | | |

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|---|---|---|---|---|
| | **205** | **648** | **31.6** | |
| NTRN* | 177 | 512 | 34.6 | |
| BIOC* | 28 | 136 | 20.6 | |
| | | | | |
| | **459** | **1572** | **29.2** | |
| USNA* | 118 | 389 | 30.3 | |
| USSO* | 153 | 520 | 29.4 | |
| USSY* | 188 | 663 | 28.4 | |
| | | | | |
| | | | | |
| | | | | |
| | 9615 | 27010 | 35.6 | |
| | 6075 | 16579 | 36.6 | |
| | 3929 | 10657 | 36.9 | |
| | 8499 | 20291 | 41.9 | |
| | 7034 | 16009 | 43.9 | |

HISTOGRAM BINS

100
90
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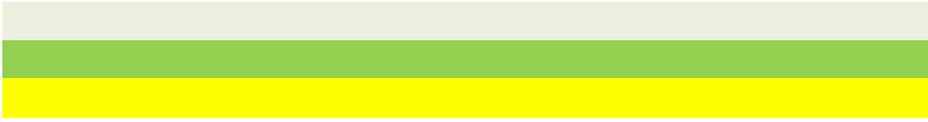
| Bin | Frequency |
|-----|-----------|
| 0 | 449 |
| 10 | 47 |
| 20 | 244 |
| 30 | 267 |
| 40 | 225 |
| 50 | 163 |
| 60 | 80 |
| 70 | 56 |
| 80 | 50 |
| 90 | 39 |
| 100 | 99 |



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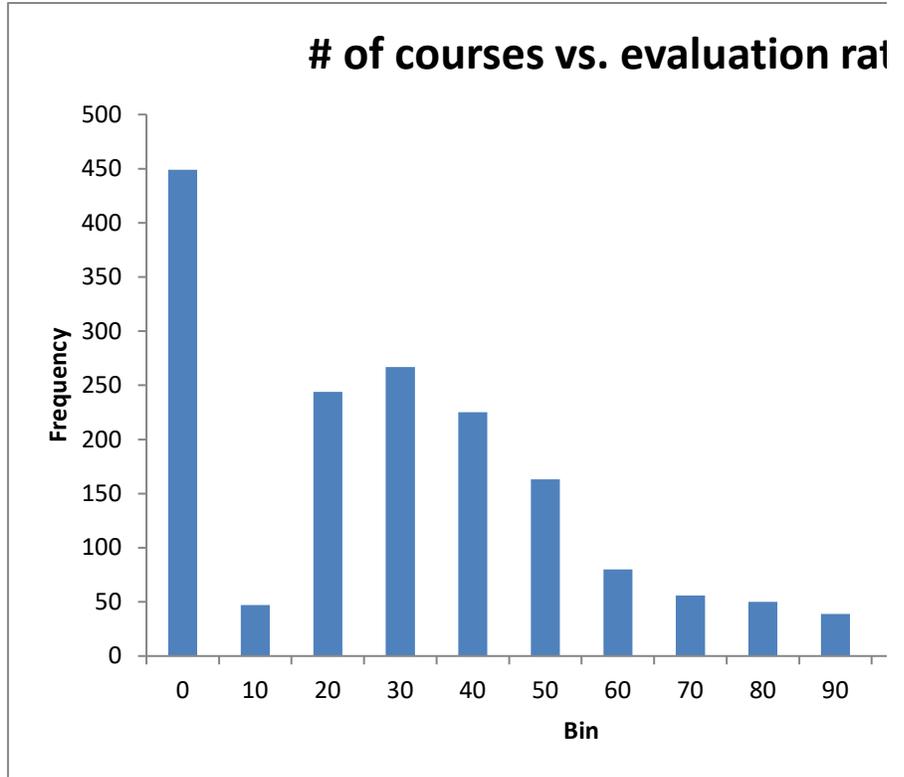
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■ Frequency

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| Fall 2015 Course Listings: DEPARTMENT & SCHOOL GROU | Instructors (network IDs) | Responses |
|---|---|---|
| WLIT 368 (2859)/ENGL 468 (2923)/WLIT 468 (2925)/ENGL 368 (2 | Robert Spadoni (rjs40) | 31 |
| ENGL 367 (1196)/ENGL 467 (2924) | Robert Spadoni (rjs40) | 31 |
| FSSY 173 (11624) | Suhaan Mehta (skm84) | 18 |
| CHIN 101 (2724) | Man-Lih Chai (mxc531) | 17 |
| FSSY 169 (11355) | Maggie Popkin (mlp84) | 16 |
| FSCC 100 (11705) | Hee-Seung Kang (hxk322) | 11 |
| NURS 532 (5427) | Sara Douglas (sld4) | 10 |
| ETHS 342 (10843)/SPAN 442 (10842)/WGST 342 (10844)/WLIT 44 | Marta Copertari (mgc6) | 10 |
| COSI 370 (1172)/COSI 470 (1178) | Lauren Calandruccio (lxc424) | 8 |
| ENGL 400 (10780) | Kimberly Emmons (kke1) | 8 |
| THTR 601 (10809) | David Vegh (dmv36) | 8 |
| EECS 600 (10967) | Ming-Chun Huang (mxh602) | 7 |
| ENGL 510 (2625) | Kurt Koenigsberger (kmk25) | 4 |
| JAPN 350 (1237) | Takao Hagiwara (txh13) | 3 |
| MUAP 321 (2453) | David Rothenberg (djr30)/St | 3 |
| ARTH 489 (2221) | Andrea Rager (awr18) | 2 |
| ARTS 399 (1647) | Alexander Aitken (aba2) | 2 |
| CHEM 398 (2326) | Anna Cristina Samia (axs232 | 2 |
| INTH 551 (6701) | Brian Grimberg (bxg43) | 2 |
| JAPN 450 (1239) | Takao Hagiwara (txh13) | 2 |
| MUAP 523 (2483) | Julie Andrijeski (jxa4)/David | 2 |
| NURS 399 (11512) | Jesse Honsky (jkh50) | 2 |
| UNIV 102 (6096) | Elise Geither (ejg65)/Judith I | 2 |
| ANTH 398 (3320) | Lihong Shi (lxs463) | 1 |
| ARTH 489 (2219) | Noelle Giuffrida Armhold (nr | 1 |
| ARTH 610A (11479) | Catherine Scallen (cbs2) | 1 |
| ARTS 365C (1814) | Margaret Fischer (mjf8) | 1 |
| ARTS 399 (1070) | Martha Lois (mxl84) | 1 |
| ARTS 399 (11286) | Margaret Fischer (mjf8) | 1 |
| BIOL 388 (2552) | Hillel Chiel (hjc) | 1 |
| BIOL 388 (3019) | Dianne Kube (dmk8) | 1 |
| BIOL 388 (3177) | Karen Abbott (kca27) | 1 |
| BIOL 390 (2124) | Robin Snyder (res29) | 1 |
| COGS 397 (1551) | Todd Oakley (tvo2) | 1 |
| CRSP 410 (12069) | Guilherme Attizzani (gfa4) | 1 |
| ECHE 350 (4666) | Chung-Chiun Liu (cxl9) | 1 |
| EDUC 495 (11869) | Denise Davis (dkd20) | 1 |
| EECS 480Q (4829) | Mehran Mehregany (mxm31 | 1 |
| EEPS 511 (2594) | Steven Hauck (sah33) | 1 |
| EEPS 511 (3017) | Zhicheng Jing (zxj65) | 1 |
| EMAC 479 (11949)/EMAC 379 (11948) | Lei Zhu (lxz121) | 1 |
| EMAC 396 (11858) | Steven Eppell (sje) | 1 |
| EMAC 398 (4161) | Stuart Rowan (sjr4) | 1 |
| EMAC 477 (4724) | Ica Manas-Zloczower (ixm) | 1 |
| EMAC 673 (11967) | Rigoberto Advincula (rca41) | 1 |

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|---|---|---|
| EMAE 397 (4533) | James Drake (jrd4) | 1 |
| EMSE 430 (11799) | James McGuffin-Cawley (jxc | 1 |
| ETHS 251A (10831) | Gilbert Doho (gxd22) | 1 |
| FRCH 396 (1783) | Cheryl Toman (cat12) | 1 |
| GRMN 396 (11243) | Margaretmary Daley (mxd43 | 1 |
| HSTY 477 (2833) | David Hammack (dch3) | 1 |
| INTL 398 (12006) | Pete Moore (pwm10) | 1 |
| JAPN 397 (1952) | Takao Hagiwara (txh13) | 1 |
| JAPN 399 (2568) | Takao Hagiwara (txh13) | 1 |
| MATH 352 (11247) | Julia Dobrosotskaya (jxd365 | 1 |
| MATH 352 (12044) | Joel Langer (jxl6) | 1 |
| MUAP 121 (2536) | David Rothenberg (djr30)/Ca | 1 |
| MUAP 121 (2755) | Paul Ferguson (pxf2)/David F | 1 |
| MUAP 121 (3008) | David Rothenberg (djr30)/St | 1 |
| MUAP 131 (11223) | Christopher Bagan (cdb76) | 1 |
| MUAP 131 (11711) | Kathleen Horvath (kah24)/D | 1 |
| MUAP 131 (2538) | Meghan Guegold (mlg90)/Da | 1 |
| MUAP 131 (3043) | David Rothenberg (djr30)/Lc | 1 |
| MUAP 221 (2446) | Katherine Dejongh (kxd)/Dav | 1 |
| MUAP 221 (2458) | David Rothenberg (djr30)/Lc | 1 |
| MUAP 221 (2478) | Matthew Larson (mgl3)/Dav | 1 |
| MUAP 321 (2944) | David Rothenberg (djr30)/Ca | 1 |
| MUAP 324 (2508) | Katherine Dejongh (kxd)/Dav | 1 |
| MUAP 523 (11275) | David Rothenberg (djr30)/Ge | 1 |
| MUAP 525 (3446) | Julie Andrijeski (jxa4) | 1 |
| MUAR 153B (1281) | Bruce Egre (bxe4) | 1 |
| MUDE 303 (3536) | Brian Sweigart (bss10) | 1 |
| NUED 454 (5730) | Mary Franklin (mrf19) | 1 |
| NUND 611 (11621) | Jane Marek (jfm2) | 1 |
| NUND 611 (5582) | Chris Winkelman (cxw26) | 1 |
| NUND 619 (5533) | Susan Ludington (sml15) | 1 |
| NUND 620 (11297) | Maryjo Prince-Paul (mxp42) | 1 |
| NUND 620 (11476) | Shirley Moore (smm8) | 1 |
| NUND 620 (5673) | Susan Ludington (sml15) | 1 |
| NURS 400 (11753) | Chris Winkelman (cxw26) | 1 |
| NURS 671 (5435) | Elizabeth Madigan (eam13) | 1 |
| PHYS 491 (1353) | Ed Caner (emc15) | 1 |
| POSC 396 (3016) | Karen Beckwith (klb56) | 1 |
| POSC 460 (10909) | Pete Moore (pwm10) | 1 |
| PSCL 395 (1596) | Robert Greene (rlg2) | 1 |
| PSCL 397 (11842) | Carolyn Landis (cxi2) | 1 |
| PSCL 497 (11829) | Brooke Macnamara (bnm24 | 1 |
| RLGN 488 (11885) | Timothy Beal (tkb5) | 1 |
| OPRE 207 (5198) | Qi Wu (qxw132) | 57 |
| MATH 126 (1254) | Richard Lartey (rnl17) | 28 |
| CLSC 231 (1164)/HSTY 231 (1219) | Rachel Sternberg (rxh103) | 15 |
| POSC 109 (1373) | Joseph White (jxw87) | 13 |

| Course | Instructor | Count |
|---|---|---|
| FSCC  100 (6063) | Martha Schaffer (mws94) | 12 |
| ORBH  391 (11234) | Keimei Sugiyama (kxs544) | 12 |
| COSI  260 (11186) | Lauren Calandruccio (lxc424 | 22 |
| FSCC  100 (11706) | Hee-Seung Kang (hxk322) | 11 |
| ECHE  469 (3875) | Uziel Landau (uxl) | 10 |
| OPRE  207 (5197) | Qi Wu (qxw132) | 49 |
| BAFI  356 (5123) | William Mahnic (wxm) | 38 |
| ENGL  398 (2936) | Michael Chiappini (mjl151) | 18 |
| ARTH  284 (10683) | Andrea Rager (awr18) | 9 |
| ARTS  214 (1866) | Martha Lois (mxl84) | 9 |
| CHIN  101 (1161) | Man-Lih Chai (mxc531) | 9 |
| ECHE  383 (3870)/ECHE  483 (3878) | Chung-Chiun Liu (cxl9) | 9 |
| NURS  530 (5523) | Carol Musil (cmm4) | 9 |
| EECS  340 (3917) | Mehmet Koyuturk (mxk331) | 34 |
| ENGL  398 (11056) | Michael Parker (mgp25) | 17 |
| BIOL  453 (11032)/BIOL  353 (11031) | Sarah Diamond (sed62) | 8 |
| POSC  406 (10814)/POSC  306 (10813) | Joseph White (jxw87) | 8 |
| ECON  332 (5284) | Jenny Hawkins (jrh175) | 15 |
| FSNA  158 (11471) | Lisa Camp (lac100)/Jeffrey D | 15 |
| ECON  307 (5033) | Martine Lussier (mxl70) | 29 |
| EECS  341 (3918) | Xiang Zhang (xxz229) | 36 |
| PHYS  115 (1963) | Laura Johnson (lxj154) | 14 |
| USSY  291R (11201) | Matthew Feinberg (mif14)/N | 14 |
| NURS  506 (5425) | Patricia Higgins (pxg3) | 7 |
| MGMT  201 (5240) | Kylie Rochford (kcr27) | 27 |
| POSC  160 (1374) | Kelly McMann (kmm39) | 20 |
| SOCI  101 (1425) | Timothy Black (tsb25) | 42 |
| ARTH  101 (1026) | Victoria Hepburn (vxh60)/M | 30 |
| SPAN  320 (1446) | Marta Copertari (mgc6) | 12 |
| ARTH  308 (11112)/ARTH  408 (11113) | Noelle Giuffrida Armhold (nr | 6 |
| JAPN  102 (11025) | Nana Onishi (nxo57) | 6 |
| MATH  423 (1276) | Elisabeth Werner (emw2) | 6 |
| PSCL  451 (2621) | Rebecca Hazen (rah30)/Caro | 6 |
| BAFI  341 (5120)/ECON  341 (5034) | William Mahnic (wxm) | 47 |
| OPRE  301 (5061) | Jie Ning (jxn174) | 39 |
| CHIN  101 (2215) | Man-Lih Chai (mxc531) | 11 |
| CHIN  301 (1162) | Man-Lih Chai (mxc531) | 11 |
| BIOL  373 (1092)/NEUR  473 (6270)/BIOL  473 (1114) | Hillel Chiel (hjc)/Arvind Hara | 27 |
| ECON  373 (5238) | Ayhan Talu (axt19) | 27 |
| FRCH  201 (2960) | Marie Lathers (mhl5) | 5 |
| EECS  132 (4529) | Harold Connamacher (hsc21 | 138 |
| FSSO  172 (11348) | Yvonne Bruce (yxb28)/Anan\ | 14 |
| PSCL  375 (1382) | Brooke Macnamara (bnm24 | 14 |
| PHYS  441 (2784) | Walter Lambrecht (wxl2) | 9 |
| ECON  103 (11149) | Ayhan Talu (axt19) | 30 |
| MATH  223 (1261) | Debra McGivney (dfm40) | 29 |
| MATH  304 (1773)/EECS  302 (4111) | Harold Connamacher (hsc21 | 92 |

| Course | Instructor | Count |
|---|---|---|
| ECON 103 (5031) | Martine Lussier (mxl70) | 40 |
| ORBH 380 (10947) | John Stephens (jps136) | 12 |
| PHYS 121 (3422) | Christopher Reed (ccr48) | 12 |
| DANC 160 (2402) | Heather Young (hdk5) | 8 |
| JDST 228 (10791) | Judith Neulander (jxn37) | 8 |
| THTR 231 (1470) | David Vegh (dmv36) | 8 |
| ARTH 393 (2975)/ARTH 493 (2976) | Jose Carlos Teixeira (jmt167) | 4 |
| EMAE 480 (11002) | Clare Rimnac (cmr10) | 4 |
| ENGL 217A (2853) | Jonathan Weedon (jsw90) | 4 |
| NUNP 438 (5416) | Stephanie Steiner (sls69) | 4 |
| THTR 311 (1471) | David Vegh (dmv36) | 4 |
| SYBB 411D (7041)/SYBB 311D (7052)/BIOL 311D (3374) | Gurkan Bebek (gxb43) | 11 |
| EEPS 117 (10641) | Ruth Jacob (rea47) | 11 |
| PHYS 115 (1316) | Diana Driscoll (did2) | 119 |
| ENGR 395 (11688) | Daniel Lacks (djl15) | 14 |
| MGMT 395 (5295) | William Mahnic (wxm) | 14 |
| EECS 329 (11232)/EECS 429 (11233) | Hongping Zhao (hxz168) | 7 |
| EECS 458 (4721) | Jing Li (jxl175) | 7 |
| FSCC 100 (11620) | Martha Schaffer (mws94) | 7 |
| PHYS 115 (1499) | Kyle Crowley (kmc170)/Laur | 24 |
| EMSE 343 (4802) | Roger French (rxf131) | 17 |
| MKMR 311 (5132) | Rakesh Niraj (rkn10) | 27 |
| FSNA 161 (11708) | Eric Chilton (emc88) | 13 |
| FSSO 151 (11691) | Kristine Kelly (knk) | 13 |
| MATH 224 (2981) | Peter Thomas (pjt9) | 13 |
| ECON 326 (5088) | Justin Gallagher (jpg75) | 22 |
| MKMR 201 (10946) | Mayra Porrata (mjp180) | 31 |
| PHYS 121 (1322) | Allen Foster (axf295)/Santos | 24 |
| ECON 376 (5287) | Mark Sniderman (mss190) | 15 |
| NTRN 433 (6289) | Stephanie Harris (sra18) | 15 |
| FSNA 129 (11333) | Joseph Cheatle (jjc161)/Dani | 12 |
| FRCH 413 (11196)/FRCH 313 (11195) | Marie Lathers (mhl5) | 9 |
| FSCC 100 (11703) | Mary Assad (mka23) | 9 |
| SOCI 461 (10648)/SOCI 361 (10647) | William Dannefer (dxd79) | 9 |
| THTR 312 (2872)/ENGL 305 (2873) | Angela Otstot (amo49)/Robe | 6 |
| SPAN 201 (1442) | Haydee Espino Castillo (hxe5 | 6 |
| ARTS 385 (1066) | Sandra Noble (sen2) | 3 |
| MATH 376 (2208)/BIOL 306 (1909) | Robin Snyder (res29) | 3 |
| EMAE 352 (10741) | Jaikrishnan Kadambi (jxk11) | 3 |
| EMSE 413 (4810) | Arthur Heuer (ahh) | 3 |
| HSTY 470 (3289) | John Broich (jxb314) | 3 |
| NUND 619 (5547) | Faye Gary (fxg21) | 3 |
| SYBB 501 (6821) | David Lodowski (dtl10) | 14 |
| OPRE 301 (5090) | Jie Ning (jxn174) | 25 |
| MKMR 201 (5052) | Mayra Porrata (mjp180) | 29 |
| FSTS 100 (11597) | John Higgins (jch181) | 5 |
| NTRN 550A (6300) | David Cavallo (dxc434) | 5 |

| Course | Instructor | Count |
|---|---|---|
| FSSY 162 (11390) | Jessica Birch (jeb233)/Cristia | 12 |
| ECON 102 (5125) | Jenny Hawkins (jrh175) | 40 |
| DANC 403 (3376) | Elizabeth Szpak (ess) | 7 |
| MUEN 373 (1288) | Paul Ferguson (pxf2) | 7 |
| PSCL 453 (1395) | Heath Demaree (had4) | 7 |
| PSCL 525 (10792) | James Overholser (jxo5) | 7 |
| EECS 397 (4715) | Ming-Chun Huang (mxh602) | 9 |
| PHYS 121 (2271) | Shamreen Iram (sxi109) | 9 |
| CHEM 310 (1149) | Anna Cristina Samia (axs232 | 31 |
| EMSE 320 (4064) | David Matthiesen (dhm5) | 11 |
| PHYS 115 (1496) | Kyle Crowley (kmc170) | 11 |
| PHYS 115 (3341) | Kyle Crowley (kmc170) | 11 |
| PHYS 203 (1334) | Gary Chottiner (gsc2) | 11 |
| ORBH 250 (5044) | John Stephens (jps136) | 39 |
| JAPN 301 (1236) | Takao Hagiwara (txh13) | 10 |
| NTRN 529 (6927) | Catherine Demko (cad3) | 10 |
| JAPN 101 (1232) | Nana Onishi (nxo57) | 8 |
| NTRN 435 (6290) | Sandra Pichette (sxp89) | 8 |
| PHYS 591 (11315) | Michael Crescimanno (mxc7 | 8 |
| ARTH 545 (11114) | Elina Gertsman (exg152) | 6 |
| NURS 473 (5527) | M Suresky (mjs5) | 6 |
| NURS 475 (5510) | Evanne Juratovac (exj11) | 6 |
| ARTS 400 (1071)/ARTS 300 (1058) | Sandra Noble (sen2) | 4 |
| EECS 408 (11470) | Sree Sreenath (nxs6) | 4 |
| EMSE 463 (10976) | Matthew Willard (maw169) | 4 |
| GREK 101 (1209) | Rachel Sternberg (rxh103) | 4 |
| NUNP 444 (5371) | Chris Winkelman (cxw26) | 4 |
| ANTH 398 (3013) | Katia Almeida (kma14) | 2 |
| ARTS 393 (1069)/ARTS 493 (1073) | Tim Shuckerow (txs10) | 2 |
| CRSP 450 (10955) | Li Li (lxl62)/James Spilsbury ( | 2 |
| EMSE 503 (4730) | Peter Lagerlof (pxl4) | 2 |
| GRMN 202 (3322) | Susanne Vees-Gulani (shv2) | 2 |
| MUED 310 (11062) | Paul Ferguson (pxf2) | 2 |
| PHYS 423 (1350) | Harsh Mathur (hxm7) | 13 |
| ORBH 250 (5045) | Hak-Yoon Kim (hxk376) | 37 |
| MATH 441 (1818) | Alethea Barbaro (abb71) | 11 |
| USSY 291Q (11164) | William Doll (wmd2) | 11 |
| RLGN 312 (10790) | Judith Neulander (jxn37) | 9 |
| MIDS 301 (5184) | Charles McElroy (cpm47) | 28 |
| ECHE 401 (3873) | Harihara Baskaran (hxb35) | 7 |
| NURS 615 (5429) | Rebecca Darrah (rjm11) | 7 |
| NURS 630 (5654) | Christopher Burant (cxb43) | 7 |
| MATH 321 (1272)/MATH 421 (1275) | Julia Dobrosotskaya (jxd365) | 19 |
| PHYS 115 (1500) | Laura Johnson (lxj154)/Chris | 19 |
| MUEN 387 (1295) | Marshall Haning (mah246) | 12 |
| IIME 440 (4109) | Alireza Kabirian (axk821) | 29 |
| EECS 500 (3933) | Mingguo Hong (mxh543) | 15 |

| Course | Instructor | Count |
|---|---|---|
| STAT 538 (1461)/MATH 598 (11036) | Wojbor Woyczynski (waw) | 15 |
| EDUC 301 (1189)/EDUC 401 (1191) | Denise Davis (dkd20) | 5 |
| EMAC 673 (4590) | Rigoberto Advincula (rca41) | 5 |
| PSCL 510 (11018) | Todd McCallum (tjm16) | 5 |
| EMSE 328 (10978)/EMSE 428 (10981) | Alp Sehirlioglu (axs461) | 13 |
| MATH 421 (11072)/MATH 321 (11071) | Julia Dobrosotskaya (jxd365) | 13 |
| ECHE 464 (11669) | J Mann (jam12) | 8 |
| MATH 401 (1274) | David Singer (das5) | 8 |
| NUND 508 (5497)/NURS 609 (5570) | Susan Tullai-McGuinness (sx | 8 |
| USSO 289C (11106) | Susan Case (ssc2) | 8 |
| BIOL 321 (3278)/BIOL 421 (3279) | Jessica Fox (jlf88) | 11 |
| ECHE 381 (4114)/ECHE 480 (4115) | Uziel Landau (uxl) | 12 |
| JAPN 101 (1233) | Yuki Togawa (yxt247) | 9 |
| ANTH 377 (1011)/ANTH 477 (1644)/ANAT 477 (6831)/ANAT 377 | Scott Simpson (sws3) | 6 |
| EECS 371 (4461) | Larry Sears (lms57) | 6 |
| ARTS 216 (1053) | Tim Shuckerow (txs10) | 3 |
| CHEM 430 (2265)/PHRM 430 (6746)/PHOL 430 (6748)/BIOC 430 | Focco Van den Akker (fxv5)/ | 3 |
| CRSP 440 (10954) | James Spilsbury (jcs5) | 3 |
| DANC 640 (1188) | Gary Galbraith (gxg31) | 3 |
| EECS 480Q (4828)/EBME 480Q (4830) | Mehran Mehregany (mxm31 | 3 |
| EEPS 341 (10635) | Ralph Harvey (rph) | 3 |
| HSTY 222 (10886) | John Grabowski (jjg4) | 3 |
| HSTY 410 (10892) | Daniel Cohen (dac37) | 3 |
| EPBI 481 (6184)/STAT 445 (1460) | Anirban Mondal (axm912) | 3 |
| GREK 201 (1483)/GREK 401 (2860)/WLIT 201 (10659)/WLIT 401 ( | Timothy Wutrich (trw14) | 3 |
| ENGL 387 (10778)/ENGL 487 (10779)/WLIT 387 (10800)/WLIT 48 | Martha Woodmansee (maw | 3 |
| ECON 330 (10944) | Mariana Carrera (mpc67) | 22 |
| EMAC 401 (4285) | Rigoberto Advincula (rca41) | 19 |
| NUMN 401 (5703) | Deborah Lindell (dxl41)/Nad | 19 |
| ORBH 251 (5046) | Susan Thiel (sat59) | 16 |
| EMAC 450 (10719) | Gary Wnek (gew5) | 13 |
| PHYS 413 (1349) | Craig Copi (cjc5) | 10 |
| USSY 291T (11574) | Kaysha Corinealdi (klc108) | 10 |
| ECON 102 (5126) | Martine Lussier (mxl70) | 17 |
| IIME 425 (4107) | John Stephens (jps136) | 35 |
| ARTS 220 (1056) | Alexander Aitken (aba2) | 7 |
| EECS 408 (3926) | Wei Lin (wxl4) | 7 |
| ITAL 101 (2997) | Denise Caterinacci (dmc7) | 7 |
| NURS 476 (5511) | M Suresky (mjs5) | 7 |
| STAT 325 (1455)/STAT 425 (1458) | Jenny Brynjarsdottir (jxb628 | 18 |
| EMSE 276 (4729) | Jennifer Carter (jwc137) | 40 |
| NTRN 440 (6292) | Hope Barkoukis (hdb) | 11 |
| ENTP 310 (11572) | Scott Shane (sas46) | 15 |
| EMAE 372 (4526)/EMSE 372 (4527) | John Lewandowski (jjl3) | 12 |
| PHOL 480 (11240)/BIOL 480 (11241) | Andrea Mario Pompeo Roma | 8 |
| NTRN 528 (6296) | David Cavallo (dxc434) | 8 |
| DANC 345 (10758)/DANC 445 (10759) | Shannon Sterne (smc31) | 4 |

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|---|---|---|
| EMAE 457 (4473) | James Tien (jst2) | 4 |
| ENGL 517 (2139) | Michael Clune (mwc33) | 4 |
| SOCI 310 (10650)/SOCI 410 (10651) | Gary Deimling (gtd) | 4 |
| MKMR 312 (5242) | Walter Sokira (wjs23) | 21 |
| DANC 460 (1185)/DANC 360 (2440) | Erich Yetter (exy61) | 13 |
| NUMN 410 (5704) | Evelyn Duffy (exd4) | 18 |
| ENGL 331 (10771)/ENGL 331C (11192)/ENGL 431 (11191) | Athena Vrettos (axv13) | 9 |
| MATH 461 (10739) | Elizabeth Sell (exs400) | 9 |
| PSCL 389 (10788) | Heath Demaree (had4) | 9 |
| BAFI 355 (5121) | Saumya Prabhat (sxp686) | 28 |
| MATH 380 (2664) | Peter Thomas (pjt9) | 19 |
| MUED 200B (10854) | Nathan Kruse (nbk17) | 5 |
| ENTP 311 (5189) | Walter Sokira (wjs23) | 26 |
| BAFI 361 (5283) | Leonardo Madureira (llm17) | 22 |
| IIME 473 (4749)/SYBB 421 (11282)/EBME 473 (11283) | Colin Drummond (cxd) | 11 |
| SOCI 345 (10653)/SOCI 445 (10654) | Eva Kahana (exk) | 11 |
| NUMN 402 (5708) | Cindy Motley (clm84) | 17 |
| EECS 415 (3927) | Christian Zorman (caz) | 6 |
| ENGL 203 (2437) | Erin Blakeslee (emb160) | 6 |
| ENGL 324 (2854)/THTR 334 (2858)/ENGL 424 (11052) | John Orlock (jmo3) | 6 |
| OPRE 427 (10766)/MATH 327 (10736)/MATH 427 (10738) | Elisabeth Werner (emw2) | 6 |
| MUHI 437 (11067) | Robert Walser (raw125) | 6 |
| ASTR 221 (1075) | Idit Zehavi (ixz6) | 13 |
| ARTH 361 (11047)/ARTH 461 (11048) | Catherine Scallen (cbs2) | 7 |
| DANC 203 (1180) | Shannon Sterne (smc31) | 7 |
| PHYS 431 (1351)/EBME 431 (3786) | Timothy Eagan (tpe2)/Micha | 7 |
| ENGL 213 (10769) | Thrity Umrigar (tnu) | 7 |
| EBME 451 (10783) | Horst von Recum (hav1) | 8 |
| FSNA 124 (11475) | Matthew Burkhart (mrb151) | 8 |
| USSO 287E (11009) | Tracey Hallman (txh20)/Joac | 8 |
| ACCT 314 (5119) | Melissa Carlisle (mrc130) | 17 |
| NUMN 411 (5707) | Rita Sfiligoj (rms184) | 17 |
| BAFI 358 (5243) | Saumya Prabhat (sxp686) | 26 |
| PHIL 322 (11058) | Anthony Jack (aij2) | 18 |
| FSNA 128 (11340) | Jessica Birch (jeb233)/Rekha | 9 |
| MGMT 395 (5202) | Michael Fisher (mtf2) | 9 |
| NTRN 459 (10940) | Tamara Randall (tlk3) | 9 |
| SOCI 300 (1429) | Karie Feldman (kef3) | 9 |
| ECON 378 (10723) | Mark Votruba (mxv27) | 19 |
| PHYS 320 (10956) | Michael Hinczewski (mxh605 | 10 |
| MGMT 201 (5288) | Walter Sokira (wjs23) | 21 |
| IIME 430A (4108) | Fehmida Kapadia (fxk25)/An | 32 |
| MKMR 310 (5186)/ECON 310 (5286) | Njoke Thomas (nkt3) | 11 |
| MATH 223 (11610) | Florian Besau (fxb90) | 16 |
| PHYS 313 (1340) | Philip Taylor (plt) | 22 |
| ACCT 304 (5236) | John Keyser (jdk156) | 17 |
| NUMN 403 (5706) | Andrew Reimer (axr62) | 16 |

| Course | Instructor | Count |
|---|---|---|
| PHYS 481 (1352) | Andrew Tolley (ajt84) | 14 |
| EMAC 402 (4286) | Alexander Jamieson (amj) | 13 |
| EECS 425 (3929) | Michael Rabinovich (mxr136 | 12 |
| MATH 324 (10926) | Joel Langer (jxl6) | 12 |
| STAT 345 (1457) | Anirban Mondal (axm912) | 9 |
| SYBB 411A (7038)/SYBB 311A (7049)/BIOL 311A (3371) | Masaru Miyagi (mxm356) | 8 |
| ECHE 362 (3867) | Jesse Wainright (jsw7) | 8 |
| FSSO 149 (11497) | Sandra Russ (swr) | 8 |
| NTRN 437 (6291) | Mary Kavanagh (mxk109) | 8 |
| USSO 290L (11077) | Gillian Weiss (glw) | 8 |
| MATH 123 (11176) | Steven Hoehner (sdh60) | 7 |
| ARTS 101 (1906) | George Kozmon (gak41) | 6 |
| EBME 421 (3784) | Dominique Durand (dxd6)/K | 6 |
| EDUC 255 (1727) | Susan Herron (sjh112) | 6 |
| WGST 343 (10799)/ENGL 343 (10774) | Thomas Fountain (ttf7) | 6 |
| ANTH 382 (2634)/ANTH 482 (2635) | Richard Smith (rcs131) | 5 |
| WLIT 314 (10668)/CLSC 314 (10667) | Ricardo Apostol (raa81) | 5 |
| COSI 556 (2684) | Barbara Lewis (bxl) | 5 |
| EBME 480A (4600) | Mehran Mehregany (mxm31 | 5 |
| EBME 480A (4601) | Mehran Mehregany (mxm31 | 5 |
| EECS 419 (3928) | Christos Papachristou (cap2) | 5 |
| EMSE 515 (10977) | Frank Ernst (fxe5) | 5 |
| JAPN 201 (1235) | Yuki Togawa (yxt247) | 5 |
| MATH 440 (11038) | Daniela Calvetti (dxc57) | 5 |
| EDUC 304 (1190)/EDUC 404 (1192) | David Bellini (dxb47) | 4 |
| HSTY 108 (10997) | Daniel Cohen (dac37) | 4 |
| MUEN 374 (1289) | Paul Ferguson (pxf2) | 4 |
| MUHI 450 (10868) | Francesca Brittan (fmb22) | 4 |
| USSO 288Y (11809) | Theodore Steinberg (txs18) | 4 |
| ANTH 107 (1006) | Jim Shaffer (jgs3) | 3 |
| DANC 416 (10760) | Gary Galbraith (gxg31) | 3 |
| ESTD 398 (1692) | Peter Mc Call (plm4) | 3 |
| MUEN 355 (3554) | Katherine Dejongh (kxd) | 3 |
| NURS 422 (11380) | Molly Jackson (mjj22) | 3 |
| NURS 451 (11319) | Carol Savrin (cls18) | 3 |
| THTR 223 (1469) | Jill Davis (jpd62) | 3 |
| ARTH 565 (10678) | Henry Adams (hxa28) | 2 |
| BIOC 430 (10896)/PHOL 430 (10901)/PHRM 430 (10902)/CHEM 4 | Paul Carey (prc5) | 2 |
| COGS 408 (1734)/COGS 308 (11161) | Fey Parrill (fxp26) | 2 |
| DANC 414 (1509)/DANC 314 (2439) | Gary Galbraith (gxg31) | 2 |
| EECS 466 (11285) | Murat Cavusoglu (mcc14) | 2 |
| EMSE 372 (4615)/EMAE 372 (4616) | John Lewandowski (jjl3) | 2 |
| JAPN 201 (1234) | Yuki Togawa (yxt247) | 2 |
| LING 401 (11262)/LING 301 (11261) | Yasuhiro Shirai (yxs561) | 2 |
| MUED 353 (10857) | Matthew Garrett (glm59) | 2 |
| NTRN 398 (7103) | Tamara Randall (tlk3) | 2 |
| NTRN 533 (6298) | Sharon Groh-Wargo (sxg26) | 2 |

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|---|---|---|
| NUND 509 (5665) | Marilyn Lotas (mjl25) | 2 |
| SASS 284 (5893) | Jacob Nash (jbn39) | 2 |
| ARTS 310 (1060) | Margaret Fischer (mjf8) | 1 |
| ARTS 365D (1065) | Gail Berg (gsb3) | 1 |
| ARTS 365E (3325) | Barney Taxel (bxt71) | 1 |
| DANC 385 (1182) | Gary Galbraith (gxg31) | 1 |
| EECS 493 (4525) | H Podgurski (hap) | 1 |
| EECS 649 (4222) | Christian Zorman (caz) | 1 |
| EMAC 475 (11886) | Joao Maia (jmm272) | 1 |
| EMSE 396 (11985) | Matthew Willard (maw169) | 1 |
| EMSE 399 (4468) | Jennifer Carter (jwc137) | 1 |
| EMSE 409 (10975) | Gerhard Welsch (gxw2) | 1 |
| EMSE 413 (11218) | Arthur Heuer (ahh) | 1 |
| INTL 398 (2999) | Elliot Posner (eap26) | 1 |
| MUAP 121 (2523) | Lisa Nelson (lxb20)/David Ro | 1 |
| MUAP 131 (2763) | David Rothenberg (djr30) | 1 |
| MUAP 221 (2516) | Paul Ferguson (pxf2)/David F | 1 |
| MUAP 321 (2949) | Katherine Dejongh (kxd)/Dav | 1 |
| MUAP 531 (3440) | Christopher Bagan (cdb76) | 1 |
| MUAR 300 (11152) | Bruce Egre (bxe4) | 1 |
| MUAR 310 (11151) | Bruce Egre (bxe4) | 1 |
| MUAR 322 (12005) | Bruce Egre (bxe4) | 1 |
| MUDE 201 (3503) | Anthony Slusser (ajs216) | 1 |
| MUED 352 (10856) | Ryan Scherber (rvs23) | 1 |
| MUED 641 (11585) | Ryan Scherber (rvs23) | 1 |
| MUTH 101 (3598) | Timothy Cutler (tsc10) | 1 |
| MUTH 105 (3599) | Timothy Cutler (tsc10) | 1 |
| MUTH 202 (3583) | Timothy Cutler (tsc10) | 1 |
| NUND 619 (5536) | Barbara Daly (bjd4) | 1 |
| NURS 671 (11242) | Amy Zhang (axz16) | 1 |
| POSC 396 (11931) | Paul Schroeder (pes15) | 1 |
| PSCL 397 (1384) | Julie Exline (jaj20) | 1 |
| PSCL 397 (1389) | Robert Greene (rlg2) | 1 |
| PSCL 497 (1837) | Todd McCallum (tjm16) | 1 |
| SASS 318 (5892) | Julia Ellifritt (jxe64) | 1 |
| STAT 395 (2694) | Wojbor Woyczynski (waw) | 1 |
| SYPS 7 (2233) | Claudia Anderson (cca2) | 1 |
| WLIT 211 (3321) | Florin Berindeanu (ftb1) | 1 |
| EMAC 377 (3990) | Ica Manas-Zloczower (ixm) | 19 |
| EECS 338 (10914) | Gultekin Ozsoyoglu (gxo3) | 32 |
| PHYS 123 (1332) | Robert Brown (rwb) | 27 |
| ECON 308 (5085) | Jay Patel (jbp70)/Noah Stato | 12 |
| ASTR 201 (1826) | Stacy McGaugh (ssm69)/Jaki | 11 |
| MATH 223 (1260) | Silvia Saccon (sxs1670) | 11 |
| EECS 433 (4795) | Zehra Ozsoyoglu (mxo2) | 10 |
| MATH 307 (3317) | Elizabeth Meckes (ese3) | 10 |
| EMAC 480 (4725) | Stuart Rowan (sjr4) | 9 |

| Course | Instructor | Count |
|---|---|---|
| USSY  288Y (11044) | Terri Mester (txm60) | 9 |
| HSTY  113 (1220) | Jay Geller (jhg72) | 16 |
| PATH  417 (11166)/CLBY  417 (11167)/BIOL  417 (11168) | Alan Levine (adl4) | 8 |
| ENGL  204 (2623) | James Sheeler (jes240) | 8 |
| FSSO  174 (11496) | Michael Kenney (mjk56) | 8 |
| FSSY  175 (11625) | Scott Dill (sdd46) | 8 |
| USSO  288Y (11035) | Theodore Steinberg (txs18) | 8 |
| PATH  422 (6445)/MBIO  420 (6446)/PHRM  420 (6447)/BIOC  420 ( | Barbara Bedogni (bxb278) | 7 |
| ECHE  362 (3866) | Jesse Wainright (jsw7) | 7 |
| ECON  369 (5239) | Scott Shane (sas46) | 7 |
| EMSE  398 (4068) | Jennifer Carter (jwc137) | 7 |
| NUND  504 (5715) | Mary Quinn Griffin (mtq2) | 7 |
| MATH  223 (2507) | Florian Besau (fxb90) | 13 |
| MUGN  212 (2926) | Daniel Batchelder (dlb143) | 13 |
| DANC  417 (1184)/DANC  317 (2438) | Gary Galbraith (gxg31) | 6 |
| USSY  291P (11158) | Kaysha Corinealdi (klc108) | 6 |
| ACCT  306 (10942) | Dennis Conrad (dac21) | 16 |
| IIME  450A (4110) | Colin Drummond (cxd)/Anth | 29 |
| NUMN  413 (11424) | Jacquelyn Slomka (jxs980) | 14 |
| PHYS  449 (1508)/PHYS  349 (1345) | Claudia De Rham (cad96) | 9 |
| NTRN  328 (11017) | David Cavallo (dxc434) | 12 |
| POSC  473 (10822)/POSC  373 (10821) | Elliot Posner (eap26) | 8 |
| ANAT  415 (6929) | Thomas Brantley (tlb58)/Bar | 4 |
| SYBB  411C (7040)/SYBB  311C (7051)/BIOL  311C (3373) | Gurkan Bebek (gxb43) | 4 |
| CHEM  446 (11617) | Carlos Crespo (cxc302) | 4 |
| EECS  397 (4859) | Wyatt Newman (wsn) | 4 |
| EECS  360 (10930)/EECS  460 (10931) | Behnam Malakooti (bxm4) | 4 |
| EMSE  408 (11248)/EMSE  308 (11202) | William Baeslack (wab59)/Ba | 4 |
| PHYS  331 (1344) | Xuan Gao (xxg15) | 19 |
| CHEM  290 (1651) | Kenneth Adair (kva3) | 14 |
| PHRM  528 (6861)/PHOL  528 (6912)/BIOC  528 (6911) | Drew Adams (dja59)/Robert | 7 |
| NUND  450 (5632) | Gregory Graham (gxg27) | 7 |
| NUND  541 (5668) | Elizabeth Damato (egd) | 7 |
| EMAC  370 (3989) | Jonathan Pokorski (jxp493) | 16 |
| MATH  201 (11263) | David Gurarie (dxg5) | 12 |
| SOCI  208 (1428) | Karie Feldman (kef3) | 12 |
| EMSE  110 (4614) | Gerhard Welsch (gxw2) | 9 |
| BIOL  464 (10787)/BIOL  364 (10786) | Ryan Martin (ram225) | 6 |
| ANAT  445 (10916)/BIOL  345 (10918)/BIOL  445 (10920) | Darin Croft (dac34) | 6 |
| MUHI  326 (11175)/HSTY  326 (11177)/JDST  326 (11178)/RLGN  32 | Jay Geller (jhg72)/Daniel Gol | 6 |
| SPAN  311 (3405) | Clara Lipszyc-Arroyo (cgl12) | 6 |
| ARTH  495 (1039) | Elina Gertsman (exg152) | 3 |
| PHIL  204 (10924)/HSTY  207 (10929) | Christopher Haufe (cbh43) | 3 |
| MUED  200A (10853) | Lisa Hanson (lbh37) | 3 |
| MUEN  324 (1286) | Matthew Larson (mgl3) | 3 |
| MUEN  396 (1297) | Charissa Bagan (cxb428) | 3 |
| CLSC  301 (1165)/PHIL  301 (1312) | Chin-Tai Kim (cxk6) | 3 |

| Course | Instructor | Count |
|---|---|---|
| SOCI 443 (3165) | Susan Hinze (sxh3) | 3 |
| ARAB 101 (1024) | Ramez Islambouli (rai2) | 11 |
| EPBI 431 (6182)/MPHP 431 (6252)/CRSP 431 (11076) | Thomas Love (tel3) | 21 |
| NURS 338 (5585) | Molly Jackson (mjj22) | 10 |
| BIOL 495 (3375) | Radhika Atit (rpa5) | 5 |
| CHEM 435 (3354) | Rajesh Viswanathan (rxv69) | 5 |
| EECS 426 (3930) | Pedram Mohseni (pxm89) | 5 |
| FSCC 100 (6069) | Mary Assad (mka23) | 5 |
| NURS 630 (5466) | Christopher Burant (cxb43) | 5 |
| SYBB 411B (7039)/SYBB 311B (7050)/BIOL 311B (3372) | Gurkan Bebek (gxb43) | 7 |
| CRSP 402 (6175) | Douglas Einstadter (dxe10) | 7 |
| FSSO 165 (11361) | Thomas Dawkins (txd119)/C | 7 |
| FSSO 173 (11474) | Paul Ferguson (pxf2) | 7 |
| FSSY 171 (11487) | Lisa Nielson (len12) | 7 |
| MATH 307 (1271) | Elizabeth Meckes (ese3) | 7 |
| PHYS 301 (1338) | Michael Martens (mam18)/( | 7 |
| MGMT 201 (5319) | Walter Sokira (wjs23) | 16 |
| EBME 410 (11171) | Zhenghong Lee (zxl11)/Davi( | 9 |
| MATH 227 (3002) | David Gurarie (dxg5) | 9 |
| ENGR 210 (4097) | Gregory Lee (gsl7) | 78 |
| SOCI 101 (1424) | Karie Feldman (kef3) | 24 |
| EECS 324 (3914) | Vira Chankong (vxc2) | 14 |
| MATH 223 (1257) | Lingxing Yao (lxy195) | 12 |
| EMSE 345 (10974) | Mark De Guire (mrd2) | 10 |
| EBME 615 (4521) | Nicole Seiberlich (nes30)/Da | 8 |
| ENGL 398 (1862) | Evan Chaloupka (emc39) | 8 |
| MATH 330 (10737) | Wanda Strychalski (wis6) | 8 |
| ENGL 180 (1821) | Megan Jewell (msj18) | 6 |
| GRMN 102 (2217) | Enno Lohmeyer (ebl4) | 6 |
| JAPN 101 (11328) | Nana Onishi (nxo57) | 6 |
| NUMN 416 (11396) | Marguerite DiMarco (mxd5( | 6 |
| ANTH 479 (10727)/ANTH 379 (10717) | Bridget Haas (bmh7) | 4 |
| BIOL 491 (1116) | Emmitt Jolly (erj20) | 4 |
| CHEM 491 (2779) | Emmitt Jolly (erj20) | 4 |
| CRSP 501 (6176) | Shirley Moore (smm8) | 4 |
| ECIV 421 (4856) | YeongAe Heo (yxh549) | 4 |
| EMAC 405 (4723) | Alexander Jamieson (amj) | 4 |
| ENGL 300 (1195) | William Siebenschuh (wrs2) | 4 |
| MATH 471 (3267) | Steven Izen (shi) | 4 |
| SPAN 310 (3234) | Haydee Espino Castillo (hxe5 | 4 |
| ARTH 490A (1653) | Holly Witchey (hmw5) | 2 |
| DANC 485 (1186) | Gary Galbraith (gxg31) | 2 |
| EMAC 422 (10718) | LaShanda Korley (ltk13) | 2 |
| EMAE 455 (4538) | Paul Barnhart (pjb4) | 2 |
| MUAP 131 (2512) | Lisa Nelson (lxb20)/David Ro | 2 |
| MUAP 131 (2541) | Katherine Dejongh (kxd)/Dav | 2 |
| MUAP 221 (2462) | David Rothenberg (djr30)/Ge | 2 |

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| NUND 609 (5669) | Irena Kenneley (ilz) | 2 |
| PSCL 531A (1400) | James Overholser (jxo5) | 2 |
| RLGN 205 (10794) | Jonathan Tan (jyt4) | 2 |
| EBME 316 (4840)/EBME 416 (4844) | Zheng-Rong Lu (zxl125) | 19 |
| MATH 201 (1256) | Margaret Callahan (mdc77) | 13 |
| PHYS 115 (1497) | Laura Johnson (lxj154)/Chris | 11 |
| ACCT 207 (5296) | Dennis Conrad (dac21) | 20 |
| COSI 109 (1167) | Jean Nisenboum (jmn13) | 9 |
| EMAC 677 (4277) | Jonathan Pokorski (jxp493) | 30 |
| CHEM 301 (11579) | Alfred Anderson (aba)/James | 7 |
| EECS 452 (4797) | Kenneth Loparo (kal4) | 7 |
| THTR 100 (1464) | Anaya Farrell (acf50)/Robert | 7 |
| EMAC 375 (4719)/EMAC 475 (4727) | Joao Maia (jmm272) | 12 |
| NURS 431 (5699) | Evanne Juratovac (exj11)/Su | 12 |
| ECON 102 (5129) | Silke Forbes (sxf242) | 22 |
| BIOL 116 (1080) | Rebecca Benard (rbb53) | 27 |
| BAFI 357 (5124) | Yuliya Demyanyk (yxd153) | 15 |
| ENGL 398 (1868) | Thomas Fountain (ttf7) | 5 |
| MUEN 365 (2212) | Mary Robinson (mkf34) | 5 |
| WGST 325 (10694)/PHIL 325 (10646)/PHIL 425 (10693) | Laura Hengehold (leh7) | 5 |
| PHYS 415 (10628)/PHYS 315 (10627) | Jesse Berezovsky (jab298) | 5 |
| BIOL 216L (2659) | Susan Burden-Gulley (smb8) | 8 |
| EECS 484 (10932) | Wyatt Newman (wsn) | 8 |
| ESTD 303 (10675)/EEPS 303 (10639) | Peter Mc Call (plm4) | 8 |
| EMSE 449 (11763)/EMSE 349 (4806) | Mark De Guire (mrd2) | 8 |
| NTRN 201 (6283) | Lindsay Malone (lmm118) | 19 |
| BIOL 215 (1915) | Valerie Haywood (vxh20) | 33 |
| ECHE 398 (3871) | Michael Grossner (mtg4) | 22 |
| EECS 440 (4378) | Soumya Ray (sxr358) | 11 |
| ACCT 403 (5110)/ACCT 203 (5117) | Aleksandra Zimmerman (axb | 14 |
| ECON 102 (5128) | Silke Forbes (sxf242) | 20 |
| ECHE 360 (3865) | Donald Feke (dlf4)/Qianwen | 30 |
| NTRN 363 (6286) | Stephanie Harris (sra18) | 15 |
| CHEM 412 (1156) | Thomas Gray (txg37) | 6 |
| ECHE 362 (4366) | Jesse Wainright (jsw7) | 6 |
| ECON 386 (10945) | John Kleinhenz (jxk21) | 6 |
| ENGL 150 (1822) | Cara Byrne (crh64) | 6 |
| FSNA 133 (11334) | Malcolm Cooke (mnc)/Denn | 6 |
| FSSO 146 (11472) | Henry Adams (hxa28) | 6 |
| MATH 333 (11049) | Erkki Somersalo (ejs49) | 6 |
| MGMT 395 (5131) | Thomas King (tak30) | 6 |
| USSO 289K (11010) | Paul Hanson (pwh5) | 6 |
| USSO 290N (11244) | Maryjo Prince-Paul (mxp42) | 6 |
| USSY 250 (11012) | Athena Vrettos (axv13) | 6 |
| ARTH 371 (10933)/ARTH 471 (10934) | Cory Korkow (cxk331) | 3 |
| COSI 452A (1173) | Kathryn McNeal (kmm20)/Je | 3 |
| COSI 453 (1177) | Barbara Lewis (bxl) | 3 |

| Course | Instructor | Count |
|---|---|---|
| DANC 104 (3275) | Shannon Sterne (smc31) | 3 |
| EMAE 401 (4857) | Bo Li (bxl295) | 3 |
| PHIL 415 (2436)/PHIL 315 (10686) | Chin-Tai Kim (cxk6) | 3 |
| PLCY 399 (5076) | Vasudevan Ramanujam (vxr) | 16 |
| BIOC 452 (6143)/NTRN 452 (6293) | Colleen Croniger (cmc6) | 28 |
| ARTH 374 (10684)/ARTH 474 (10685) | Andrea Rager (awr18) | 7 |
| FRCH 101 (1201) | Charlotte Sanpere (cxs60) | 7 |
| BAFI 355 (5122) | Saumya Prabhat (sxp686) | 18 |
| EMAE 355 (4035) | Jaikrishnan Kadambi (jxk11) | 18 |
| BIOL 215L (1704) | Valerie Haywood (vxh20)/Hu | 8 |
| NURS 339 (5590) | Cynthia Danko (cld7)/Rebec | 8 |
| ANTH 339 (2912)/ANTH 439 (2913) | Lee Hoffer (ldh24) | 4 |
| CHEM 421 (1157) | Irene Nga Wing Lee (ixl13) | 4 |
| EBME 513 (11506) | Andrew Rollins (amr9) | 4 |
| EECS 485 (3932) | Daniel Saab (dgs3) | 4 |
| EPOM 403 (10983) | Joe Mayer (jxm640) | 4 |
| FSCC 100 (11700) | Ana Codita (amc254) | 4 |
| MATH 308 (10735) | Silvia Saccon (sxs1670) | 4 |
| MUTH 103 (3517) | Irwin Shung (iys2) | 4 |
| MUTH 207 (3580) | Lisa Rainsong (lmr3) | 4 |
| PHIL 413 (2863)/PHIL 313 (2842) | Colin McLarty (cxm7) | 4 |
| PSCL 453 (1396) | Elizabeth Short (ejs3) | 4 |
| SPAN 201 (2728) | Haydee Espino Castillo (hxe5 | 4 |
| PHYS 221 (1335) | Peter Kernan (pjk6) | 25 |
| MKMR 201 (5053) | Pazampalacode Subramania | 14 |
| BIOL 214L (2904) | Leena Chakravarty (lxc353) | 5 |
| ENGL 214 (1194) | Sarah Gridley (scg24) | 5 |
| HSTY 280 (10888)/ETHS 280 (10895) | John Flores (jhf45) | 5 |
| NUMN 415 (11304) | Joy Sedlock (jsn7) | 5 |
| USNA 288I (11041) | Michael Goldberg (meg110), | 5 |
| PHYS 121 (2732) | Shamreen Iram (sxi109)/Jagj | 11 |
| SOCI 113 (1426) | Christine Schneider (cms80) | 11 |
| STAT 313 (1454) | Steven Sidik (sms80) | 11 |
| NURS 111 (5374) | Faith Anderson (fea11)/Sara | 12 |
| NURS 316 (5394) | Laurine Gajkowski (lag6)/Eliz | 12 |
| BIOL 374 (1093)/NEUR 474 (6437)/BIOL 474 (1115) | Roy Ritzmann (rer3) | 6 |
| FSNA 144 (11341) | Kristine Kelly (knk)/Lee Thon | 6 |
| FSNA 157 (11388) | John Blackwell (jxb6)/Terri N | 6 |
| FSSO 159 (11498) | Luke Reader (ljr69)/Renee S | 6 |
| MGMT 395 (5200) | Michael Fisher (mtf2) | 6 |
| PSCL 375 (11156) | Brooke Macnamara (bnm24 | 6 |
| USSO 286L (11008) | Barbara Clemenson (bjc8) | 6 |
| COGS 416 (11518)/COGS 316 (10878) | Mark Turner (mbt8) | 8 |
| ECIV 211 (3896) | Michael Pollino (mcp70) | 8 |
| NURS 405 (11207) | Mary Kerr (mek55) | 8 |
| BIOL 216 (2653) | Radhika Atit (rpa5)/Barbara | 58 |
| NTRN 460 (6294) | Lynn Kam (lak99) | 9 |

| Course | Instructor | Count |
|---|---|---|
| MATH 431 (1277) | Longhua Zhao (lxz315) | 10 |
| CHEM 328 (2919)/CHEM 428 (2920) | Blanton Tolbert (bst18) | 21 |
| MIDS 301 (5185) | Deepa Gopal (dxg314) | 12 |
| NURS 110 (5372) | Erin Discenza (ehd12) | 12 |
| NURS 111 (5373) | Faith Anderson (fea11)/Sara | 12 |
| COGS 101 (3225) | Todd Oakley (tvo2) | 31 |
| EECS 325 (3915) | Michael Rabinovich (mxr136 | 24 |
| ACCT 102 (5111) | Karen Braun (kwb8) | 14 |
| COSI 101 (1166) | Kathryn Rothenberg (kpr4) | 11 |
| MATH 303 (1270) | Mark Meckes (mwm2) | 10 |
| EMAE 481 (4242) | Joseph Mansour (jmm12) | 9 |
| NUNP 439 (5370) | Marguerite DiMarco (mxd50 | 7 |
| BIOL 362 (1091)/ANAT 462 (6937)/BIOL 462 (2985) | Stephen Haynesworth (seh5 | 6 |
| FSSY 112 (11357) | Carolyn Leitman (cll31)/Mar | 6 |
| BIOL 214L (2901) | Leena Chakravarty (lxc353) | 5 |
| COSI 220 (1169) | Shirley Prok (sxp106) | 5 |
| ENGL 150 (1869) | Andrea Nienstedt (aln28) | 5 |
| EPOM 407 (4756) | Vira Chankong (vxc2) | 5 |
| NURS 621 (5524)/NUND 615 (5571) | Jaclene Zauszniewski (jaz) | 5 |
| BIOL 214L (2374) | Leena Chakravarty (lxc353) | 4 |
| CRSP 413 (6924) | James Spilsbury (jcs5) | 4 |
| EECS 397 (11059) | Nicholas Barendt (nab2) | 4 |
| ENGL 372C (11193)/ENGL 372 (10776) | Michael Clune (mwc33) | 4 |
| FRCH 475 (10829)/FRCH 375 (10832) | Cheryl Toman (cat12) | 4 |
| MUED 440 (11584) | Nathan Kruse (nbk17) | 4 |
| MUHI 341 (1304)/MUHI 441 (1899) | Ross Duffin (rwd) | 4 |
| NUND 508 (11416) | Susan Tullai-McGuinness (sx | 4 |
| POSC 328 (10823)/POSC 428 (10824) | Laura Tartakoff (lyt) | 4 |
| BIOL 339 (1087) | Deborah Harris (dlv7) | 3 |
| COSI 352 (1171) | Kathryn McNeal (kmm20) | 3 |
| DANC 260 (2652) | Hannah Barna (hjb12) | 3 |
| EECS 351 (11039) | Pan Li (pxl288)/Wei Lin (wxl4 | 3 |
| FRCH 102 (1204) | Charlotte Sanpere (cxs60) | 3 |
| FRCH 201 (1205) | Fabienne Pizot-Haymore (fgl | 3 |
| MUED 275 (10855) | Matthew Garrett (glm59)/Ka | 3 |
| SPAN 202 (1444) | Clara Lipszyc-Arroyo (cgl12) | 3 |
| BIOL 318 (1707)/BIOL 418 (1709) | Sydney Brannoch (skp72)/Ga | 2 |
| HSTY 302 (10674)/CLSC 302 (10673) | Rachel Sternberg (rxh103) | 2 |
| EECS 397 (10907) | Soumyajit Mandal (sxm833) | 2 |
| EECS 401 (11467) | Marc Buchner (mxb11) | 2 |
| EMAE 459 (4040) | Yasuhiro Kamotani (yxk) | 2 |
| EMSE 430 (11277) | James McGuffin-Cawley (jxc4 | 2 |
| FRCH 315 (10830) | Cheryl Toman (cat12) | 2 |
| FRCH 316 (3237) | Gilbert Doho (gxd22) | 2 |
| HSTY 243 (10887) | Jonathan Sadowsky (jas34) | 2 |
| MUDE 101 (3534) | David Gilson (dwg) | 2 |
| SOCI 375 (3027) | Mary Erdmans (mpe10) | 2 |

| Course | Instructor | Count |
|---|---|---|
| SOCI 380 (10652) | Mary Erdmans (mpe10) | 2 |
| SOCI 392 (1565) | Jessica Kelley-Moore (jak119 | 2 |
| BIOC 391 (6658) | Focco Van den Akker (fxv5) | 1 |
| CHEM 430 (10899)/PHOL 430 (10900)/PHRM 430 (10903)/BIOC 4 | Matthias Buck (mxb150) | 1 |
| BIOL 388S (2410) | Jean Moriuchi (jbm122) | 1 |
| CHIN 399 (2494) | Haomin Gong (hxg171) | 1 |
| MUAP 121 (2529) | David Rothenberg (djr30)/De | 1 |
| MUAP 131 (2537) | David Rothenberg (djr30)/St | 1 |
| MUAP 131 (2572) | Don Better (dxb50)/David R( | 1 |
| MUDE 101 (3594) | Brian Sweigart (bss10) | 1 |
| MUTH 201 (3526) | | 1 |
| MUTH 205 (3528) | | 1 |
| NTRN 388 (10968) | Lynn Kam (lak99) | 1 |
| NTRN 398 (11210) | Stephanie Harris (sra18) | 1 |
| NUND 611 (5552) | Donna Dowling (dad10) | 1 |
| NUND 619 (5544) | Elizabeth Madigan (eam13) | 1 |
| NURS 404 (5649) | Stephanie Steiner (sls69) | 1 |
| NURS 407 (5412) | Stephanie Steiner (sls69) | 1 |
| PSCL 397 (1390) | Lee Thompson (lat) | 1 |
| SASS 368 (5860) | Lawrence Bresler (lib2) | 1 |
| PSCL 321 (2898) | Amy Przeworski (axp335) | 22 |
| NURS 315 (5389) | Janine Galeski (jxs522)/Kathl | 11 |
| ECHE 260 (3864) | Rohan Akolkar (rna3) | 21 |
| MUHI 401 (2429) | Alanna Ropchock (avr15) | 9 |
| BIOC 312 (6655)/BIOC 412 (6656) | Michael Harris (meh2) | 22 |
| CHEM 323 (1151) | Emily Pentzer (ebp24) | 7 |
| MUEN 384 (1292) | Ryan Scherber (rvs23) | 20 |
| BETH 503 (6837)/CRSP 603 (6838) | Patricia Marshall (pam20) | 13 |
| ANAT 412 (6105) | Joseph Miller (jcm18) | 12 |
| ECON 103 (5032) | Mark Sniderman (mss190) | 17 |
| PHRM 409 (6695)/PHRM 309 (6694) | Zhaoyang Feng (zxf17)/Marc | 15 |
| CHEM 329 (2662)/CHEM 429 (2663) | Robert Salomon (rgs) | 5 |
| ECHE 470 (3876) | Uziel Landau (uxl) | 5 |
| EECS 301 (3911) | Ming-Chun Huang (mxh602) | 5 |
| EMAE 290 (4029) | Jason Bradshaw (jdb10)/Jam | 5 |
| FRCH 101 (1202) | Fabienne Pizot-Haymore (fgl | 5 |
| FSSY 154 (11525) | Bradley Ricca (bjr8) | 5 |
| FSSY 166 (11354) | Marie Lathers (mhl5) | 5 |
| MATH 305 (2234) | Vincent Graziano (vjg9) | 5 |
| MGMT 395 (5304) | Thomas King (tak30) | 5 |
| PHYS 115 (1498) | Kyle Crowley (kmc170) | 5 |
| USSO 285N (11034) | William Marling (wxm3) | 5 |
| USSO 290M (11174) | Benjamin Sperry (bxs63) | 5 |
| ECIV 160 (3895) | Katie Wheaton (kcp3) | 9 |
| ACCT 101 (5114) | Anthony Bucaro (acb130) | 13 |
| EECS 600 (4860) | Wyatt Newman (wsn) | 4 |
| FSCC 100 (6067) | Gusztav Demeter (gxd87) | 4 |

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|---|---|---:|
| MATH 224 (1265) | Alethea Barbaro (abb71) | 4 |
| MUEN 389 (1309) | Eric Charnofsky (exc15) | 4 |
| NURS 502 (5528) | Gretchen Mettler (ggm) | 4 |
| ECHE 367 (3868) | Heidi Martin (hbm) | 19 |
| STAT 332 (1456)/STAT 432 (1459) | Wojbor Woyczynski (waw) | 14 |
| BIOL 214L (2365) | Leena Chakravarty (lxc353) | 7 |
| SOCI 202 (11231) | Mary Erdmans (mpe10) | 7 |
| BIOL 114 (1079) | Dianne Kube (dmk8) | 23 |
| PSCL 352 (1827) | Heath Demaree (had4) | 13 |
| ACCT 301 (5116) | Larry Parker (lmp3) | 9 |
| PHIL 317 (2235)/LAWS 5135 (5017)/PHIL 417 (2236) | Shannon French (sef37) | 9 |
| DANC 121 (2685) | Erich Yetter (exy61) | 6 |
| ENGL 398 (1859) | Jessica Slentz (jes252) | 6 |
| MATH 224 (11290) | Lingxing Yao (lxy195) | 6 |
| ARTS 214 (1052) | Martha Lois (mxl84) | 3 |
| CHEM 605 (1159) | Malcolm Kenney (mek9) | 3 |
| CHIN 315 (11204)/CHIN 415 (11205) | Peter Yang (pjy2) | 3 |
| EECS 368 (4846)/EECS 468 (4847) | Mingguo Hong (mxh543) | 3 |
| HSTY 373 (11404)/HSTY 473 (11405) | Renee Sentilles (rms30) | 3 |
| NUND 506 (5618) | Joyce Fitzpatrick (jjf4) | 3 |
| PSCL 390 (10782) | Alexander Kline (ack63) | 3 |
| USNA 249 (11265) | Glenn Odenbrett (gxo2) | 3 |
| ENGR 225 (4101) | Ramanathan Sankaran (rxs1! | 46 |
| NUMN 417 (11402) | Theresa Backman (tab28) | 8 |
| NURS 425 (11288) | Susan Mazanec (srm2) | 8 |
| EMAC 351 (3988) | Michael-Jon Hore (mah259) | 25 |
| BIOL 215L (1703) | Valerie Haywood (vxh20)/Ar | 5 |
| FSNA 113 (11339) | Catherine Forsa (cqf2)/Bever | 5 |
| FSSO 160 (11343) | Katia Almeida (kma14)/Scott | 5 |
| MUEN 358 (3507) | Annie Fullard (axf26) | 5 |
| NUND 610 (5553) | Mary Dolansky (mad15) | 5 |
| USNA 262 (11042) | Amy Absher (aaa162) | 5 |
| USNA 287P (11464) | Barbara Burgess-Van Aken (l | 5 |
| USNA 287T (11856) | Peter Shulman (pas125) | 5 |
| USNA 288J (11105) | Alexis Abramson (ara9)/Stev | 5 |
| USSY 287X (11157) | Annie Pecastaings (atp18) | 5 |
| USSY 289Y (11046) | Bradley Ricca (bjr8) | 5 |
| MGMT 398 (5047) | Jennifer Johnson (jlj11) | 12 |
| NTRN 201 (6920) | Bonnie Schmidt-Hayes (bjs1( | 14 |
| EECS 340 (11272) | Vincenzo Liberatore (vxl11) | 9 |
| PHYS 121 (2718) | QianFan Chen (qxc76)/Jagjit | 9 |
| PHYS 122 (1326) | Michael McMaster (msm17( | 9 |
| NUMN 414 (11230) | Cynthia Danko (cld7) | 8 |
| PHYS 123 (1505) | QianFan Chen (qxc76)/Jagjit | 8 |
| BIOL 340 (3176) | Ronald Oldfield (rgo) | 6 |
| GRMN 101 (1212) | Enno Lohmeyer (ebl4) | 6 |
| HSTY 211 (2421) | Elizabeth Todd (ext13) | 6 |

| Course | Instructor | Count |
|---|---|---|
| NURS 459 (5458) | Kristina Banks (klb29)/Carol | 6 |
| COGS 390 (2435) | Florin Berindeanu (ftb1) | 4 |
| EBME 350 (10640)/ECHE 355 (11050) | Harihara Baskaran (hxb35)/C | 4 |
| FSSY 112 (11356) | Carolyn Leitman (cll31)/Mar | 4 |
| GRMN 313 (10840) | Susanne Vees-Gulani (shv2) | 4 |
| JAPN 101 (1231) | Margaret Fitzgerald (mmf9) | 4 |
| SPAN 315 (2403) | Jacqueline Nanfito (jcn) | 4 |
| CHIN 201 (2432) | Haomin Gong (hxg171) | 2 |
| EBME 380 (11021) | Colin Drummond (cxd) | 2 |
| ECHE 362 (4460) | Jesse Wainright (jsw7) | 2 |
| ECIV 411 (3903) | Adel Saada (axs31) | 2 |
| EMAC 460 (11583) | Gary Wnek (gew5) | 2 |
| FRCH 202 (1595) | Christine Cano (cmc21) | 2 |
| ITAL 201 (1923) | Denise Caterinacci (dmc7) | 2 |
| ITAL 311 (10833) | Denise Caterinacci (dmc7) | 2 |
| POSC 384 (10676)/POSC 484 (10677)/PHIL 484 (10973)/PHIL 384 | Jeremy Bendik-Keymer (jdb1 | 2 |
| PSCL 524 (1397) | Norah Feeny (ncf2) | 2 |
| RLGN 204 (11235) | Deepak Sarma (dxs163) | 2 |
| EECS 233 (3908) | Michael Lewicki (msl88) | 30 |
| MATH 126 (1252) | Thomas Atta-Fosu (txa128) | 9 |
| EECS 293 (4543) | Vincenzo Liberatore (vxl11) | 16 |
| BIOL 301 (10963)/BIOL 401 (10964) | Christopher Cullis (cac5) | 7 |
| HSTY 398 (1484) | Gillian Weiss (glw) | 5 |
| MGMT 395 (5201) | Michael Fisher (mtf2) | 5 |
| POSC 360 (10908) | Pete Moore (pwm10) | 5 |
| POSC 470H (11148)/POSC 370H (11147) | Paul Schroeder (pes15) | 5 |
| ENGL 148 (2252) | Helen Lyons-McFarland (hml | 3 |
| MATH 413 (11289) | Stanislaw Szarek (sjs13) | 3 |
| THTR 101 (1466) | Christopher Bohan (cmb186 | 3 |
| USSO 290I (11573) | Erin Lavik (exl186) | 3 |
| EBME 370 (3779) | Colin Drummond (cxd) | 25 |
| CHEM 233 (2785) | Raul Erick Juarez Hernandez | 13 |
| EECS 393 (3931)/EECS 493 (4469) | H Podgurski (hap) | 20 |
| PSCL 101 (1376) | Jennifer Butler (jle3) | 20 |
| STAT 312R (11183) | Danhong Song (dxs116) | 10 |
| EECS 375 (4832)/EECS 475 (4833) | Mario Garcia Sanz (mgs78) | 7 |
| MUEN 385 (1293) | Kathleen Horvath (kah24) | 15 |
| ANTH 102 (1004) | Katia Almeida (kma14) | 16 |
| EMAE 260 (4648) | Sunniva Collins (skr) | 16 |
| MATH 227 (1269) | Wanda Strychalski (wis6) | 8 |
| MUEN 386 (1294) | David Pope (dap115) | 8 |
| POSC 172 (1375) | Kathryn Lavelle (kcl6) | 8 |
| RLGN 102 (10871) | Joy Bostic (jrb64) | 8 |
| ENGL 373 (2280)/ENGL 473 (11053) | Sarah Gridley (scg24) | 4 |
| FSSY 168 (11502) | John Orlock (jmo3)/John Wie | 4 |
| SPAN 333 (10836)/SPAN 433 (10847)/ETHS 333 (10850)/WLIT 33 | Damaris Punales-Alpizar (dx| | 4 |
| EBME 308 (3776) | Abidemi Ajiboye (aba20)/Ma | 34 |

| Course | Instructor | Count |
|---|---|---|
| EMAE 181 (4024) | Roger Quinn (rdq) | 22 |
| BIOL 407 (1110)/BIOC 307 (6133)/BIOC 407 (6142) | Colleen Croniger (cmc6)/Dav | 57 |
| BIOL 352 (11084)/BIOL 452 (11085) | Karen Abbott (kca27)/Hilary | 5 |
| DANC 103 (3045) | Yidi Lin (yxl1014) | 5 |
| EMSE 499 (11001) | Alp Sehirlioglu (axs461) | 5 |
| MUEN 397 (1298) | Julie Andrijeski (jxa4) | 5 |
| BIOL 346 (1088) | Richard Drushel (rfd) | 21 |
| ACCT 101 (10941) | Anthony Bucaro (acb130) | 11 |
| MPHP 406 (6251)/MPHP 306 (6249) | Scott Frank (shf2) | 11 |
| EECS 341 (11267) | Zehra Ozsoyoglu (mxo2) | 6 |
| EBME 570 (4524) | Nicole Steinmetz (nfs11) | 7 |
| ECHE 151 (3862) | Uziel Landau (uxl) | 19 |
| CHEM 121 (1081) | Raul Erick Juarez Hernandez | 21 |
| CHEM 304 (1544) | Clemens Burda (cxb77) | 11 |
| ENGR 200 (4096) | Brian Metrovich (bxm221) | 62 |
| MUEN 383 (1291) | Ryan Scherber (rvs23) | 22 |
| PSCL 101 (1824) | Andrew Cooper (aac82)/Alex | 15 |
| NURS 250 (5386) | Evanne Juratovac (exj11) | 11 |
| ACCT 101 (5112) | Leon Blazey (lxb46) | 9 |
| ECIV 340 (3899) | Terrance Cybulski (tmc42) | 8 |
| PHYS 122 (1331) | Klaountia Pasmatsiou (kxp26 | 8 |
| MATH 126 (1253) | Nara Yoon (nxy47) | 7 |
| NUNP 410 (5610) | Kristina Banks (klb29)/Jennif | 7 |
| PHYS 123 (1333) | QianFan Chen (qxc76)/Jagjit | 7 |
| PHYS 325 (1342) | Craig Copi (cjc5) | 7 |
| NURS 339 (5592) | Cynthia Danko (cld7)/Rebecc | 6 |
| ANTH 359 (3142)/ANTH 459 (3143) | Janet Mc Grath (jwm6) | 5 |
| BIOL 215L (2984) | Valerie Haywood (vxh20)/M | 5 |
| COSI 332 (11019) | Kathryn Rothenberg (kpr4) | 5 |
| ENGL 398 (1823) | Joseph Cheatle (jjc161) | 5 |
| ENGL 398 (1860) | Raymond Horton (rlh137) | 5 |
| ENGL 398 (1863) | Kristin Kondrlik (kek66) | 5 |
| ENGL 398 (2937) | Megan Griffin (meg30) | 5 |
| SOCI 372 (10655)/WGST 372 (10657)/SOCI 472 (10656) | Susan Hinze (sxh3) | 5 |
| BIOL 214L (2367) | Leena Chakravarty (lxc353) | 4 |
| FSNA 155 (11360) | Francis Merat (flm)/Marcus | 4 |
| FSNA 159 (11503) | Anirban Sen Gupta (axs262) | 4 |
| STAT 417 (10743)/STAT 317 (10742) | Brad Simonelli (bls94) | 4 |
| USSY 290Q (11692) | William Siebenschuh (wrs2) | 4 |
| ANTH 365 (2631)/ANTH 465 (2632)/WGST 365 (2633) | Atwood Gaines (axg10) | 4 |
| ARTS 106 (1047) | Christopher Pekoc (crp4) | 3 |
| ARTS 210 (1864) | Margaret Fischer (mjf8) | 3 |
| ASTR 306 (10696)/ASTR 406 (10697) | James Mihos (jcm9) | 3 |
| BIOC 611 (6149) | Menachem Shoham (mxs10) | 3 |
| EECS 477 (4811) | Vincenzo Liberatore (vxl11) | 3 |
| EEPS 421 (10638)/EEPS 321 (10637) | Gerald Matisoff (gxm4) | 3 |
| FSCC 100 (11702) | Ana Codita (amc254) | 3 |

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|---|---|---|
| FSCC 100 (6073) | Mary Assad (mka23) | 3 |
| PHYS 317 (1341) | Michael Martens (mam18)/( | 3 |
| SOCI 355 (2674) | Cassi Pittman (clp77) | 3 |
| SPAN 311 (1445) | Damaris Punales-Alpizar (dxp | 3 |
| THTR 110 (2869) | Robert Ullom (jru10) | 3 |
| ANTH 366 (3281)/ANTH 466 (3282) | Lihong Shi (lxs463) | 2 |
| ARTS 322 (1002) | Barney Taxel (bxt71) | 2 |
| HSTY 206 (10885)/CLSC 206 (10894) | Elizabeth Todd (ext13) | 2 |
| EBME 617 (4522) | Steven Eppell (sje) | 2 |
| MUEN 395 (1296) | Ross Duffin (rwd) | 2 |
| MUHI 610 (1914) | Daniel Goldmark (dig5) | 2 |
| NUNP 401 (5365) | Katharine Chapman (kxc202 | 2 |
| NURS 421 (11379) | Molly Jackson (mjj22) | 2 |
| ARTS 386 (1067) | Sandra Noble (sen2) | 1 |
| ARTS 387 (1068) | Sandra Noble (sen2) | 1 |
| BIOL 384 (2697) | Ronald Oldfield (rgo) | 1 |
| ECIV 461 (4851) | Kurt Rhoads (krr38) | 1 |
| EMSE 504 (4718) | David Matthiesen (dhm5) | 1 |
| HSTY 110 (3349) | David Hammack (dch3) | 1 |
| LATN 405 (10662)/WLIT 334 (10663)/WLIT 434 (10664)/LATN 30 | Ricardo Apostol (raa81) | 1 |
| MUAP 131 (2500) | David Rothenberg (djr30)/Se | 1 |
| MUAP 131 (2539) | David Rothenberg (djr30) | 1 |
| MUAP 131 (2567) | David Rothenberg (djr30)/Ge | 1 |
| MUHI 590 (11068) | Georgia Cowart (gjc4) | 1 |
| MUHI 590 (3145) | David Rothenberg (djr30) | 1 |
| MUTH 104 (3519) | Irwin Shung (iys2) | 1 |
| NUND 619 (5549) | Mary Quinn Griffin (mtq2) | 1 |
| PHYS 113B (1315) | Diana Driscoll (did2) | 1 |
| PSCL 390 (2428) | Danielle Broxon (drr59) | 1 |
| PSCL 529C (1399) | Terry Tobias (txt5) | 1 |
| PSCL 531C (1401) | Terry Tobias (txt5) | 1 |
| PSCL 535 (10793) | Amy Przeworski (axp335) | 1 |
| PSCL 539 (1402) | Norah Feeny (ncf2) | 1 |
| RLGN 299 (11199) | Timothy Beal (tkb5) | 1 |
| THTR 375 (1474) | Shanna McGee (sbm2) | 1 |
| UCAP 395 (11694) | Peter Whiting (pjw5) | 1 |
| BIOL 214 (2362) | Michael Benard (mfb38)/Na | 80 |
| ACCT 305 (5118) | Timothy Fogarty (tjf) | 10 |
| ANTH 102 (1693) | Melvyn Goldstein (mcg2) | 10 |
| NTRN 342 (6284) | James Swain (jhs31) | 10 |
| STAT 201 (1448) | Paula Fitzgibbon (paf3) | 8 |
| CHEM 290 (3355) | Kenneth Adair (kva3) | 7 |
| EECS 352 (3920) | Behnam Malakooti (bxm4) | 6 |
| NURS 211 (5470) | Kelly McConnell (kkm18) | 11 |
| NURS 230 (5376) | Julie Hopkins (jlh208)/Jane N | 11 |
| ECON 102 (5127) | Edward Kickel (esk18) | 10 |
| BIOL 216L (2977) | Susan Burden-Gulley (smb8) | 5 |

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|---|---|---|
| ENGR 398 (4104) | Gary Wnek (gew5) | 57 |
| ACCT 300 (5115) | Dennis Conrad (dac21) | 9 |
| ANTH 371 (10825)/ANTH 471 (10827) | Eileen Anderson-Fye (epa5) | 9 |
| EBME 306 (3775) | Jeffrey Capadona (jrc35)/Ani | 34 |
| BIOL 302 (1084)/COGS 322 (1946) | Barbara Kuemerle (baw) | 4 |
| EMAE 415 (4535) | Ozan Akkus (oxa) | 4 |
| FSNA 120 (11332) | Susan Dominguez (srd45)/Pe | 4 |
| FSNA 136 (11469) | Suhaan Mehta (skm84)/And | 4 |
| FSSO 137 (11351) | James Sheeler (jes240) | 4 |
| FSSO 164 (11473) | William Dannefer (dxd79)/Jo | 4 |
| FSSO 171 (11345) | Justin Buchler (jxb204)/Josep | 4 |
| FSSO 176 (11619) | Narcisz Fejes (nxf14) | 4 |
| HSTY 250 (2849) | Peter Shulman (pas125) | 4 |
| PSCL 390 (2686) | Hannah Bergman (heb38) | 4 |
| SPAN 101 (1438) | Cristian Gomez Olivares (cgg | 4 |
| THTR 100 (2868) | Anaya Farrell (acf50)/Robert | 4 |
| USNA 287G (11043) | Helen Salz (hks) | 4 |
| USSY 289A (11013) | William Deal (wed) | 4 |
| PSCL 344 (3085) | Arin Connell (amc76) | 14 |
| EECS 246 (3909) | Murat Cavusoglu (mcc14) | 34 |
| CHEM 111 (1138) | Drew Meyer (dam135) | 114 |
| MATH 223 (1259) | Vincent Graziano (vjg9) | 16 |
| BIOL 214L (2363) | Leena Chakravarty (lxc353) | 6 |
| MUEN 393 (1912) | Julie Andrijeski (jxa4)/Christo | 6 |
| ANTH 319 (1009) | Lawrence Greksa (lpg2) | 3 |
| ASTR 423 (10699)/ASTR 323 (10698) | James Mihos (jcm9)/Heathe | 3 |
| ECIV 361 (3900) | Aaron Jennings (aaj2) | 3 |
| ITAL 101 (1230) | Denise Caterinacci (dmc7) | 3 |
| LATN 101 (11016) | Timothy Wutrich (trw14) | 3 |
| MPHP 413 (7022)/MPHP 313 (7023) | Jordan Crows (jab334) | 3 |
| NUMN 415 (5520) | Joy Sedlock (jsn7) | 3 |
| NUNP 434 (5369) | Evelyn Duffy (exd4) | 3 |
| SPAN 315 (2501) | Jacqueline Nanfito (jcn) | 3 |
| PSCL 315 (1380) | Jennifer Butler (jle3) | 14 |
| EBME 201 (3774) | Efstathios Karathanasis (exk | 39 |
| PHYS 303 (1339) | Michael Martens (mam18)/C | 8 |
| ACCT 101 (5113) | Sharon Martin (slm101) | 10 |
| EMAC 270 (3986) | Hatsuo Ishida (hxi3) | 22 |
| CHEM 113 (1142) | Kenneth Adair (kva3) | 7 |
| STAT 201 (1449) | Paula Fitzgibbon (paf3) | 7 |
| ENGR 145 (4092) | David Schiraldi (das44) | 46 |
| NURS 110 (5671) | Erin Discenza (ehd12) | 8 |
| ANAT 414 (6107) | Thomas Brantley (tlb58)/Bar | 6 |
| BIOL 214L (2364) | Leena Chakravarty (lxc353) | 4 |
| EMAC 125 (3985) | David Schiraldi (das44) | 4 |
| MGMT 395 (5134) | Gary Pillar (gtp) | 4 |
| NTRN 516 (6295) | Mary Kavanagh (mxk109) | 4 |

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|---|---|---|
| NTRN 561 (6304) | Alison Steiber (als25) | 4 |
| SOCI 411 (11751)/SOCI 311 (10649) | Gary Deimling (gtd) | 4 |
| USSY 291U (11600) | David Lucas (dwl46) | 4 |
| EMAE 453 (4039) | Joseph Prahl (jmp) | 2 |
| EMSE 325 (11249) | Roger French (rxf131) | 2 |
| ENGL 308 (1495) | William Marling (wxm3) | 2 |
| ENGL 380 (1197) | Martha Woodmansee (maw | 2 |
| FRCH 310 (1206) | Christine Cano (cmc21) | 2 |
| RLGN 223 (10960)/JDST 223 (11216) | Peter Haas (pjh7) | 2 |
| MATH 120 (1242) | Troy Clark (tac83) | 2 |
| NURS 454 (5422) | Mary Franklin (mrf19) | 2 |
| SASS 375A (5869) | Mark Chupp (mgc2)/Debora | 2 |
| EECS 281 (3910) | Evren Gurkan Cavusoglu (exg | 31 |
| PSCL 230 (1378) | Elizabeth Short (ejs3) | 15 |
| ENGR 131 (4571) | Chris Fietkiewicz (cxf47) | 39 |
| ANTH 215 (1007) | Eileen Anderson-Fye (epa5) | 13 |
| EBME 318 (3777) | Gerald Saidel (gms3)/Anirba | 9 |
| PHYS 166 (2282) | Kathleen Kash (kxk43) | 10 |
| HSTY 346 (10889) | John Broich (jxb314) | 5 |
| PHYS 122 (1324) | Cory Christenson (cwc39) | 56 |
| EBME 358 (4839) | Abidemi Ajiboye (aba20)/Ma | 8 |
| NTRN 342L (6780) | James Swain (jhs31) | 8 |
| PHYS 122 (2840) | Saurabh Kumar (sxk1031)/Kl | 6 |
| STAT 243 (1450) | Danhong Song (dxs116) | 6 |
| ARTS 101 (1046) | George Kozmon (gak41) | 3 |
| EDUC 200 (2907) | James Eller (jle12) | 3 |
| EECS 366 (11284) | Murat Cavusoglu (mcc14) | 3 |
| FSSO 177 (11663) | Matthew Feinberg (mif14) | 3 |
| MUTH 107 (3524) | Lisa Rainsong (lmr3) | 3 |
| RUSN 101 (1421) | Tatiana Zilotina (tmz2) | 3 |
| SPAN 101 (1437) | Haydee Espino Castillo (hxe5 | 3 |
| THTR 100 (1465) | Anaya Farrell (acf50)/Robert | 3 |
| CHEM 105 (1137) | Drew Meyer (dam135) | 57 |
| ENGL 398 (11054) | Lara Klaber (lxk212) | 4 |
| ENGL 398 (1861) | Robin Evans (rle30) | 4 |
| POSC 479 (10818)/POSC 379 (10817) | Pete Moore (pwm10) | 4 |
| CHEM 106 (2720) | Kenneth Adair (kva3) | 10 |
| NURS 453 (5421) | Dawn Betters (dmb181)/Ma | 16 |
| MATH 223 (1262) | Steven Izen (shi) | 6 |
| EECS 390 (3921) | Marc Buchner (mxb11) | 7 |
| MATH 125 (1251) | Teresa Contenza (txc114) | 13 |
| ANTH 338 (10707)/ANTH 438 (10708) | Vanessa Hildebrand (vmh14 | 6 |
| NUAN 459 (5663) | Kathleen Massoli (kmm105), | 6 |
| ANTH 367 (10711)/ANAT 467 (10750)/EEPS 367 (10747)/EEPS 46 | Cynthia Beall (cmb2) | 4 |
| BIOL 333 (11015) | Dianne Kube (dmk8) | 4 |
| ECIV 320 (3898) | Michael Pollino (mcp70) | 4 |
| EECS 342 (3919) | Sree Sreenath (nxs6) | 4 |

| Course | Instructor | Count |
|---|---|---|
| GRMN 101 (1210) | Enno Lohmeyer (ebl4) | 4 |
| GRMN 101 (1211) | Enno Lohmeyer (ebl4) | 4 |
| FSSO 143 (11364) | Barbara Clemenson (bjc8) | 3 |
| SPAN 102 (1439) | M Fernandez (eif) | 3 |
| USNA 211 (11004) | Matthew Burkhart (mrb151) | 3 |
| JAPN 225 (2430)/WLIT 225 (2431) | Margaret Fitzgerald (mmf9) | 3 |
| ARTS 220 (1055) | Alexander Aitken (aba2) | 2 |
| ANAT 515 (6115) | Scott Simpson (sws3) | 1 |
| ANTH 379 (10731)/ANTH 479 (10730) | Lee Hoffer (ldh24) | 1 |
| ARTH 333 (11461)/CLSC 333 (11460)/ARTH 433 (11462) | Jenifer Neils (jxn4) | 1 |
| CHEM 430 (2266)/PHRM 430 (6747)/PHOL 430 (6749)/BIOC 430 | Menachem Shoham (mxs10) | 1 |
| COSI 452C (1175) | Kathryn McNeal (kmm20)/Je | 1 |
| EBME 398 (3780) | Miklos Gratzl (mxg13) | 1 |
| EBME 474 (4821)/ECHE 474 (4825) | Harihara Baskaran (hxb35)/C | 1 |
| ENGR 400C (10629) | Mary Tichar (mrt2) | 1 |
| HBRW 101 (1215) | Yoram Daon (yxd30) | 1 |
| MUTH 201 (3525) | | 1 |
| MUTH 205 (3527) | | 1 |
| NUND 611 (5598) | Mary Quinn Griffin (mtq2) | 1 |
| NUNP 403 (5366) | Marguerite DiMarco (mxd50 | 1 |
| NURS 416 (5413) | Elizabeth Damato (egd) | 1 |
| PHYS 352 (10999) | Rolfe Petschek (rgp) | 1 |
| PHYS 353 (1348) | Rolfe Petschek (rgp) | 1 |
| PSCL 390 (3368) | Susan Gross (sig9) | 1 |
| PSCL 529A (1398) | James Overholser (jxo5) | 1 |
| LATN 201 (1241)/LATN 401 (2861)/WLIT 441 (10666)/WLIT 241 ( | Timothy Wutrich (trw14) | 1 |
| EMAE 350 (4034) | Vikas Prakash (vxp18) | 22 |
| ENGR 131 (4572) | Chris Fietkiewicz (cxf47) | 22 |
| NURS 373 (5407) | Amelia Bieda (alb24)/Jesse H | 10 |
| BIOL 326 (1085)/BIOL 426 (1111) | Audrey Lynn (axl38) | 8 |
| EBME 611 (3819) | Patrick Crago (pec3)/Anant N | 7 |
| MATH 122 (1244) | Christopher Butler (cxb10) | 48 |
| MATH 223 (1774) | Longhua Zhao (lxz315) | 6 |
| POSC 172 (11146) | Paul Schroeder (pes15) | 5 |
| EBME 105 (3773) | Steven Eppell (sje) | 14 |
| COGS 201 (3226) | Vera Tobin (vlt6) | 9 |
| MUEN 382 (1290) | Matthew Garrett (glm59) | 9 |
| NTRN 201 (11212) | Bonnie Schmidt-Hayes (bjs16 | 9 |
| BIOL 216L (2654) | Susan Burden-Gulley (smb8) | 4 |
| EECS 398 (3922) | Francis Merat (flm) | 7 |
| NURS 425 (5698) | | 7 |
| CHEM 223 (1143) | Rekha Srinivasan (rxs111) | 58 |
| EBME 358 (4838) | Abidemi Ajiboye (aba20)/Ma | 9 |
| PHYS 122 (1328) | Saurabh Kumar (sxk1031)/An | 6 |
| ANTH 314 (10702)/ETHS 314 (10703)/ANTH 414 (10704) | Atwood Gaines (axg10) | 3 |
| COGS 406 (1735)/COGS 206 (2933) | Todd Oakley (tvo2) | 3 |
| ENGL 181 (1193) | Judith Hammer (jko2) | 3 |

| Course | Instructor | |
|---|---|---|
| FSNA 120 (11407) | Robin Evans (rle30)/James N | 3 |
| FSSO 128 (11362) | Anita Howard (axh67)/Steve | 3 |
| FSSO 143 (11365) | Barbara Clemenson (bjc8) | 3 |
| JAPN 101 (2934) | Margaret Fitzgerald (mmf9) | 3 |
| USNA 226 (11005) | Marianne Reeves (mer22) | 3 |
| CHEM 301 (1146) | Alfred Anderson (aba)/James | 15 |
| PHYS 122 (1327) | Saurabh Kumar (sxk1031)/Kl | 5 |
| MATH 125 (1250) | Teresa Contenza (txc114) | 12 |
| ANAT 413 (6106) | Joseph Miller (jcm18) | 7 |
| STAT 312 (1451) | Patricia Williamson (ppw2) | 6 |
| BIOL 216L (2661) | Susan Burden-Gulley (smb8) | 4 |
| ARTS 210 (1050) | Margaret Fischer (mjf8) | 2 |
| BIOC 391 (6135) | Hung-Ying Kao (hxk43) | 2 |
| COSI 325 (1170) | Angela Ciccia (amh11) | 2 |
| COSI 357 (2441)/COSI 457 (2442) | Angela Ciccia (amh11) | 2 |
| EEPS 119 (2575) | Steven Hauck (sah33)/Rober | 2 |
| FSCC 100 (11266) | Gusztav Demeter (gxd87) | 2 |
| MUGN 212 (11063) | Aaron Manela (adm64) | 2 |
| SPAN 102 (2726) | M Fernandez (eif) | 2 |
| THTR 226 (3287) | Angelina Herin (amh180) | 2 |
| EEPS 110 (2574) | James Van Orman (jav12) | 9 |
| EMAE 360 (4036) | Sunniva Collins (skr) | 21 |
| PSCL 101 (1377) | Jane Buder Shapiro (jrb8) | 20 |
| CHEM 224 (2917) | Anthony Pearson (ajp4) | 14 |
| BIOL 216L (2656) | Susan Burden-Gulley (smb8) | 3 |
| DANC 104 (1179) | Rachel Stoneking (res31) | 3 |
| EECS 322 (3913) | Christian Zorman (caz) | 3 |
| FSNA 116 (11523) | Bernard Jim (blj) | 3 |
| FSNA 150 (11337) | Jeffrey Capadona (jrc35)/Joh | 3 |
| FSNA 160 (11664) | Richard Bachmann (rjb3) | 3 |
| FSSO 128 (11363) | Anita Howard (axh67)/Drew | 3 |
| FSSO 152 (11346) | Jennifer Butler (jle3)/Tracey | 3 |
| FSSO 158 (11347) | Yvonne Bruce (yxb28)/Eric C | 3 |
| PSCL 375 (1918) | Anastasia Dimitropoulos (ax | 3 |
| STAT 312R (11185) | Steven Sidik (sms80) | 3 |
| USNA 287H (11033) | Erika Olbricht (exo37) | 3 |
| USNA 288M (11569) | Michael Decker (mjd6)/Malc | 3 |
| USSY 290N (11020) | Amy Absher (aaa162) | 3 |
| USSY 291S (11571) | Allison Schifani (ams411) | 3 |
| SOCI 101 (3348) | Bradley Powell (bsp27) | 10 |
| EMAE 383 (4740) | Paul Barnhart (pjb4) | 7 |
| NURS 260 (5672) | Marilyn Lotas (mjl25)/Shann | 7 |
| MATH 224 (1264) | Mark Meckes (mwm2) | 12 |
| EMAE 398 (4038) | Malcolm Cooke (mnc) | 4 |
| MUHI 436 (11066) | Susan McClary (skm72) | 4 |
| PHYS 122 (1325) | Klaountia Pasmatsiou (kxp26 | 4 |
| EMAE 160 (4016) | Jason Bradshaw (jdb10)/Jam | 15 |

| Course | Instructor | Count |
|---|---|---|
| PHYS 121 (1319) | Shamreen Iram (sxi109)/San | 5 |
| EMAE 325 (4032) | James Tien (jst2) | 19 |
| BIOL 351 (1089)/BIOL 451 (1112) | Andrew Lance (acl91)/Jean N | 9 |
| NURS 370 (5404) | Colin Drummond (cxd)/Mary | 9 |
| PHYS 121 (1317) | Corbin Covault (cec8) | 49 |
| MATH 224 (1266) | Michael Hurley (mgh3) | 5 |
| THTR 327 (10784)/AMST 327 (10785) | Robert Ullom (jru10) | 3 |
| FSNA 133 (11406) | Judith Hammer (jko2)/Gary V | 3 |
| THTR 105 (1467) | Homer Farr (hjf2) | 3 |
| ANTH 331 (1010) | Jim Shaffer (jgs3) | 2 |
| DANC 303 (1181) | Elizabeth Szpak (ess) | 2 |
| EECS 318 (3912) | Daniel Saab (dgs3) | 2 |
| EECS 374 (4536)/EECS 474 (4537) | Mario Garcia Sanz (mgs78) | 2 |
| ENGL 398 (11293) | Joseph Cheatle (jjc161) | 2 |
| HSTY 393 (2850)/HSTY 493 (2851)/ETHS 393 (2852) | John Flores (jhf45) | 2 |
| FRCH 101 (1203) | Charlotte Sanpere (cxs60) | 2 |
| FRCH 311 (3235) | Fabienne Pizot-Haymore (fgh | 2 |
| FSCC 100 (11701) | Ana Codita (amc254) | 2 |
| FSCC 100 (6064) | Joshua Hoeynck (jsh115) | 2 |
| FSCC 100 (6074) | Joseph DeLong (jad226) | 2 |
| FSSO 161 (11389) | Erika Olbricht (exo37) | 2 |
| MUTH 103 (3518) | Irwin Shung (iys2) | 2 |
| NUMN 416 (11399) | Marguerite DiMarco (mxd50 | 2 |
| PHYS 121 (1323) | QianFan Chen (qxc76) | 2 |
| SPAN 202 (1443) | Clara Lipszyc-Arroyo (cgl12) | 2 |
| UNIV 100 (6028) | Jennifer DeSantis (jxd361)/Ja | 2 |
| ANTH 480 (2214) | Lawrence Greksa (lpg2) | 1 |
| ARTS 212 (1051) | JoAnn Giordano (jxg268) | 1 |
| ECIV 420 (11198) | Brian Metrovich (bxm221) | 1 |
| EDUC 325 (3268) | Joseph Marencik (jjm203) | 1 |
| EECS 497 (11075) | Soumya Ray (sxr358) | 1 |
| EMAC 398 (4589) | Jonathan Pokorski (jxp493) | 1 |
| EMAE 450 (11740) | Dwight Davy (dtd) | 1 |
| RLGN 222 (10872)/ETHS 222 (10873) | Joy Bostic (jrb64) | 1 |
| EPBI 484 (6185)/MPHP 484 (6254)/INTH 484 (6440) | Daniel Tisch (dxt37) | 1 |
| MUAP 500 (3430) | Ross Duffin (rwd) | 1 |
| MUDE 101 (3499) | Brian Sweigart (bss10) | 1 |
| MUHI 342 (10862)/MUHI 442 (10863) | Julie Andrijeski (jxa4) | 1 |
| NURS 354 (5402) | Kelly McConnell (kkm18) | 1 |
| SASS 355 (5859) | Robert Soffer (rms114) | 1 |
| THTR 227 (2870) | Joseph Martin (jfm10)/Robe | 1 |
| THTR 385 (1475) | Homer Farr (hjf2)/Robert Ull | 1 |
| PSCL 357 (2929) | Robert Greene (rlg2) | 22 |
| PSCL 282 (1379) | Arin Connell (amc76) | 7 |
| MATH 223 (3011) | Elizabeth Sell (exs400) | 6 |
| MUHI 302 (1302) | Francesca Brittan (fmb22) | 6 |
| CHEM 335 (1153) | Genevieve Sauve (gxs244) | 5 |

| Course | Instructor | Count |
|---|---|---|
| MATH 124 (1249) | Paul Bruno (pvb11) | 5 |
| PHYS 121 (1318) | Allen Foster (axf295)/Santos | 5 |
| MATH 120 (1817) | Ben Li (bxl292) | 4 |
| MATH 126 (1255) | Teresa Contenza (txc114) | 4 |
| NURS 360 (5675) | Laura Dehelian (lxd16)/Cher | 6 |
| STAT 201 (11037) | Paula Fitzgibbon (paf3) | 6 |
| PHYS 351 (1346) | Rolfe Petschek (rgp) | 3 |
| PHYS 352 (1347) | Rolfe Petschek (rgp) | 3 |
| EMAE 250 (4025) | Kiju Lee (kxl221) | 11 |
| MATH 121 (1243) | Christopher Butler (cxb10) | 57 |
| ECIV 310 (3897) | Brian Metrovich (bxm221) | 12 |
| NURS 310 (5388) | Erin Discenza (ehd12)/Irena | 6 |
| BIOL 214L (2903) | Leena Chakravarty (lxc353) | 4 |
| BIOC 393 (6439) | Menachem Shoham (mxs10) | 2 |
| COSI 211 (1168) | Kathryn McNeal (kmm20) | 2 |
| ECIV 430 (3904) | Adel Saada (axs31) | 2 |
| EECS 397 (4799) | Soumyajit Mandal (sxm833) | 2 |
| FSCC 100 (11699) | Gusztav Demeter (gxd87) | 2 |
| CHEM 233 (2778) | Raul Erick Juarez Hernandez | 6 |
| NURS 277 (5580) | Mark Johnson (mhj15) | 6 |
| ENGL 398 (11055) | Megan Weber (mmw110) | 3 |
| MGMT 395 (5133) | Gary Pillar (gtp) | 3 |
| PHIL 201 (1310) | Colin McLarty (cxm7) | 7 |
| MATH 224 (1268) | Stanislaw Szarek (sjs13) | 5 |
| ANTH 353 (2847)/ANTH 453 (2848) | Lihong Shi (lxs463) | 4 |
| BIOL 336 (1086)/BIOL 436 (3207) | Deborah Harris (dlv7) | 4 |
| EBME 358 (4752) | Abidemi Ajiboye (aba20)/Ma | 3 |
| SOCI 204 (1427) | Cassi Pittman (clp77) | 3 |
| CHEM 331 (1650)/CHEM 431 (3121) | John Protasiewicz (jdp5) | 2 |
| ECIV 398 (3901) | Lance Wanamaker (lgw13) | 2 |
| FSTS 100 (11598) | Denna Iammarino (dji6) | 2 |
| GRMN 201 (1878) | Margaretmary Daley (mxd43 | 2 |
| MPHP 468 (6253)/EPBI 468 (6787)/NURS 468 (5457) | Susan Phillips (sep21) | 2 |
| USSO 286V (11022) | Amy Zhang (axz16) | 2 |
| GRMN 201 (1213) | Margaretmary Daley (mxd43 | 1 |
| MUAP 131 (2491) | Alyssa Paul (aep61)/David R | 1 |
| NUND 540 (5667) | Susan Tullai-McGuinness (sx | 1 |
| EMAE 285 (4463) | Yasuhiro Kamotani (yxk)/Jos | 10 |
| CHEM 233 (2777) | Raul Erick Juarez Hernandez | 5 |
| CHEM 234 (2922) | Anthony Pearson (ajp4) | 5 |
| ANTH 103 (1005) | Cynthia Beall (cmb2) | 3 |
| BIOL 214L (2372) | Leena Chakravarty (lxc353) | 3 |
| NURS 444C (5420) | Evelyn Duffy (exd4) | 3 |
| PHYS 122 (1330) | Michael McMaster (msm170 | 3 |
| PHIL 271 (1311)/BETH 271 (6126) | Insoo Hyun (ixh14) | 7 |
| BIOC 373 (6134) | Menachem Shoham (mxs10) | 6 |
| EMAC 325 (3987) | David Schiraldi (das44) | 4 |

| Course | Instructor | |
|---|---|---|
| STAT 201R (11182) | Patricia Williamson (ppw2) | 4 |
| FSSO 178 (11718) | Jeremy Bendik-Keymer (jdb1 | 2 |
| ANTH 305 (1008)/CHST 301 (1163)/POSC 382A (3068) | Gabriella Celeste (mgc36) | 2 |
| USSO 203 (11006) | Laura Tartakoff (lyt) | 2 |
| NURS 371 (5405) | Rita Sfiligoj (rms184) | 7 |
| CHEM 233 (2783) | Raul Erick Juarez Hernandez | 6 |
| MATH 224 (2980) | Michael Hurley (mgh3) | 7 |
| PHYS 122 (1504) | Amol Ratnaparkhe (axr524)/ | 4 |
| BIOL 214L (2370) | Leena Chakravarty (lxc353) | 3 |
| NURS 338 (5584) | Molly Jackson (mjj22) | 3 |
| FSNA 104 (11338) | R Luck (rel2) | 2 |
| FSSO 157 (11626) | Susan Ludington (sml15) | 2 |
| FSSY 157 (11352) | Michael Householder (mbh7 | 2 |
| HSTY 202 (10884) | Alan Rocke (ajr) | 2 |
| USSO 286V (11023) | Amy Zhang (axz16) | 2 |
| ARAB 301 (1712) | Ramez Islambouli (rai2) | 1 |
| ARTS 220 (1054) | Alexander Aitken (aba2) | 1 |
| CHIN 201 (2835) | Haomin Gong (hxg171) | 1 |
| POSC 348 (10893)/HSTY 348 (10890)/HSTY 448 (10891) | Miriam Levin (mrl3) | 1 |
| MUGN 201 (3144) | John Romey (jar206) | 1 |
| THTR 540 (10808) | Donald Carrier (dcc55) | 1 |
| BIOL 214L (2366) | Leena Chakravarty (lxc353) | 3 |
| PHIL 101 (2434) | Christopher Haufe (cbh43) | 4 |
| CHIN 399 (11188) | Peter Yang (pjy2) | 2 |
| DANC 103 (3047) | Andrea Alvarez (axa670) | 2 |
| FSNA 111 (11486) | Michael Zagorski (mxz12) | 2 |
| FSNA 134 (11335) | Malcah Effron (mxe140)/Rok | 2 |
| FSNA 156 (11387) | Michael-Jon Hore (mah259), | 2 |
| FSSO 119 (11524) | Barbara Burgess-Van Aken (k | 2 |
| FSSO 120 (11349) | Brian Gran (bkg2)/Tracey Ha | 2 |
| NUND 510 (5662) | Colin Drummond (cxd) | 2 |
| SPAN 101 (2269) | M Fernandez (eif) | 2 |
| CHEM 311 (1150) | Malcolm Kenney (mek9) | 3 |
| NURS 444B (5607) | Linda Boseman (lxb73) | 3 |
| PHYS 121 (1321) | Santosh Kumar Radha (srr70 | 3 |
| MATH 223 (1263) | Joel Langer (jxl6) | 4 |
| NURS 372 (5406) | Cheryl Killion (cmk61) | 6 |
| NURS 277 (5579) | Mark Johnson (mhj15) | 4 |
| BIOL 216L (2655) | Susan Burden-Gulley (smb8) | 2 |
| NURS 444A (5419) | Maryjo Prince-Paul (mxp42) | 2 |
| ARTS 402 (1072)/ARTS 302 (1059) | Sally Levine (sll14) | 1 |
| MUHI 395A (2978) | Georgia Cowart (gjc4) | 1 |
| NURS 459 (5648) | Carol Kelley (cxg11) | 1 |
| EBME 328 (4377) | Anirban Sen Gupta (axs262) | 4 |
| NURS 250 (5387) | Evanne Juratovac (exj11) | 4 |
| PHYS 121 (1320) | Allen Foster (axf295)/Tenglo | 3 |
| USNA 288K (11200) | David Schiraldi (das44) | 2 |

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|---|---|---|
| NURS  277 (5713) | Mark Johnson (mhj15) | 8 |
| CHEM  113 (1141) | Kenneth Adair (kva3) | 3 |
| RLGN  214 (10828) | Ramez Islambouli (rai2) | 3 |
| ANTH  323 (10705)/ANTH  423 (10706) | Janet Mc Grath (jwm6) | 2 |
| BIOC  391 (6140) | Marianne Pusztai-Carey (mx | 1 |
| COSI  455 (1916) | Patrice Carothers (poc)/Berr | 1 |
| ECIV  437 (4480) | Xiong Yu (xxy21) | 1 |
| NTRN  398 (6489) | Mary Kavanagh (mxk109) | 1 |
| POSC  463 (10812)/POSC  363 (10811) | Karen Beckwith (klb56) | 1 |
| PSCL  407 (1391) | Robert Greene (rlg2) | 1 |
| SOCI  303 (1431) | Brian Gran (bkg2) | 1 |
| USSY  249 (11857) | Miriam Levin (mrl3) | 1 |
| EMAE  384 (4739) | Paul Barnhart (pjb4) | 4 |
| PHYS  122 (1329) | Saurabh Kumar (sxk1031)/A | 3 |
| NURS  210 (5375) | Laurine Gajkowski (lag6)/Kat | 4 |
| EBME  358 (4753) | Abidemi Ajiboye (aba20)/Ma | 2 |
| FSCC  100 (11704) | Annie Pecastaings (atp18) | 1 |
| STAT  312 (1452) | Anirban Mondal (axm912) | 3 |
| BIOL  214L (2905) | Leena Chakravarty (lxc353) | 2 |
| FSCC  100 (11698) | Susan Dominguez (srd45) | 1 |
| FSCC  100 (6071) | Gabrielle Parkin (glp24) | 1 |
| NTRN  362 (11581)/NTRN  462 (10939) | Justin Fiutem (jjf26) | 1 |
| NUND  504 (12087) | Patricia Higgins (pxg3) | 1 |
| POSC  470F (10820)/POSC  370F (10819) | Kathryn Lavelle (kcl6) | 1 |
| BIOL  351L (1090)/BIOL  451L (1113) | Katherine Dixon (kpd19)/Jea | 1 |
| FSCC  100 (6062) | Martha Schaffer (mws94) | 1 |
| MUEN  370 (2866) | Robert Walser (raw125) | 1 |
| NURS  343 (5400) | Jacquelyn Slomka (jxs980) | 1 |
| USSO  286E (11007) | Narcisz Fejes (nxf14) | 1 |
| NURS  503 (5424) | Chao-Pin Hsiao (cxh416)/Pat | 2 |
| PHYS  121 (2717) | Allen Foster (axf295)/Shamr | 2 |
| BIOL  214L (2369) | Leena Chakravarty (lxc353) | 1 |
| BIOL  214L (2371) | Leena Chakravarty (lxc353) | 1 |
| NURS  341 (5399) | Gayle Petty (gmp13) | 1 |
| NURS  399 (5515) | Amelia Bieda (alb24)/Kelly N | 1 |
| PHYS  121 (2731) | Christopher Reed (ccr48) | 1 |
| USSO  290P (11771) | Christopher Bagan (cdb76) | 1 |
| CHEM  113 (1140) | Kenneth Adair (kva3) | 2 |
| MUHI  303 (1303) | Susan McClary (skm72) | 2 |
| NUAN  462 (11299) | Ashley Austin (aja63)/Sonya | 2 |
| BIOC  391 (6136) | David Samols (drs10) | 1 |
| PSCL  394 (2211) | Anastasia Dimitropoulos (ax | 1 |
| CHEM  233 (2918) | Raul Erick Juarez Hernandez | 2 |
| FSSO  123 (11350) | Elliot Posner (eap26)/Luke R | 1 |
| USSY  290U (11570) | David Lucas (dwl46) | 1 |
| NURS  211 (5471) | Erin Discenza (ehd12) | 2 |
| NUAN  552 (5517) | Mark Caldwell (mac84)/Mik | 1 |

| Course | Instructor | Count |
|---|---|---|
| BIOL 214L (2368) | Leena Chakravarty (lxc353) | 1 |
| CHEM 233 (2776) | Raul Erick Juarez Hernandez | 1 |
| EDAB 1 (5927) | Autumn Beechler Stebing (a: | 1 |
| NURS 230 (5674) | Julie Hopkins (jlh208)/Jane N | 0 |
| THTR 185 (3010) | Homer Farr (hjf2)/Robert Ull | 0 |
| BETH 415C (6914)/BETH 315C (6917) | Michael Householder (mbh7 | 0 |
| BIOL 216L (2657) | Susan Burden-Gulley (smb8) | 0 |
| FSNA 135 (11336) | Colin Drummond (cxd)/John | 0 |
| USSO 285I (11011) | Bernard Jim (blj) | 0 |
| FSNA 154 (11342) | Peter Yang (pjy2) | 0 |
| FSSY 167 (11358) | Thrity Umrigar (tnu) | 0 |
| PSCL 334C (1381) | Sandra Russ (swr) | 0 |
| SPAN 313 (10835) | M Fernandez (eif) | 0 |
| BIOC 391 (6137) | Vivien Yee (vcy2) | 0 |
| ARAB 201 (1025) | Ramez Islambouli (rai2) | 0 |
| FSNA 145 (11495) | Aaron Jennings (aaj2) | 0 |
| NURS 453 (5529) | Dawn Betters (dmb181)/Ma | 0 |
| FSCC 100 (6065) | Denna Iammarino (dji6) | 0 |
| FSCC 100 (6075) | Megan Jewell (msj18) | 0 |
| NTRN 436 (7026) | Jodi Wolff (jdw30) | 0 |
| ANTH 475 (10714)/ANAT 375 (10715)/ANAT 475 (10716)/ANTH : | Yohannes Ambaye (yxh52) | 0 |
| UNIV 100 (11775) | Jennifer DeSantis (jxd361)/Ja | 0 |
| NURS 352 (5401) | Mary Dehaan (mtd6) | 0 |
| EBME 613 (4520) | Patrick Crago (pec3)/Kennet | 0 |
| THTR 401 (10802) | Ron Wilson (rgw4) | 0 |
| THTR 473 (10803) | Shanna McGee (sbm2) | 0 |
| THTR 479 (10807) | Jerrold Scott (jms60) | 0 |
| THTR 509 (10804) | Ron Wilson (rgw4) | 0 |
| THTR 530 (10805) | Ron Wilson (rgw4) | 0 |
| THTR 531 (10806) | Donald Carrier (dcc55) | 0 |
| THTR 610 (10810) | Ron Wilson (rgw4) | 0 |
| EMAC 398 (4163) | Gary Wnek (gew5) | 0 |
| MUAP 10 (2455) | David Rothenberg (djr30) | 0 |
| MUEN 355 (3552) | Gregory Banaszak (gxb36) | 0 |
| MUEN 381 (3574) | | 0 |
| THTR 330 (1472) | Jerrold Scott (jms60) | 0 |
| USNA 288L (11465) | Daniel Scherson (dxs16) | 0 |
| ASTR 309 (1076) | James Mihos (jcm9)/Heathe | 0 |
| ASTR 351 (1077) | R Luck (rel2) | 0 |
| EMSE 125 (4471) | Matthew Willard (maw169) | 0 |
| GRMN 330 (10841) | Peter Yang (pjy2) | 0 |
| HBRW 201 (1216) | Yoram Daon (yxd30) | 0 |
| MLSC 101 (6018) | Frederick Carmicle (fxc129)/ | 0 |
| MUAP 20 (2243) | David Rothenberg (djr30) | 0 |
| MUDE 101 (3500) | | 0 |
| PSCL 425 (1392) | Elizabeth Short (ejs3) | 0 |
| PSCL 429 (1393) | Elizabeth Short (ejs3) | 0 |

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|---|---|---|
| PSCL 431 (1394) | Norah Feeny (ncf2) | 0 |
| THTR 102 (2696) | Christopher Bohan (cmb186 | 0 |
| EECS 395 (4595) | Gultekin Ozsoyoglu (gxo3) | 0 |
| GREK 480 (11074)/GREK 380 (11073) | Peter Knox (pek30) | 0 |
| MUED 240 (3137) | Christa Kuebel (crk78) | 0 |
| MUEN 358 (3561) | | 0 |
| MUTH 107 (3579) | Lisa Rainsong (lmr3) | 0 |
| NURS 457 (5423) | Rachel Kay (rnk) | 0 |
| POSC 449 (10816)/POSC 349 (10815) | Justin Buchler (jxb204) | 0 |
| PSCL 424 (1825) | Todd McCallum (tjm16) | 0 |
| PSCL 540 (1403) | Norah Feeny (ncf2) | 0 |
| RUSN 370 (10834) | Tatiana Zilotina (tmz2) | 0 |
| THTR 201 (1468) | Christopher Bohan (cmb186 | 0 |
| CHEM 445 (11528) | Daniel Scherson (dxs16) | 0 |
| COSI 452E (1176) | Kathryn McNeal (kmm20)/Je | 0 |
| EEPS 405 (10643)/EEPS 305 (10642) | Peter Whiting (pjw5) | 0 |
| MUDE 101 (3498) | Brian Sweigart (bss10) | 0 |
| MUTH 102 (3516) | Diane Urista (dxu16) | 0 |
| MUTH 106 (3523) | Diane Urista (dxu16) | 0 |
| NTRN 390 (6921) | Lynn Kam (lak99) | 0 |
| NUND 619 (5531) | Joyce Fitzpatrick (jjf4) | 0 |
| NUND 619 (5541) | Evelyn Duffy (exd4) | 0 |
| NUNP 455 (5726) | Marguerite DiMarco (mxd50 | 0 |
| NURS 443B (5417) | Ellen Walter (emd9) | 0 |
| NURS 486 (5557) | Faye Gary (fxg21) | 0 |
| NURS 488 (5482) | Kathy Wright (kdw39) | 0 |
| NURS 489 (5483) | M Suresky (mjs5) | 0 |
| PSCL 537 (10795) | Amy Przeworski (axp335) | 0 |
| THTR 224 (11281) | Jill Davis (jpd62) | 0 |
| ARAB 399 (2489) | Ramez Islambouli (rai2) | 0 |
| BIOL 388 (2774) | Radhika Atit (rpa5) | 0 |
| BIOL 388S (1601) | Robin Snyder (res29) | 0 |
| BIOL 388S (1604) | Claudia Mizutani (cmm153) | 0 |
| CHEM 395 (1765) | Malcolm Kenney (mek9) | 0 |
| CHEM 397 (2297) | Emily Pentzer (ebp24) | 0 |
| DANC 399 (1808) | Gary Galbraith (gxg31) | 0 |
| EBME 491 (11693) | Colin Drummond (cxd) | 0 |
| EECS 399 (3923) | Francis Merat (flm) | 0 |
| EECS 419 (4633) | Christos Papachristou (cap2) | 0 |
| EECS 651 (3955) | Wyatt Newman (wsn) | 0 |
| EMAE 480 (11003) | Clare Rimnac (cmr10) | 0 |
| EMAE 480 (11224) | Sunniva Collins (skr) | 0 |
| HSTY 402 (11477) | Alan Rocke (ajr) | 0 |
| MUAP 101 (3564) | | 0 |
| MUAP 121 (2530) | David Rothenberg (djr30) | 0 |
| MUAP 131 (3366) | Don Better (dxb50)/David Rc | 0 |
| MUAP 201 (3562) | | 0 |

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|---|---|---|
| MUAP 221 (2484) | David Rothenberg (djr30)/Ca | 0 |
| MUDE 101 (3497) | Brian Sweigart (bss10) | 0 |
| MUEN 355 (3553) | Don Better (dxb50) | 0 |
| MUGN 120 (11986) | | 0 |
| NTRN 398 (6444) | Lynn Kam (lak99) | 0 |
| NTRN 398 (6494) | James Swain (jhs31) | 0 |
| NTRN 531 (6297) | Tamara Randall (tlk3) | 0 |
| NUND 619 (5583) | Mary Dolansky (mad15) | 0 |
| NUND 620 (5567) | Evelyn Duffy (exd4) | 0 |
| NUND 620 (5660) | Faye Gary (fxg21) | 0 |
| PHYS 113A (1487) | Diana Driscoll (did2) | 0 |
| PSCL 395 (1728) | Amy Przeworski (axp335) | 0 |
| RUSN 201 (1422) | Tatiana Zilotina (tmz2) | 0 |
| SASS 375G (11631) | Mark Chupp (mgc2)/Debora | 0 |
| SOCI 455 (3163) | Timothy Black (tsb25) | 0 |
| ARTS 206 (1049) | Christopher Pekoc (crp4) | 0 |
| ARTS 325 (1064) | Alexander Aitken (aba2) | 0 |
| ARTS 399 (1785) | Sally Levine (sll14) | 0 |
| BIOC 391 (6141) | Menachem Shoham (mxs10) | 0 |
| BIOL 388 (11970) | M E . Medof (mxm16) | 0 |
| BIOL 388 (1599) | Emmitt Jolly (erj20) | 0 |
| BIOL 388 (2202) | Barbara Kuemerle (baw) | 0 |
| BIOL 388S (1101) | Christopher Cullis (cac5) | 0 |
| BIOL 388S (1602) | Mark Willis (maw27) | 0 |
| BIOL 388S (2183) | Richard Drushel (rfd) | 0 |
| BIOL 388S (3184) | Susan Burden-Gulley (smb8) | 0 |
| BIOL 390 (1623) | Emmitt Jolly (erj20) | 0 |
| CHEM 397 (2288) | Clemens Burda (cxb77) | 0 |
| CHEM 397 (2290) | Carlos Crespo (cxc302) | 0 |
| CHEM 397 (2298) | John Protasiewicz (jdp5) | 0 |
| CHEM 398 (2320) | Irene Nga Wing Lee (ixl13) | 0 |
| CHEM 398 (2331) | Blanton Tolbert (bst18) | 0 |
| COGS 399 (10879) | William Deal (wed) | 0 |
| DANC 447 (11902) | Gary Galbraith (gxg31) | 0 |
| DSCI 352 (11957) | Roger French (rxf131) | 0 |
| EEPS 391 (2581) | Ralph Harvey (rph) | 0 |
| EMAC 398 (4158) | LaShanda Korley (ltk13) | 0 |
| EMAC 398 (4162) | David Schiraldi (das44) | 0 |
| EMAC 402 (4818) | Alexander Jamieson (amj) | 0 |
| EMAE 397 (4449) | Joseph Mansour (jmm12) | 0 |
| EMSE 428 (11833) | Alp Sehirlioglu (axs461) | 0 |
| HSTY 497 (2005) | Jonathan Sadowsky (jas34) | 0 |
| MUAP 122 (2959) | Alyssa Paul (aep61)/David Ro | 0 |
| MUAP 122 (2967) | David Rothenberg (djr30)/Ge | 0 |
| MUAP 131 (2469) | Ida Mercer (ikm2)/David Rot | 0 |
| MUAP 131 (3020) | Jeremy Allen (jla36)/David R | 0 |
| MUAP 221 (2488) | David Rothenberg (djr30)/St | 0 |

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|---|---|---|
| MUAP 321 (2951) | Gregory Banaszak (gxb36)/D | 0 |
| MUAP 531 (11961) | Alyssa Paul (aep61)/David R | 0 |
| MUDE 201 (3570) | Brian Sweigart (bss10) | 0 |
| MUED 355 (10858) | Kathleen Horvath (kah24) | 0 |
| MUED 501 (2072) | Matthew Garrett (glm59) | 0 |
| MUEN 355 (3555) | Don Better (dxb50) | 0 |
| MUHI 342 (11064)/MUHI 442 (11069) | Christopher Bagan (cdb76) | 0 |
| MUTH 101 (3513) | Jeanette Davis (jld) | 0 |
| MUTH 105 (3520) | Jeanette Davis (jld) | 0 |
| MUTH 201 (12008) | Timothy Cutler (tsc10) | 0 |
| MUTH 205 (12009) | Timothy Cutler (tsc10) | 0 |
| MUTH 3 (3511) | Jeanette Davis (jld) | 0 |
| NUND 611 (11565) | Susan Mazanec (srm2) | 0 |
| NUND 611 (5615) | Elizabeth Madigan (eam13) | 0 |
| NUND 619 (5546) | Deborah Lindell (dxl41) | 0 |
| NUND 620 (5562) | Joyce Fitzpatrick (jjf4) | 0 |
| NUND 620 (5572) | Donna Dowling (dad10) | 0 |
| NUND 620 (5621) | Ronald Hickman (rlh4) | 0 |
| NUND 620 (5633) | Deborah Lindell (dxl41) | 0 |
| NUND 620 (5659) | Mary Quinn Griffin (mtq2) | 0 |
| NURS 400 (11770) | Marguerite DiMarco (mxd50 | 0 |
| NURS 671 (5432) | Jaclene Zauszniewski (jaz) | 0 |
| NURS 671 (5574) | Mary Dolansky (mad15) | 0 |
| PHYS 390 (1782) | Rolfe Petschek (rgp) | 0 |
| POSC 396 (1501) | Justin Buchler (jxb204) | 0 |
| POSC 396 (1502) | Kathryn Lavelle (kcl6) | 0 |
| PSCL 395 (1576) | Arin Connell (amc76) | 0 |
| PSCL 397 (1386) | Heath Demaree (had4) | 0 |
| PSCL 397 (1585) | Arin Connell (amc76) | 0 |
| PSCL 501 (3411) | Rebecca Hazen (rah30)/Caro | 0 |
| RUSN 399 (1423) | Tatiana Zilotina (tmz2) | 0 |
| STAT 395 (2248) | Patricia Williamson (ppw2) | 0 |
| THTR 225 (1473) | Angelina Herin (amh180) | 0 |
| THTR 399 (3392) | Christopher Bohan (cmb186 | 0 |
| ANAT 312 (6103) | Joseph Miller (jcm18) | 0 |
| ANTH 380 (2213) | Brian Redmond (bgr2) | 0 |
| ANTH 391 (11792) | Lihong Shi (lxs463) | 0 |
| ANTH 391 (2044) | Eileen Anderson-Fye (epa5) | 0 |
| ANTH 398 (1812) | Lee Hoffer (ldh24) | 0 |
| ANTH 398 (2064) | Vanessa Hildebrand (vmh14 | 0 |
| ANTH 398 (2076) | Cynthia Beall (cmb2) | 0 |
| ANTH 399 (1809) | Lee Hoffer (ldh24) | 0 |
| ARTH 489 (1034) | Henry Adams (hxa28) | 0 |
| ARTH 489 (1550) | Elina Gertsman (exg152) | 0 |
| ARTH 489 (2222) | Catherine Scallen (cbs2) | 0 |
| ARTS 201 (1048) | George Kozmon (gak41) | 0 |
| ARTS 201 (1907) | George Kozmon (gak41) | 0 |

| Course | Instructor | |
|---|---|---|
| ARTS 312 (1061) | JoAnn Giordano (jxg268) | 0 |
| ARTS 314 (1716) | Martha Lois (mxl84) | 0 |
| ARTS 320 (1063) | Gail Berg (gsb3) | 0 |
| BIOL 388 (1096) | Stephen Haynesworth (seh5 | 0 |
| BIOL 388 (11807) | Daniel Wesson (dww53) | 0 |
| BIOL 388 (1600) | Claudia Mizutani (cmm153) | 0 |
| BIOL 388 (2193) | Brian McDermott (bmm30) | 0 |
| BIOL 388 (2200) | Richard Drushel (rfd) | 0 |
| BIOL 388 (2409) | Jean Moriuchi (jbm122) | 0 |
| BIOL 388 (3208) | Ronald Oldfield (rgo) | 0 |
| BIOL 388S (1098) | Radhika Atit (rpa5) | 0 |
| BIOL 388S (1099) | Michael Benard (mfb38) | 0 |
| BIOL 388S (1103) | Roy Ritzmann (rer3) | 0 |
| BIOL 388S (11206) | Patricia Dennis (pxd117) | 0 |
| BIOL 388S (11245) | Daniel Wesson (dww53) | 0 |
| BIOL 388S (2173) | Darin Croft (dac34) | 0 |
| BIOL 388S (2175) | Kristen Lukas (kel20) | 0 |
| BIOL 388S (2182) | Rebecca Benard (rbb53) | 0 |
| BIOL 388S (2185) | Barbara Kuemerle (baw) | 0 |
| BIOL 388S (3181) | Karen Abbott (kca27) | 0 |
| BIOL 388S (3182) | Jessica Fox (jlf88) | 0 |
| BIOL 389S (2153) | Richard Drushel (rfd) | 0 |
| BIOL 389S (2693) | Dianne Kube (dmk8) | 0 |
| BIOL 389S (3191) | Leena Chakravarty (lxc353) | 0 |
| BIOL 390 (1106) | Radhika Atit (rpa5) | 0 |
| BIOL 390 (1108) | Arnold Caplan (aic) | 0 |
| BIOL 390 (11468) | Daniel Wesson (dww53) | 0 |
| BIOL 390 (2136) | Richard Drushel (rfd) | 0 |
| BIOL 390 (2138) | Barbara Kuemerle (baw) | 0 |
| BIOL 390 (3194) | Dianne Kube (dmk8) | 0 |
| BIOL 390 (3196) | Susan Burden-Gulley (smb8) | 0 |
| BIOL 390 (3198) | Jessica Fox (jlf88) | 0 |
| CHEM 337 (11618) | Carlos Crespo (cxc302) | 0 |
| CHEM 397 (2293) | Malcolm Kenney (mek9) | 0 |
| CHEM 397 (2303) | Rekha Srinivasan (rxs111) | 0 |
| CHEM 397 (2305) | Blanton Tolbert (bst18) | 0 |
| CHEM 398 (2313) | Mary Barkley (mdb4) | 0 |
| CHEM 398 (2315) | James Burgess (jdb22) | 0 |
| CHEM 398 (2316) | Carlos Crespo (cxc302) | 0 |
| CHEM 398 (2322) | Anthony Pearson (ajp4) | 0 |
| CHEM 398 (2325) | Robert Salomon (rgs) | 0 |
| CHEM 398 (2329) | Rekha Srinivasan (rxs111) | 0 |
| CHEM 398 (2330) | Gregory Tochtrop (gpt6) | 0 |
| CHEM 508 (2743) | Blanton Tolbert (bst18) | 0 |
| CHEM 508 (2825) | Clemens Burda (cxb77) | 0 |
| CHEM 508 (3077) | Rajesh Viswanathan (rxv69) | 0 |
| CHEM 508 (3078) | Michael Zagorski (mxz12) | 0 |

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|---|---|---|
| RLGN  305 (3217)/CLSC  305 (3218) | Deepak Sarma (dxs163) | 0 |
| CLSC  381 (2681) | Ricardo Apostol (raa81) | 0 |
| CLSC  381 (2683) | Rachel Sternberg (rxh103) | 0 |
| CLSC  381 (3104) | Timothy Wutrich (trw14) | 0 |
| COGS  397 (1641) | Mark Turner (mbt8) | 0 |
| COGS  397 (2910) | Fey Parrill (fxp26) | 0 |
| COGS  397 (3227) | William Deal (wed) | 0 |
| COGS  499 (3433) | William Deal (wed) | 0 |
| COSI  390 (1726) | Kathryn Rothenberg (kpr4) | 0 |
| COSI  390 (1784) | Angela Ciccia (amh11) | 0 |
| COSI  395 (3396) | Barbara Lewis (bxl) | 0 |
| COSI  395 (3398) | Jean Nisenboum (jmn13) | 0 |
| CRSP  410 (11601) | Sara Debanne (smd3) | 0 |
| DANC  386 (1183) | Gary Galbraith (gxg31) | 0 |
| DANC  644 (11903) | Gary Galbraith (gxg31) | 0 |
| EBME  447B (11877) | Patrick Crago (pec3) | 0 |
| EBME  480Q (4831) | Mehran Mehregany (mxm31 | 0 |
| ECHE  250 (4513) | Harihara Baskaran (hxb35) | 0 |
| ECHE  250 (4558) | Donald Feke (dlf4) | 0 |
| ECHE  251 (4632) | Donald Feke (dlf4) | 0 |
| ECIV  300 (11228) | YeongAe Heo (yxh549) | 0 |
| ECIV  432 (4788) | Xiangwu Zeng (xxz16) | 0 |
| EDUC  340 (2908) | Denise Davis (dkd20) | 0 |
| EECS  396 (12145) | Soumya Ray (sxr358) | 0 |
| EECS  396 (4775) | Mehmet Koyuturk (mxk331) | 0 |
| EECS  649 (4203) | Mehmet Koyuturk (mxk331) | 0 |
| EECS  649 (4212) | Wyatt Newman (wsn) | 0 |
| EEPS  349 (2576) | Steven Hauck (sah33) | 0 |
| EEPS  391 (2587) | Peter Whiting (pjw5) | 0 |
| EMAC  398 (4164) | Lei Zhu (lxz121) | 0 |
| EMAE  397 (4452) | Roger Quinn (rdq) | 0 |
| EMAE  397 (4565) | Ozan Akkus (oxa) | 0 |
| EMAE  397 (4733) | Umut Gurkan (uxg23) | 0 |
| EMAE  399 (4287) | Alexis Abramson (ara9) | 0 |
| EMAE  453 (11689) | Joseph Prahl (jmp) | 0 |
| EMAE  481 (4376) | Joseph Mansour (jmm12) | 0 |
| EMSE  396 (11939) | Peter Lagerlof (pxl4) | 0 |
| EMSE  503 (11057) | Peter Lagerlof (pxl4) | 0 |
| EMSE  504 (4720) | David Matthiesen (dhm5) | 0 |
| ENGL  374 (3462) | James Sheeler (jes240) | 0 |
| ENGL  390 (1948) | James Sheeler (jes240) | 0 |
| ENGL  390 (2626) | John Orlock (jmo3) | 0 |
| ENGL  392 (11968) | Megan Jewell (msj18) | 0 |
| ENGL  590 (2497) | Thomas Fountain (ttf7) | 0 |
| ESTD  399 (2443) | Peter Mc Call (plm4) | 0 |
| HBRW  301 (1217) | Yoram Daon (yxd30) | 0 |
| HSTY  397 (3452) | Patricia Princehouse (pmp7) | 0 |

| | | |
|---|---|---|
| HSTY 497 (1973) | David Hammack (dch3) | 0 |
| HSTY 497 (2003) | Miriam Levin (mrl3) | 0 |
| HSTY 497 (2009) | Gillian Weiss (glw) | 0 |
| INTL 398 (12007) | Brian Gran (bkg2) | 0 |
| INTL 398 (1229) | Thomas Fountain (ttf7) | 0 |
| INTL 398 (3447) | Susan Case (ssc2) | 0 |
| INTL 398 (3456) | Analisa Difeo (avd11) | 0 |
| JAPN 397 (1238) | Linda Ehrlich (lce2) | 0 |
| JDST 201 (3310) | Jay Geller (jhg72) | 0 |
| MATH 352 (12047) | Erkki Somersalo (ejs49) | 0 |
| MGMT 360 (12107) | Barbara Clemenson (bjc8) | 0 |
| MLSC 201 (6019) | Frederick Carmicle (fxc129)/ | 0 |
| MUAP 111 (3593) | | 0 |
| MUAP 112 (3565) | | 0 |
| MUAP 121 (11889) | David Rothenberg (djr30) | 0 |
| MUAP 121 (2451) | David Rothenberg (djr30) | 0 |
| MUAP 121 (2525) | Matthew Larson (mgl3)/Dav | 0 |
| MUAP 121 (2526) | Gregory Banaszak (gxb36)/D | 0 |
| MUAP 121 (2533) | Bryan Dumm (bxd28)/David | 0 |
| MUAP 121 (3401) | Alyssa Paul (aep61)/David R | 0 |
| MUAP 122 (11239) | David Rothenberg (djr30)/M | 0 |
| MUAP 122 (11255) | Gregory Banaszak (gxb36)/D | 0 |
| MUAP 131 (11883) | David Rothenberg (djr30) | 0 |
| MUAP 131 (12121) | Kathryn Brown (kxb35)/Davi | 0 |
| MUAP 131 (2542) | Bryan Dumm (bxd28)/David | 0 |
| MUAP 131 (2543) | David Rothenberg (djr30)/M | 0 |
| MUAP 131 (2757) | Daniel Gilbert (dmg15)/Davi | 0 |
| MUAP 131 (3330) | Gregory Banaszak (gxb36)/D | 0 |
| MUAP 131 (3339) | Grace Huang (gxh116)/David | 0 |
| MUAP 131 (3345) | David Rothenberg (djr30)/Ca | 0 |
| MUAP 131 (3347) | Paul Ferguson (pxf2) | 0 |
| MUAP 212 (11987) | | 0 |
| MUAP 221 (11254) | Alyssa Paul (aep61)/David R | 0 |
| MUAP 221 (11912) | David Rothenberg (djr30) | 0 |
| MUAP 221 (2760) | Kathleen Horvath (kah24)/D | 0 |
| MUAP 221 (2948) | Meghan Guegold (mlg90)/Da | 0 |
| MUAP 221 (2957) | David Rothenberg (djr30)/M | 0 |
| MUAP 221 (3029) | Olga Radosavljevich (oxg2)/I | 0 |
| MUAP 221 (3337) | Mark Demio (mxd40)/David | 0 |
| MUAP 221 (3344) | Daniel Gilbert (dmg15)/Davi | 0 |
| MUAP 222 (2963) | David Rothenberg (djr30)/St | 0 |
| MUAP 222 (3327) | Don Better (dxb50)/David R | 0 |
| MUAP 223 (2495) | Gregory Banaszak (gxb36)/D | 0 |
| MUAP 223 (2955) | Bryan Dumm (bxd28)/David | 0 |
| MUAP 224 (11238) | Don Better (dxb50)/David R | 0 |
| MUAP 225 (11291) | Meghan Guegold (mlg90)/Da | 0 |
| MUAP 225 (11930) | David Rothenberg (djr30)/Ca | 0 |

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|---|---|---|
| MUAP  225 (2699) | Clifford Billions (cxb107)/Dav | 0 |
| MUAP  301 (3568) | | 0 |
| MUAP  321 (11279) | David Rothenberg (djr30)/Lc | 0 |
| MUAP  321 (11914) | Olga Radosavljevich (oxg2)/[ | 0 |
| MUAP  321 (2459) | Daniel Gilbert (dmg15)/Davi | 0 |
| MUAP  321 (2493) | David Rothenberg (djr30)/G( | 0 |
| MUAP  321 (3333) | Don Better (dxb50)/David R( | 0 |
| MUAP  321 (3361) | Alan Demattia (ard29)/Davic | 0 |
| MUAP  322 (11222) | David Rothenberg (djr30)/G( | 0 |
| MUAP  323 (11211) | Alan Demattia (ard29)/Davic | 0 |
| MUAP  323 (11220) | Derek Nishimura (dxn12)/Da | 0 |
| MUAP  323 (2238) | David Rothenberg (djr30)/M | 0 |
| MUAP  323 (2249) | David Rothenberg (djr30)/G( | 0 |
| MUAP  323 (2251) | David Rothenberg (djr30)/Ca | 0 |
| MUAP  323 (2571) | Lisa Nelson (lxb20)/David R( | 0 |
| MUAP   35 (2242) | David Rothenberg (djr30) | 0 |
| MUAP  521 (11965) | David Rothenberg (djr30) | 0 |
| MUAP  521 (2563) | David Rothenberg (djr30)/R( | 0 |
| MUAP  522 (11215) | Clifford Billions (cxb107)/Dav | 0 |
| MUAP  523 (11213) | Daniel Gilbert (dmg15)/Davi | 0 |
| MUAP  523 (11322) | Meghan Guegold (mlg90)/Da | 0 |
| MUAP  523 (2481) | Ross Duffin (rwd)/David Roth | 0 |
| MUAP  523 (2565) | David Rothenberg (djr30)/De | 0 |
| MUAP  526 (11916) | Julie Andrijeski (jxa4) | 0 |
| MUAP  526 (3450) | Ross Duffin (rwd) | 0 |
| MUAP  531 (11214) | Gregory Banaszak (gxb36)/D | 0 |
| MUAP  531 (11909) | Ross Duffin (rwd) | 0 |
| MUAP  531 (11958) | David Rothenberg (djr30)/Ka | 0 |
| MUAP  531 (11966) | Ross Duffin (rwd) | 0 |
| MUAP  531 (3041) | David Rothenberg (djr30) | 0 |
| MUAP  531 (3451) | David Rothenberg (djr30)/R( | 0 |
| MUAR  251B (1282) | Bruce Egre (bxe4) | 0 |
| MUCP  301 (3590) | Keith Fitch (kaf64) | 0 |
| MUCP  320 (3533) | Steven Kohn (sxk83) | 0 |
| MUDE  202 (3535) | | 0 |
| MUDE  322 (3558) | Brian Sweigart (bss10) | 0 |
| MUED  399 (12046) | Matthew Garrett (glm59) | 0 |
| MUEN  321 (3606) | | 0 |
| MUEN  367 (3601) | | 0 |
| MUEN  368 (3608) | | 0 |
| MUGN  175 (11988) | | 0 |
| MUGN  373 (3510) | Carl Topilow (cxt23) | 0 |
| MURP  304 (11989) | Hallie Moore (hbm3) | 0 |
| MURP  312 (3609) | | 0 |
| MUTH  101 (3538) | Diane Urista (dxu16) | 0 |
| MUTH  102 (3514) | Diane Urista (dxu16) | 0 |
| MUTH  102 (3515) | Jeanette Davis (jld) | 0 |

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|---|---|---|
| MUTH  105 (3539) | Diane Urista (dxu16) | 0 |
| MUTH  106 (3521) | Diane Urista (dxu16) | 0 |
| MUTH  106 (3522) | Jeanette Davis (jld) | 0 |
| MUTH  312 (3529) | Donald Watts (dew89) | 0 |
| MUTH  312 (3542) | Marshall Griffith (mxg47) | 0 |
| MUTH  320 (3530) | Richard Nelson (rxn12) | 0 |
| MUTH  320 (3531) | Richard Nelson (rxn12) | 0 |
| MUTH  3 (3512) | Jeanette Davis (jld) | 0 |
| NTRN  398 (6487) | Henri Brunengraber (hxb8) | 0 |
| NTRN  398 (6490) | Michelle Puchowicz (map10) | 0 |
| NTRN  532C (6442) | Tamara Randall (tlk3) | 0 |
| NTRN  534 (6299) | Tamara Randall (tlk3) | 0 |
| NTRN  561 (11690) | Mary Kavanagh (mxk109) | 0 |
| NUMN  400 (11463) | Deborah Lindell (dxl41) | 0 |
| NUMN  400 (11541) | Deborah Lindell (dxl41) | 0 |
| NUND  611 (5560) | Joyce Fitzpatrick (jjf4) | 0 |
| NUND  611 (5605) | Elizabeth Damato (egd) | 0 |
| NUND  611 (5609) | Deborah Lindell (dxl41) | 0 |
| NUND  611 (5685) | Gayle Petty (gmp13) | 0 |
| NUND  611 (5695) | Maryjo Prince-Paul (mxp42) | 0 |
| NUND  611 (5700) | Valerie A Boebel Toly (vab) | 0 |
| NUND  611 (5725) | Carol Kelley (cxg11) | 0 |
| NUND  619 (11456) | Marguerite DiMarco (mxd50) | 0 |
| NUND  619 (5538) | Gretchen Mettler (ggm) | 0 |
| NUND  619 (5540) | Elizabeth Damato (egd) | 0 |
| NUND  619 (5543) | Donna Dowling (dad10) | 0 |
| NUND  619 (5683) | Gayle Petty (gmp13) | 0 |
| NUND  619 (5696) | Maryjo Prince-Paul (mxp42) | 0 |
| NUND  620 (11300) | Gretchen Mettler (ggm) | 0 |
| NUND  620 (11303) | Amelia Bieda (alb24) | 0 |
| NUND  620 (5561) | Diana Morris (dlm5) | 0 |
| NUND  620 (5604) | Elizabeth Damato (egd) | 0 |
| NUND  620 (5616) | Mary Dolansky (mad15) | 0 |
| NUND  620 (5627) | Elizabeth Madigan (eam13) | 0 |
| NUND  620 (5701) | Barbara Daly (bjd4) | 0 |
| NUND  620 (5712) | Celeste Alfes (cms11) | 0 |
| NUND  620 (5721) | Marilyn Lotas (mjl25) | 0 |
| NURS  400 (11454) | Sonya Moore (sdm37) | 0 |
| NURS  400 (11484) | Evelyn Duffy (exd4) | 0 |
| NURS  400 (11979) | Laura Dehelian (lxd16) | 0 |
| NURS  400 (5714) | Ronald Hickman (rlh4) | 0 |
| NURS  671 (11821) | Susan Ludington (sml15) | 0 |
| NURS  671 (5433) | Carol Musil (cmm4) | 0 |
| NURS  671 (5434) | Donna Dowling (dad10) | 0 |
| NURS  671 (5476) | Faye Gary (fxg21) | 0 |
| NURS  671 (5493) | Patricia Higgins (pxg3) | 0 |
| NURS  671 (5716) | Chris Winkelman (cxw26) | 0 |

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|---|---|---|
| ORBH  360 (11990) | Corinne Coen (cac155) | 0 |
| PHIL  399 (12048) | Insoo Hyun (ixh14) | 0 |
| PHIL  399 (2419) | Shannon French (sef37) | 0 |
| PHOL  351 (6353) | Cathleen Carlin (cxc39) | 0 |
| PHYS  329 (1799) | Harsh Mathur (hxm7) | 0 |
| PHYS  539 (1690) | Michael Hinczewski (mxh60! | 0 |
| POSC  396 (1908) | Kelly McMann (kmm39) | 0 |
| POSC  396 (2285) | Pete Moore (pwm10) | 0 |
| POSC  396 (2666) | Laura Tartakoff (lyt) | 0 |
| POSC  396 (2667) | Jonathan Entin (jle) | 0 |
| PSCL  395 (11080) | Brooke Macnamara (bnm24 | 0 |
| PSCL  395 (1533) | Norah Feeny (ncf2) | 0 |
| PSCL  395 (1572) | Anastasia Dimitropoulos (ax | 0 |
| PSCL  395 (1575) | Lee Thompson (lat) | 0 |
| PSCL  397 (11955) | Brooke Macnamara (bnm24 | 0 |
| PSCL  397 (1383) | Jennifer Butler (jle3) | 0 |
| PSCL  397 (1584) | Todd McCallum (tjm16) | 0 |
| PSCL  397 (1586) | Sandra Russ (swr) | 0 |
| PSCL  397 (1729) | Amy Przeworski (axp335) | 0 |
| RLGN  392 (11923) | Jonathan Tan (jyt4) | 0 |
| RLGN  392 (2753) | William Deal (wed) | 0 |
| SASS  390 (11932) | Megan Holmes (mxh540) | 0 |
| SASS  390 (5737) | Mark Singer (mxs12) | 0 |
| SPAN  396 (11419) | Jacqueline Nanfito (jcn) | 0 |
| SPAN  398 (12166) | Marta Copertari (mgc6) | 0 |
| SPAN  399 (1732) | Jacqueline Nanfito (jcn) | 0 |
| SYPS   3 (2231) | Claudia Anderson (cca2) | 0 |
| THTR  323 (2871) | Angelina Herin (amh180) | 0 |
| THTR  399 (2709) | Ron Wilson (rgw4) | 0 |

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|---|---|---|
| **TOTAL** | | **10029** |
| | | |
| NURS only | | 369 |
| | | |
| WSOM | | 667 |
| ACCT | | 169 |
| ECON | | 370 |
| MGMT | | 128 |
| | | |
| CSE | | 1729 |
| EBME | | 269 |
| ECHE | | 186 |
| ECIV | | 57 |
| EECS | | 640 |
| EMAC | | 206 |
| EMSE | | 150 |
| EMAE | | 221 |

| | | |
|---|---|---|
| CAS | | 3012 |
| ANTH | ANTH* | 115 |
| ARTH | ARTH* | 84 |
| ARTS | ARTS* | 65 |
| ASTR | ASTR* | 30 |
| CLSC | CLSC* | 18 |
| COGS | COGS* | 58 |
| COSI | COSI* | 82 |
| DANC | DANC* | 80 |
| EEPS | EEPS* | 30 |
| ENGL | ENGL* | 221 |
| FRCH | FRCH* | 49 |
| SPAN | SPAN* | 65 |
| GRMN | GRMN* | 30 |
| HSTY | HSTY* | 69 |
| MATH | MATH* | 675 |
| MUAP | MUAP* | 38 |
| MUTH | MUTH* | 21 |
| MUED | MUED* | 21 |
| PHIL | PHIL* | 55 |
| PHYS | PHYS* | 702 |
| PSCL | PSCL* | 250 |
| RLGN | RLGN* | 29 |
| SOCI | SOCI* | 164 |
| THTR | THTR* | 61 |
| | | |
| SOM | | 254 |
| NTRN | NTRN* | 186 |
| BIOC | BIOC* | 68 |
| | | |
| SAGES | | 618 |
| USNA | USNA* | 46 |
| USSO | USSO* | 75 |
| USSY | USSY* | 86 |
| FSCC | FSCC* | 83 |
| FSSO | FSSO* | 122 |
| FSSY | FSSY* | 87 |
| FSNA | FSNA* | 119 |
| | | |
| | | |
| EXCLUDE ENROLLMENT <10 | | 9986 |
| EXCLUDE ENROLLMENT <30 | | 6759 |
| EXCLUDE ENROLLMENT <50 | | 3982 |
| EXCLUDE RESPONSES < 6 | | 8164 |
| EXCLUDE RESPONSES < 10 | | 6288 |

HISTOGRAM BINS

0
10
20
30
40
50
60
70
80
90
100

| Enrollment | Response rate |
|---|---|
| 31 | 100 |
| 31 | 100 |
| 18 | 100 |
| 17 | 100 |
| 16 | 100 |
| 11 | 100 |
| 10 | 100 |
| 10 | 100 |
| 8 | 100 |
| 8 | 100 |
| 8 | 100 |
| 7 | 100 |
| 4 | 100 |
| 3 | 100 |
| 3 | 100 |
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| 1 | 100 |
| Enrollment | Response rate |

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|---|---|
| 1 | 100 |
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| 1 | 100 |
| 1 | 100 |
| 1 | 100 |
| 1 | 100 |
| 59 | 96.61 |
| 29 | 96.55 |
| 16 | 93.75 |
| 14 | 92.86 |

| | |
|---|---|
| 13 | 92.31 |
| 13 | 92.31 |
| 24 | 91.67 |
| 12 | 91.67 |
| 11 | 90.91 |
| 54 | 90.74 |
| 42 | 90.48 |
| 20 | 90 |
| 10 | 90 |
| 10 | 90 |
| 10 | 90 |
| 10 | 90 |
| 10 | 90 |
| 38 | 89.47 |
| 19 | 89.47 |
| 9 | 88.89 |
| 9 | 88.89 |
| 17 | 88.24 |
| 17 | 88.24 |
| 33 | 87.88 |
| 41 | 87.8 |
| 16 | 87.5 |
| 16 | 87.5 |
| 8 | 87.5 |
| 31 | 87.1 |
| 23 | 86.96 |
| 49 | 85.71 |
| 35 | 85.71 |
| 14 | 85.71 |
| 7 | 85.71 |
| 7 | 85.71 |
| 7 | 85.71 |
| 7 | 85.71 |
| 55 | 85.45 |
| 46 | 84.78 |
| 13 | 84.62 |
| 13 | 84.62 |
| 32 | 84.38 |
| 32 | 84.38 |
| 6 | 83.33 |
| 166 | 83.13 |
| 17 | 82.35 |
| 17 | 82.35 |
| 11 | 81.82 |
| 37 | 81.08 |
| 36 | 80.56 |
| 115 | 80 |

| | |
|---|---|
| 50 | 80 |
| 15 | 80 |
| 15 | 80 |
| 10 | 80 |
| 10 | 80 |
| 10 | 80 |
| 5 | 80 |
| 5 | 80 |
| 5 | 80 |
| 5 | 80 |
| 5 | 80 |
| 14 | 78.57 |
| 14 | 78.57 |
| 153 | 77.78 |
| 18 | 77.78 |
| 18 | 77.78 |
| 9 | 77.78 |
| 9 | 77.78 |
| 9 | 77.78 |
| 31 | 77.42 |
| 22 | 77.27 |
| 35 | 77.14 |
| 17 | 76.47 |
| 17 | 76.47 |
| 17 | 76.47 |
| 29 | 75.86 |
| 41 | 75.61 |
| 32 | 75 |
| 20 | 75 |
| 20 | 75 |
| 16 | 75 |
| 12 | 75 |
| 12 | 75 |
| 12 | 75 |
| 8 | 75 |
| 8 | 75 |
| 4 | 75 |
| 4 | 75 |
| 4 | 75 |
| 4 | 75 |
| 4 | 75 |
| 4 | 75 |
| 19 | 73.68 |
| 34 | 73.53 |
| 40 | 72.5 |
| 7 | 71.43 |
| 7 | 71.43 |

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|---|---|
| 17 | 70.59 |
| 57 | 70.18 |
| 10 | 70 |
| 10 | 70 |
| 10 | 70 |
| 10 | 70 |
| 13 | 69.23 |
| 13 | 69.23 |
| 45 | 68.89 |
| 16 | 68.75 |
| 16 | 68.75 |
| 16 | 68.75 |
| 16 | 68.75 |
| 58 | 67.24 |
| 15 | 66.67 |
| 15 | 66.67 |
| 12 | 66.67 |
| 12 | 66.67 |
| 12 | 66.67 |
| 9 | 66.67 |
| 9 | 66.67 |
| 9 | 66.67 |
| 6 | 66.67 |
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| 6 | 66.67 |
| 6 | 66.67 |
| 3 | 66.67 |
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| 3 | 66.67 |
| 3 | 66.67 |
| 3 | 66.67 |
| 3 | 66.67 |
| 20 | 65 |
| 57 | 64.91 |
| 17 | 64.71 |
| 17 | 64.71 |
| 14 | 64.29 |
| 44 | 63.64 |
| 11 | 63.64 |
| 11 | 63.64 |
| 11 | 63.64 |
| 30 | 63.33 |
| 30 | 63.33 |
| 19 | 63.16 |
| 46 | 63.04 |
| 24 | 62.5 |

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|---|---|
| 24 | 62.5 |
| 8 | 62.5 |
| 8 | 62.5 |
| 8 | 62.5 |
| 21 | 61.9 |
| 21 | 61.9 |
| 13 | 61.54 |
| 13 | 61.54 |
| 13 | 61.54 |
| 13 | 61.54 |
| 18 | 61.11 |
| 20 | 60 |
| 15 | 60 |
| 10 | 60 |
| 10 | 60 |
| 5 | 60 |
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| 5 | 60 |
| 5 | 60 |
| 5 | 60 |
| 37 | 59.46 |
| 32 | 59.38 |
| 32 | 59.38 |
| 27 | 59.26 |
| 22 | 59.09 |
| 17 | 58.82 |
| 17 | 58.82 |
| 29 | 58.62 |
| 60 | 58.33 |
| 12 | 58.33 |
| 12 | 58.33 |
| 12 | 58.33 |
| 12 | 58.33 |
| 31 | 58.06 |
| 69 | 57.97 |
| 19 | 57.89 |
| 26 | 57.69 |
| 21 | 57.14 |
| 14 | 57.14 |
| 14 | 57.14 |
| 7 | 57.14 |

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|---|---|
| 7 | 57.14 |
| 7 | 57.14 |
| 7 | 57.14 |
| 37 | 56.76 |
| 23 | 56.52 |
| 32 | 56.25 |
| 16 | 56.25 |
| 16 | 56.25 |
| 16 | 56.25 |
| 50 | 56 |
| 34 | 55.88 |
| 9 | 55.56 |
| 47 | 55.32 |
| 40 | 55 |
| 20 | 55 |
| 20 | 55 |
| 31 | 54.84 |
| 11 | 54.55 |
| 11 | 54.55 |
| 11 | 54.55 |
| 11 | 54.55 |
| 11 | 54.55 |
| 24 | 54.17 |
| 13 | 53.85 |
| 13 | 53.85 |
| 13 | 53.85 |
| 13 | 53.85 |
| 15 | 53.33 |
| 15 | 53.33 |
| 15 | 53.33 |
| 32 | 53.12 |
| 32 | 53.12 |
| 49 | 53.06 |
| 34 | 52.94 |
| 17 | 52.94 |
| 17 | 52.94 |
| 17 | 52.94 |
| 17 | 52.94 |
| 36 | 52.78 |
| 19 | 52.63 |
| 40 | 52.5 |
| 61 | 52.46 |
| 21 | 52.38 |
| 31 | 51.61 |
| 44 | 50 |
| 34 | 50 |
| 32 | 50 |

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|---|---|
| 28 | 50 |
| 26 | 50 |
| 24 | 50 |
| 24 | 50 |
| 18 | 50 |
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| 16 | 50 |
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| 12 | 50 |
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| 2 | 50 |
| 2 | 50 |
| 39 | 48.72 |
| 66 | 48.48 |
| 56 | 48.21 |
| 25 | 48 |
| 23 | 47.83 |
| 23 | 47.83 |
| 21 | 47.62 |
| 21 | 47.62 |
| 19 | 47.37 |

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A resolution of the Faculty Senate Finance Committee on the capital budget planning process

The charge of the Faculty Senate Finance Committee ("FSFC") includes the following:
"The FSFC shall participate with the university administration to assure that the budgetary goals and priorities are responsive to the academic plans." [Faculty Handbook Chapter 2, Article VI, Section C, Par. 2]

The FSFC therefore recommends that:

1. The capital budget planning process for the FY19 capital budget and all future capital budgets include substantive discussions with the FSFC from the outset.
2. The administration create, in collaboration with the faculty and other stakeholders, a strategic plan for capital investment that is in clear conversation with the academic strategic plan as well as with other strategic plans requiring capital investment.
3. The administration increase the connection between the operating and capital budgeting processes, acknowledging their interdependence.
4. The administration restructure the capital planning process to give greater weight to the academic programs.

The Faculty Senate Finance Committee ("FSFC") instructs the chair of the FSFC to transmit the following opinion and observations of the FSFC to the university's Chief Financial Officer (CFO) and Faculty Senate Executive Committee.

It is the considered opinion of the FSFC that:

1. The capital budget is the locus of most significant investments in the future of the University -- including academic infrastructure from major equipment to renovation and construction of buildings for the purposes research, teaching and other activities (for example student housing).
2. The capital budget is *de facto* therefore also the avenue for access to any capacity the University may have for debt financing.
3. The capital budgeting process is therefore where choices are made about major investments across all the University's activities.
4. The capital budget should reflect the strategic objectives of the University, including strategic academic objectives.  This requires the formulation of a strategic investment plan that is informed by the University's strategic plans, including the academic strategic plan.  Such an overall investment plan is currently lacking.
5. In order to properly take account of the academic strategic objectives, the capital budgeting process must include substantive input from the stakeholders in the academic strategic plan, including the Deans and the faculty.
6. The current process funnels all considerations and prioritization of academic capital investment through the Provost who acts on the advice of the Deans.
7. The current process places the functional responsibility for identifying and prioritizing capital projects in the hands of the Capital Budget Committee.  The sole representative and advocate of the academic enterprise of the University on that committee is the Provost, whereas there is representation from numerous financial and administrative offices with only indirect connection to the academic enterprise, and with little or no knowledge of the academic strategic priorities.

The FSFC makes the following relevant observations:

1. The University has, over the last two decades, made important and valuable investments in campus-life and teaching include the Veale Athletic Center, the Tinkham Veale University Center, the Maltz Performing Arts Center, the Linsalata Alumni Center, Think[box], and the Health Education Campus. The investments in the research infrastructure over a comparable period have been much less.
2. Capital projects have largely been undertaken without specific planning for the associated operating costs, although those costs can be substantial and are generally largely incremental, and infers that operating budget capacity has not been a major consideration in the capital budgeting process.
3. The capital needs and planned investments of the auxiliaries tend in this process not to be balanced against the academic needs, but to be prioritized principally against one another.

4. Where the capital budget is not funded by philanthropy or other sources of capital that do not require repayment, but is instead funded by operations, or by debt that must be serviced, the diversion of operating funds falls to the University's bottom line. This holds whatever the source of that operating income (including income from auxiliaries). This implies that use of operating income to fund capital projects (or service debt) is a strategic choice that must be balanced against other uses of operating funds.

5. The capital budgeting process currently and in recent history receives no substantive input from the faculty at large, including the Faculty Senate or its committees, although the charge of the Faculty Senate Finance Committee includes "... participat[ing] with the university administration to assure that the budgetary goals and priorities are responsive to the academic plans." Currently, the capital budget plan has been presented to the FSFC only after it has been adopted by the Capital Budget Committee for presentation to the Board of Trustees.

BY-LAWS OF THE FACULTY OF LAW
Case Western Reserve University[1]

ARTICLE 1:  PURPOSE

1.1  These By-Laws, and all amendments adopted as hereafter provided, shall constitute the rules governing the procedures of the Faculty of Law in the performance of its duties and powers specified in and authorized by the By-Laws of the Board of Trustees, the Constitution of the University Faculty, and the University Faculty Handbook.

ARTICLE 2:  THE FUNCTIONS OF THE FACULTY

2.1  Introduction.  The Faculty has primary responsibility for the selection of those individuals who constitute the tenured, tenure track, and non-tenure track Faculty.  The Faculty and the Administration have joint responsibility for implementation of plans for the law school.  Since operations by the Administration may require modification of plans, the Faculty has a right to be kept informed of operations, and to be consulted on operational problems or decisions which may affect the overall operations or plans of the School.  Accordingly, the powers and responsibilities listed below do not constitute an exclusive list.

> **Commented [djc1]:** The University General Counsel's Office (UGC) expressed concern that "plans" in the original text was unclear.  We added "plans for the law school" to attempt to make this sentence more precise.  Approved 9-30-2015.

2.2  Recommendations on Policy.  The Faculty shall have the authority and responsibility to make recommendations to the Dean, for implementation within the Law School, or, where appropriate, for transmission to the President or to the Faculty Senate, with respect to policies governing:

    (1)    Faculty personnel matters, including standards of appointment, re-appointment, promotion, tenure, and termination;

    (2)    assignment of courses and Faculty workloads;

    (3)    standards for curricula and content of courses and programs;

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[1]As originally adopted on June 4, 1973, and conformed to include all amendments made to date.  A footnote number at the end of a section or of a paragraph within a section indicates that the section or paragraph has been amended.  Explanatory comments are set forth in the footnotes.  Amendments which merely renumbered sections are not footnoted, nor are amendments to sections subsequently repealed.  This version is an exact copy of that prepared by then Secretary Hugh Ross which was headed "Current to January 1, 1986", except for some formatting changes, and except for the amendment of May 14, 1996 to 3.1.  This copy was last proof read against the Ross version on November 16, 1995. This revision was prepared to conform to changes in the University Faculty Handbook adopted in 2003.  Changes to the status of the Lawyering Skills Faculty were adopted by the Faculty of Law on October 1, 2007, and changes to add a budget committee, an experiential education committee, and allow Clinical Faculty to seek tenure-track appointments were adopted November 17, 2011.  The changes shown in this redline were approved by the Faculty on September 30, 2015, with minor edits on May 23, 2016 and January 19, 2017.

(4)    standards and facilities for research and scholarship;

(5)    requirements for admission and graduation;

(6)    the establishment or discontinuance of educational or service programs.

2.3  Specific Functions.  The faculty shall have the authority and responsibility to:

(1)    make recommendations to the President and the Board of Trustees for the awarding of degrees in the ordinary course;

(2)    make recommendations to the President relative to appointment of a Dean of the Law School in accordance with Faculty Handbook procedures;

> **Commented [djc2]:** Edited at the suggestion of UGC to ensure that the law school bylaws conform with the Faculty Handbook.

(3)    make recommendations to the President for appointment of members of the Faculty.  No person shall be appointed to the tenured, tenure track or non-tenure track Faculty by the University unless his or her appointment has been recommended by the affirmative vote of the faculty. This function may not be delegated.[2]  Special Faculty may be appointed by the Dean or his designee as provided in the Faculty Handbook.

> **Commented [djc3]:** Same reason.  In addition, we deleted the second sentence of footnote two below at suggestion of UGC, since it is now irrelevant.

(4)    make recommendations to waive policies on requirements for admission or graduation in specific areas.  This function may be delegated.

(5)    make recommendations to the Dean on the appointment of administrative officers, the formulation of the budget, and the allocation of the resources and facilities of the Law School, without limitation on the Dean's authority in any of the matters referred to in this paragraph 5.

ARTICLE 3:  MEMBERSHIPAND VOTING RIGHTS[3]

3.1  Tenured or tenure track faculty.  Tenured or tenure  track faculty members, whether clinical faculty or non-clinical faculty, are those persons holding full-time academic appointments at the ranks of professor, associate professor, and assistant professor  whose obligations to the Law School and the University include 1) teaching, 2) research and scholarship, and 3) service to the Law School and the University Community.  Non-clinical tenured or tenure track faculty shall be appointed, evaluated, reappointed and promoted in accordance with the procedures memorialized in Appendix A attached and

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[2]Amended April 22, 1981.  The former section provided that no person shall be appointed unless the appointment is approved by the Faculty, incorrectly implying that it is the Faculty which appoints. This has been corrected by stating that appointments require a recommendation for the appointment.

[3] Article 3 was substantially revised October 1, 2007 and slightly revised on November 17, 2011 to conform to the revised Faculty Handbook.

incorporated by reference. Clinical tenured or tenure track faculty shall be appointed, evaluated, reappointed and promoted in accordance with the procedures memorialized in Appendix A as to their research and scholarship, but as to Appendix B attached and incorporated by reference, as to their teaching, practice and service to the Law School and the University Community. Tenured or tenure track faculty shall be entitled to vote on all matters coming before the University Faculty and the Faculty of Law, except as limited below.

3.2  <u>Non-tenure track faculty.</u>  Non-tenure track faculty members are those persons holding full-time academic appointments at the ranks of professor, associate professor, assistant professor, senior instructor, and instructor whose obligations to the Law School and the University include two of the three obligations of the tenured/tenure track faculty, i.e., 1) teaching, 2) research and scholarship or 3) service to the Law School and the University Community. Non-tenure track faculty in the Law School shall be appointed, evaluated, reappointed and promoted in accordance, where applicable, with either 1) the Policies and Procedures for Clinical Faculty attached as Appendix B and incorporated by reference; 2) the Policies and Procedures for Lawyering Skills Faculty attached as Appendix C and incorporated by reference; or 3) the Policies and Procedures for Other Non-Tenure Track Faculty attached as Appendix D and incorporated by reference.  Non-tenure track Clinical Faculty, ~~and~~ non-tenure track Lawyering Skills Faculty, <u>and instructors and senior instructors eligible for reappointment under Appendix D</u> shall be entitled to vote on all matters coming before the University Faculty and the Faculty of Law, except as limited below.[4]  ~~Other non-tenure track faculty shall be entitled to vote on all matters coming before the University Faculty, but shall not vote on matters coming before the Faculty of Law.~~

> **Commented [djc4]:** This change gives law school voting rights to our full-time non-tenure track instructors eligible for reappointment.

3.3  <u>Special faculty.</u>  Special faculty members are 1) those persons holding part-time academic appointments, or 2) persons holding full-time academic appointments, but who have specific, limited responsibilities for the duration of a specific project, or for a limited duration.  The obligations of special faculty shall include one <u>or more</u>[5] of the three obligations of the tenured/tenure track faculty, i.e., 1) teaching, 2) research and scholarship or 3) service to the Law School and the University Community. The titles of special faculty in the Law School shall be <u>lecturer,</u>[6] visiting <u>assistant professor, visiting associate professor, or visiting professor of law,</u> ~~visiting instructor or~~ <u>visiting senior instructor of law, or adjunct assistant, adjunct associate, or adjunct professor of law.</u>  ~~(assistant, associate or full) professor of law@, Avisiting instructor (or senior instructor) in law@, or Aadjunct (assistant, associate or full) professor of law).~~  Special faculty members shall not be entitled to vote on matters coming before the University Faculty or the Faculty of Law.

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> **Commented [djc5]:** The previous language referred to "full professor," which is not a rank recognized by the Faculty Handbook.
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> At the suggestion of the Provost's office and UGC, we deleted the reference to "full professor" and otherwise redrafted for stylistic reasons.

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[4] This sentence was revised on May 15, 2008 to give non-tenure track Lawyering Skills Faculty the same voting rights as non-tenure track Clinical Faculty, except as limited in 3.4.

[5] Amended 1/19/17 to allow special faculty to be hired to perform more than one of the three obligations.

[6] Amended 1/19/17 to add "Lecturer" to titles of special faculty.

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3.4  Voting Limitations.

(1)  On matters involving the granting of tenure, only those Faculty members with tenure shall be entitled to vote.

(2)  On matters involving promotions of non-clinical Faculty who have tenure track appointments, only those tenured or tenure track Faculty of rank equal to or senior to the rank to which the individual is being promoted shall be entitled to vote.

(3)  On matters involving initial non-clinical tenure track appointments to the Faculty (regardless of rank), only those Faculty who have tenure track appointments shall be entitled to vote. [7]

(4)  On matters involving the initial appointment of non-tenure track or tenure track Clinical Faculty, only tenured or tenure track and Clinical Faculty (tenure track or non-tenure track) shall be entitled to vote.

(5)  On matters involving the reappointment or promotion of non-tenure track or tenure track Clinical Faculty, only those Faculty of rank equal to or senior to the rank to which the individual is being reappointed or promoted shall be entitled to vote.  For purposes of the previous sentence, all tenured or tenure track Faculty are senior in rank to non-tenure track Clinical Faculty.

(6)  On matters involving the initial appointment of non-tenure track Lawyering Skills Faculty, all tenured, tenure track, Clinical and Lawyering Skills Faculty shall be entitled to vote.

(7)  On matters involving the reappointment or promotion of non-tenure track Lawyering Skills Faculty, only those Faculty of rank equal to or senior to the rank to which the individual is being reappointed or promoted shall be entitled to vote. For purposes of the previous sentence, all tenured or tenure track and Clinical Faculty are senior in rank to non-tenure track Lawyering Skills Faculty.

(8)  On matters involving standards and policies concerning promotion, tenure, or eligibility for sabbatical leave of non-clinical tenured or tenure track Faculty, only tenured or tenure track Faculty shall be entitled to vote.

(9)  On matters involving standards and policies concerning promotion, tenure, or

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[7] The phrase "and on personnel matters involving initial appointments . . ." (since revised to read "On matters involving initial tenure-track appointments" . . .) was added by amendment adopted January 11, 1983.  The purpose was to spell out that administrative officers who have regular Faculty appointments, but who are not tenure track, cannot vote on initial appointments to the regular Faculty.  The whole of 3.1 (now 3.4) was substantially revised by faculty vote of May 14, 1996, in order to make provision for members of the clinical faculty.

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**Commented [djc6]:** The prior version of our bylaws purported to create two categories of seniority, with junior tenure-track faculty deemed to be senior to all non-tenure-track faculty, regardless of seniority.  The UGC and the Provost's Office argued that these "special seniority" provisions violated the University's Faculty Handbook, which creates three ranks of Professor - Professor, Associate Professor, and Assistant Professor – and for non-tenure track faculty, the titles of Senior Instructor and Instructor.   Chap. 3, Art. 1, Section B.3 provides that "an appointment shall be classified by academic title."

The law school faculty agreed to eliminate these provisions to conform with the Faculty Handbook's requirements.

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**Commented [djc7]:** See previous comment – same edit here.

eligibility for sabbatical leave of tenured or tenure track Clinical Faculty, only tenured or tenure track Faculty and Clinical Faculty (tenure track or non-tenure track) shall be entitled to vote.

3.5     Law Librarian.  The Law Librarian is eligible for election to the tenured, tenure track, non-tenure track, or special Faculty as defined above, which election shall entitle the Law Librarian to vote on matters presented to the Law Faculty, in accordance with the voting rights and limitations applicable to the type of appointment.[8]

3.6     Allocation of Resources.  The Law School shall allocate a reasonable amount of resources and time to each member of the Law Faculty (whether tenured, tenure track, non-tenure track or special) to encourage and make possible scholarly growth, academic achievement and professional development, to enable them to fulfill their obligations as required by the nature and type of their appointments.

3.7     Definition of Full-time Faculty.  For all purposes in these By-laws, the term "full-time" when referring to Law Faculty shall be defined as in Chapter 3, Part One, Article I, Section I. B.2. of the Faculty Handbook.

**Commented [djc8]:** Clerical edit to conform reference to full-time faculty in our bylaws to the current provision of the Faculty Handbook.

ARTICLE 4:  OFFICERS

4.1 Presiding Officers.  The Dean of the School of Law shall preside at Faculty Meetings unless the President of the University exercises the presidential prerogative to do so.  In the absence of both the President and the Dean, the Associate Dean for Academic Affairs shall preside unless the Faculty elect a presiding officer.

4.2 Secretary. The Secretary shall be elected annually by the Faculty. The functions of the secretary are:

(1)     to keep the minutes of the Faculty Meetings and sign the official copies of the minutes;

(2)     to be responsible for reproduction and distribution of these minutes to the Faculty;

(3)     to be responsible for preparation of and distribution to the Student Bar Association of a summary of action taken at Faculty Meetings, with the approval of the Dean;

(4)     to prepare for the Faculty annually in the fall a list of members of the Faculty including those with voting privileges and those without voting privileges.

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[8]Section 3.3 (now 3.5) was added March 18, 1983, to clarify the Faculty status of the law librarian.

ARTICLE 5:  MEETINGS

5.1  Regular Meetings.  The Faculty shall hold at least three regular meetings in each semester on dates to be determined by the Dean.  The Faculty at any regular meeting may by majority vote fix the date of the next regular meeting.

5.2  Special Meetings.  Special meetings shall be held on the call of the President, the Dean, or on the written request to the Dean or the Secretary signed by 20% of the voting Faculty.

5.3  Attendance at Faculty Meetings.  All full-time Faculty (including full-time special Faculty) shall be entitled to attend any meeting of the Faculty subject to the limitations in this paragraph.  Part-time Faculty, and administrative personnel (who do not have full-time Faculty appointments in addition to their administrative appointment) shall be entitled to attend meetings of the Faculty to which they are specifically invited by the Dean.  In matters involving initial appointments to the Faculty, only full-time tenured, tenure track, non-tenure track and special Faculty, whether or not they are entitled to vote on the matter under consideration, shall be entitled to attend that portion of the meeting at which discussions and a vote take place.  In matters involving reappointments, promotions, and grants of tenure. only those Faculty who are entitled to vote on the matter under consideration before the Faculty shall be entitled to attend that portion of the meeting at which discussions and a vote take place.

5.4  Voting.  Voting shall be by voice vote or by show of hands, unless a secret ballot vote is called for by this bylaw provision or by any voting member, in which case the vote shall be by secret ballot. Votes may be cast by a written proxy filed with the Secretary.[9]  A secret ballot shall be required on all personnel matters, including appointments, reappointments, promotions, and grants of tenure.[10]

Commented [djc9]: The law school is the only constituent faculty to permit proxy voting.  Our bylaws committee suggested eliminating proxy voting, and suggested language to allow absentee voting or electronic voting, but the law faculty voted overwhelmingly to retain our proxy system.

5.4  Quorum.  One half of the members of the Faculty entitled to vote on a particular matter shall constitute a quorum for that matter.  Members present by proxy shall not be counted in determining a quorum.

5.6  Notice and Agenda.  The Dean (or in his or her absence the Secretary) shall notify in writing each member of the Faculty entitled to notice, at least five (5) days in advance of any meeting held during the academic year, and at least fifteen (15) days in advance of any meeting held during the summer period.  Faculty on leave shall be entitled to receive notice and to vote. The notice shall specify the time and the place of the meeting, and the agenda of

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[9] Prior to the Amendment of October 18, 1978, Section 5.3 (now 5.4) read as follows:
"5.3 Voting.  Voting shall be by voice or show of hands unless a roll call vote is requested by any voting member in which case a roll call vote shall be taken and recorded.  Votes may be cast by a written proxy filed with the Secretary, with respect to specific matters listed in the notice of the meeting."

[10] Secret ballots for personnel matters were adopted by Amendment of April 14, 2005.

the meeting.  Items of business not listed on the agenda may be considered at a regular meeting. No action may be taken at either a regular or special meeting on an individual personnel decision (appointment, promotion, tenure, etc.) unless the notice of the meeting specifies the individual and the action proposed. The requirement of notice of a meeting may be waived by a written waiver agreed to by the faculty member(s), and shall be waived by attendance at the meeting.

5.7  Action Without Meeting.  Any action which may be taken by the Faculty at a meeting, may be taken without a meeting, by a writing filed with the Secretary setting forth the action taken and the written approval of all of the Faculty entitled to vote on such action if a meeting were held.

ARTICLE 6:  RULES OF ORDER AND ORDER OF BUSINESS

6.1  Rules of Order and Order of Business.  The meetings shall be conducted in accordance with Robert's Rules of Order (latest edition).  The order of business at all regular meetings shall be as follows:
   (1)     Presentation of proxies and determination of a quorum[11];
   (2)     Presentation and adoption of minutes;
   (3)     Announcements;
   (4)     Report from the Faculty Senator or Senators[12];
   (5)     Reports of Standing Committees;
   (6)     Reports of Special Committees;
   (7)     Consideration of unfinished business; and
   (8)     Consideration of new business.

ARTICLE 7:  COMMITTEES

7.1  Standing Committees.  The Standing Committees of the Faculty are the Committees on:
   (1)     Admissions
   (2)     Appeals and Rules
   (3)     Appointments
   (4)     Building
   (5)     Curriculum
   (6)     Library
   (7)     Promotion and Tenure[13]
   (8)     Budget

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[11]Section 6.1(a) (now 6.1(1)) was amended and 6.1(d) (now 6.1(4)) was adopted September 27, 1985.

[12]Section 6.1(a) (now 6.1(1)) was amended and 6.1(d) (now 6.1(4)) was adopted September 27, 1985.

[13]Sections 7.1 and Sections 9.2-9.8 were amended September 30, 1983, to restructure the Standing Committees.

(9)    Experiential Education

ARTICLE 8: - MEMBERSHIP AND PROCEDURES OF COMMITTEES

8.1  Ex-Officio Members.  The Dean, or a Faculty member or administrator designated by the Dean, shall serve as a member ex officio of all Standing and Special Committees, except for the Promotion and Tenure Committee, with full voting rights.[14]

8.2  Faculty Members of Committees.  ~~Members of the t~~ Tenured, tenure-track~~, and~~ non-tenure-track, and Special Faculty are eligible to serve as Faculty members of the Committees.

> **Commented [djc10]:** Substantive change to allow special faculty to serve as Faculty members of Committees.   Change recommended to match our current practice.

8.3  Student Members of Committees.  Only full-time students of the School of Law are eligible to serve on Committees designated in Article 9 as having student members.

8.4  Selection of Members - Standing Committees.  Faculty members shall be elected by the Faculty.  Student members shall be selected by the Student Bar Association.[15]

8.5  Selection of Members - Special Committees.  For those Special Committees established by the Faculty, members shall be selected in the manner designated by the Faculty, and for those Special Committees established by the Dean, members shall be selected by the Dean.

8.6  Time of Selection and Term.  Members of Special Committees shall be selected at such time and shall serve for such time as shall be designated by the authority (Dean or Faculty) which establishes the Committees.  Student members of Standing Committees shall be selected not later than the first month of the fall semester, to take office immediately. Faculty members of Standing Committees shall be elected not later than the first month of the fall semester, to take office immediately.[16] Members of Standing Committees shall serve from the time selected until the end of the academic year for which they are selected, or until their successors assume office, whichever is later.

8.7  Officers.  The Chair of each Committee shall be designated from among the membership of the Committee, by the Dean, with the advice and consent of the Faculty.  The Secretary

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[14]Section 8.1 was amended November 18, 1983 to conform Section 8.1 to Section 9.8, as 9.8 was amended September 30, 1983.

[15]Prior to Amendment on June 3, 1974, Section 8.4 read as follows:
"8.4 Selection of Members - Standing Committee.
Faculty members shall be appointed by the Dean with the advice and consent of the Faculty.  Student members shall be selected by the Student Bar Association."

[16]Prior to Amendment on June 3, 1974, the third paragraph of Section 8.6 read as follows:
 "Faculty members of Standing Committees shall be selected during the last month of the spring semester, to take office immediately."

shall be designated from among the membership of the Committee, by the Chair.  The Chair shall have the right to vote in all cases.

8.8  Procedures.  Committees shall meet on the call of the Dean, the Chair, or on the call of the majority of the Committee, and may establish rules as to the conduct of its meetings.  Two thirds of the members of the Committee shall constitute a quorum, and all decisions shall be by majority vote of those present.  All Committee members have equal rights to vote and participate.

ARTICLE 9:  FUNCTIONS AND COMPOSITION OF COMMITTEES[17]

9.1  Special Committees.  Special Committees shall have those functions and shall be composed of those persons (including Faculty, students, and others) as are designated by the authority (Dean or Faculty) which establishes the Committee.

9.2  Admissions.  The Admissions Committee shall be composed of two student members, at least four Faculty members, and the Dean or his designee.  The Committee shall consider and recommend to the Faculty major policies on admissions and financial aid; evaluate admission and financial aid procedures; and participate in the admissions process where discretionary judgment is required and the decision has not been delegated to the admissions office for determination under specific policies.

9.3  Appeals and Rules.  The Appeals and Rules Committee shall be composed of at least four Faculty members.  The Committee shall serve as the grievance Committee for the Law School.  The Committee shall hear appeals by students from administrative decisions of the Dean or his designee which implement academic policies, except for violations of the Law School Code of Conduct. The decision of the Committee on such appeals shall be final within the Law School, subject only to appeal procedures, if any, at the University level. The Committee shall receive reports on administrative implementation of academic policies from the Dean, and may review such decisions on its own motion, and shall accept such ad hoc assignments as may be determined by the Faculty.  The Committee may also develop and recommend to the Dean guidelines for the implementation of academic policies.  The Committee shall develop and recommend revisions to the Law School's Academic Regulations, Policies, and Procedures, and shall forward any revisions to the Faculty for adoption.  academic regulations and standards, and shall accept such ad hoc assignments as

> **Commented [djc11]:** Relocated from the highlighted text below.  No substantive change.

> **Formatted:** Highlight

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[17] Section 7.1 and Sections 9.2-9.10 were amended September 30, 1983, and November 17, 2011, to restructure the Standing Committees.

~~may be determined by the Faculty.~~ The Committee shall also have jurisdiction to hear all matters in which revocation of academic credit previously granted is requested because of plagiarism, cheating, improper cooperation on work or other violation which reflects on the academic significance of the effort for which credit has been granted. The Committee shall consider the Law School Code of Conduct, the Law School's Academic Regulations, Policies, and Procedures, and relevant University policies on Academic Integrity Standards in making its decision on revocation of academic credit. If the Committee finds that a student has committed such a violation, it may retroactively revoke any credit which may have been awarded for said effort.[18]

9.4  Appointments.  The Appointments Committee shall be composed of two students, at least four Faculty members and the Dean or his designee.  The Committee shall review all candidates for appointment to the tenured, tenure track, or non-tenure track Faculty, shall make recommendations to the Faculty on every such appointment, and shall, on request of the Dean, review candidates for the special Faculty, including visiting Faculty.

9.5  Building.  The Building Committee shall be composed of two student members, at least three Faculty members, and the Dean or his designee.  The Committee shall advise the Faculty and the Dean on the utilization, allocation, maintenance, and replacement of the physical facilities of the law school.

9.6  Curriculum.  The Curriculum Committee shall be composed of two student members, at least four Faculty members, and the Dean or his designee.  The Committee shall consider and make recommendations to the Faculty on all matters relative to the educational programs for which credit is awarded.  The Committee shall also exercise oversight of the administration of all joint degree programs.

9.7  Library.  The Library Committee shall be composed of two student members, the Librarian ex-officio, at least three Faculty members, and the Dean or his designee.  It shall advise and assist the Dean and Librarian on library services, and shall make recommendations to the Faculty on library policies.

9.8  Promotion and Tenure.  The Promotion and Tenure Committee shall be composed of at least four tenured or tenure track Faculty members.  In the case of non-tenure track Clinical or Lawyering Skills Faculty candidates, the Committee shall be augmented as required in Appendices B and C.  In the case of non-tenure track candidates other than Clinical or Lawyering Skills Faculty, the Committee shall be augmented by one non-tenure track faculty member of equal or senior rank to the candidate under consideration. The Committee shall consider all matters of promotion, reappointment and tenure for members of the Faculty (tenured, tenure track, or non-tenure track). The Committee shall consider these matters in accordance with the criteria set forth in Appendices A, B, C, and D, and shall

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[18]The last two sentences of Section 9.3 were added by Amendment on December 4, 1985.

Commented [djc12]: The UGC and Provost objected to the original version of this provision – they felt that it gave the Appeals and Rules Committee too much discretion to select which rules applied without notice to the accused.

This edit is intended to identify what the Committee revises, how it becomes binding on the student body, and what standards will be used in making the decision. Thus, we formally invoked the Law School Code of Conduct, our internal Academic Regulations, Policies, and Procedures, and relevant central university policies.

make recommendations to the Faculty thereon.  Each Faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than six years after the effective date of the initial appointment, excluding any period of any pre-tenure extension that may have been granted under the Faculty Handbook provisions.[19]

9.9  Budget.  The Budget Committee shall be composed of at least three Faculty members and the Dean or his designee. It shall advise and assist the dean and make recommendations to the Faculty on matters pertaining to the budget.[20]

9.10  Experiential Education.  The Experiential Education Committee shall be composed of two student members, at least four Faculty members and the Dean or his designee.  The Committee shall consider and make recommendations to the Faculty on all matters relative to the experiential education program for which credit is awarded.[21]


ARTICLE 10:  FACULTY REPRESENTATION IN UNIVERSITY GOVERNANCE

The Faculty shall be represented in University Governance by its Dean, other law school administrators, and by individual members of the Faculty as they shall from time to time be elected to serve on various University governing bodies.
The Faculty shall elect representatives to the Faculty Senate and other similar organizations which include Faculty representatives.  All such representatives shall be elected at the time and for the term specified in the rules of such organization.[22]

ARTICLE 11:  AMENDMENTS

These By-Laws may be amended at any Faculty meeting provided that each voting member of the Faculty shall have received from the Dean or the Secretary a written copy of the proposed amendments at least seven (7) days before the meeting.

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[19]Amended June 3, 1974, and again on August 29, 1980.  The last sentence provides for a six year pre-tenure period.  The prior bylaw provided for a five year pre-tenure period for those whose initial appointment was assistant professor, and three years for those whose initial appointment was associate professor.

[20] Added by Amendment on November 17, 2011.

[21] Added by Amendment on November 17, 2011.

[22]Article 10 was added by Amendment on June 3, 1974.

<u>CERTIFICATION</u>

I certify that the above is a true copy of the By-Laws of the Faculty of Law, Case Western Reserve University, conformed to include all Amendments made up to the date of this certificate.

_____
Kathryn Mercer, Faculty Secretary


_____
Date:

**APPENDIX A TO THE BY-LAWS OF THE
FACULTY OF LAW
Case Western Reserve University**

**PROCEDURES FOR PROMOTION, REAPPOINTMENT AND TENURE**

I. .    SOURCES OF PROMOTION, RETENTION AND TENURE PROCEDURE

     The Policies and Procedures generally governing appointments, promotions, re-appointments and tenure for all University Faculty are set forth in the University Faculty Handbook, chapter 3, part 1.  For tenure track faculty personnel decisions, these procedures are supplemented periodically by the University's "Guidelines for Recommendation of Faculty Promotions and Awards of Tenure" ("University Guidelines".)  Attached are the University Guidelines promulgated for academic year ~~2005-2006~~2014-15.  These Procedures incorporate by reference the most current version of the University Guidelines.  For Clinical and Lawyering Skills Faculty on the Faculty of Law, separate Policies and Procedures have been adopted and are attached to the By-Laws of the Faculty of Law as Appendices B and C respectively.

<div style="border:1px solid #c0504d; color:#c0504d; padding:4px;">**Commented [djc13]:** Change made to update a somewhat stale reference.</div>

II.    COMPOSITION AND FUNCTIONS OF THE PROMOTION AND TENURE COMMITTEE

     A. As set forth in Section 9.8 of the By-Laws the Promotion and Tenure Committee is composed of at least four tenured or tenure track faculty who evaluate the teaching, scholarship and service of tenure track faculty for purposes of Promotion and Tenure.

     B. The Promotion and Tenure Committee also conducts annual reviews of faculty on the tenure, and non-tenure tracks, evaluates non-tenure track faculty for promotion and reappointment, and reviews sabbatical requests of tenured faculty.  For purposes of reappointment and promotion of Clinical or Lawyering Skills faculty, the Committee is augmented as required in Appendices B and C to the By-Laws.  For purposes of retention and promotion of non-tenure track faculty other than Clinical or Lawyering Skills Faculty, the Committee is augmented by one non-tenure track faculty member of equal or senior rank to the candidate under consideration.

III.    STANDARDS FOR PROMOTION AND TENURE OF TENURE TRACK FACULTY

     A.  As the Faculty Handbook indicates, a tenure track candidate being considered for promotion or tenure will be evaluated on the basis of that candidate's contributions in (1) teaching, (2) research and scholarship, and (3) university and professional service.

       1. Teaching and scholarship are the most important requirements because they reflect the two primary functions of the university faculty.

2.  Excellence in teaching, a significant and substantial scholarly contribution, and service to the University and Law School communities are required of all candidates for Promotion and Tenure.

3.  Promotion and tenure decisions are not made merely to recognize past performance but also involve a prediction of future contributions.

4.  The Promotion and Tenure decision involves a determination of whether the candidate has fulfilled and will continue to fulfill the obligation of teaching, scholarship, and service.

5. The standards for Promotion and Tenure are evolving standards, and it is expected that they will become increasingly rigorous as the Law School continues to improve and gain recognition as a national law center of importance.

B.  Evaluating Scholarship and Teaching

1.  Standards for evaluating teaching and scholarship sufficient to support a promotion or tenure are not readily reducible to words or formulae.

2.  The scholarship must reflect substantial research, a thorough understanding of the subject, and an insight into the issues and problems that contribute substantially to available knowledge. It should, in other words, make a significant advance to our understanding of the field.

3. The most important aspect is the depth and reach reflected in the scholarship. Descriptive analysis is often a useful contribution, but the grant of tenure normally requires that the scholarship also include the development of a systematic approach or analytical rigor of a higher order.

4.  A writing is normally considered "published" when it has been formally accepted for publication.

5.  Teaching will be evaluated on the basis of annual reviews, student evaluations and faculty class visits.

C.  Promotion to Associate Professor

1.  Normally, two published articles and demonstrated teaching effectiveness are expected for promotion to associate professor.

2.  A candidate initially will be considered for promotion to associate professor in the fall following the completion of his or her second year of service.

3.  A candidate may be granted an extension of one additional year for consideration for promotion to associate professor.  While extensions are not automatic, requests for extension will be favorably considered for those candidates who have demonstrated substantial progress toward meeting the standards for promotion.  Extensions are not considered as negative decisions.

D.  Promotion to Full Professor with Tenure

1.  Normally at least three significant articles and demonstrated teaching effectiveness are expected for consideration for promotion to full professor with tenure.  As required by the Faculty Handbook, the candidate's record must show a documented national or international reputation for sustained scholarship in the candidate's discipline.

2.  The normal pre-tenure period is six years, unless the letter of appointment provides otherwise.  This means that a candidate will normally be considered for tenure and promotion to full professor in the fall following the completion of his or her fifth year of service.

E.  Provisions for obtaining additional extensions during the pre-tenure period are set forth in the University Faculty Handbook, at Chapter 3, part 1 G.

IV.    INTERNAL PROMOTION & TENURE COMMITTEE PROCEDURE REGARDING TENURE-TRACK FACULTY

A.  Promotion to Associate Professor without Tenure

1.  At the beginning of the academic year in which the candidate is considered for promotion, the Chair discusses the promotion process with each candidate.  The candidate is asked to provide eleven photocopies or reprints of his or her published articles, as well as photocopies of any manuscripts that have been accepted for publication, normally by the end of September.  In addition, the candidate is asked to provide the Chair with an annotated curriculum vitae. This should provide the information described in the University Guidelines related to Tenure and Promotion Recommendations.

a.      Scholarship completed prior to the candidate's appointment to the CWRU Law Faculty but published post-appointment, as well as legal scholarship that has been performed for a purpose in addition to meeting the Law School's scholarship requirement, such as fulfillment of a Ph.D. degree, generally is considered part of the candidate's law school scholarship.

2.  The University Guidelines state that outside reviewers should be secured for promotion.

a.      **Candidate Suggestions.** The Chair requests the candidate to suggest up to 12 persons to serve as outside reviewers of the candidate's scholarship.

**Commented [djc14]:** We changed a number of things about our procedure for outside review of tenure candidates to more closely comply with the Provost's procedures.   These changes are explained below.

**Commented [djc15]:** Formatting change only.

The candidate should be asked to describe any relationship that he or she has with the reviewer in order to ensure compliance with the University Guidelines.

b. **Committee Nominations**. The Chair shall share the candidate's suggested outside reviewers with the members of the committee, and shall ask the committee members to nominate suggested reviewer of their own. The Chair may also ask other Faculty members to nominate potential outside reviewers. The Chair and committee shall assemble a list of nominated reviewers, and shall share this list with the candidate; the nominee list should contain at least twice as many names as persons who will be final reviewers. -The candidate may then identify any nominated reviewer who the candidate believes may provide a biased evaluation. The Committee may remove a nominated reviewer from the nominee list based on the candidate's objections.

a. The members of the committee are asked to come up with lists of suggested reviewers of their own. The Chair shares the candidate's suggested names with the members of the committee.

c. **Final Slate of Potential Reviewers.** The committee decides on a tentative list of final reviewers combining that combines the candidate's suggestions that the committee decides to accept with the committees own suggested and other nominated reviewers. The final list of reviewers is communicated to the Dean and the Office of the Provost. . The Dean shall forward a list of suggested evaluators to the Office of the Provost. This list shall indicate who suggested the name and which of the individuals on the list were asked to submit evaluations. All the potential reviewers, not just those actually asked to submit evaluations, should be included on this list. The committee reviews this list with the candidate to identify an persons whom the candidate feels may provide a biased evaluation. The Committee may modify the list based on the candidates objections.

b. The final list of reviewers is communicated to the Dean. The Dean shall forward a list of suggested evaluators to the Office of the Provost. This list shall indicate who suggested the name and which of the individuals on the list were asked to submit evaluations. All the potential reviewers, not just those actually asked to submit evaluations, should be included on this list.

. The Dean (or his the Dean's designee) contacts potential outside reviewers, initially by telephone or email and with follow-up letters to the reviewers. Typically, the outside reviewer is asked to review one or more specific pieces of scholarship, and to comment in writing on that scholarship, together with any other information that the reviewer possesses about the candidate, in connection with the candidate's suitability for promotion and expectations of his or her future performance. The outside reviewer might also be provided the entire package of a candidate's

**Commented [djc16]:** This paragraph is largely new – it is intended to promote the anonymity of outside reviewers while still protecting tenure candidates.

The law school's internal procedures call for the candidate to review a list of potential reviewers for potential bias before the reviews are made; the 2015 change ensures that the nominee list will be twice as large as the final list, decreasing the danger that an outside reviewer will be identifiable to the candidate.

**Commented [djc17]:** The law school's prior version of these bylaws called for the FINAL list of potential reviewers to be shared with the candidate. We deleted this provision, since sharing the final, pared-down list of referees with the candidate tends to undermine anonymity. Candidate review now happens in paragraph B above, and the list of potential reviewers must include at least twice as many names as will be included on the final list.

**Commented [djc18]:** Removed gender-specific language. No substantive change.

scholarship and asked for comments on the package as a whole.

1) The Dean or the Dean's designee shall ensure compliance with the University Guidelines which provide that the letters solicited from outside reviewers are confidential to the extent permitted by law, and that this should be made clear to all referees. Referees should be informed that candidates will be shown a carefully redacted version of their review letter, and that the Dean or Dean's designee will exercise due diligence to preserve the referee's anonymity to the maximum extent practicable.

2) The Promotion and Tenure Committee meets to review the candidate's scholarship before receiving and reviewing the letters from outside reviewers. The purpose is to permit the committee to develop its own opinion as to the candidate's scholarship independent of the evaluations from outside reviewers. In advance of this meeting to review the candidate's scholarship the Chair invites interested law faculty to review the candidate's scholarship and submit written evaluations for the committee's consideration. The committee's independent consideration of the candidate's scholarship incorporates the written views of faculty. The Chair summarizes the committee's reactions. The committee reviews the candidate's scholarship again when it examines the outside letters.

3. The committee also reviews the candidate's teaching based on past annual reviews, student evaluations, and faculty class visit memoranda. The Chair summarizes the committee's views concerning the candidate's teaching. The committee also reviews the candidate's service, and the Chair summarizes the committee's views on this issue.

a. The Chair asks all members of the committee to visit as many classes of the candidate as possible. In addition, the Chair circulates a memorandum to the faculty as a whole inviting them to visit as many classes of the candidate as possible. The Chair, in consultation with the committee, may request specific faculty members who are not on the committee to visit the candidate's classes. This is particularly appropriate for members of the faculty who have expertise in the candidate's fields. Each class visitor is asked to complete a written memorandum which is given to the Chair and circulated to the members of the committee. The University Guidelines provide that these memoranda are confidential "to the extent permitted by law." However, class visitors are encouraged to share their memoranda with the candidate.

b. The committee also reviews student evaluations. These should be all of the student evaluations pertaining to the candidate's classes, going back to the candidate's initial appointment year. From time to time, candidates for promotion also hold teaching positions at other schools within the university. Customarily, the Promotion and Tenure Committee has requested student evaluations from these other areas of the university. However, it is not customary for the members of the Promotion and Tenure Committee to visit classes outside the law school. From time to time candidates for promotion have taught at other law schools, either while on leave or prior to coming to Case. It is customary for the committee to obtain student

evaluation from these other law schools.  However, it is important for the Chair to determine how student evaluations are obtained and what use they are put to in  these other areas of the university or at other schools, and to communicate this information to the committee to assist  in reviewing the evaluations.

       c. In accordance with the University Guidelines, the Promotion and Tenure Committee will endeavor to obtain teaching assessments from former students who have taken courses from the candidate.

       4.  The Chair asks each member of the committee to review the class visit memoranda, the student evaluations, the candidate's annotated curriculum vitae, and the candidate's scholarship.  In addition, the University Faculty Handbook states that the faculty Promotion and Tenure Committee shall review the annual evaluations completed at the end of the third pre-tenure year.

       5.   By the end of October, the Chair should prepare a draft of the committee's views on the candidate's scholarship, teaching and service.  The committee then reviews this draft and revises it.  The Chair shares the revised draft with the candidate, who is asked to correct any factual errors.  In addition, the Chair may provide the candidate with carefully redacted copies or summaries of the outside reviewers' letters in a fully de-identified format.  The the candidate may wish to respond to the comments of the committee, and/or to those of the outside reviewers, in writing.  These responses are included in the materials pertaining to the candidate's promotion that are given to the Dean.

> **Commented [djc20]:** Additional language added to require that outside letters are fully de-identified to preserve anonymity.

       6. The Promotion and Tenure Committee then votes on whether or not to recommend the candidate's promotion to associate professor.  The committee's decision is determined by majority vote

       7.  The Chair places copies of the candidate's annotated C.V., student evaluations and scholarship at several secretarial stations for review by the members of the faculty.

       8. All members of the faculty who are entitled to vote on the promotion meet to consider it.  According to Article 3 of the Faculty By-Laws, "this consists of only those faculty who rank equal to or senior to the rank to which the individual is being promoted."  Thus, in the case of promotion to associate professor, tenured faculty with the rank of associate professor without tenure are entitled to vote.   Article 5.4 of the Faculty By-Laws provides that "a secret ballot shall be required on all personnel matters, including appointments, reappointments promotions, and grants of tenure."

       9.  Following the faculty's vote, the faculty's recommendation is communicated to the Dean.  The Dean then prepares the Dean's recommendation to the Provost, which accompanies the faculty's recommendation and includes the Promotion and Tenure Committee's report and associated supporting materials.

B.  Promotion to Full Professor with Tenure

        1.  Section 9.8 of the Faculty  By-Laws states that each faculty member shall be considered for tenure no later than six years after the effective date of his or her initial appointment.  The 1986 Promotion and Tenure Memorandum similarly states that "the normal pre-tenure period is six years, unless the letter of appointment provides otherwise.  This means that a candidate will normally be considered for tenure and promotion to full professor in the fall following the completion of his or her fifth year of service."

        2.  The University Faculty Handbook permits pre-tenure extensions:

            a.  "[F]or up to three years of extension for exceptionally worthy candidates in the event of unusual constraints in the University, or part of parts thereof which would prevent tenure awarded at the end of the normal period.""

            b.  "[F]or the purpose of compensating special earlier circumstances disadvantageous to a candidate's tenure consideration."  The Handbook adds that "such circumstances might include serious illness, family emergency, maternity, or extraordinary teaching or administrative assignments."

            c. Upon written request by the faculty member within one year after each live birth or after each adoption, an extension of up to one year of the pre-tenure period shall be granted by the provost to any faculty member who will be the primary care giving parent.

            b. Extensions under a. and b. above must be approved by the faculty and the university.  The Faculty Handbook states that except for extensions under c. above, no more than three years of extensions may be granted in the period before tenure, meaning that, generally, at the latest, a faculty member would be considered in his or her ninth year after appointment.

        3.  The written standards for outside reviewers are also the same as the standards for promotion to associate professor.

        4.  The procedures for the Promotion and Tenure Committee's consideration of a candidate's candidacy for promotion to full professor with tenure are essentially the same as those for consideration to promotion to associate professor.

        5. The process of voting at the faculty level is also the same, except that only tenured faculty are entitled to vote on promotion with tenure.

C.  Annual Reviews

        1.  In accordance with the University Faculty Handbook (Chapter 3(I)(F)(5)), the Dean shall ensure that all full-time faculty members receive an annual review.  The Dean shall

provide a written summary of the annual review to the faculty member.

2. Annual reviews of full-time, non-tenured members of the faculty typically are also conducted by the Promotion and Tenure Committee. In the first year of their appointment, this review is conducted in the spring semester. In subsequent years, the review process begins in the fall semester and continues through the spring of the academic year before the faculty member is considered for tenure, if applicable, or in the case of non-tenure track faculty, until they are promoted to the rank of Professor.

a. At the beginning of the annual review process the Chair of the Promotion and Tenure Committee sends a memo to each faculty member being evaluated and explains the process of the evaluation. The memorandum is accompanied by a form, a copy of which is attached, that the faculty member being evaluated is asked to complete and return to the Chair. The form asks about the faculty member's teaching, scholarship and service. The faculty member is asked to provide this information along with copies of any publications by a date certain. The candidate is invited, but not required, to share with the Promotion and Tenure Committee drafts of any works in progress or manuscripts that have been submitted but not yet accepted for publication. All manuscripts that have been accepted for publication, or that have been published, must be provided to the committee and form part of its review.

b. As the review gets underway, the Chair sends a memorandum to the faculty as a whole, stating that individuals may be asked specifically to visit a faculty member's class for purposes of the annual review, and inviting all other faculty members to visit the classes if they wish. The memo also asks those faculty who visit classes to make a written report of their visit and give it to the Chair.

c. There should be at least three class visits, including visits by a non-member of the committee. The Chair asks all members of the committee to try to visit at least one class of the faculty member being reviewed.

d. The Chair appoints an individual on the committee to be responsible for coordinating class visits by faculty members who are not on the committee. This member of the committee is responsible for making sure that the non-members of the Promotion and Tenure Committee who have been asked to visit classes complete their class visits and turn in their written evaluations in a timely manner.

e. Class visits should be completed shortly after spring break, and evaluations forwarded promptly to the Chair. The Chair circulates the written evaluations to all members of the committee. In addition, the Chair obtains and circulates photocopies of the student evaluations for the faculty member being evaluated from the previous spring and fall.

f. Once the members of the Promotion and Tenure Committee have had an opportunity to review the materials pertinent to the annual review, consisting of class visits, memos, student evaluations, the faculty member's information supplied in response to the

Chair's form, and any manuscripts or published papers, the committee meets and discusses the faculty member's performance. The committee also reviews past annual reviews prior to this meeting, to ensure that the faculty member receives consistent advice despite changing committee membership. At the meeting, the Chair takes notes summarizing the committee's deliberations, and then prepares a draft memorandum summarizing the committee's conclusions and recommendations. This draft is shared with the members of the committee and revised based on their written comments, and if necessary, after further discussion at a subsequent committee meeting.

       g. The final committee report is shared with the faculty member being evaluated. The faculty member is invited to meet with the full committee to discuss the annual evaluation.

       h. The Promotion and Tenure Committee shall send its annual evaluations to the office of the Provost by the end of May.

V.    <u>SABBATICALS</u>

    A. In accordance with Chapter 3, Part One, Section II.A. of the University Faculty Handbook, the Promotion and Tenure Committee shall review and make recommendations to the Dean regarding a faculty member's request for sabbatical leave.

VI.    <u>PROMOTION AND REAPPOINTMENT PROCESS FOR CLINICAL AND NON-TENURE TRACK LAWYERING SKILLS FACULTY</u>.

    A. The Policies and Procedures for Clinical Faculty and non-tenure track Lawyering Skills Faculty attached to the By-Laws of the Faculty of Law as Appendices B and C, respectively, provide for annual reviews and the standards for review of these faculty for promotion and reappointment. The Promotion and Tenure Committee, augmented as required in those standards, is charged with performing the necessary committee review in such cases and to make recommendations to the Faculty. To the extent that the standards for review of Clinical Faculty (Appendix B) are applicable to tenure track clinical faculty, the Promotion and Tenure Committee applies those standards to tenure track clinical faculty in addition to the standards for review of the candidate's scholarship described above.

    B. As described more fully below, review for a promotion decision for such faculty should include the following: Candidate Dossier, Formal Written Evaluation by Faculty in the candidate's track that are senior to the candidate, and Review by the Promotion and Tenure Committee. In the case of tenure track clinical faculty candidates for promotion, the material described below is provided in addition to the requirements for review of the candidate's scholarship applicable to all tenure track candidates described above.

       1. Candidate Dossier

a. The candidate should submit to the Promotion and Tenure Committee a full C.V. including all teaching and professional activities, any publications and unsolicited letters of support, testimonials or reviews.

b. It is not the intention of the faculty that the candidate solicit outside letters for the promotion process.

2. Formal Written Evaluation by Senior Faculty in the candidate's track.

a. A committee composed of all members of the faculty in the candidate's track who are senior to the candidate will provide the Promotion and Tenure Committee with a formal written evaluation of the candidate.

b. This evaluation will address the candidate's performance using all of the standards applicable to the candidate. The senior faculty will observe the candidate's teaching, review the candidate's teaching materials, and in the case of Clinical Faculty, selected case files, and discuss with the candidate his or her activities. The report will reflect any minority views or specific issues raised by any of the senior faculty.

3. Review by Promotion and Tenure Committee

a. The Promotion and Tenure Committee will review the candidate dossier, the evaluation by senior faculty in the candidate's track, and all annual review reports previously completed by the Promotion and Tenure Committee. In addition, the Promotion and Tenure Committee will independently review the candidate's Teaching Effectiveness and in the case of Clinical Faculty, competence as a lawyer.

b. The Promotion and Tenure Committee will visit the candidate's classes. The committee will also review student evaluations.

c. In the case of Clinical Faculty, the Promotion and Tenure Committee, or a sub-committee of the Promotion and Tenure Committee, including the clinician member of the committee, will meet the candidate to discuss three cases the candidate has chosen. These case files will be accessible for committee review prior to the discussion meeting. The cases chosen by the candidate should reflect the range of his or her practice and supervision within the clinic.

d. In the case of Clinical and Lawyering Skills Faculty, the Committee or sub-committee will also review video-tape(s) of at least one supervision or one-on-one instructional sessions(s) provided by the candidate.

e. The Promotion and Tenure Committee will prepare a draft report of the committee's views. The Chair will share the draft with the candidate, who is asked to correct any misstatement. In addition, the candidate may wish to respond to the report of the committee. The augmented Promotion and Tenure Committee will prepare a final report and then vote on

whether or not to recommend the candidate's promotion. The committee's decision is determined by the majority vote.

          d. The Chair will place copies of the candidate's C.V. and student evaluations at several secretarial stations for review by members of the faculty. In addition, each faculty member entitled to vote on the promotion will be sent a confidential copy of the Promotion and Tenure Committee's recommendation and report, together with class visit memoranda. The committee will also include the candidate's written responses to the report, if any.

          4. All members of the faculty entitled to vote as provided in Article 3.1-3.5 of the By-Laws of the Faculty of Law will meet to consider it. As required by Article 5.3, a secret ballot shall be required on all promotions.

          5. Following the faculty's vote, the faculty's recommendation will be communicated to the Dean. The Dean will then prepare his own recommendation to the Provost, which will accompany the faculty's recommendation, and will include the Promotion and Tenure Committee's report and associated supporting materials.

    C. As described more fully below, review for a reappointment decision for non-tenure track Clinical or Lawyering Skills Faculty at the rank of Professor, should include the following: Candidate Dossier; the last two annual reports to the Deans, together with the Deans' written comments following their meetings; copies of the candidate's most recent student evaluations; a Certification or Report from other Professors in the candidate's track who are equal in rank to the candidate; and Review by the Promotion and Tenure Committee.

       1. Candidate Dossier

          a. The candidate should submit to the Promotion and Tenure Committee a full C.V. including all teaching and professional activities, any publications and unsolicited letters of support, testimonials or reviews.

          b. It is not the intention of the faculty that the candidate solicit outside letters for the reappointment process.

       2. Certification or Report by other Professors in the candidate's track.

          a. The other Professors in the candidate's track who are equal in rank to the candidate shall submit an evaluation that addresses whether the candidate continues to meet the applicable standards identified in the Policies and Procedures.

          b. If the other Professors in the candidate's track believe the candidate continues to meet the applicable standards, the evaluation referred to in the previous paragraph shall consist of a brief "Certification" to that effect. .

c. If the other Professors in the candidate's track believe the candidate no longer continues to meet the applicable standards, no "Certification" shall be submitted.  In that case, the Professors in the candidate's track shall submit a report to the Promotion and Tenure Committee which addresses the issues presented.  The report will reflect any minority views or specific issues raised.

3.  Review by Promotion and Tenure Committee

a. The Promotion and Tenure Committee will review the candidate dossier, the Certification or Report by senior faculty in the candidate's track, the previous two annual reports to the Deans, together with the Deans' written comments following their meetings with the candidate, and copies of the candidate's most recent student evaluations.   Absent a showing of good cause for a more substantial review of the candidate for retention, the committee's recommendation of[23] renewal at the rank of Professor shall be presumptive.  If, upon a finding of good cause, the Promotion and Tenure Committee deems it appropriate to conduct a more substantial retention review, the Promotion and Tenure Committee shall follow such procedures as it deems appropriate to address any issues presented.

b. The Promotion and Tenure Committee will prepare a draft report of the committee's views.  The Chair will share the draft with the candidate, who is asked to correct any misstatement.  In addition, the candidate may wish to respond to the report of the committee.  The augmented Promotion and Tenure Committee will prepare a final report and then vote on whether or not to recommend the candidate's retention. The committee's decision is determined by the majority vote.

c. The Chair will place copies of the candidate's C.V. and student evaluations at several secretarial stations for review by members of the faculty.  In addition, each faculty member entitled to vote on the retention will be sent a confidential copy of the Promotion and Tenure committee's recommendation and report.  The committee will also include the candidate's written responses to the report, if any.

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[23] Amended May 23, 2016 at the suggestion of the University General Counsel's office and the central university bylaws committee.  No substantive change intended.

4. All members of the faculty entitled to vote as provided in Article 3.1-3.5 of the By-Laws of the Faculty of Law will meet to consider it. As required by Article 5.3, a secret ballot shall be required on all reappointments.

5. Following the faculty's vote, the faculty's recommendation will be communicated to the Dean. The Dean will then prepare his own recommendation to the Provost, which will accompany the faculty's recommendation, and will include the Promotion and Tenure Committee's report and associated supporting materials.

VII. PROMOTION AND REAPPOINTMENT PROCESS FOR NON-TENURE TRACK FACULTY OTHER THAN CLINICAL OR LAWYERING SKILLS FACULTY.

A. Any non-tenure track faculty member who is eligible for promotion or reappointment at the end of the current appointment term, but who is not subject to the standards established for Clinical or Lawyering Skills Faculty attached to the By-Laws as Appendices B and C, shall be reviewed in accordance with this section VII. ~~The Promotion~~The Promotion and Tenure Committee, augmented as required by Section 9.8 of the By-Laws shall conduct a review as provided in C below and shall make recommendations to the Faculty and the administration concerning whether the candidate should be promoted or reappointed.

B. The criteria for reappointment or promotion shall include the following as appropriate according to the terms of the initial appointment:

1. In General. Depending upon the terms of the initial appointment, the standards for reappointment or promotion will involve a review of the candidate's performance in two out of three of the following: teaching, scholarship and institutional service.

2. Teaching Effectiveness. If required by the terms of the initial appointment, non-tenure track faculty members should demonstrate steady progress toward becoming effective teachers.

3. Service to the University, the Profession and the Community. If required by the terms of the initial appointment, non-tenure track faculty members will be called upon from time to time to engage in service to the Law School or University, for example in administrative or committee work. In addition, they may be asked to engage in public service, for example in organizing or appearing in continuing legal education programs, programs presented to non-lawyer community or educational groups, and service in other community groups such as boards of directors or legal bodies. Non-tenure track faculty are expected to perform such services satisfactorily.

Any non-tenure track faculty member whose primary appointment is as an administrator and who holds a faculty appointment must also perform his or her administrative functions to the satisfaction of the Dean as a prerequisite to reappointment or promotion, regardless of that faculty member's teaching effectiveness or other institutional service.

4. Scholarship. If required by the terms of the initial appointment, the scholarship of non-tenure track faculty members must reflect substantial research, a thorough understanding of the subject, and an insight into the issues and problems that contribute substantially to available knowledge.

C. Review for a promotion or reappointment decision for such faculty should include the following: Candidate Dossier, and Review by the Promotion and Tenure Committee.

1. Candidate Dossier

a. The candidate should submit to the Promotion and Tenure Committee a full C.V. including all teaching and professional activities, any publications and unsolicited letters of support, testimonials or reviews.

b. It is not the intention of the faculty that the candidate solicit outside letters for the promotion or retention processes.

2. Review by Promotion and Tenure Committee

a. The Promotion and Tenure Committee will review the candidate dossier, and all annual review reports previously completed by the Deans and the Promotion and Tenure Committee. In addition, the Promotion and Tenure Committee will independently review those aspects of the candidate's teaching, research and scholarship, or service to the Law School and University that are required under the candidate's non-tenure track appointment. b. If appropriate, the Promotion and Tenure Committee will visit the candidate's classes. The committee will also review student evaluations.

b. The Promotion and Tenure Committee will prepare a draft report of the committee's views. The Chair will share the draft with the candidate, who is asked to correct any misstatement. In addition, the candidate may wish to respond to the report of the committee. The Promotion and Tenure Committee will prepare a final report and then vote on whether or not to recommend the candidate's promotion or retention. The committee's decision is determined by the majority vote.

c. The Chair will place copies of the candidate's C.V. and student evaluations at several secretarial stations for review by members of the faculty. In addition, each faculty member entitled to vote on the promotion or retention will be sent a confidential copy of the Promotion and Tenure committee's recommendation and report, together with class visit memoranda. The committee will also include the candidate's written responses to the report, if any.

3. All members of the faculty entitled to vote as provided in Article 3.1-3.5 of the By-Laws of the Faculty of Law will meet to consider it. As required by Article 5.3, a secret ballot shall be required on all promotions or retentions for non-tenure track faculty.

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4. Following the faculty's vote, the faculty's recommendation will be communicated to the Dean. The Dean will then prepare his own recommendation to the Provost, which will accompany the faculty's recommendation, and will include the Promotion and Tenure Committee's report and associated supporting materials. If the candidate is promoted or retained, a new appointment shall be issued for the term recommended and approved by the Provost. If the candidate is not promoted or retained, the candidate's appointment shall be terminated in accordance with the notice procedures for non-renewal of term appointments set forth in the Faculty Handbook (Chapter 3, Part One, I, K.)

**APPENDIX B**

**Policies and Procedures for Faculty Whose Primary Appointments Are In the Clinical Program**

**School of Law**
**Case Western Reserve University**

I.      Introduction

        The faculty of law consists of the President of the University or his or her designee and all persons who hold full-time appointments in the School of Law and who have the rank of professor, associate professor, assistant professor, or instructor. These policies and procedures outline the rights and responsibilities of Case Western Reserve University School of Law l faculty whose primary appointments are in the clinical program at the law school, whether tenured, tenure track, or non-tenure track (referred to herein as "clinical faculty") and whose voting privileges are set forth in Sections 3.2 and 3.4 of the Law School by-laws.  They encompass the process for hiring, evaluating, and promoting these faculty.

        Nothing in these policies and procedures limits the inherent right of the faculty to control the content and approach of the clinical program.

II.     Obligations of the Clinical Faculty

        In general, the obligations of the non-tenure track clinical faculty to the institution are teaching and institutional service.  In general, the obligations of the tenured or tenure track clinical faculty are teaching, institutional service, and research and scholarship.

III.    Specifications of Rank and Title

        A.      The following titles shall be applied to clinical faculty appointments: "Assistant Professor," "Associate Professor," and "Professor." Professor is the most

senior title, followed in descending order by Associate Professor and Assistant Professor.

      B.     <u>Assistant Professor</u>.  The title "Assistant Professor" applies to a member of the clinical faculty who is without significant teaching, practice, scholarship (if applicable) or other relevant experience, but who shows the capacity to be able to meet the applicable standards for promotion to the title of clinical professor.

      C.     <u>Associate Professor.</u>  The title "Associate Professor" applies to a member of the clinical faculty who through prior teaching experience as an assistant, or through other practice, scholarship (if applicable), or relevant experience, demonstrates strong and improving performance and substantial progress toward meeting the applicable standards for promotion to the title of clinical professor.

      D.     <u>Professor</u>.    The title, "Professor", applies to a clinical faculty member who possesses a) an expert knowledge of his or her field; b) effective teaching skills; c) for clinical faculty on the tenure track, a documented national or international reputation for sustained scholarship in the candidate's discipline; d) a willingness to assume a fair share of institutional administrative and service tasks; and e) a commitment to continuing development of his or her academic competence, teaching effectiveness, research and scholarship (if applicable) and contribution to the academic objectives of the clinical program, the School of Law and the University.

IV.    <u>Procedures for Appointment, Evaluation, Reappointment and Promotion.</u>

      A.     <u>Hiring.</u> Appointment as a Visiting Clinical Professor may be made by the Dean for up to one year, and may be renewed by the Dean for not more than two additional years. All other hiring decisions shall be implemented by the Dean

pursuant to a recommendation by the Appointments Committee, and a majority vote of the faculty entitled to vote on the issue. For the sole purpose of considering a candidate for appointment to the clinical faculty, one member of the Appointments Committee shall be a member of the Clinical Faculty.

B.  Reappointment and Promotion Decisions. The Promotion and Tenure Committee has responsibility for making recommendations to the Dean and the Faculty regarding promotion and reappointment of clinical faculty in accordance with the By-laws of the Faculty, Appendix A to those By-laws and these policies and procedures. All reappointment and promotion decisions shall be made pursuant to a majority vote in favor of the candidate by the faculty members entitled to vote following review by the Promotion and Tenure Committee. For the purpose of considering a member of the clinical faculty for promotion or reappointment, at least one member of the Promotion and Tenure Committee shall be a member of the Clinical Faculty who shall hold a title which is equal to or senior to the rank of the candidate under consideration.

C.  Persons Entitled to Vote Regarding Clinical Faculty Personnel Matters.  Subject to Section 3.4(5) of the Law School's bylaws, A any member of the tenure track Faculty shall be entitled to vote on initial appointments, reappointments, promotions or terminations regarding non-tenure track clinical faculty. Any member of the tenure track Faculty who holds a title which is equal to or senior to the rank of the candidate in question, may vote on initial appointments, reappointments, promotions or terminations of tenure track clinical faculty. In addition, non-tenure track clinical faculty who have been granted voting privileges under the by-laws of the faculty of law with titles equal to or senior to the title of the candidate under consideration shall be entitled to vote on such matters regarding both tenure track and non-tenure track clinical initial appointments, reappointments, promotions or terminations.

D.  Non-Tenure Track Clinical Faculty Appointments as Assistant

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<u>Professor</u>

A non-tenure track clinical faculty candidate appointed as Assistant Professor shall be eligible to receive two consecutive one (1) year appointments, followed by a three (3) year appointment. If the reappointment is not made, employment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

At the end of the three (3) year appointment, if the candidate is not promoted to Associate Professor, employment shall terminate, subject to the notice provisions in the University Faculty Handbook.

E.    <u>Non-Tenure Track Clinical Faculty Promotion to Associate Professor</u>

Review for promotion to Associate Professor shall be done by the Promotion and Tenure Committee in the spring of the faculty member's fourth year, which shall transmit its recommendation to the faculty for a vote.

If a candidate is not promoted, that candidate's employment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

Promotion to Associate Professor results in an appointment for a five (5) year term. At the end of the five (5) year term, if an Associate does not meet standards for promotion to Professor and is not promoted, employment shall terminate, subject to the notice provisions in the University Faculty Handbook.

F.    <u>Non-Tenure Track Clinical Faculty Promotion to Professor</u>

Review for promotion to Professor shall be done by the Promotion and Tenure Committee in the spring of the faculty member's ninth year, which shall transmit its recommendation to the Faculty for a vote.

If the candidate is not promoted, that candidate's employment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

Promotion to Professor results in an appointment for a five (5) year term,

with renewals for subsequent five (5) year terms as specified in V.

G.    Tenure Track Clinical Faculty Appointments and Promotions

The terms of tenure track clinical faculty appointments, reappointments, promotions and terminations shall be governed by the policies and procedures regarding other tenure track faculty at the Law School.  Those policies and procedures are memorialized in Appendix A to the By-laws of the Faculty of Law as well as the University Faculty Handbook.  As with other tenure track faculty, the pre-tenure period for tenure track clinical faculty is normally six years, subject to certain extensions which may be available as stated therein.  Clinical faculty candidates on the tenure track normally will be considered for promotion from Assistant Professor to Associate Professor at the end of his or her second year of service.  Clinical faculty candidates on the tenure track normally will be considered for promotion from Associate Professor to Full Professor with tenure at the end of his or her fifth year of service.

H.    Notwithstanding any of the provisions in this section IV., if a non-tenure track clinical faculty member is supported by short-term grants, the School of Law may condition the continuation of employment on continued receipt or renewal of such grants.


V.    Renewal of Non-Tenure Track Clinical Professorial Appointments.

In the spring of the fourth (4th) year of a five (5) year appointment as a non-tenure track Professor, the Promotion and Tenure Committee shall review the candidate's performance to ensure that the standards for appointment as a non-tenure track Professor continue to be met and shall make a recommendation to the faculty. The faculty shall meet to vote on the recommendation, and reappointment shall occur upon a majority vote in favor of reappointment by the faculty members entitled to vote on such matters. If, following a valid faculty vote, the reappointment is not made, termination of employment would occur at the end of the current five

(5) year appointment, subject to the notice provisions in the University Faculty Handbook.

VI.    Periodic Evaluations

In addition to evaluations for promotion and reappointment, all clinical faculty members at the titles of Assistant and Associate Professor shall be given an annual performance evaluation by the Promotion and Tenure Committee for the purpose of assisting the candidate in achieving levels of performance sufficient to warrant promotion to the next level of appointment.

VII. Procedures for Termination of Employment.

Any clinical faculty appointment may be terminated: 1) for just cause as defined in the Faculty Handbook Chapter 3, Part One, Section I.E.3.; 2) for serious failure to meet the continuing performance obligations set forth in Item XI. below; or 3) pursuant to a Faculty vote pertaining to reduction in staff as set forth in Item VIII below.

If the Dean or a majority of the voting faculty determines that mid-term termination of employment should be considered, the matter shall be referred to the Promotion and Tenure Committee for review and recommendation to the Faculty.

Following receipt of the recommendation of the Promotion and Tenure Committee if, in a valid faculty vote, a majority of faculty members entitled to vote on such matters finds that sufficient cause exists for termination, the candidate's employment shall be terminated, in accordance with, and subject to the notice provisions in the University Faculty Handbook.

VIII.    Termination or Substantial Modification of the Clinical Program.

If the clinical program is terminated or substantially modified by the Faculty

in a way that requires a reduction in the need for clinical faculty who teach in the clinical program, a member of the clinical faculty may be terminated regardless of years of service or title, in accordance with, and subject to the notice provisions in the University Faculty Handbook.

If a majority of persons entitled to vote on such matters approve a reduction in clinical faculty size, the reduction shall be accomplished in order of ascending title (i.e. lowest title first) or in order of years of service within a title (i.e. least years of service first).

IX.    General Standards of Performance Applicable to Tenure-Track or Non-Tenure-Track Clinical Faculty.

A.    In General.  Standards for reappointment and promotion for all clinical faculty require effective teaching and institutional service.  In addition, for tenure track clinical faculty, reappointment and promotion require sufficient research and scholarship as described in Appendix A to the By-laws of the Faculty of Law.

B.    Teaching Effectiveness. Teaching ability is the primary factor to be considered in evaluating non-tenure track clinical faculty for hiring, retention and promotion. Teaching ability is an equally important factor, along with research and scholarship, for tenured or tenure track clinical faculty. All Clinical faculty should demonstrate steady progress toward becoming effective teachers in the clinical program. Any clinical faculty member whose primary appointment is as an administrator and who holds a clinical faculty appointment must also perform his or her administrative functions to the satisfaction of the Dean as a prerequisite to ~~reappointment  or~~reappointment or promotion, regardless of that clinical faculty member's teaching effectiveness or other institutional service.

C.    Service to the University, the Profession and the Community.  Clinical faculty, like other members of the Faculty, will be called upon from time to time to

engage in service to the Law School or University, for example in administrative or committee work. In addition, they may be asked to engage in public service, for example in organizing or appearing in continuing legal education programs, programs presented to non-lawyer community or educational groups, and service in other community groups such as boards of directors or legal bodies. Clinical faculty are expected to perform such services satisfactorily.

Extraordinary performance of service is an important factor in promotion decisions for non-tenure track clinical faculty. Extraordinary performance of service, however, will not justify promotion or reappointment if a clinical faculty member has not demonstrated effective teaching ability, or in the case of tenure track faculty, the required research and scholarship.

D.     Capacity to collaborate with Colleagues.  A candidate for reappointment or promotion in the clinical program shall demonstrate that he or she can work well with colleagues and has the inclination to continue to do so.

X.     Additional Standards of Performance in the Clinical Program for All Clinical Faculty.

In addition to the general standards stated above in Item IX., the following standards are applicable to all clinical faculty, whether tenured, tenure track, or non-tenure track.  In the evaluation process, due consideration shall be given to client confidentiality and the likelihood that in the course of representing clients, clinical faculty may be required to vigorously espouse contentious positions with other counsel or the bench.

A.      Clinical Teaching Effectiveness. Candidates for ~~reappointment andreappointment and~~reappointment and promotion should demonstrate steady progress towards excellence in achieving the goals of clinical teaching: to instill in students the habits of careful research, rigorous analysis, thorough preparation, good relations with clients and others, honest self-criticism, and the ability to learn from experience. Candidates who achieve the title of Clinical Professor should perform proficiently in both one-to-one supervision and clinical classroom teaching.

B.      Competence as a Lawyer. Because one of the goals of the clinical program is instruction in the lawyering skills and professional values needed by the practicing lawyer, the effective teacher must be a good lawyer. The following are criteria for determining the quality of lawyering. The list is not exhaustive:

1.      Knowledge of the Law. Clinicians should be knowledgeable in the fields of law in which they practice. They should be able to identify matters that are beyond their expertise and bring such matters to the client's attention.

2.      Legal skills. Clinicians should exhibit proficiency in a variety of skills, including:

        a.      Information gathering both from clients and others;

        b.      Legal research, analysis, and writing;

        c.      Strategy formation including client counseling;

        d.      Strategy execution including negotiation, trial advocacy and alternative dispute resolution;

        e.      Follow through, including keeping clients informed and maintaining good client relations; and

        f.      Practice management, including organization and control of the legal work and finances of the office. In evaluating a clinician's proficiency in practice management skills, due consideration should be given to the individual clinician's opportunities or lack thereof, for such things as case assignment, overall supervision of office procedures, and control of the office finances.

3.      Professional Values and Professional Responsibility.

Clinicians should evidence an appreciation of the professional values necessary to be a competent advocate and officer of the court. Clinicians also should be aware of ethical issues raised by practice and should take appropriate action to deal with these issues in a manner consistent with applicable ethical and legal standards.

C.    <u>Character.</u>   Clinicians should be intellectually and emotionally capable of rendering professional service to clients and of providing supervision to students.

D.    <u>Growth as a Lawyer.</u>  The clinical program is designed primarily to assist students in becoming competent practitioners. Competency as a practitioner is not learned at once but must be achieved and maintained throughout one's career. Growth as a practitioner is, therefore, a factor for consideration in retention and promotion decisions.

Growth may be demonstrated in a variety of ways: for example, by an intensive period of time spent practicing law with a firm or governmental agency during the summers or while on sabbatical; by representing clients in the clinic or through public or private consultation in cases that pose significant new challenges to the faculty member; or by teaching in participating programs such as institutes on trial advocacy. This requirement shall be interpreted reasonably in light of the opportunities that the school and program make available.

XI.    <u>Continuing Performance Obligations of All Clinical Faculty.</u>

Throughout the term of any clinical faculty member's appointment, the clinical faculty member is expected to continually improve his or her performance under the performance standards applicable to his or her appointment and articulated in these policies and procedures.

XII.    <u>Application to Incumbent Clinical Faculty.</u>

Clinical faculty who are employed by the Law School when these policies and procedures are adopted shall be evaluated and appointed to the title and contract term that are warranted under these policies and procedures, but no clinical faculty member shall receive a title or contract term less than that under which that clinical

faculty member is currently employed.

The employment of any clinical faculty member who is currently appointed based upon a grant from outside the University shall, in addition to all other standards contained in these policies and procedures, be subject to termination at the expiration of: a) the grant period, or b) the term of appointment in effect for that clinical faculty member at the time of adoption of these policies and procedures, whichever event occurs later.

XIII. <u>Transition of Clinical Faculty to the Tenure Track.</u>

The following provisions are intended to implement the faculty decision made March 5, 2008 that provided: 1) all new clinical faculty who are considered for initial permanent, full-time appointments at the Law School that would begin after March 5, 2008, shall be considered for the tenure track, and shall be appointed, promoted, reappointed and considered for tenure pursuant to these policies and procedures as to their teaching and service, but shall also be subject to the policies and procedures regarding research and scholarship applicable to other tenured or tenure track faculty at the Law School. The policies and procedures applicable to research and scholarship are memorialized in the By-Laws of the Faculty of Law and Appendix A to those By-Laws; and 2) clinical faculty who were employed by the Law School on March 5, 2008 as non-tenure track clinical faculty under these policies and procedures are eligible to apply for transition to the tenure track.

A. Access to Tenure Track for Clinicians Employed as of March 5, 2008.

To be appointed to a tenure-track position, full-time clinical faculty members employed by the Law School as of March 5, 2008 must successfully go through the faculty appointments process to assess their scholarly potential. This would include

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positive recommendations from the Faculty Appointments Committee to the faculty,
from the faculty to the Dean, and from the Dean to the Provost. Such a
recommendation would focus on teaching, service, practice, and scholarship.
Teaching, service and practice shall be governed by the policies and procedures stated
above generally applicable to all clinical faculty. Scholarship generally shall be
governed by the provisions of Appendix A to the By-Laws of the Faculty of Law,
applicable to other tenure track faculty.

1. **Evidence of Scholarly Potential** – As with nonclinical tenure-
track candidates, clinical faculty seeking a tenure-track appointment
must establish their strong interest in, and ~~substantial
potential~~substantial potential for, producing high quality scholarship
with reasonable regularity throughout their teaching career.

a. **Appointment on the Basis of Prior Articles**
Like candidates for nonclinical tenure-track positions, clinical
faculty members may request that prior articles be considered in
order to establish evidence of scholarly potential sufficient for
appointment to a tenure-track position.

b. **Release Time and Support for Writing**
To be appointed to the tenure track, non-tenure track clinical
faculty members employed by the Law School as ~~of March~~of
March 5, 2008, who have no prior publications or whose prior
publications do not establish an adequate basis for appointment
must produce an article demonstrating scholarly potential. Based

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upon their scholarly potential and progress, as determined by the

Dean, clinical faculty members in this position who declare their

intention to seek a tenure-track appointment may be released

from clinical obligations during the summer and may be given

research support, including research assistants and summer

research grants for no more than three years.

2.      Once a clinical faculty member is on the tenure track, that faculty

member will receive the same benefits, rights, and obligations as

nonclinical tenure-track faculty.

B.     Consideration of prior scholarship, rank and years to tenure at application

1.      As with nonclinical tenure-track faculty, a clinical tenure-track

faculty member may be given credit at the time of appointment for

scholarship previously produced.

2.      While working toward tenure, clinical tenure-track faculty

members may retain the rank and titles they earned at the law school

prior to being appointed to the tenure track.

C.     Choice to apply for tenure track

1.      Clinical faculty members must choose, within five years of June

30, 2008, whether to apply for a tenure-track position or retain long-term

contract status.

2.      Clinical faculty members who apply for, but do not receive, a

tenure- track position would retain long-term contract status.

3.    All full-time clinical faculty employed by the Law School as of

March 5, 2008 have the option to retain their previous non-tenure track

long-term contract status and not apply for a tenure-track position.


These policies and procedures were initially adopted by the Faculty of Law on April 16, 1997; additional changes to conform to Faculty Handbook and Bylaws changes adopted October 1, 2007; additional changes to provide for transition of clinical faculty from non-tenure track to the tenure track were adopted in September, 2009.

**Appendix C: Policies and Procedures for Lawyering Skills Faculty**
Case Western Reserve University School of Law

I.   *Introduction*

These policies and procedures outline the rights and responsibilities of the faculty of the Case Western Reserve University School of Law whose primary appointments involve teaching lawyering skills courses, ~~in the Case*Arc* Integrated Lawyering Skills Program or other parts of the curriculum, and who are~~ hereinafter referred to as the "lawyering skills faculty."  These policies and procedures describe the process for hiring, evaluating, promoting, reappointing and terminating members of the lawyering skills faculty.

Nothing in these policies and procedures limits the inherent right of the faculty to control the content and approach of the lawyering skills program.

*II. Obligations of the Lawyering Skills Faculty*

In general, the obligations of the non-tenure track lawyering skills faculty to the institution are teaching and institutional service.  The obligations of special lawyering skills faculty are teaching only.

*III.  Specifications of Rank and Title*

A. *Ranks and Titles*. Lawyering skills faculty shall be non-tenure track or special faculty, depending upon the terms of the appointment.  The following titles shall be applied to non-tenure track lawyering skills faculty appointments: "assistant professor of law," "associate professor of law," and "professor of law."  Professor is the most senior rank, followed in descending order by associate professor and assistant professor.  The following titles shall be applied to special lawyering skills faculty appointments:  "adjunct professor of lawyering skills" or "visiting

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professor of lawyering skills" depending on the nature of the appointment.  All non-tenure track lawyering skills faculty are senior to special lawyering skills faculty.

B.  *Assistant Professor*. The title "assistant professor of law" applies to a member of the non-tenure track lawyering skills faculty who is without significant teaching or other relevant experience, but who shows the capacity to meet standards for promotion to the rank of professor.

C. *Associate Professor*. The title "associate professor of law" applies to a member of the non-tenure track lawyering skills faculty who has prior teaching experience as an assistant professor or has other relevant experience, and who demonstrates strong performance and substantial progress toward meeting the standards for promotion to the rank of professor.

D. *Professor*. The title "professor of law" applies to a member of the non-tenure track lawyering skills faculty who possesses 1) an expert knowledge of his or her field, 2) effective teaching skills, 3) a willingness to assume a fair share of institutional administrative and service tasks, and 4) a commitment to continuing development of academic competence.

IV. *Procedures for Appointment, Evaluation, Reappointment, and Promotion*

A. *Hiring*. Appointment as a special faculty member in the lawyering skills program on either a full-time or part-time basis may be made by the Dean for up to one year, and may be renewed by the Dean for an additional year. In addition, under the provisions of paragraph IV.G. below, the Dean may appoint lawyering skills special faculty to additional or continuing terms. All hiring decisions of non-tenure track lawyering skills faculty shall be pursuant to a recommendation by the Appointments Committee and a majority vote of the faculty entitled to vote on the issue. For the sole purpose of considering a candidate for appointment to the non- tenure track lawyering skills faculty, one member of the Appointments Committee shall be a member of the non-tenure track lawyering skills faculty.

B. *Reappointment and Promotion Decisions*. The Promotion and Tenure Committee (or such other committee designated for this purpose) has responsibility for making recommendations to the faculty regarding promotion and reappointment of non-tenure track lawyering skills faculty in accordance with these policies and procedures.

All reappointment and promotion decisions shall be made pursuant to a majority vote by the faculty members entitled to vote, following review by the Promotion and Tenure Committee. For the sole purpose of considering a member of the non-tenure track lawyering skills faculty for promotion or reappointment, one member of the Promotion and Tenure Committee shall be a member of the non-tenure track lawyering skills faculty who holds a rank equal to or senior to the rank to which the non-tenure track lawyering skills faculty member under consideration is being reappointed or promoted.

C. *Persons Entitled to Vote Regarding Non-Tenure Track Lawyering Skills Faculty Personnel Matters*. Subject to the provisions of Section 3.4(7) of the Law School Bylaws, Aany member of the tenure-track faculty and any clinical faculty member shall be entitled to vote on initial appointments, reappointments, promotions, or terminations regarding lawyering skills faculty.  In addition, members of the non-tenure track lawyering skills faculty with ranks equal to or senior to the rank of the non-tenure track lawyering skills faculty member under consideration shall be entitled to vote on initial appointments, reappointments, promotions, or terminations regarding non-tenure track lawyernglawyering skills faculty.

D. *Lawyering Skills Faculty Appointment as Assistant Professor*. A lawyering skills faculty member appointed as assistant professor may receive two consecutive one (1) year appointments, followed by a three (3) year appointment, if the appointment is renewed before

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the end of the one (1) year or three (3) year appointment periods.

If reappointment is not made before the end of the one (1) year or three (3) year appointment periods, the appointment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

E. *Lawyering Skills Faculty Promotion to Associate Professor*. Promotion to associate professor in the lawyering skills program results in an appointment for a five (5) year term.

Review for promotion to associate professor in the lawyering skills program shall ordinarily be done in the spring of the lawyering skills faculty member's fourth year as assistant professor by the Promotion and Tenure Committee, which shall transmit its recommendation to the faculty for a vote.

If an assistant professor is not promoted to associate professor, that faculty member's appointment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

F. *Lawyering Skills Faculty Promotion to Professor*. Promotion to professor in the lawyering skills program results in an appointment for a five (5) year term, with possible renewals for subsequent five (5) year terms as specified in article V of these policies.

Review for promotion to professor in the lawyering skills program shall ordinarily be done in the spring of the faculty member's ninth year by the Promotion and Tenure Committee, which shall transmit its recommendation to the faculty for a vote.

If an associate professor in the lawyering skills program is not promoted to professor, that faculty member's appointment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

G. *Special Faculty Positions*. Notwithstanding any of the above provisions in this article

IV, the Dean, in consultation with the Appointments Committee and the full faculty, shall have flexibility to create continuing, special faculty positions in the lawyering skills program when doing so is in the best interests of the School of Law.

V. *Reappointments of Non-Tenure Track Appointments of Lawyering Skills Professors*

In the spring of the fourth year of a faculty member's five (5) year appointment as a non-tenure track professor in the lawyering skills program, the Promotion and Tenure Committee shall review the faculty member's performance to ensure that the standards for appointment as professor continue to be met, and the Committee shall make a recommendation to the faculty on renewal of ~~the  lawyering~~the lawyering skills faculty member's appointment. The faculty shall meet to vote on the recommendation, and reappointment shall occur upon a majority vote in favor of reappointment by the faculty members entitled to vote on such matters.

If a faculty member's appointment is not renewed before the end of the five (5) year appointment, the appointment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

VI. *Periodic Evaluations*

In addition to evaluations for promotion and renewal, all non-tenure track lawyering skills faculty members at the ranks of assistant professor and associate professor shall be given an annual performance evaluation by the Promotion and Tenure Committee for the purpose of assisting the faculty member in achieving levels of performance sufficient to warrant promotion to associate professor or professor, as appropriate. Evaluations of special lawyering skills faculty shall be done by the Dean or his designee as appropriate to the nature of the appointment, but shall occur not less than once per year.

VII. *Procedures for Termination of Appointment*

      Any lawyering skills faculty appointment may be terminated before the end of the current appointment period 1) for just cause as defined in the Faculty Handbook Chapter 3, Part One, Section I.E.3. and 2) for serious failure to meet the continuing performance obligations set forth in article X below; or 3) pursuant to a faculty vote pertaining to reduction in staff as set forth in article VIII below and pursuant to the applicable Faculty Handbook provisions.

      In the case of non-tenure track lawyering skills faculty, if the Dean or a majority of the voting faculty entitled to vote on appointments, reappointments and promotions of the individual in question determines that mid-term termination of appointment should be considered, the matter shall be referred to the Promotion and Tenure Committee for review and recommendation to the faculty. Following receipt of the recommendation of the Promotion and Tenure Committee if a majority of faculty members entitled to vote on such matters finds that sufficient cause exists for termination, the faculty member' s appointment shall be terminated, subject to the notice provisions in the University Faculty Handbook.

VIII. *Termination or Substantial Modification of the Lawyering Skills Program*

      If the lawyering skills program is terminated or substantially modified by the faculty in a way that requires a reduction in the need for lawyering skills faculty, any member of the lawyering skills faculty may be terminated regardless of years of service or rank, subject to the notice provisions in the University Faculty Handbook.

      If a majority of persons entitled to vote on such matters approves a reduction in lawyering skills faculty size, the reduction shall be accomplished in order of ascending rank (i.e., lowest rank first) or in order of years of service within a rank (i.e., least years of service first).

IX. *Standards of Performance: Lawyering Skills Faculty*

   A.  *In General*. Standards for reappointment and promotion of non-tenure track lawyering skills faculty require effective teaching and institutional service.  Standards for reappointment of special lawyering skills faculty require effective teaching.

   B. *Teaching Effectiveness*. Teaching ability is the primary factor to be considered in evaluating lawyering skills faculty for hiring, reappointment, and promotion. Lawyering skills faculty who are candidates for reappointment or promotion should demonstrate steady progress towards excellence in achieving the goals of teaching lawyering skills — to begin to instill in students the habits of competent and effective performance of the  lawyering skills taught in their courses, including to the extent  applicable: 1) clear exposition, careful research, rigorous analysis; 2) thorough preparation; 3) effective interviewing, fact gathering, counseling, negotiation and oral presentation; 4) written and oral examination and advocacy; and 4) honest self-criticism. Faculty members in the lawyering skills program should perform proficiently in one-to-one interaction, small group and classroom teaching.

   C. *Service to the University, the Profession, and the Community*. Non-tenure track lawyering skills faculty will be called upon to engage in service to the law school or University—for example, in administrative or committee work. In addition, they may be asked to engage in public service—for example, organizing or appearing in continuing legal education programs or programs presented to non-lawyer community or educational groups, and providing service in other community groups such as boards of directors or legal bodies. Lawyering skills faculty are expected to perform such services satisfactorily.

Extraordinary performance of service is an important factor in promotion or reappointment decisions, but it will not justify promotion or reappointment if a lawyering skills faculty member has not demonstrated effective teaching ability.

D. *Capacity to Collaborate with Colleagues*. A candidate for reappointment or promotion in the lawyering skills program shall demonstrate that he or she works well with colleagues, including the person or persons responsible for administering the lawyering skills program, and that he or she has the inclination to continue to do so.

X. *Continuing Performance Obligations*

Throughout the term of any lawyering skills faculty member's appointment, the lawyering skills faculty member is expected to continually improve his or her performance under the performance standards articulated in these policies and procedures.

XI. *Application to incumbent Legal Analysis and Writing Faculty*

Legal Analysis and Writing faculty who are employed as full-time non-tenure track faculty by the School of Law when these policies and procedures are adopted shall be evaluated and may be appointed to an initial three (3) year appointment term at a rank that is warranted under these policies and procedures; provided, that no Legal Analysis and Writing faculty member shall receive a rank or appointment term less than that under which that faculty member is currently employed. After the expiration of the initial three (3) year appointment, any such faculty member may be eligible for reappointment at the rank and for the appointment term provided under these policies and procedures.

**APPENDIX D**

POLICIES AND PROCEDURES FOR OTHER NON-TENURE TRACK FACULTY

School of Law, Case Western Reserve University

I. *Introduction*

These policies and procedures outline the rights and responsibilities of the non-tenure track faculty of the Case Western Reserve University School of Law whose primary appointments are not in the Clinical or the Case*Arc* Integrated Lawyering Skills Program. However, under the limited circumstances described below and for limited duration, a Professor from Practice may receive a primary appointment in the clinical program. These policies and procedures describe the process for hiring, evaluating, promoting, reappointing, and terminating members of such non-tenure track faculty. Nothing in these policies and procedures limits the inherent right of the faculty to control the content and approach of the program taught by non-tenure track faculty.

II. *Obligations of the Non-Tenure Track Faculty*

In general, the obligations of the non-tenure track faculty to the institution are teaching and institutional service.

III. *Specifications of Rank and Title*

A. Except as otherwise provided in Section III.B., non-tenure track faculty (other than Clinical and Lawyering Skills faculty) shall have the rank and title "Senior Instructor in Law."

B. *Professors from Practice.* Prominent and accomplished candidates who possess significant expertise or other valuable qualities obtained while engaged in at least 10 years of law practice may be appointed as "Professors from Practice," with the university rank of "Senior Instructor in Law." Professors from Practice may be appointed to teach any course in the law school curriculum for which they

are qualified.  Professors from Practice may be appointed or reappointed only under extraordinary circumstances. This type of appointment is an exception to the general policy that clinical faculty shall be appointed to positions on the tenure track.

IV. *Procedures for Appointment, Evaluation and Reappointment*

A. *Hiring*. All hiring decisions of non-tenure track faculty shall be pursuant to a recommendation by the Appointments Committee and a majority vote of the faculty entitled to vote on the issue.

B. *Reappointment Decisions*. The Promotion and Tenure Committee (or such other committee designated for this purpose) has responsibility for making recommendations to the faculty regarding reappointment of non-tenure track faculty in accordance with these policies and procedures. All reappointment decisions shall be made pursuant to a majority vote by the faculty members entitled to vote, following review by the Promotion and Tenure Committee.

C. *Persons Entitled to Vote Regarding Non-Tenure Track Faculty Personnel Matters*. Any member of the tenure-track faculty and any clinical and lawyering skills faculty member shall be entitled to vote on initial appointments, reappointments, or terminations regarding non- tenure track faculty.

D. *Initial Appointment*. A non-tenure track faculty member shall be appointed to a three (3) year term. If reappointment is not made before the end of the three (3) year appointment period, the appointment shall terminate at the end of the academic year following the end of the initial appointment term, subject to the notice provisions in the University Faculty Handbook.

E. *Reappointment*. Review for reappointment of a non-tenure track faculty member shall ordinarily be done by the Promotion and Tenure Committee during the third year of the non- tenure track faculty member's appointment. The Promotion and Tenure Committee shall transmit its recommendation to the faculty for a vote. The faculty shall meet to vote on the recommendation, and

reappointment shall occur upon a majority vote in favor of reappointment by the faculty members entitled to vote on such matters.  If a non-tenure track faculty member is not reappointed, that faculty member's appointment shall terminate at the end of the academic year following the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

V. *Periodic Evaluations*

In addition to evaluations for renewal, all non-tenure track faculty members shall be given an annual performance evaluation by the Promotion and Tenure Committee for the purpose of assisting the faculty member in achieving levels of performance sufficient to warrant reappointment.

VI. *Procedures for Termination of Appointment*

Any non-tenure track faculty appointment may be terminated before the end of the current appointment period: (1) for just cause as defined in the Faculty Handbook Chapter 3, Part One, Section I.E.3. and (2) for serious failure to meet the continuing performance obligations set forth in article VIII below.  In the case of non-tenure track faculty, if the Dean or a majority of the voting faculty entitled to vote on appointments and reappointments of the individual in question determines that mid-term termination of appointment should be considered, the matter shall be referred to the Promotion and Tenure Committee for review and recommendation to the faculty. Following receipt of the recommendation of the Promotion and Tenure Committee, if a majority of faculty members entitled to vote on such matters finds that sufficient cause exists for termination, the faculty member' s appointment shall be terminated, subject to the notice provisions in the University Faculty Handbook.

VII. *Standards of Performance for Non-Tenure Track Faculty*

A.      *In General*. Standards for reappointment of non-tenure track faculty require effective teaching and institutional service.

B.   *Teaching Effectiveness*. Teaching ability is the primary factor to be considered in evaluating non-tenure track faculty for appointment and reappointment. Non-tenure track faculty who are candidates for reappointment should demonstrate steady progress toward excellence in teaching.

C.   *Service to the University, the Profession, and the Community*. Non-tenure track faculty will be called upon to engage in service to the law school or University—for example, in administrative or committee work. In addition, they may be asked to engage in public service— for example, organizing or appearing in continuing legal education programs or programs presented to non-lawyer community or educational groups, and providing service in other community groups such as boards of directors or legal bodies. Non-tenure track faculty are expected to perform such services satisfactorily. Extraordinary performance of service is an important factor in reappointment decisions, but it will not justify reappointment if a non-tenure track faculty member has not demonstrated effective teaching ability.

VIII. *Continuing Performance Obligations*

Throughout the term of any non-tenure track faculty member's appointment, the faculty member is expected to continually improve his or her performance under the performance standards articulated in these policies and procedures.

ARTICLE 1:  PURPOSE

1.1  These By-Laws, and all amendments adopted as hereafter provided, shall constitute the rules governing the procedures of the Faculty of Law in the performance of its duties and powers specified in and authorized by the By-Laws of the Board of Trustees, the Constitution of the University Faculty, and the University Faculty Handbook.

ARTICLE 2:  THE FUNCTIONS OF THE FACULTY

2.1  Introduction.  The Faculty has primary responsibility for the selection of those individuals who constitute the tenured, tenure track, and non-tenure track Faculty.  The Faculty and the Administration have joint responsibility for implementation of plans for the law school.[2]  Since operations by the Administration may require modification of plans, the Faculty has a right to be kept informed of operations, and to be consulted on operational problems or decisions which may affect the overall operations or plans of the School.  Accordingly, the powers and responsibilities listed below do not constitute an exclusive list.

2.2  Recommendations on Policy.  The Faculty shall have the authority and responsibility to make recommendations to the Dean, for implementation within the Law School, or, where appropriate, for transmission to the President or to the Faculty Senate, with respect to policies governing:

    (1)    Faculty personnel matters, including standards of appointment, re-appointment, promotion, tenure, and termination;

    (2)    assignment of courses and Faculty workloads;

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[1] As originally adopted on June 4, 1973, and conformed to include all amendments made to date.  A footnote number at the end of a section or of a paragraph within a section indicates that the section or paragraph has been amended.  Explanatory comments are set forth in the footnotes.  Amendments which merely renumbered sections are not footnoted, nor are amendments to sections subsequently repealed.  This version is an exact copy of that prepared by then Secretary Hugh Ross which was headed "Current to January 1, 1986", except for some formatting changes, and except for the amendment of May 14, 1996 to 3.1.  This copy was last proof read against the Ross version on November 16, 1995. This revision was prepared to conform to changes in the University Faculty Handbook adopted in 2003.  Changes to the status of the Lawyering Skills Faculty were adopted by the Faculty of Law on October 1, 2007, and changes to add a budget committee, an experiential education committee, and allow Clinical Faculty to seek tenure-track appointments were adopted November 17, 2011.  Changes to grant voting rights to special faculty, allow them to serve on committees, and eliminate provisions in conflict with the Faculty Handbook were approved by the Faculty on September 30, 2015.  Changes added the title "Lecturer" to 3.3 were added on January 19, 2017.

[2] Amended by the Faculty on September 30, 2015 at request of Central UGC to clarify the meaning of "plans."

(3)      standards for curricula and content of courses and programs;

(4)      standards and facilities for research and scholarship;

(5)      requirements for admission and graduation;

(6)      the establishment or discontinuance of educational or service programs.

2.3   <u>Specific Functions</u>. The faculty shall have the authority and responsibility to:

(1)      make recommendations to the President and the Board of Trustees for the awarding of degrees in the ordinary course;

(2)      make recommendations to the President relative to appointment of a Dean of the Law School in accordance with Faculty Handbook procedures;[3]

(3)      make recommendations to the President for appointment of members of the Faculty. No person shall be appointed to the tenured, tenure track or non-tenure track Faculty by the University unless his or her appointment has been recommended by the affirmative vote of the faculty. This function may not be delegated.[4] Special Faculty may be appointed by the Dean or his designee as provided in the Faculty Handbook.

(4)      make recommendations to waive policies on requirements for admission or graduation in specific areas. This function may be delegated.

(5)      make recommendations to the Dean on the appointment of administrative officers, the formulation of the budget, and the allocation of the resources and facilities of the Law School, without limitation on the Dean's authority in any of the matters referred to in this paragraph 5.

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[3] Sections 2.3(2) and (3) were amended September 30, 2015 to add "in accordance with Faculty Handbook procedures."

[4] Amended April 22, 1981. The former section provided that no person shall be appointed unless the appointment is approved by the Faculty, incorrectly implying that it is the Faculty which appoints. Reference to Faculty Handbook incorporated on September 30, 2015.

ARTICLE 3:  MEMBERSHIPAND VOTING RIGHTS[5]

3.1     Tenured or tenure track faculty.  Tenured or tenure track faculty members, whether clinical faculty or non-clinical faculty, are those persons holding full-time academic appointments at the ranks of professor, associate professor, and assistant professor whose obligations to the Law School and the University include 1) teaching, 2) research and scholarship, and 3) service to the Law School and the University Community.  Non-clinical tenured or tenure track faculty shall be appointed, evaluated, reappointed and promoted in accordance with the procedures memorialized in Appendix A attached and incorporated by reference. Clinical tenured or tenure track faculty shall be appointed, evaluated, reappointed and promoted in accordance with the procedures memorialized in Appendix A as to their research and scholarship, but as to Appendix B attached and incorporated by reference, as to their teaching, practice and service to the Law School and the University Community. Tenured or tenure track faculty shall be entitled to vote on all matters coming before the University Faculty and the Faculty of Law, except as limited below.

3.2     Non-tenure track faculty.  Non-tenure track faculty members are those persons holding full-time academic appointments at the ranks of professor, associate professor, assistant professor, senior instructor, and instructor whose obligations to the Law School and the University include two of the three obligations of the tenured/tenure track faculty, i.e., 1) teaching, 2) research and scholarship or 3) service to the Law School and the University Community. Non-tenure track faculty in the Law School shall be appointed, evaluated, reappointed and promoted in accordance, where applicable, with either 1) the Policies and Procedures for Clinical Faculty attached as Appendix B and incorporated by reference; 2) the Policies and Procedures for Lawyering Skills Faculty attached as Appendix C and incorporated by reference; or 3) the Policies and Procedures for Other Non-Tenure Track Faculty attached as Appendix D and incorporated by reference.  Non-tenure track Clinical Faculty, non-tenure track Lawyering Skills Faculty, and instructors and senior instructors eligible for reappointment under Appendix D shall be entitled to vote on all matters coming before the University Faculty and the Faculty of Law, except as limited below.[6]

3.3     Special faculty. Special faculty members are 1) those persons holding part-time academic appointments, or 2) persons holding full-time academic appointments, but who have specific, limited responsibilities for the duration of a specific project, or for a limited

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[5] Article 3 was substantially revised October 1, 2007 and slightly revised on November 17, 2011 to conform to the revised Faculty Handbook.

[6] This sentence was revised on May 15, 2008 to give non-tenure track Lawyering Skills Faculty the same voting rights as non-tenure track Clinical Faculty, except as limited in 3.4.  On September 30, 2015, voting rights were granted to other full-time non-tenure track faculty eligible for reappointment.

duration. The obligations of special faculty shall include one or more of the three obligations of the tenured/tenure track faculty, i.e., 1) teaching, 2) research and scholarship or 3) service to the Law School and the University Community. The titles of special faculty in the Law School shall be lecturer[7], visiting assistant professor, visiting associate professor, or visiting professor of law, visiting instructor or visiting senior instructor of law, or adjunct assistant, adjunct associate, or adjunct professor of law.[8] Special faculty members shall not be entitled to vote on matters coming before the University Faculty or the Faculty of Law.

3.4  Voting Limitations.

(1)     On matters involving the granting of tenure, only those Faculty members with tenure shall be entitled to vote.

(2)     On matters involving promotions of non-clinical Faculty who have tenure track appointments, only those tenured or tenure track Faculty of rank equal to or senior to the rank to which the individual is being promoted shall be entitled to vote.

(3)     On matters involving initial non-clinical tenure track appointments to the Faculty (regardless of rank), only those Faculty who have tenure track appointments shall be entitled to vote. [9]

(4)     On matters involving the initial appointment of non-tenure track or tenure track Clinical Faculty, only tenured or tenure track and Clinical Faculty (tenure track or non-tenure track) shall be entitled to vote.

(5)     On matters involving the reappointment or promotion of non-tenure track or tenure track Clinical Faculty, only those Faculty of rank equal to or senior to the rank to which the individual is being reappointed or promoted shall be entitled to

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[7]  Revised January 19, 2017 to add lecturer as a title for special faculty, and to allow special faculty to perform one OR MORE of the obligations of tenured faculty.

[8] Stylistic changes approved September 30, 2015 to improve flow of paragraph, and eliminate reference to "full professor", since Faculty Handbook does not recognize that rank.  Title of Lecturer was added to available titles by unanimous vote of the Faculty on January 19, 2017, and language was revised to indicate that special faculty's obligations include one or more of the three obligations.

[9] The phrase "and on personnel matters involving initial appointments . . ." (since revised to read "On matters involving initial tenure-track appointments" . . .) was added by amendment adopted January 11, 1983.  The purpose was to spell out that administrative officers who have regular Faculty appointments, but who are not tenure track, cannot vote on initial appointments to the regular Faculty.   The whole of 3.1 (now 3.4) was substantially revised by faculty vote of May 14, 1996, in order to make provision for members of the clinical faculty.

vote.[10]

(6) On matters involving the initial appointment of non-tenure track Lawyering Skills Faculty, all tenured, tenure track, Clinical and Lawyering Skills Faculty shall be entitled to vote.

(7) On matters involving the reappointment or promotion of non-tenure track Lawyering Skills Faculty, only those Faculty of rank equal to or senior to the rank to which the individual is being reappointed or promoted shall be entitled to vote.

(8) On matters involving standards and policies concerning promotion, tenure, or eligibility for sabbatical leave of non-clinical tenured or tenure track Faculty, only tenured or tenure track Faculty shall be entitled to vote.

(9) On matters involving standards and policies concerning promotion, tenure, or eligibility for sabbatical leave of tenured or tenure track Clinical Faculty, only tenured or tenure track Faculty and Clinical Faculty (tenure track or non-tenure track) shall be entitled to vote.

3.5 Law Librarian. The Law Librarian is eligible for election to the tenured, tenure track, non-tenure track, or special Faculty as defined above, which election shall entitle the Law Librarian to vote on matters presented to the Law Faculty, in accordance with the voting rights and limitations applicable to the type of appointment.[11]

3.6 Allocation of Resources. The Law School shall allocate a reasonable amount of resources and time to each member of the Law Faculty (whether tenured, tenure track, non-tenure track or special) to encourage and make possible scholarly growth, academic achievement and professional development, to enable them to fulfill their obligations as required by the nature and type of their appointments.

3.7 Definition of Full-time Faculty. For all purposes in these By-laws, the term "full-time" when referring to Law Faculty shall be defined as in Chapter 3, Part One, Article I, Section B.2. of the Faculty Handbook.[12]

ARTICLE 4: OFFICERS

4.1 Presiding Officers. The Dean of the School of Law shall preside at Faculty Meetings unless

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[10] Sections 3.4(5) and (7) were amended on September 30, 2015 to eliminate differential seniority rules for voting; the Faculty Handbook does not recognize such provisions.

[11] Section 3.3 (now 3.5) was added March 18, 1983, to clarify the Faculty status of the law librarian.

[12] Amended September 30, 2015 to correct clerical error to incorrect provision of Faculty Handbook and reference correct provision.

the President of the University exercises the presidential prerogative to do so.  In the absence of both the President and the Dean, the Associate Dean for Academic Affairs shall preside unless the Faculty elect a presiding officer.

4.2  Secretary. The Secretary shall be elected annually by the Faculty. The functions of the secretary are:

(1)     to keep the minutes of the Faculty Meetings and sign the official copies of the minutes;

(2)     to be responsible for reproduction and distribution of these minutes to the Faculty;

(3)     to be responsible for preparation of and distribution to the Student Bar Association of a summary of action taken at Faculty Meetings, with the approval of the Dean;

(4)     to prepare for the Faculty annually in the fall a list of members of the Faculty including those with voting privileges and those without voting privileges.

ARTICLE 5:  MEETINGS

5.1  Regular Meetings.  The Faculty shall hold at least three regular meetings in each semester on dates to be determined by the Dean.  The Faculty at any regular meeting may by majority vote fix the date of the next regular meeting.

5.2  Special Meetings.  Special meetings shall be held on the call of the President, the Dean, or on the written request to the Dean or the Secretary signed by 20% of the voting Faculty.

5.3  Attendance at Faculty Meetings.  All full-time Faculty (including full-time special Faculty) shall be entitled to attend any meeting of the Faculty subject to the limitations in this paragraph.  Part-time Faculty, and administrative personnel (who do not have full-time Faculty appointments in addition to their administrative appointment) shall be entitled to attend meetings of the Faculty to which they are specifically invited by the Dean.  In matters involving initial appointments to the Faculty, only full-time tenured, tenure track, non-tenure track and special Faculty, whether or not they are entitled to vote on the matter under consideration, shall be entitled to attend that portion of the meeting at which discussions and a vote take place.  In matters involving reappointments, promotions, and grants of tenure, only those Faculty who are entitled to vote on the matter under consideration before the Faculty shall be entitled to attend that portion of the meeting at which discussions and a vote take place.

5.4  Voting.  Voting shall be by voice vote or by show of hands, unless a secret ballot vote is called for by this bylaw provision or by any voting member, in which case the vote shall be

by secret ballot. Votes may be cast by a written proxy filed with the Secretary.[13]  A secret ballot shall be required on all personnel matters, including appointments, reappointments, promotions, and grants of tenure.[14]

5.4  Quorum.  One half of the members of the Faculty entitled to vote on a particular matter shall constitute a quorum for that matter.  Members present by proxy shall not be counted in determining a quorum.

5.6  Notice and Agenda.  The Dean (or in his or her absence the Secretary) shall notify in writing each member of the Faculty entitled to notice, at least five (5) days in advance of any meeting held during the academic year, and at least fifteen (15) days in advance of any meeting held during the summer period.  Faculty on leave shall be entitled to receive notice and to vote. The notice shall specify the time and the place of the meeting, and the agenda of the meeting.  Items of business not listed on the agenda may be considered at a regular meeting. No action may be taken at either a regular or special meeting on an individual personnel decision (appointment, promotion, tenure, etc.) unless the notice of the meeting specifies the individual and the action proposed. The requirement of notice of a meeting may be waived by a written waiver agreed to by the faculty member(s), and shall be waived by attendance at the meeting.

5.7  Action Without Meeting.  Any action which may be taken by the Faculty at a meeting may be taken without a meeting, by a writing filed with the Secretary setting forth the action taken and the written approval of all of the Faculty entitled to vote on such action if a meeting were held.

ARTICLE 6:  RULES OF ORDER AND ORDER OF BUSINESS

6.1  Rules of Order and Order of Business.  The meetings shall be conducted in accordance with Robert's Rules of Order (latest edition).  The order of business at all regular meetings shall be as follows:

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[13]  Prior to the Amendment of October 18, 1978, Section 5.3 (now 5.4) read as follows: "5.3 Voting.  Voting shall be by voice or show of hands unless a roll call vote is requested by any voting member in which case a roll call vote shall be taken and recorded.  Votes may be cast by a written proxy filed with the Secretary, with respect to specific matters listed in the notice of the meeting."
On September 30, 2015, the faculty voted to retain the proxy system despite a recommendation from Central University that we abolish it, and the reference to "by this bylaw provision" was inserted to make paragraph logically consistent.

[14]  Secret ballots for personnel matters were adopted by Amendment of April 14, 2005.

(1) Presentation of proxies and determination of a quorum[15];
(2) Presentation and adoption of minutes;
(3) Announcements;
(4) Report from the Faculty Senator or Senators[16];
(5) Reports of Standing Committees;
(6) Reports of Special Committees;
(7) Consideration of unfinished business; and
(8) Consideration of new business.

## ARTICLE 7:  COMMITTEES

7.1 <u>Standing Committees</u>.  The Standing Committees of the Faculty are the Committees on:
(1) Admissions
(2) Appeals and Rules
(3) Appointments
(4) Building
(5) Curriculum
(6) Library
(7) Promotion and Tenure[17]
(8) Budget
(9) Experiential Education

## ARTICLE 8: - MEMBERSHIP AND PROCEDURES OF COMMITTEES

8.1 <u>Ex-Officio Members</u>.  The Dean, or a Faculty member or administrator designated by the Dean, shall serve as a member ex officio of all Standing and Special Committees, except for the Promotion and Tenure Committee, with full voting rights.[18]

8.2 <u>Faculty Members of Committees</u>.  Tenured, tenure-track, non-tenure- track, and Special Faculty are eligible to serve as Faculty members of the Committees.[19]

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[15] Section 6.1(a) (now 6.1(1)) was amended and 6.1(d) (now 6.1(4)) was adopted September 27, 1985.

[16] Section 6.1(a) (now 6.1(1)) was amended and 6.1(d) (now 6.1(4)) was adopted September 27, 1985.

[17] Sections 7.1 and Sections 9.2-9.8 were amended September 30, 1983, to restructure the Standing Committees.

[18] Section 8.1 was amended November 18, 1983 to conform Section 8.1 to Section 9.8, as 9.8 was amended September 30, 1983.

[19] Amended September 30, 2015 to allow Special Faculty to serve on committees.

8.3  Student Members of Committees.  Only full-time students of the School of Law are eligible to serve on Committees designated in Article 9 as having student members.

8.4  Selection of Members - Standing Committees.  Faculty members shall be elected by the Faculty.  Student members shall be selected by the Student Bar Association.[20]

8.5  Selection of Members - Special Committees.  For those Special Committees established by the Faculty, members shall be selected in the manner designated by the Faculty, and for those Special Committees established by the Dean, members shall be selected by the Dean.

8.6  Time of Selection and Term.  Members of Special Committees shall be selected at such time and shall serve for such time as shall be designated by the authority (Dean or Faculty) which establishes the Committees.  Student members of Standing Committees shall be selected not later than the first month of the fall semester, to take office immediately. Faculty members of Standing Committees shall be elected not later than the first month of the fall semester, to take office immediately.[21] Members of Standing Committees shall serve from the time selected until the end of the academic year for which they are selected, or until their successors assume office, whichever is later.

8.7  Officers.  The Chair of each Committee shall be designated from among the membership of the Committee, by the Dean, with the advice and consent of the Faculty.  The Secretary shall be designated from among the membership of the Committee, by the Chair.  The Chair shall have the right to vote in all cases.

8.8  Procedures.  Committees shall meet on the call of the Dean, the Chair, or on the call of the majority of the Committee, and may establish rules as to the conduct of its meetings.  Two thirds of the members of the Committee shall constitute a quorum, and all decisions shall be by majority vote of those present.  All Committee members have equal rights to vote and participate.


ARTICLE 9:  FUNCTIONS AND COMPOSITION OF COMMITTEES[22]

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[20]Prior to Amendment on June 3, 1974, Section 8.4 read as follows:
"8.4 Selection of Members - Standing Committee.
Faculty members shall be appointed by the Dean with the advice and consent of the Faculty.  Student members shall be selected by the Student Bar Association."

[21]Prior to Amendment on June 3, 1974, the third paragraph of Section 8.6 read as follows:
 "Faculty members of Standing Committees shall be selected during the last month of the spring semester, to take office immediately."

[22] Section 7.1 and Sections 9.2-9.10 were amended September 30, 1983, and November 17, 2011, to restructure the Standing Committees.

9.1 <u>Special Committees</u>.  Special Committees shall have those functions and shall be composed of those persons (including Faculty, students, and others) as are designated by the authority (Dean or Faculty) which establishes the Committee.

9.2 <u>Admissions</u>.  The Admissions Committee shall be composed of two student members, at least four Faculty members, and the Dean or his designee.  The Committee shall consider and recommend to the Faculty major policies on admissions and financial aid; evaluate admission and financial aid procedures; and participate in the admissions process where discretionary judgment is required and the decision has not been delegated to the admissions office for determination under specific policies.

9.3 <u>Appeals and Rules</u>.  The Appeals and Rules Committee shall be composed of at least four Faculty members.  The Committee shall serve as the grievance Committee for the Law School.  The Committee shall hear appeals by students from administrative decisions of the Dean or his designee which implement academic policies, except for violations of the Law School Code of Conduct. The decision of the Committee on such appeals shall be final within the Law School, subject only to appeal procedures, if any, at the University level. The Committee shall receive reports on administrative implementation of academic policies from the Dean, and may review such decisions on its own motion, and shall accept such ad hoc assignments as may be determined by the Faculty.  The Committee may also develop and recommend to the Dean guidelines for the implementation of academic policies.  The Committee shall develop and recommend revisions to the Law School's Academic Regulations, Policies, and Procedures, and shall forward any revisions to the Faculty for adoption.  The Committee shall also have jurisdiction to hear all matters in which revocation of academic credit previously granted is requested because of plagiarism, cheating, improper cooperation on work or other violation which reflects on the academic significance of the effort for which credit has been granted. The Committee shall consider the Law School Code of Conduct, the Law School's Academic Regulations, Policies, and Procedures, and relevant University policies on Academic Integrity Standards in making its decision on revocation of academic credit. If the Committee finds that a student has committed such a violation, it may retroactively revoke any credit which may have been awarded for said effort.[23]

9.4 <u>Appointments</u>.  The Appointments Committee shall be composed of two students, at least four Faculty members and the Dean or his designee.  The Committee shall review all candidates for appointment to the tenured, tenure track, or non-tenure track Faculty, shall

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[23]The last three sentences of Section 9.3 were added by Amendment on December 4, 1985 (sentences one and three), and September 30, 2015 (sentence two).  The 2015 Amendment was intended to provide clarification as to the factors the Committee considers.  The paragraph was also restyled to change the order of several sentences, with no substantive change intended.

make recommendations to the Faculty on every such appointment, and shall, on request of the Dean, review candidates for the special Faculty, including visiting Faculty.

9.5 <u>Building</u>. The Building Committee shall be composed of two student members, at least three Faculty members, and the Dean or his designee. The Committee shall advise the Faculty and the Dean on the utilization, allocation, maintenance, and replacement of the physical facilities of the law school.

9.6 <u>Curriculum</u>. The Curriculum Committee shall be composed of two student members, at least four Faculty members, and the Dean or his designee. The Committee shall consider and make recommendations to the Faculty on all matters relative to the educational programs for which credit is awarded. The Committee shall also exercise oversight of the administration of all joint degree programs.

9.7 <u>Library</u>. The Library Committee shall be composed of two student members, the Librarian ex-officio, at least three Faculty members, and the Dean or his designee. It shall advise and assist the Dean and Librarian on library services, and shall make recommendations to the Faculty on library policies.

9.8 <u>Promotion and Tenure</u>. The Promotion and Tenure Committee shall be composed of at least four tenured or tenure track Faculty members. In the case of non-tenure track Clinical or Lawyering Skills Faculty candidates, the Committee shall be augmented as required in Appendices B and C. In the case of non-tenure track candidates other than Clinical or Lawyering Skills Faculty, the Committee shall be augmented by one non-tenure track faculty member of equal or senior rank to the candidate under consideration. The Committee shall consider all matters of promotion, reappointment and tenure for members of the Faculty (tenured, tenure track, or non-tenure track). The Committee shall consider these matters in accordance with the criteria set forth in Appendices A, B, C, and D, and shall make recommendations to the Faculty thereon. Each Faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than six years after the effective date of the initial appointment, excluding any period of any pre-tenure extension that may have been granted under the Faculty Handbook provisions.[24]

9.9 <u>Budget</u>. The Budget Committee shall be composed of at least three Faculty members and the Dean or his designee. It shall advise and assist the dean and make recommendations to the Faculty on matters pertaining to the budget.[25]

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[24]Amended June 3, 1974, and again on August 29, 1980. The last sentence provides for a six-year pre-tenure period. The prior bylaw provided for a five-year pre-tenure period for those whose initial appointment was assistant professor, and a three-year period for those whose initial appointment was associate professor.

[25] Added by Amendment on November 17, 2011.

9.10 <u>Experiential Education</u>.  The Experiential Education Committee shall be composed of two student members, at least four Faculty members and the Dean or his designee.  The Committee shall consider and make recommendations to the Faculty on all matters relative to the experiential education program for which credit is awarded.[26]


## ARTICLE 10:  FACULTY REPRESENTATION IN UNIVERSITY GOVERNANCE

The Faculty shall be represented in University Governance by its Dean, other law school administrators, and by individual members of the Faculty as they shall from time to time be elected to serve on various University governing bodies.

The Faculty shall elect representatives to the Faculty Senate and other similar organizations which include Faculty representatives.  All such representatives shall be elected at the time and for the term specified in the rules of such organization.[27]

## ARTICLE 11:  AMENDMENTS

These By-Laws may be amended at any Faculty meeting provided that each voting member of the Faculty shall have received from the Dean or the Secretary a written copy of the proposed amendments at least seven (7) days before the meeting.

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[26]  Added by Amendment on November 17, 2011.

[27]  Article 10 was added by Amendment on June 3, 1974.

CERTIFICATION

       I certify that the above is a true copy of the By-Laws of the Faculty of Law, Case Western Reserve University, conformed to include all Amendments made up to the date of this certificate.

_____

Kathryn Mercer, Faculty Secretary

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Date:

**APPENDIX A TO THE BY-LAWS OF THE**
**FACULTY OF LAW**
**Case Western Reserve University**

**PROCEDURES FOR PROMOTION, REAPPOINTMENT AND TENURE**

I. .  SOURCES OF PROMOTION, RETENTION AND TENURE PROCEDURE

The Policies and Procedures generally governing appointments, promotions, re-appointments and tenure for all University Faculty are set forth in the University Faculty Handbook, chapter 3, part 1.  For tenure track faculty personnel decisions, these procedures are supplemented periodically by the University's "Guidelines for Recommendation of Faculty Promotions and Awards of Tenure" ("University Guidelines".)  Attached are the University Guidelines promulgated for academic year 2014-15.[28]  These Procedures incorporate by reference the most current version of the University Guidelines.  For Clinical and Lawyering Skills Faculty on the Faculty of Law, separate Policies and Procedures have been adopted and are attached to the By-Laws of the Faculty of Law as Appendices B and C respectively.

II.  COMPOSITION AND FUNCTIONS OF THE PROMOTION AND TENURE COMMITTEE

A. As set forth in Section 9.8 of the By-Laws the Promotion and Tenure Committee is composed of at least four tenured or tenure track faculty who evaluate the teaching, scholarship and service of tenure track faculty for purposes of Promotion and Tenure.

B. The Promotion and Tenure Committee also conducts annual reviews of faculty on the tenure, and non-tenure tracks, evaluates non-tenure track faculty for promotion and reappointment, and reviews sabbatical requests of tenured faculty.  For purposes of reappointment and promotion of Clinical or Lawyering Skills faculty, the Committee is augmented as required in Appendices B and C to the By-Laws.  For purposes of retention and promotion of non-tenure track faculty other than Clinical or Lawyering Skills Faculty, the Committee is augmented by one non-tenure track faculty member of equal or senior rank to the candidate under consideration.

III.  STANDARDS FOR PROMOTION AND TENURE OF TENURE TRACK FACULTY

A.  As the Faculty Handbook indicates, a tenure track candidate being considered for promotion or tenure will be evaluated on the basis of that candidate's contributions in (1) teaching, (2) research and scholarship, and (3) university and professional service.

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[28]  Outdated reference corrected September 30, 2015.

1.  Teaching and scholarship are the most important requirements because they reflect the two primary functions of the university faculty.

2.  Excellence in teaching, a significant and substantial scholarly contribution, and service to the University and Law School communities are required of all candidates for Promotion and Tenure.

3.  Promotion and tenure decisions are not made merely to recognize past performance but also involve a prediction of future contributions.

4.  The Promotion and Tenure decision involves a determination of whether the candidate has fulfilled and will continue to fulfill the obligation of teaching, scholarship, and service.

5.  The standards for Promotion and Tenure are evolving standards, and it is expected that they will become increasingly rigorous as the Law School continues to improve and gain recognition as a national law center of importance.

B.  Evaluating Scholarship and Teaching

1.  Standards for evaluating teaching and scholarship sufficient to support a promotion or tenure are not readily reducible to words or formulae.

2.  The scholarship must reflect substantial research, a thorough understanding of the subject, and an insight into the issues and problems that contribute substantially to available knowledge. It should, in other words, make a significant advance to our understanding of the field.

3.  The most important aspect is the depth and reach reflected in the scholarship. Descriptive analysis is often a useful contribution, but the grant of tenure normally requires that the scholarship also include the development of a systematic approach or analytical rigor of a higher order.

4.  A writing is normally considered "published" when it has been formally accepted for publication.

5.  Teaching will be evaluated on the basis of annual reviews, student evaluations and faculty class visits.

C.  Promotion to Associate Professor

1.  Normally, two published articles and demonstrated teaching effectiveness are expected for promotion to associate professor.

2.  A candidate initially will be considered for promotion to associate professor in the fall following the completion of his or her second year of service.

3.  A candidate may be granted an extension of one additional year for consideration for promotion to associate professor.  While extensions are not automatic, requests for extension will be favorably considered for those candidates who have demonstrated substantial progress toward meeting the standards for promotion.  Extensions are not considered as negative decisions.

D.  Promotion to Full Professor with Tenure

1.  Normally at least three significant articles and demonstrated teaching effectiveness are expected for consideration for promotion to full professor with tenure.  As required by the Faculty Handbook, the candidate's record must show a documented national or international reputation for sustained scholarship in the candidate's discipline.

2.  The normal pre-tenure period is six years, unless the letter of appointment provides otherwise.  This means that a candidate will normally be considered for tenure and promotion to full professor in the fall following the completion of his or her fifth year of service.

E.  Provisions for obtaining additional extensions during the pre-tenure period are set forth in the University Faculty Handbook, at Chapter 3, part 1 G.

IV.  INTERNAL PROMOTION & TENURE COMMITTEE PROCEDURE REGARDING TENURE-TRACK FACULTY

A.  Promotion to Associate Professor without Tenure

1.  At the beginning of the academic year in which the candidate is considered for promotion, the Chair discusses the promotion process with each candidate.  The candidate is asked to provide eleven photocopies or reprints of his or her published articles, as well as photocopies of any manuscripts that have been accepted for publication, normally by the end of September.  In addition, the candidate is asked to provide the Chair with an annotated curriculum vitae.  This should provide the information described in the University Guidelines related to Tenure and Promotion Recommendations.

a.  Scholarship completed prior to the candidate's appointment to the CWRU Law Faculty but published post-appointment, as well as legal scholarship that has been performed for a purpose in addition to meeting the Law School's scholarship requirement, such as fulfillment of a Ph.D. degree, generally is considered part of the candidate's law school scholarship.

2. The University Guidelines state that outside reviewers should be secured for promotion.[29]

    a.      **Candidate Suggestions.** The Chair requests the candidate to suggest up to 12 persons to serve as outside reviewers of the candidate's scholarship. The candidate should be asked to describe any relationship that he or she has with the reviewer in order to ensure compliance with the University Guidelines.

    b.      **Committee Nominations**. The Chair shall share the candidate's suggested outside reviewers with the members of the committee, and shall ask the committee members to nominate suggested reviewer of their own. The Chair may also ask other Faculty members to nominate potential outside reviewers. The Chair and committee shall assemble a list of nominated reviewers, and shall share this list with the candidate; the nominee list should contain at least twice[30] as many names as persons who will be final reviewers. The candidate may then identify any nominated reviewer who the candidate believes may provide a biased evaluation. The Committee may remove a nominated reviewer from the nominee list based on the candidate's objections.

    c.      **Final Slate of Potential Reviewers.** The committee decides on a tentative list of final reviewers combining the candidate's suggestions and other nominated reviewers. The final list of reviewers is communicated to the Dean and the Office of the Provost. This list shall indicate who suggested the name and which of the individuals on the list were asked to submit evaluations. All the potential reviewers, not just those actually asked to submit evaluations, should be included on this list.[31]

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[29] These provisions were extensively revised on September 30, 2015 to make the law school's internal promotion and tenure review procedures more consistent with the Provost's university-wide tenure guidelines. This section was re-formatted, and paragraph IV.A.2.b. is largely new. The new provision is intended to promote the anonymity of outside reviewers while still protecting tenure candidates. Before 2015, the law school's internal procedures called for the candidate to review a list of potential reviewers for potential bias before the reviews were made; the 2015 change ensures that the nominee list will be twice as large as the final list, decreasing the danger that an outside reviewer will be identifiable to the candidate.

[30] Prior to September 30, 2015, this provision merely allowed the P&T Committee to suggest additional names of reviewers, and did not require any set number of reviewers.

[31] Extensively revised on September 30, 2015. The law school's prior version of these bylaws called for the FINAL list of potential reviewers to be shared with the candidate, and forwarded to the Provost. This provision was deleted in the September 2015 revisions, since sharing the final, pared-down list of referees with the candidate tends to undermine anonymity. Candidate review now happens in paragraph B above, and the list of potential reviewers must include at least twice as many names as will be included on the final list. In addition, the Provost's office receives the entire list of potential reviewers and an indication of who suggested the reviewer.

. The Dean (or the[32] Dean's designee) contacts potential outside reviewers, initially by telephone or email and with follow-up letters to the reviewers. Typically, the outside reviewer is asked to review one or more specific pieces of scholarship, and to comment in writing on that scholarship, together with any other information that the reviewer possesses about the candidate, in connection with the candidate's suitability for promotion and expectations of his or her future performance. The outside reviewer might also be provided the entire package of a candidate's scholarship and asked for comments on the package as a whole.

      1) The Dean or the Dean's designee shall ensure compliance with the University Guidelines which provide that the letters solicited from outside reviewers are confidential to the extent permitted by law, and that this should be made clear to all referees. Referees should be informed that candidates will be shown a carefully redacted version of their review letter, and that the Dean or Dean's designee will exercise due diligence to preserve the referee's anonymity to the maximum extent practicable.[33]

      2) The Promotion and Tenure Committee meets to review the candidate's scholarship before receiving and reviewing the letters from outside reviewers.  The purpose is to permit the committee to develop its own opinion as to the candidate's scholarship independent of the evaluations from outside reviewers.  In advance of this meeting to review the candidate's scholarship the Chair invites interested law faculty to review the candidate's scholarship and submit written evaluations for the committee's consideration.  The committee's independent consideration of the candidate's scholarship incorporates the written views of faculty.  The Chair summarizes the committee's reactions.  The committee reviews the candidate's scholarship again when it examines the outside letters.

      3. The committee also reviews the candidate's teaching based on past annual reviews, student evaluations, and faculty class visit memoranda. The Chair summarizes the committee's views concerning the candidate's teaching.  The committee also reviews the candidate's service, and the Chair summarizes the committee's views on this issue.

      a. The Chair asks all members of the committee to visit as many classes of the candidate as possible. In addition, the Chair circulates a memorandum to the faculty as a whole inviting them to visit as many classes of the candidate as possible.  The Chair, in consultation with the committee, may request specific faculty members who are not on the committee to visit the candidate's classes.  This is particularly appropriate for members of the faculty who have expertise in the candidate's fields.  Each class visitor is asked to complete a written memorandum which is given to the Chair and circulated to the members of the

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[32] Edited September 30, 2015 to remove gender-specific reference to "the Dean or his designee."  No substantive change.

[33] Edited September 30, 2015 to include the Dean's designee in compliance requirements and to add final sentence regarding efforts to preserve anonymity.

committee. The University Guidelines provide that these memoranda are confidential "to the extent permitted by law." However, class visitors are encouraged to share their memoranda with the candidate.

b. The committee also reviews student evaluations. These should be all of the student evaluations pertaining to the candidate's classes, going back to the candidate's initial appointment year. From time to time, candidates for promotion also hold teaching positions at other schools within the university. Customarily, the Promotion and Tenure Committee has requested student evaluations from these other areas of the university. However, it is not customary for the members of the Promotion and Tenure Committee to visit classes outside the law school. From time to time candidates for promotion have taught at other law schools, either while on leave or prior to coming to Case. It is customary for the committee to obtain student evaluation from these other law schools. However, it is important for the Chair to determine how student evaluations are obtained and what use they are put to in these other areas of the university or at other schools, and to communicate this information to the committee to assist in reviewing the evaluations.

c. In accordance with the University Guidelines, the Promotion and Tenure Committee will endeavor to obtain teaching assessments from former students who have taken courses from the candidate.

4. The Chair asks each member of the committee to review the class visit memoranda, the student evaluations, the candidate's annotated curriculum vitae, and the candidate's scholarship. In addition, the University Faculty Handbook states that the faculty Promotion and Tenure Committee shall review the annual evaluations completed at the end of the third pre-tenure year.

5. By the end of October, the Chair should prepare a draft of the committee's views on the candidate's scholarship, teaching and service. The committee then reviews this draft and revises it. The Chair shares the revised draft with the candidate, who is asked to correct any factual errors. In addition, the Chair may provide the candidate with carefully redacted copies or summaries of the outside reviewers' letters in a fully de-identified format.[34] The candidate may wish to respond to the comments of the committee, and/or to those of the outside reviewers, in writing. These responses are included in the materials pertaining to the candidate's promotion that are given to the Dean.

6. The Promotion and Tenure Committee then votes on whether or not to recommend the candidate's promotion to associate professor. The committee's decision is determined by majority vote

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[34] This sentence added September 30, 2015 to require that outside review letters be fully de-identified to preserve anonymity.

7. The Chair places copies of the candidate's annotated C.V., student evaluations and scholarship at several secretarial stations for review by the members of the faculty.

8. All members of the faculty who are entitled to vote on the promotion meet to consider it. According to Article 3 of the Faculty By-Laws, "this consists of only those faculty who rank equal to or senior to the rank to which the individual is being promoted." Thus, in the case of promotion to associate professor, tenured faculty with the rank of associate professor without tenure are entitled to vote. Article 5.4 of the Faculty By-Laws provides that "a secret ballot shall be required on all personnel matters, including appointments, reappointments promotions, and grants of tenure."

9. Following the faculty's vote, the faculty's recommendation is communicated to the Dean. The Dean then prepares the Dean's recommendation to the Provost, which accompanies the faculty's recommendation and includes the Promotion and Tenure Committee's report and associated supporting materials.

B. Promotion to Full Professor with Tenure

1. Section 9.8 of the Faculty By-Laws states that each faculty member shall be considered for tenure no later than six years after the effective date of his or her initial appointment. The 1986 Promotion and Tenure Memorandum similarly states that "the normal pre-tenure period is six years, unless the letter of appointment provides otherwise. This means that a candidate will normally be considered for tenure and promotion to full professor in the fall following the completion of his or her fifth year of service."

2. The University Faculty Handbook permits pre-tenure extensions:

a. "[F]or up to three years of extension for exceptionally worthy candidates in the event of unusual constraints in the University, or part of parts thereof which would prevent tenure awarded at the end of the normal period."

b. "[F]or the purpose of compensating special earlier circumstances disadvantageous to a candidate's tenure consideration." The Handbook adds that "such circumstances might include serious illness, family emergency, maternity, or extraordinary teaching or administrative assignments."

c. Upon written request by the faculty member within one year after each live birth or after each adoption, an extension of up to one year of the pre-tenure period shall be granted by the provost to any faculty member who will be the primary care giving parent.

b. Extensions under a. and b. above must be approved by the faculty and the university. The Faculty Handbook states that except for extensions under c. above, no more

than three years of extensions may be granted in the period before tenure, meaning that, generally, at the latest, a faculty member would be considered in his or her ninth year after appointment.

3. The written standards for outside reviewers are also the same as the standards for promotion to associate professor.

4. The procedures for the Promotion and Tenure Committee's consideration of a candidate's candidacy for promotion to full professor with tenure are essentially the same as those for consideration to promotion to associate professor.

5. The process of voting at the faculty level is also the same, except that only tenured faculty are entitled to vote on promotion with tenure.

C. Annual Reviews

1. In accordance with the University Faculty Handbook (Chapter 3(I)(F)(5)), the Dean shall ensure that all full-time faculty members receive an annual review. The Dean shall provide a written summary of the annual review to the faculty member.

2. Annual reviews of full-time, non-tenured members of the faculty typically are also conducted by the Promotion and Tenure Committee. In the first year of their appointment, this review is conducted in the spring semester. In subsequent years, the review process begins in the fall semester and continues through the spring of the academic year before the faculty member is considered for tenure, if applicable, or in the case of non-tenure track faculty, until they are promoted to the rank of Professor.

a. At the beginning of the annual review process the Chair of the Promotion and Tenure Committee sends a memo to each faculty member being evaluated and explains the process of the evaluation. The memorandum is accompanied by a form, a copy of which is attached, that the faculty member being evaluated is asked to complete and return to the Chair. The form asks about the faculty member's teaching, scholarship and service. The faculty member is asked to provide this information along with copies of any publications by a date certain. The candidate is invited, but not required, to share with the Promotion and Tenure Committee drafts of any works in progress or manuscripts that have been submitted but not yet accepted for publication. All manuscripts that have been accepted for publication, or that have been published, must be provided to the committee and form part of its review.

b. As the review gets underway, the Chair sends a memorandum to the faculty as a whole, stating that individuals may be asked specifically to visit a faculty member's class for purposes of the annual review, and inviting all other faculty members to visit the classes if they wish. The memo also asks those faculty who visit classes to make a written report of their visit and give it to the Chair.

c. There should be at least three class visits, including visits by a non-member of the committee. The Chair asks all members of the committee to try to visit at least one class of the faculty member being reviewed.

d. The Chair appoints an individual on the committee to be responsible for coordinating class visits by faculty members who are not on the committee. This member of the committee is responsible for making sure that the non-members of the Promotion and Tenure Committee who have been asked to visit classes complete their class visits and turn in their written evaluations in a timely manner.

e. Class visits should be completed shortly after spring break, and evaluations forwarded promptly to the Chair. The Chair circulates the written evaluations to all members of the committee. In addition, the Chair obtains and circulates photocopies of the student evaluations for the faculty member being evaluated from the previous spring and fall.

f. Once the members of the Promotion and Tenure Committee have had an opportunity to review the materials pertinent to the annual review, consisting of class visits, memos, student evaluations, the faculty member's information supplied in response to the Chair's form, and any manuscripts or published papers, the committee meets and discusses the faculty member's performance. The committee also reviews past annual reviews prior to this meeting, to ensure that the faculty member receives consistent advice despite changing committee membership. At the meeting, the Chair takes notes summarizing the committee's deliberations, and then prepares a draft memorandum summarizing the committee's conclusions and recommendations. This draft is shared with the members of the committee and revised based on their written comments, and if necessary, after further discussion at a subsequent committee meeting.

g. The final committee report is shared with the faculty member being evaluated. The faculty member is invited to meet with the full committee to discuss the annual evaluation.

h. The Promotion and Tenure Committee shall send its annual evaluations to the office of the Provost by the end of May.

V.    SABBATICALS

A. In accordance with Chapter 3, Part One, Section II.A. of the University Faculty Handbook, the Promotion and Tenure Committee shall review and make recommendations to the Dean regarding a faculty member's request for sabbatical leave.

VI.    PROMOTION AND REAPPOINTMENT PROCESS FOR CLINICAL AND NON-TENURE TRACK LAWYERING SKILLS FACULTY.

A.  The Policies and Procedures for Clinical Faculty and non-tenure track Lawyering Skills Faculty attached to the By-Laws of the Faculty of Law as Appendices B and C, respectively, provide for annual reviews and the standards for review of these faculty for promotion and reappointment.  The Promotion and Tenure Committee, augmented as required in those standards, is charged with performing the necessary committee review in such cases and to make recommendations to the Faculty.  To the extent that the standards for review of Clinical Faculty (Appendix B) are applicable to tenure track clinical faculty, the Promotion and Tenure Committee applies those standards to tenure track clinical faculty in addition to the standards for review of the candidate's scholarship described above.

B.  As described more fully below, review for a promotion decision for such faculty should include the following: Candidate Dossier, Formal Written Evaluation by Faculty in the candidate's track that are senior to the candidate, and Review by the Promotion and Tenure Committee.  In the case of tenure track clinical faculty candidates for promotion, the material described below is provided in addition to the requirements for review of the candidate's scholarship applicable to all tenure track candidates described above.

    1.  Candidate Dossier

        a. The candidate should submit to the Promotion and Tenure Committee a full C.V. including all teaching and professional activities, any publications and unsolicited letters of support, testimonials or reviews.

        b. It is not the intention of the faculty that the candidate solicit outside letters for the promotion process.

    2.  Formal Written Evaluation by Senior Faculty in the candidate's track.

        a. A committee composed of all members of the faculty in the candidate's track who are senior to the candidate will provide the Promotion and Tenure Committee with a formal written evaluation of the candidate.

        b. This evaluation will address the candidate's performance using all of the standards applicable to the candidate. The senior faculty will observe the candidate's teaching, review the candidate's teaching materials, and in the case of Clinical Faculty, selected case files, and discuss with the candidate his or her activities.  The report will reflect any minority views or specific issues raised by any of the senior faculty.

    3.  Review by Promotion and Tenure Committee

        a. The Promotion and Tenure Committee will review the candidate dossier, the evaluation by senior faculty in the candidate's track, and all annual review reports

previously completed by the Promotion and Tenure Committee. In addition, the Promotion and Tenure Committee will independently review the candidate's Teaching Effectiveness and in the case of Clinical Faculty, competence as a lawyer.

b. The Promotion and Tenure Committee will visit the candidate's classes. The committee will also review student evaluations.

c. In the case of Clinical Faculty, the Promotion and Tenure Committee, or a sub-committee of the Promotion and Tenure Committee, including the clinician member of the committee, will meet the candidate to discuss three cases the candidate has chosen. These case files will be accessible for committee review prior to the discussion meeting. The cases chosen by the candidate should reflect the range of his or her practice and supervision within the clinic.

d.  In the case of Clinical and Lawyering Skills Faculty, the Committee or sub-committee will also review video-tape(s) of at least one supervision or one-on-one instructional sessions(s) provided by the candidate.

e. The Promotion and Tenure Committee will prepare a draft report of the committee's views.  The Chair will share the draft with the candidate, who is asked to correct any misstatement.  In addition, the candidate may wish to respond to the report of the committee.  The augmented Promotion and Tenure Committee will prepare a final report and then vote on whether or not to recommend the candidate's promotion.  The committee's decision is determined by the majority vote.

d. The Chair will place copies of the candidate's C.V. and student evaluations at several secretarial stations for review by members of the faculty.  In addition, each faculty member entitled to vote on the promotion will be sent a confidential copy of the Promotion and Tenure Committee's recommendation and report, together with class visit memoranda.  The committee will also include the candidate's written responses to the report, if any.

4.  All members of the faculty entitled to vote as provided in Article 3.1-3.5 of the By-Laws of the Faculty of Law will meet to consider it.  As required by Article 5.3, a secret ballot shall be required on all promotions.

5.  Following the faculty's vote, the faculty's recommendation will be communicated to the Dean.  The Dean will then prepare his own recommendation to the Provost, which will accompany the faculty's recommendation, and will include the Promotion and Tenure Committee's report and associated supporting materials.

C.  As described more fully below, review for a reappointment decision for non-tenure track Clinical or Lawyering Skills Faculty at the rank of Professor, should include the following: Candidate Dossier; the last two annual reports to the Deans, together with the Deans' written comments following their meetings; copies of the candidate's most recent student evaluations; a Certification or Report from other Professors in the candidate's track who are equal in rank to the candidate; and Review by the Promotion and Tenure Committee.

1.  Candidate Dossier

a. The candidate should submit to the Promotion and Tenure Committee a full C.V. including all teaching and professional activities, any publications and unsolicited letters of support, testimonials or reviews.

b. It is not the intention of the faculty that the candidate solicit outside letters for the reappointment process.

2. Certification or Report by other Professors in the candidate's track.

a. The other Professors in the candidate's track who are equal in rank to the candidate shall submit an evaluation that addresses whether the candidate continues to meet the applicable standards identified in the Policies and Procedures.

b. If the other Professors in the candidate's track believe the candidate continues to meet the applicable standards, the evaluation referred to in the previous paragraph shall consist of a brief "Certification" to that effect.

c. If the other Professors in the candidate's track believe the candidate no longer continues to meet the applicable standards, no "Certification" shall be submitted. In that case, the Professors in the candidate's track shall submit a report to the Promotion and Tenure Committee which addresses the issues presented. The report will reflect any minority views or specific issues raised.

3. Review by Promotion and Tenure Committee

a. The Promotion and Tenure Committee will review the candidate dossier, the Certification or Report by senior faculty in the candidate's track, the previous two annual reports to the Deans, together with the Deans' written comments following their meetings with the candidate, and copies of the candidate's most recent student evaluations. Absent a showing of good cause for a more substantial review of the candidate for retention, the committee's recommendation of[35] renewal at the rank of Professor shall be presumptive. If, upon a finding of good cause, the Promotion and Tenure Committee deems it appropriate to conduct a more substantial retention review, the Promotion and Tenure Committee shall follow such procedures as it deems appropriate to address any issues presented.

b. The Promotion and Tenure Committee will prepare a draft report of the committee's views. The Chair will share the draft with the candidate, who is asked to correct any misstatement. In addition, the candidate may wish to respond to the report of the committee. The augmented Promotion and Tenure Committee will prepare a final report and then vote on whether or not to recommend the candidate's retention. The committee's decision is determined by the majority vote.

c. The Chair will place copies of the candidate's C.V. and student evaluations at several secretarial stations for review by members of the faculty. In addition, each faculty member entitled to vote on the retention will be sent a confidential copy of the Promotion and Tenure committee's recommendation and report. The committee will also include the candidate's written responses to the report, if any.

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[35] Amended May 23, 2016 to add "the committee's recommendation of" to this sentence. The edit was made at the request of the central university bylaws committee and the university general counsel's office, which felt the edit clarified the meaning of "presumptive." No substantive change intended.

4. All members of the faculty entitled to vote as provided in Article 3.1-3.5 of the By-Laws of the Faculty of Law will meet to consider it. As required by Article 5.3, a secret ballot shall be required on all reappointments.

5. Following the faculty's vote, the faculty's recommendation will be communicated to the Dean. The Dean will then prepare his own recommendation to the Provost, which will accompany the faculty's recommendation, and will include the Promotion and Tenure Committee's report and associated supporting materials.

VII. PROMOTION AND REAPPOINTMENT PROCESS FOR NON-TENURE TRACK FACULTY OTHER THAN CLINICAL OR LAWYERING SKILLS FACULTY.

A. Any non-tenure track faculty member who is eligible for promotion or reappointment at the end of the current appointment term, but who is not subject to the standards established for Clinical or Lawyering Skills Faculty attached to the By-Laws as Appendices B and C, shall be reviewed in accordance with this section VII. The Promotion and Tenure Committee, augmented as required by Section 9.8 of the By-Laws shall conduct a review as provided in C below and shall make recommendations to the Faculty and the administration concerning whether the candidate should be promoted or reappointed.

B. The criteria for reappointment or promotion shall include the following as appropriate according to the terms of the initial appointment:

1. In General. Depending upon the terms of the initial appointment, the standards for reappointment or promotion will involve a review of the candidate's performance in two out of three of the following: teaching, scholarship and institutional service.

2. Teaching Effectiveness. If required by the terms of the initial appointment, non-tenure track faculty members should demonstrate steady progress toward becoming effective teachers.

3. Service to the University, the Profession and the Community. If required by the terms of the initial appointment, non-tenure track faculty members will be called upon from time to time to engage in service to the Law School or University, for example in administrative or committee work. In addition, they may be asked to engage in public service, for example in organizing or appearing in continuing legal education programs, programs presented to non-lawyer community or educational groups, and service in other community groups such as boards of directors or legal bodies. Non-tenure track faculty are expected to perform such services satisfactorily. Any non-tenure track faculty member whose primary appointment is as an administrator and who holds a faculty appointment must also perform his or her administrative functions to the satisfaction of the Dean as a prerequisite to reappointment or promotion, regardless of that faculty member's teaching effectiveness or other institutional service.

4.  Scholarship.  If required by the terms of the initial appointment, the scholarship of non-tenure track faculty members must reflect substantial research, a thorough understanding of the subject, and an insight into the issues and problems that contribute substantially to available knowledge.

C.  Review for a promotion or reappointment decision for such faculty should include the following: Candidate Dossier, and Review by the Promotion and Tenure Committee.

1.  Candidate Dossier

a. The candidate should submit to the Promotion and Tenure Committee a full C.V. including all teaching and professional activities, any publications and unsolicited letters of support, testimonials or reviews.

b. It is not the intention of the faculty that the candidate solicit outside letters for the promotion or retention processes.

2.  Review by Promotion and Tenure Committee

a. The Promotion and Tenure Committee will review the candidate dossier, and all annual review reports previously completed by the Deans and the Promotion and Tenure Committee.  In addition, the Promotion and Tenure Committee will independently review those aspects of the candidate's teaching, research and scholarship, or service to the Law School and University that are required under the candidate's non-tenure track appointment. b. If appropriate, the Promotion and Tenure Committee will visit the candidate's classes.  The committee will also review student evaluations.

b. The Promotion and Tenure Committee will prepare a draft report of the committee's views.  The Chair will share the draft with the candidate, who is asked to correct any misstatement.  In addition, the candidate may wish to respond to the report of the committee. The Promotion and Tenure Committee will prepare a final report and then vote on whether or not to recommend the candidate's promotion or retention.  The committee's decision is determined by the majority vote.

c. The Chair will place copies of the candidate's C.V. and student evaluations at several secretarial stations for review by members of the faculty.  In addition, each faculty member entitled to vote on the promotion or retention will be sent a confidential copy of the Promotion and Tenure committee's recommendation and report, together with class visit memoranda.  The committee will also include the candidate's written responses to the report, if any.

3.  All members of the faculty entitled to vote as provided in Article 3.1-3.5 of the By-Laws of the Faculty of Law will meet to consider it.   As required by Article 5.3, a secret ballot shall be required on all promotions or retentions for non-tenure track faculty.

4.  Following the faculty's vote, the faculty's recommendation will be communicated to the Dean.  The Dean will then prepare his own recommendation to the Provost, which will accompany the faculty's recommendation, and will include the Promotion and Tenure Committee's report and associated supporting materials. If the candidate is promoted or retained, a new appointment shall be issued for the term recommended and approved by the Provost.  If the candidate is not promoted or retained, the candidate's appointment shall be terminated in accordance with the notice procedures for non-renewal of term appointments set forth in the Faculty Handbook (Chapter 3, Part One, I, K.)

**APPENDIX B**

**Policies and Procedures for Faculty Whose Primary Appointments Are In the Clinical Program**

**School of Law
Case Western Reserve University**

I.      Introduction

The faculty of law consists of the President of the University or his or her designee and all persons who hold full-time appointments in the School of Law and who have the rank of professor, associate professor, assistant professor, or instructor. These policies and procedures outline the rights and responsibilities of Case Western Reserve University School of Law l faculty whose primary appointments are in the clinical program at the law school, whether tenured, tenure track, or non-tenure track (referred to herein as "clinical faculty") and whose voting privileges are set forth in Sections 3.2 and 3.4 of the Law School by-laws.  They encompass the process for hiring, evaluating, and promoting these faculty.

Nothing in these policies and procedures limits the inherent right of the faculty to control the content and approach of the clinical program.

II.     Obligations of the Clinical Faculty

In general, the obligations of the non-tenure track clinical faculty to the institution are teaching and institutional service.  In general, the obligations of the tenured or tenure track clinical faculty are teaching, institutional service, and research and scholarship.

III.    Specifications of Rank and Title

A.      The following titles shall be applied to clinical faculty appointments: "Assistant Professor," "Associate Professor," and "Professor." Professor is the most

senior title, followed in descending order by Associate Professor and Assistant Professor.

B.   Assistant Professor.  The title "Assistant Professor" applies to a member of the clinical faculty who is without significant teaching, practice, scholarship (if applicable) or other relevant experience, but who shows the capacity to be able to meet the applicable standards for promotion to the title of clinical professor.

C.   Associate Professor.  The title "Associate Professor" applies to a member of the clinical faculty who through prior teaching experience as an assistant, or through other practice, scholarship (if applicable), or relevant experience, demonstrates strong and improving performance and substantial progress toward meeting the applicable standards for promotion to the title of clinical professor.

D.   Professor.   The title, "Professor", applies to a clinical faculty member who possesses a) an expert knowledge of his or her field; b) effective teaching skills; c) for clinical faculty on the tenure track, a documented national or international reputation for sustained scholarship in the candidate's discipline; d) a willingness to assume a fair share of institutional administrative and service tasks; and e) a commitment to continuing development of his or her academic competence, teaching effectiveness, research and scholarship (if applicable) and contribution to the academic objectives of the clinical program, the School of Law and the University.

IV.   Procedures for Appointment, Evaluation, Reappointment and Promotion.

A.   Hiring. Appointment as a Visiting Clinical Professor may be made by the Dean for up to one year, and may be renewed by the Dean for not more than two additional years. All other hiring decisions shall be implemented by the Dean

pursuant to a recommendation by the Appointments Committee, and a majority vote of the faculty entitled to vote on the issue. For the sole purpose of considering a candidate for appointment to the clinical faculty, one member of the Appointments Committee shall be a member of the Clinical Faculty.

B.    Reappointment and Promotion Decisions. The Promotion and Tenure Committee has responsibility for making recommendations to the Dean and the Faculty regarding promotion and reappointment of clinical faculty in accordance with the By-laws of the Faculty, Appendix A to those By-laws and these policies and procedures. All reappointment and promotion decisions shall be made pursuant to a majority vote in favor of the candidate by the faculty members entitled to vote following review by the Promotion and Tenure Committee. For the purpose of considering a member of the clinical faculty for promotion or reappointment, at least one member of the Promotion and Tenure Committee shall be a member of the Clinical Faculty who shall hold a title which is equal to or senior to the rank of the candidate under consideration.

C.    Persons Entitled to Vote Regarding Clinical Faculty Personnel Matters.  Subject to Section 3.4(5) of the Law School's bylaws,[36] any member of the tenure track Faculty shall be entitled to vote on initial appointments, reappointments, promotions or terminations regarding non-tenure track clinical faculty. Any member of the tenure track Faculty who holds a title which is equal to or senior to the rank of the candidate in question, may vote on initial appointments, reappointments, promotions or terminations of tenure track clinical faculty. In addition, non-tenure-track clinical faculty who have been granted voting privileges under the by-laws of the faculty of law with titles equal to or senior to the title of the candidate under consideration shall be entitled to vote on such matters regarding both tenure track and non-tenure track clinical initial appointments,

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[36] Amended September 30, 2015 to conform to revised Section 3.4(5), eliminating special seniority rules for junior tenure-track faculty.

reappointments, promotions or terminations.

D.      <u>Non-Tenure Track Clinical Faculty Appointments as Assistant Professor</u>

A non-tenure track clinical faculty candidate appointed as Assistant Professor shall be eligible to receive two consecutive one (1) year appointments, followed by a three (3) year appointment. If the reappointment is not made, employment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

At the end of the three (3) year appointment, if the candidate is not promoted to Associate Professor, employment shall terminate, subject to the notice provisions in the University Faculty Handbook.

E.      <u>Non-Tenure Track Clinical Faculty Promotion to Associate Professor</u>

Review for promotion to Associate Professor shall be done by the Promotion and Tenure Committee in the spring of the faculty member's fourth year, which shall transmit its recommendation to the faculty for a vote.

If a candidate is not promoted, that candidate's employment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

Promotion to Associate Professor results in an appointment for a five (5) year term. At the end of the five (5) year term, if an Associate does not meet standards for promotion to Professor and is not promoted, employment shall terminate, subject to the notice provisions in the University Faculty Handbook.

F.      <u>Non-Tenure Track Clinical Faculty Promotion to Professor</u>

Review for promotion to Professor shall be done by the Promotion and Tenure Committee in the spring of the faculty member's ninth year, which shall transmit its recommendation to the Faculty for a vote.

If the candidate is not promoted, that candidate's employment shall terminate at the end of the current appointment term, subject to the notice

provisions in the University Faculty Handbook.

Promotion to Professor results in an appointment for a five (5) year term, with renewals for subsequent five (5) year terms as specified in V.

G.     Tenure Track Clinical Faculty Appointments and Promotions

The terms of tenure track clinical faculty appointments, reappointments, promotions and terminations shall be governed by the policies and procedures regarding other tenure track faculty at the Law School. Those policies and procedures are memorialized in Appendix A to the By-laws of the Faculty of Law as well as the University Faculty Handbook. As with other tenure track faculty, the pre-tenure period for tenure track clinical faculty is normally six years, subject to certain extensions which may be available as stated therein. Clinical faculty candidates on the tenure track normally will be considered for promotion from Assistant Professor to Associate Professor at the end of his or her second year of service. Clinical faculty candidates on the tenure track normally will be considered for promotion from Associate Professor to Full Professor with tenure at the end of his or her fifth year of service.

H.     Notwithstanding any of the provisions in this section IV., if a non-tenure track clinical faculty member is supported by short-term grants, the School of Law may condition the continuation of employment on continued receipt or renewal of such grants.


V.     Renewal of Non-Tenure Track Clinical Professorial Appointments.

In the spring of the fourth (4th) year of a five (5) year appointment as a non-tenure track Professor, the Promotion and Tenure Committee shall review the candidate's performance to ensure that the standards for appointment as a non-tenure track Professor continue to be met and shall make a recommendation to the faculty. The faculty shall meet to vote on the recommendation, and reappointment shall occur upon a majority vote in favor of reappointment by the faculty members

entitled to vote on such matters. If, following a valid faculty vote, the reappointment is not made, termination of employment would occur at the end of the current five (5) year appointment, subject to the notice provisions in the University Faculty Handbook.

VI.    Periodic Evaluations

In addition to evaluations for promotion and reappointment, all clinical faculty members at the titles of Assistant and Associate Professor shall be given an annual performance evaluation by the Promotion and Tenure Committee for the purpose of assisting the candidate in achieving levels of performance sufficient to warrant promotion to the next level of appointment.

VII. Procedures for Termination of Employment.

Any clinical faculty appointment may be terminated: 1) for just cause as defined in the Faculty Handbook Chapter 3, Part One, Section I.E.3.; 2) for serious failure to meet the continuing performance obligations set forth in Item XI. below; or 3) pursuant to a Faculty vote pertaining to reduction in staff as set forth in Item VIII below.

If the Dean or a majority of the voting faculty determines that mid-term termination of employment should be considered, the matter shall be referred to the Promotion and Tenure Committee for review and recommendation to the Faculty.

Following receipt of the recommendation of the Promotion and Tenure Committee if, in a valid faculty vote, a majority of faculty members entitled to vote on such matters finds that sufficient cause exists for termination, the candidate's employment shall be terminated, in accordance with, and subject to the notice provisions in the University Faculty Handbook.

VIII.   Termination or Substantial Modification of the Clinical Program.

If the clinical program is terminated or substantially modified by the Faculty in a way that requires a reduction in the need for clinical faculty who teach in the clinical program, a member of the clinical faculty may be terminated regardless of years of service or title, in accordance with, and subject to the notice provisions in the University Faculty Handbook.

If a majority of persons entitled to vote on such matters approve a reduction in clinical faculty size, the reduction shall be accomplished in order of ascending title (i.e. lowest title first) or in order of years of service within a title (i.e. least years of service first).

IX.   General Standards of Performance Applicable to Tenure-Track or Non-Tenure-Track Clinical Faculty.

A.   In General.  Standards for reappointment and promotion for all clinical faculty require effective teaching and institutional service.  In addition, for tenure track clinical faculty, reappointment and promotion require sufficient research and scholarship as described in Appendix A to the By-laws of the Faculty of Law.

B.   Teaching Effectiveness. Teaching ability is the primary factor to be considered in evaluating non-tenure track clinical faculty for hiring, retention and promotion. Teaching ability is an equally important factor, along with research and scholarship, for tenured or tenure track clinical faculty. All Clinical faculty should demonstrate steady progress toward becoming effective teachers in the clinical program. Any clinical faculty member whose primary appointment is as an administrator and who holds a clinical faculty appointment must also perform his or her administrative functions to the satisfaction of the Dean as a prerequisite to reappointment  or promotion, regardless of that clinical faculty member's teaching effectiveness or other institutional service.

C.      <u>Service to the University, the Profession and the Community.</u>  Clinical faculty, like other members of the Faculty, will be called upon from time to time to engage in service to the Law School or University, for example in administrative or committee work. In addition, they may be asked to engage in public service, for example in organizing or appearing in continuing legal education programs, programs presented to non-lawyer community or educational groups, and service in other community groups such as boards of directors or legal bodies. Clinical faculty are expected to perform such services satisfactorily.

Extraordinary performance of service is an important factor in promotion decisions for non-tenure track clinical faculty. Extraordinary performance of service, however, will not justify promotion or reappointment if a clinical faculty member has not demonstrated effective teaching ability, or in the case of tenure track faculty, the required research and scholarship.

D.      <u>Capacity to collaborate with Colleagues.</u>  A candidate for reappointment or promotion in the clinical program shall demonstrate that he or she can work well with colleagues and has the inclination to continue to do so.


X.      <u>Additional Standards of Performance in the Clinical Program for All Clinical Faculty</u>.

In addition to the general standards stated above in Item IX., the following standards are applicable to all clinical faculty, whether tenured, tenure track, or non-tenure track.  In the evaluation process, due consideration shall be given to client confidentiality and the likelihood that in the course of representing clients, clinical faculty may be required to vigorously espouse contentious positions with other counsel or the bench.

A.     Clinical Teaching Effectiveness. Candidates for reappointment  and promotion should demonstrate steady progress towards excellence in achieving the goals of clinical teaching: to instill in students the habits of careful research, rigorous analysis, thorough preparation, good relations with clients and others, honest self-criticism, and the ability to learn from experience. Candidates who achieve the title of Clinical Professor should perform proficiently in both one-to-one supervision and clinical classroom teaching.

B.     Competence as a Lawyer. Because one of the goals of the clinical program is instruction in the lawyering skills and professional values needed by the practicing lawyer, the effective teacher must be a good lawyer. The following are criteria for determining the quality of lawyering. The list is not exhaustive:

1.     Knowledge of the Law. Clinicians should be knowledgeable in the fields of law in which they practice. They should be able to identify matters that are beyond their expertise and bring such matters to the client's attention.

2.     Legal skills. Clinicians should exhibit proficiency in a variety of skills, including:

      a.     Information gathering both from clients and others;

      b.     Legal research, analysis, and writing;

      c.     Strategy formation including client counseling;

      d.     Strategy execution including negotiation, trial advocacy and alternative dispute resolution;

      e.     Follow through, including keeping clients informed and maintaining good client relations; and

      f.     Practice management, including organization and control of the legal work and finances of the office. In evaluating a clinician's proficiency in practice management skills, due consideration should be given to the individual clinician's opportunities or lack thereof, for such things as case assignment, overall supervision of office procedures, and control of the office finances.

3.     Professional Values and Professional Responsibility.

Clinicians should evidence an appreciation of the professional values necessary to be a competent advocate and officer of the court. Clinicians also should be aware of ethical issues raised by practice and should take appropriate action to deal with these issues in a manner consistent with applicable ethical and legal standards.

C.    <u>Character.</u>   Clinicians should be intellectually and emotionally capable of rendering professional service to clients and of providing supervision to students.

D.    <u>Growth as a Lawyer.</u>  The clinical program is designed primarily to assist students in becoming competent practitioners. Competency as a practitioner is not learned at once but must be achieved and maintained throughout one's career. Growth as a practitioner is, therefore, a factor for consideration in retention and promotion decisions.

Growth may be demonstrated in a variety of ways: for example, by an intensive period of time spent practicing law with a firm or governmental agency during the summers or while on sabbatical; by representing clients in the clinic or through public or private consultation in cases that pose significant new challenges to the faculty member; or by teaching in participating programs such as institutes on trial advocacy. This requirement shall be interpreted reasonably in light of the opportunities that the school and program make available.

XI.    <u>Continuing Performance Obligations of All Clinical Faculty.</u>

Throughout the term of any clinical faculty member's appointment, the clinical faculty member is expected to continually improve his or her performance under the performance standards applicable to his or her appointment and articulated in these policies and procedures.

XII.    <u>Application to Incumbent Clinical Faculty.</u>

Clinical faculty who are employed by the Law School when these policies and procedures are adopted shall be evaluated and appointed to the title and contract term that are warranted under these policies and procedures, but no clinical faculty member shall receive a title or contract term less than that under which that clinical

faculty member is currently employed.

The employment of any clinical faculty member who is currently appointed based upon a grant from outside the University shall, in addition to all other standards contained in these policies and procedures, be subject to termination at the expiration of: a) the grant period, or b) the term of appointment in effect for that clinical faculty member at the time of adoption of these policies and procedures, whichever event occurs later.

XIII. <u>Transition of Clinical Faculty to the Tenure Track.</u>

The following provisions are intended to implement the faculty decision made March 5, 2008 that provided: 1) all new clinical faculty who are considered for initial permanent, full-time appointments at the Law School that would begin after March 5, 2008, shall be considered for the tenure track, and shall be appointed, promoted, reappointed and considered for tenure pursuant to these policies and procedures as to their teaching and service, but shall also be subject to the policies and procedures regarding research and scholarship applicable to other tenured or tenure track faculty at the Law School. The policies and procedures applicable to research and scholarship are memorialized in the By-Laws of the Faculty of Law and Appendix A to those By-Laws; and 2) clinical faculty who were employed by the Law School on March 5, 2008 as non-tenure track clinical faculty under these policies and procedures are eligible to apply for transition to the tenure track.

A.  Access to Tenure Track for Clinicians Employed as of March 5, 2008.

To be appointed to a tenure-track position, full-time clinical faculty members employed by the Law School as of March 5, 2008 must successfully go through the faculty appointments process to assess their scholarly potential. This would include

positive recommendations from the Faculty Appointments Committee to the faculty,

from the faculty to the Dean, and from the Dean to the Provost. Such a

recommendation would focus on teaching, service, practice, and scholarship.

Teaching, service and practice shall be governed by the policies and procedures stated

above generally applicable to all clinical faculty. Scholarship generally shall be

governed by the provisions of Appendix A to the By-Laws of the Faculty of Law,

applicable to other tenure track faculty.

1. **Evidence of Scholarly Potential** – As with nonclinical tenure-
track candidates, clinical faculty seeking a tenure-track appointment
must establish their strong interest in, and substantial potential for,
producing high quality scholarship with reasonable regularity
throughout their teaching career.

   a. **Appointment on the Basis of Prior Articles**
   Like candidates for nonclinical tenure-track positions, clinical
   faculty members may request that prior articles be considered in
   order to establish evidence of scholarly potential sufficient for
   appointment to a tenure-track position.

   b. **Release Time and Support for Writing**
   To be appointed to the tenure track, non-tenure track clinical
   faculty members employed by the Law School as of March 5,
   2008, who have no prior publications or whose prior publications
   do not establish an adequate basis for appointment must produce
   an article demonstrating scholarly potential. Based upon their

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scholarly potential and progress, as determined by the Dean,

clinical faculty members in this position who declare their

intention to seek a tenure-track appointment may be released

from clinical obligations during the summer and may be given

research support, including research assistants and summer

research grants for no more than three years.

2.      Once a clinical faculty member is on the tenure track, that faculty

member will receive the same benefits, rights, and obligations as

nonclinical tenure-track faculty.

B.      Consideration of prior scholarship, rank and years to tenure at application

1.      As with nonclinical tenure-track faculty, a clinical tenure-track

faculty member may be given credit at the time of appointment for

scholarship previously produced.

2.      While working toward tenure, clinical tenure-track faculty

members may retain the rank and titles they earned at the law school

prior to being appointed to the tenure track.

C.      Choice to apply for tenure track

1.      Clinical faculty members must choose, within five years of June

30, 2008, whether to apply for a tenure-track position or retain long-term

contract status.

2.      Clinical faculty members who apply for, but do not receive, a

tenure- track position would retain long-term contract status.

3. All full-time clinical faculty employed by the Law School as of

March 5, 2008 have the option to retain their previous non-tenure track

long-term contract status and not apply for a tenure-track position.

These policies and procedures were initially adopted by the Faculty of Law on April 16, 1997; additional changes to conform to Faculty Handbook and Bylaws changes adopted October 1, 2007; additional changes to provide for transition of clinical faculty from non-tenure track to the tenure track were adopted in September, 2009.

**Appendix C: Policies and Procedures for Lawyering Skills Faculty**
Case Western Reserve University School of Law

I.  *Introduction*

These policies and procedures outline the rights and responsibilities of the faculty of the Case Western Reserve University School of Law whose primary appointments involve teaching lawyering skills courses[37], hereinafter referred to as the "lawyering skills faculty." These policies and procedures describe the process for hiring, evaluating, promoting, reappointing and terminating members of the lawyering skills faculty.

Nothing in these policies and procedures limits the inherent right of the faculty to control the content and approach of the lawyering skills program.

II. *Obligations of the Lawyering Skills Faculty*

In general, the obligations of the non-tenure track lawyering skills faculty to the institution are teaching and institutional service. The obligations of special lawyering skills faculty are teaching only.

III. *Specifications of Rank and Title*

A. *Ranks and Titles*. Lawyering skills faculty shall be non-tenure track or special faculty, depending upon the terms of the appointment. The following titles shall be applied to non-tenure track lawyering skills faculty appointments: "assistant professor of law," "associate professor of law," and "professor of law." Professor is the most senior rank, followed in descending order by associate professor and assistant professor. The following titles shall be applied to special lawyering skills faculty appointments: "adjunct professor of lawyering skills" or "visiting

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[37] Amended September 30, 2015 to eliminate outdated reference to the former CaseArc lawyering skills program.

professor of lawyering skills" depending on the nature of the appointment. All non-tenure track lawyering skills faculty are senior to special lawyering skills faculty.

B. *Assistant Professor*. The title "assistant professor of law" applies to a member of the non-tenure track lawyering skills faculty who is without significant teaching or other relevant experience, but who shows the capacity to meet standards for promotion to the rank of professor.

C. *Associate Professor*. The title "associate professor of law" applies to a member of the non-tenure track lawyering skills faculty who has prior teaching experience as an assistant professor or has other relevant experience, and who demonstrates strong performance and substantial progress toward meeting the standards for promotion to the rank of professor.

D. *Professor*. The title "professor of law" applies to a member of the non-tenure track lawyering skills faculty who possesses 1) an expert knowledge of his or her field, 2) effective teaching skills, 3) a willingness to assume a fair share of institutional administrative and service tasks, and 4) a commitment to continuing development of academic competence.

IV. *Procedures for Appointment, Evaluation, Reappointment, and Promotion*

A. *Hiring*. Appointment as a special faculty member in the lawyering skills program on either a full-time or part-time basis may be made by the Dean for up to one year, and may be renewed by the Dean for an additional year. In addition, under the provisions of paragraph IV.G. below, the Dean may appoint lawyering skills special faculty to additional or continuing terms. All hiring decisions of non-tenure track lawyering skills faculty shall be pursuant to a recommendation by the Appointments Committee and a majority vote of the faculty entitled to vote on the issue. For the sole purpose of considering a candidate for appointment to the non- tenure track lawyering skills faculty, one member of the Appointments Committee shall be a member of the non-tenure track lawyering skills faculty.

B. *Reappointment and Promotion Decisions*. The Promotion and Tenure Committee (or such other committee designated for this purpose) has responsibility for making recommendations to the faculty regarding promotion and reappointment of non-tenure track lawyering skills faculty in accordance with these policies and procedures.

All reappointment and promotion decisions shall be made pursuant to a majority vote by the faculty members entitled to vote, following review by the Promotion and Tenure Committee. For the sole purpose of considering a member of the non-tenure track lawyering skills faculty for promotion or reappointment, one member of the Promotion and Tenure Committee shall be a member of the non-tenure track lawyering skills faculty who holds a rank equal to or senior to the rank to which the non-tenure track lawyering skills faculty member under consideration is being reappointed or promoted.

C. *Persons Entitled to Vote Regarding Non-Tenure Track Lawyering Skills Faculty Personnel Matters*. Subject to the provisions of Section 3.4(7) of the Law School Bylaws,[38] any member of the tenure-track faculty and any clinical faculty member shall be entitled to vote on initial appointments, reappointments, promotions, or terminations regarding lawyering skills faculty. In addition, members of the non-tenure track lawyering skills faculty with ranks equal to or senior to the rank of the non-tenure track lawyering skills faculty member under consideration shall be entitled to vote on initial appointments, reappointments, promotions, or terminations regarding non-tenure track lawyering[39] skills faculty.

D. *Lawyering Skills Faculty Appointment as Assistant Professor*. A lawyering skills faculty member appointed as assistant professor may receive two consecutive one (1) year

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[38] Changed September 2015 to conform to amendments to main Bylaws.

[39] Corrected typographical error misspelling "lawyering" on September 30, 2015.

4

appointments, followed by a three (3) year appointment, if the appointment is renewed before the end of the one (1) year or three (3) year appointment periods.

If reappointment is not made before the end of the one (1) year or three (3) year appointment periods, the appointment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

E. *Lawyering Skills Faculty Promotion to Associate Professor*. Promotion to associate professor in the lawyering skills program results in an appointment for a five (5) year term.

Review for promotion to associate professor in the lawyering skills program shall ordinarily be done in the spring of the lawyering skills faculty member's fourth year as assistant professor by the Promotion and Tenure Committee, which shall transmit its recommendation to the faculty for a vote.

If an assistant professor is not promoted to associate professor, that faculty member's appointment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

F. *Lawyering Skills Faculty Promotion to Professor*. Promotion to professor in the lawyering skills program results in an appointment for a five (5) year term, with possible renewals for subsequent five (5) year terms as specified in article V of these policies.

Review for promotion to professor in the lawyering skills program shall ordinarily be done in the spring of the faculty member's ninth year by the Promotion and Tenure Committee, which shall transmit its recommendation to the faculty for a vote.

If an associate professor in the lawyering skills program is not promoted to professor, that faculty member's appointment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

G. *Special Faculty Positions*. Notwithstanding any of the above provisions in this article IV, the Dean, in consultation with the Appointments Committee and the full faculty, shall have flexibility to create continuing, special faculty positions in the lawyering skills program when doing so is in the best interests of the School of Law.

V. *Reappointments of Non-Tenure Track Appointments of Lawyering Skills Professors*

In the spring of the fourth year of a faculty member's five (5) year appointment as a non-tenure track professor in the lawyering skills program, the Promotion and Tenure Committee shall review the faculty member's performance to ensure that the standards for appointment as professor continue to be met, and the Committee shall make a recommendation to the faculty on renewal of the lawyering skills faculty member's appointment. The faculty shall meet to vote on the recommendation, and reappointment shall occur upon a majority vote in favor of reappointment by the faculty members entitled to vote on such matters.

If a faculty member's appointment is not renewed before the end of the five (5) year appointment, the appointment shall terminate at the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

VI. *Periodic Evaluations*

In addition to evaluations for promotion and renewal, all non-tenure track lawyering skills faculty members at the ranks of assistant professor and associate professor shall be given an annual performance evaluation by the Promotion and Tenure Committee for the purpose of assisting the faculty member in achieving levels of performance sufficient to warrant promotion to associate professor or professor, as appropriate. Evaluations of special lawyering skills faculty shall be done by the Dean or his designee as appropriate to the nature of the appointment, but shall occur not less than once per year.

VII. *Procedures for Termination of Appointment*

Any lawyering skills faculty appointment may be terminated before the end of the current appointment period 1) for just cause as defined in the Faculty Handbook Chapter 3, Part One, Section I.E.3. and 2) for serious failure to meet the continuing performance obligations set forth in article X below; or 3) pursuant to a faculty vote pertaining to reduction in staff as set forth in article VIII below and pursuant to the applicable Faculty Handbook provisions.

In the case of non-tenure track lawyering skills faculty, if the Dean or a majority of the voting faculty entitled to vote on appointments, reappointments and promotions of the individual in question determines that mid-term termination of appointment should be considered, the matter shall be referred to the Promotion and Tenure Committee for review and recommendation to the faculty. Following receipt of the recommendation of the Promotion and Tenure Committee if a majority of faculty members entitled to vote on such matters finds that sufficient cause exists for termination, the faculty member's appointment shall be terminated, subject to the notice provisions in the University Faculty Handbook.

VIII. *Termination or Substantial Modification of the Lawyering Skills Program*

If the lawyering skills program is terminated or substantially modified by the faculty in a way that requires a reduction in the need for lawyering skills faculty, any member of the lawyering skills faculty may be terminated regardless of years of service or rank, subject to the notice provisions in the University Faculty Handbook.

If a majority of persons entitled to vote on such matters approves a reduction in lawyering skills faculty size, the reduction shall be accomplished in order of ascending rank (i.e., lowest rank first) or in order of years of service within a rank (i.e., least years of service first).

IX. *Standards of Performance: Lawyering Skills Faculty*

A. *In General*. Standards for reappointment and promotion of non-tenure track lawyering skills faculty require effective teaching and institutional service. Standards for reappointment of special lawyering skills faculty require effective teaching.

B. *Teaching Effectiveness*. Teaching ability is the primary factor to be considered in evaluating lawyering skills faculty for hiring, reappointment, and promotion. Lawyering skills faculty who are candidates for reappointment or promotion should demonstrate steady progress towards excellence in achieving the goals of teaching lawyering skills — to begin to instill in students the habits of competent and effective performance of the lawyering skills taught in their courses, including to the extent applicable: 1) clear exposition, careful research, rigorous analysis; 2) thorough preparation; 3) effective interviewing, fact gathering, counseling, negotiation and oral presentation; 4) written and oral examination and advocacy; and 4) honest self-criticism. Faculty members in the lawyering skills program should perform proficiently in one-to-one interaction, small group and classroom teaching.

C. *Service to the University, the Profession, and the Community*. Non-tenure track lawyering skills faculty will be called upon to engage in service to the law school or University— for example, in administrative or committee work. In addition, they may be asked to engage in public service—for example, organizing or appearing in continuing legal education programs or programs presented to non-lawyer community or educational groups, and providing service in other community groups such as boards of directors or legal bodies. Lawyering skills faculty are expected to perform such services satisfactorily.

Extraordinary performance of service is an important factor in promotion or reappointment decisions, but it will not justify promotion or reappointment if a lawyering skills faculty member has not demonstrated effective teaching ability.

D. *Capacity to Collaborate with Colleagues*. A candidate for reappointment or promotion in the lawyering skills program shall demonstrate that he or she works well with colleagues, including the person or persons responsible for administering the lawyering skills program, and that he or she has the inclination to continue to do so.

X. *Continuing Performance Obligations*

Throughout the term of any lawyering skills faculty member's appointment, the lawyering skills faculty member is expected to continually improve his or her performance under the performance standards articulated in these policies and procedures.

XI. *Application to incumbent Legal Analysis and Writing Faculty*

Legal Analysis and Writing faculty who are employed as full-time non-tenure track faculty by the School of Law when these policies and procedures are adopted shall be evaluated and may be appointed to an initial three (3) year appointment term at a rank that is warranted under these policies and procedures; provided, that no Legal Analysis and Writing faculty member shall receive a rank or appointment term less than that under which that faculty member is currently employed. After the expiration of the initial three (3) year appointment, any such faculty member may be eligible for reappointment at the rank and for the appointment term provided under these policies and procedures.

BYLAWS REVISIONS APPROVED SEPTEMBER 30, 2015

## APPENDIX D

## POLICIES AND PROCEDURES FOR OTHER NON-TENURE TRACK FACULTY
School of Law, Case Western Reserve University

I. *Introduction*

These policies and procedures outline the rights and responsibilities of the non-tenure track faculty of the Case Western Reserve University School of Law whose primary appointments are not in the Clinical or the Case*Arc* Integrated Lawyering Skills Program. However, under the limited circumstances described below and for limited duration, a Professor from Practice may receive a primary appointment in the clinical program. These policies and procedures describe the process for hiring, evaluating, promoting, reappointing, and terminating members of such non-tenure track faculty. Nothing in these policies and procedures limits the inherent right of the faculty to control the content and approach of the program taught by non-tenure track faculty.

II. *Obligations of the Non-Tenure Track Faculty*

In general, the obligations of the non-tenure track faculty to the institution are teaching and institutional service.

III. *Specifications of Rank and Title*

A. Except as otherwise provided in Section III.B., non-tenure track faculty (other than Clinical and Lawyering Skills faculty) shall have the rank and title "Senior Instructor in Law."

B. *Professors from Practice.* Prominent and accomplished candidates who possess significant expertise or other valuable qualities obtained while engaged in at least 10 years of law practice may be appointed as "Professors from Practice," with the university rank of "Senior Instructor in Law." Professors from Practice may be appointed to teach any course in the law school curriculum for which they

are qualified.  Professors from Practice may be appointed or reappointed only under extraordinary circumstances. This type of appointment is an exception to the general policy that clinical faculty shall be appointed to positions on the tenure track.

IV. *Procedures for Appointment, Evaluation and Reappointment*

A. *Hiring.* All hiring decisions of non-tenure track faculty shall be pursuant to a recommendation by the Appointments Committee and a majority vote of the faculty entitled to vote on the issue.

B. *Reappointment Decisions.* The Promotion and Tenure Committee (or such other committee designated for this purpose) has responsibility for making recommendations to the faculty regarding reappointment of non-tenure track faculty in accordance with these policies and procedures. All reappointment decisions shall be made pursuant to a majority vote by the faculty members entitled to vote, following review by the Promotion and Tenure Committee.

C. *Persons Entitled to Vote Regarding Non-Tenure Track Faculty Personnel Matters.* Any member of the tenure-track faculty and any clinical and lawyering skills faculty member shall be entitled to vote on initial appointments, reappointments, or terminations regarding non- tenure track faculty.

D. *Initial Appointment.* A non-tenure track faculty member shall be appointed to a three (3) year term. If reappointment is not made before the end of the three (3) year appointment period, the appointment shall terminate at the end of the academic year following the end of the initial appointment term, subject to the notice provisions in the University Faculty Handbook.

E. *Reappointment.* Review for reappointment of a non-tenure track faculty member shall ordinarily be done by the Promotion and Tenure Committee during the third year of the non- tenure track faculty member's appointment. The Promotion and Tenure Committee shall transmit its recommendation to the faculty for a vote. The faculty shall meet to vote on the recommendation, and

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reappointment shall occur upon a majority vote in favor of reappointment by the faculty members entitled to vote on such matters.  If a non-tenure track faculty member is not reappointed, that faculty member's appointment shall terminate at the end of the academic year following the end of the current appointment term, subject to the notice provisions in the University Faculty Handbook.

V. *Periodic Evaluations*

In addition to evaluations for renewal, all non-tenure track faculty members shall be given an annual performance evaluation by the Promotion and Tenure Committee for the purpose of assisting the faculty member in achieving levels of performance sufficient to warrant reappointment.

VI. *Procedures for Termination of Appointment*

Any non-tenure track faculty appointment may be terminated before the end of the current appointment period: (1) for just cause as defined in the Faculty Handbook Chapter 3, Part One, Section I.E.3. and (2) for serious failure to meet the continuing performance obligations set forth in article VIII below.  In the case of non-tenure track faculty, if the Dean or a majority of the voting faculty entitled to vote on appointments and reappointments of the individual in question determines that mid-term termination of appointment should be considered, the matter shall be referred to the Promotion and Tenure Committee for review and recommendation to the faculty. Following receipt of the recommendation of the Promotion and Tenure Committee, if a majority of faculty members entitled to vote on such matters finds that sufficient cause exists for termination, the faculty member' s appointment shall be terminated, subject to the notice provisions in the University Faculty Handbook.

VII. *Standards of Performance for Non-Tenure Track Faculty*

A.      *In General*. Standards for reappointment of non-tenure track faculty require effective teaching and institutional service.

B.     *Teaching Effectiveness*. Teaching ability is the primary factor to be considered in evaluating non-tenure track faculty for appointment and reappointment. Non-tenure track faculty who are candidates for reappointment should demonstrate steady progress toward excellence in teaching.

C.     *Service to the University, the Profession, and the Community*. Non-tenure track faculty will be called upon to engage in service to the law school or University—for example, in administrative or committee work. In addition, they may be asked to engage in public service— for example, organizing or appearing in continuing legal education programs or programs presented to non-lawyer community or educational groups, and providing service in other community groups such as boards of directors or legal bodies. Non-tenure track faculty are expected to perform such services satisfactorily. Extraordinary performance of service is an important factor in reappointment decisions, but it will not justify reappointment if a non-tenure track faculty member has not demonstrated effective teaching ability.

VIII. *Continuing Performance Obligations*

Throughout the term of any non-tenure track faculty member's appointment, the faculty member is expected to continually improve his or her performance under the performance standards articulated in these policies and procedures.

# Second Set of Proposed Amendments to Case School of Medicine Bylaws　　　　　　　　　　　Approved 07/27/2017

| Ballot Item # | Article | Topic | Current | Salient difference | Impact | Vote Tally (For / Against / Abstain) |
|---|---|---|---|---|---|---|
| 1 | 2:3 | Authorities and powers of the Faculty of Medicine | "…constituent school or college…." | "…department or Division of General Medical Sciences (DGMS)…." | Reflects current SOM academic units; corrections and clarifying language also added | 138 / 9 / 2 |
| 2 | 4:1 | Faculty primary appointments | "Divisions with the status of a Department" | "Department or DGMS" | Eliminates reference to undefined academic units | 136 / 9 / 1 |
| 3 | 4:2 | Functions of departments | Not applicable | "Each department shall allocate resources…full freedom of scholarly investigation and publication…." | Introduces language from the University Faculty Handbook | 135 / 9 / 4 |
| 4 | 4:3a | Academic department chairs | Not applicable | "…with the exception of DGMS where the dean serves as chair." | As specified in 1986 document creating DGMS | 130 / 12 / 5 |
| 5 | 4:3b | Academic department chairs | "…or head of a division with departmental status…." | Stricken | Eliminates reference to undefined academic units | 141 / 7 / 2 |
| 6 | 4:4 | Establishment and discontinuance of academic departments | Emphasizes the role of Faculty Council in approval | Specifies the role of the Dean in transmitting recommendations to the Faculty Senate | Outlines the process in greater detail | 140 / 8 / 0 |
| 7 | 4:7 | Division of General Medical Sciences | Not applicable | Entirely new; outlines the internal structure and operation of DGMS for the first time | Explicitly describes rights of DGMS faculty | 135 / 10 / 5 |

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September 15, 2017

Juscelino Colares, JD
Chair, Faculty Senate
c/o Rebecca Weiss, Secretary of the University Faculty

Dear Professor Colares:

As noted in the accompanying memo from Dr. Phoebe Stewart, Chair of the School of Medicine's Faculty Council, the Faculty of Medicine voted in July 2017 to recommend amendments to the Faculty of Medicine Bylaws.

The amendments appear in multiple sections throughout the Bylaws and are generally intended to make clear the roles of Faculty Council, to describe Standing Committee charges, and clarify the organization of academic units in the School of Medicine.

Along with other changes, the proposed amendments:

- limit divisions with departmental status to the current Division of General Medical Sciences;
- describe the Division of General Medical Sciences;
- require a rationale to accompany all petitions to establish, discontinue or merge academic departments for review by the Faculty Council, the Faculty of Medicine and the Dean;
- clarify a department's responsibility to allocate its resources to support its faculty's educational, research and scholarly activities under the department chair's leadership; and
- remove inaccurate language referring to schools within the university and replace it with reference to departments and the Division of General Medical Sciences.

The revised text of the Faculty of Medicine Bylaws with the amendments indicated is enclosed with this memo. I concur with the Faculty of Medicine and recommend approval of these amendments.

Please submit the proposed amendments to the appropriate committees for their review at their earliest opportunity. I would be pleased to answer any questions that might arise during the review process.

Thank you.

Sincerely,
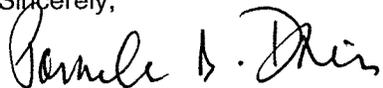
Pamela B. Davis, MD, PhD


c:      Dr. Phoebe Stewart, Chair, Faculty Council
        Dr. Maureen McEnery, Past-Chair, Faculty Council
        Nicole Deming, Assistant Dean for Faculty Affairs and Human Resources, SOM

enclosures

SCHOOL OF MEDICINE
CASE WESTERN RESERVE
UNIVERSITY

## 2:3 Authorities and Powers of the Faculty of Medicine

2:3 Authorities and Powers of the Faculty of Medicine

b. Powers Reserved.  The regular faculty members of Faculty of Medicine shall make recommendations to the dean for consideration and the transmittal to the University Faculty Senate concerning the establishment, discontinuance, or separation merging of any constitutuent school or college department or the Division of General Medical Sciences (DGMS), or concerning the merging of such organizational units, and concerning any matter of import referred by the Faculty Council to the Faculty of Medicine for the determination of its recommendation.

  The regular faculty members of the Faculty of Medicine shall have the power to recommend approval of amendments to these bylaws and the power and obligation to elect (1) senators to the University Faculty Senate; (2) a majority of the at-large members of the Faculty Council; and (3) a majority of the voting members of the standing committees listed in section 2:6a.

- ○ In favor
- ○ Against
- ○ Abstain

## Article 4 - DEPARTMENTS

Article 4 - DEPARTMENTS AND DIVISION OF GENERAL MEDICAL SCIENCES (DGMS)

4:1 Organization of the Faculty into Departments and Division of General Medical Sciences (DGMS)

a. The Faculty of Medicine may shall be organized into departments and DGMS representing each academic disciplines as specified in the Constitution of the University Faculty, Article VII, Sec. B.  Departments and Centers in DGMS shall plan and execute programs of research and scholarship and of professional activity and shall train medical students, graduate students, and/or undergraduate students in its discipline.  Divisions with the status of a department may be established. Each member of the faculty shall normally have an appointment in a department or in a division having the status of a department.

b. Each member of the faculty of medicine shall have a primary appointment in an academic department or DGMS, which has departmental status (see Article 4:7).

- ○ In favor
- ○ Against
- ○ Abstain

4:2 Function of Departments

a. Each department and DGMS shall provide a central administration for its academic disciplines.   Each department and DGMS shall be responsible for the teaching in its discipline in the School of Medicine, through the core academic program's committee structure and the other units of the undergraduate medical curriculum and in the affiliated hospitals.  Each department shall also allocate resources to execute powers and responsibilities concerning the faculty's educational, research, scholarly activities (Faculty Handbook, Chapter 2, Section B), and full freedom of scholarly investigation and publication of his or her findings (Faculty Handbook, Chapter 2 section D). This responsibility  These responsibilities shall be exercised by the academic department chairs in conformity with the curricular policies, organization, and components that are specified by the faculty and the dean with the exception of DGMS where the dean serves as chair (see Articles 4:7).

- ○ In favor
- ○ Against
- ○ Abstain

## 4:3 Academic Department Chairs

4:3 Academic Department Chairs
        a. Each academic department shall have an academic chair appointed by the president of the university on recommendation of the dean with the exception of DGMS where the dean serves as chair.

- ○ In favor
- ○ Against
- ○ Abstain

4:3 Academic Department Chairs

b. Each department chair ~~or head of a division with departmental status~~ or an appropriate designee shall meet annually with each full-time faculty member to review performance and to set future goals.

- ○ In favor
- ○ Against
- ○ Abstain

## 4:4 Establishment and Discontinuance of Academic Departments

4:4 Establishment and Discontinuance of Academic Departments
Petitions to establish, ~~or~~ discontinue or merge academic departments shall be ~~presented~~ submitted to the Faculty Council for review. ~~Such petitions shall include the rationale for the change.~~ The Faculty Council shall submit all petitions recommended for approval along with their rationale to the Faculty of Medicine for its consideration. Petitions recommended for approval by the Faculty of Medicine shall be forwarded to the Dean for consideration. ~~Recommendations of the Faculty Council for establishment or discontinuance shall be referred~~
The Dean will transmit the petition along with his/her recommendation to the University Faculty Senate for consideration (see Article 2:3b)~~upon approval of the dean~~.

- ○ In favor
- ○ Against
- ○ Abstain

## 4:7 The Division of General Medical Sciences (DGMS)

4:7 The Division of General Medical Sciences (DGMS)
        DGMS was established in 1986 to provide an organizational home for primary appointments for faculty pursuing interdisciplinary research and educational objectives. DGMS is composed of centers headed by center directors who recommend faculty for appointment, promotion and tenure. The Dean of the School of Medicine shall serve as the Chair of DGMS and has discretion to establish or close individual centers. Faculty with primary appointments in DGMS shall retain their primary appointment in DGMS in the event of center closure. In all other regards DGMS is the equivalent of an academic department.

- ○ In favor
- ○ Against
- ○ Abstain

Dr. Phoebe L. Stewart, Ph.D.
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To:    Pamela B. Davis, MD, PhD
       Dean, School of Medicine

From:  Phoebe Stewart, PhD
       Chair, Faculty Council

**Re:    Amendments to SOM Bylaws approved by the Faculty of Medicine in an election Jun/Jul 2017**

Date:   July 27, 2017

As Chair of the Faculty Council, I am pleased to submit for your attention and support amendments to the SOM Bylaws approved by the Faculty of Medicine in a special election that was held in June and July 2017.

These amendments are to Articles 2, section 3 and Article 4. They were discussed at the April 2017 Faculty Meeting and voted on at the May 2017 Faculty Council meeting.

A ballot was approved by the Nomination and Elections Committee, distributed to all full-time faculty in the School of Medicine. The ballot remained open for three weeks in accordance with our Bylaws. A copy of the ballot and vote tally is attached. A total of 150 faculty voted and all proposed amendments passed with an overwhelming majority of the votes cast.

It is our request that you join us in recommending these changes and submit them on behalf of the Faculty of Medicine to the Chair of the Faculty Senate and the Secretary of the Faculty Senate.

Sincerely,

Phoebe L. Stewart, PhD

**Ballot for SOM Bylaws Amendments**
**Election held in June and July 2017**


Dear SOM Faculty:

Faculty Council met in April to discuss proposed amendments to the School of Medicine Bylaws.  At its May meeting, the Faculty Council voted to recommend approval of the following changes:

1. Under 2:3 Authorities and Powers of the Faculty of Medicine, changes were made to remove references to schools within the university to departments and the Division of General Medical Sciences within the School of Medicine;

2.  A correction was made to reflect that the Faculty of Medicine elects the at-large members of Faculty Council while departments elect their own Faculty Council representative;

3. Article 4 is now labeled "Departments and Division of General Medical Sciences"

4. Under 4:1, it now states Faculty must have a primary appointment in either a department or the Division of General Medical Sciences and duties of Departments and Centers within the Division of General Medical Sciences are described;

5. Under 4:2 Functions of Departments, a sentence is added that states the department's responsibilities to allocate resources and responsibilities for faculty activities and freedom of scholarship;

6. Include a statement that the Dean is the chair of the Division of General Medical Sciences;

7. Removes language referencing heads of divisions with departmental status;
and

8. Under 4:4 Establishment and Discontinuance of Academic Departments, the process is outlined in greater detail.

Proposed Amendments to the School of Medicine Bylaws: Results July 2017

| Amendment | Ballot | In Favor | Against | Abstain |
|---|---|---|---|---|
| Amendment 1: | 2.3 Authorities and Powers of the Faculty of Medicine | 138 | 9 | 2 |
| Amendment 2: | 4.1 Departments and Divisions of General Medical Sciences (DGMS) | 136 | 9 | 1 |
| Amendment 3: | 4.2 Function of Departments | 135 | 9 | 4 |
| Amendment 4: | 4.3 Academic Department Chairs (a) | 130 | 12 | 5 |
| Amendment 5: | 4.3 Academic Department Chairs (b) | 141 | 7 | 2 |
| Amendment 6: | 4.4 Establishment and Discontinuance of Academic Departments | 140 | 8 | 0 |
| Amendment 7: | 4.7 The Division of General Medical Sciences (DGMS) | 135 | 10 | 5 |

# BYLAWS

# THE FACULTY OF MEDICINE

# CASE WESTERN RESERVE UNIVERSITY

ADOPTED BY THE FACULTY OF MEDICINE, AUGUST 25, 1978
RATIFIED BY THE FACULTY SENATE, DECEMBER 13, 1978

AMENDED BY THE FACULTY OF MEDICINE, MARCH 25, 1998
RATIFIED BY THE FACULTY SENATE, APRIL 23, 1998

AMENDED BY THE FACULTY OF MEDICINE JUNE 25, 1999 AND JUNE 30, 2000
RATIFIED BY THE FACULTY SENATE, NOVEMBER 6, 2000

AMENDED BY THE FACULTY OF MEDICINE, JANUARY 31, 2003
RATIFIED BY THE FACULTY SENATE, APRIL 27, 2003

AMENDED BY THE FACULTY OF MEDICINE, APRIL 22, 2005
RATIFIED BY THE FACULTY SENATE, FEBRUARY 27, 2006

AMENDED BY THE FACULTY OF MEDICINE, JANUARY 11, 2010
RATIFIED BY THE FACULTY SENATE, APRIL 21, 2010

AMENDED BY THE FACULTY OF MEDICINE, AUGUST 26, 2011
RATIFIED BY THE FACULTY SENATE, FEBRUARY 22, 2012

AMENDED BY THE FACULTY OF MEDICINE, MAY 6, 2014
RATIFIED BY THE FACULTY SENATE, JANUARY 22, 2016

AMENDED BY THE FACULTY OF MEDICINE, FEBRUARY 15, 2017 AND JULY 13, 2017

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ARTICLE 1 - PURPOSE

These bylaws and all amendments adopted as hereinafter provided shall henceforth constitute the rules and regulations governing the conduct and procedures of the Faculty of Medicine in the performance of its duties and in the exercise of its authorized powers, as specified by the constitution of the University Faculty of Case Western Reserve University. They are intended also to facilitate the participation of the clinical and adjunct faculty in organizing and executing the curriculum of the School of Medicine.

ARTICLE 2 - THE FACULTY OF MEDICINE

2.1: Membership of the Faculty of Medicine

The Faculty of Medicine shall consist of (1) regular faculty, defined as all persons who hold full-time appointments in the School of Medicine and who have unmodified titles at the rank of professor, associate professor, assistant professor, senior instructor, instructor, and (2) special faculty, those who hold these ranks modified by the adjective clinical, adjunct, visiting, or emeritus. In addition, fifteen students, two elected from and by each of the four University Program medical school classes, two elected at-large from and by Cleveland Clinic Lerner College of Medicine ("CCLCM") students, two elected from and by M.D.-Ph.D. students, and three elected from and by medical school graduate students, shall act as non-voting student representatives. The president of the university, a vice-president of the university responsible for medical school activities, and an administrative officer from and selected by each affiliated hospital shall be members of the faculty *ex officio*. The dean of the School of Medicine shall furnish annually to the secretary of the University Faculty a list of all full-time members of the faculty. (A full-time faculty member is one who is a member of the University Faculty as defined in the Faculty Handbook of Case Western Reserve University.) The Faculty of Medicine shall create a Faculty Council to conduct such business for it as is described below.

2.2: Officers of the Faculty

The president of the university and, in the president's absence or by the president's designation, the dean of the School of Medicine or the dean's representative, shall be chair of the Faculty of Medicine. The chair of the Faculty Council shall serve as vice-chair of the Faculty of Medicine. The Faculty of Medicine shall have a secretary who shall be appointed by the dean. The secretary shall provide due notice of all faculty meetings and the agenda thereof to the members of the faculty and distribute to the members the minutes of each meeting. The office of the dean shall be requested to supply appropriate administrative support for these functions.

2.3: Authorities and Powers of the Faculty of Medicine

      a. Authorities.  Those authorities delegated by the University Faculty to the Faculty of Medicine for the educational, research, and scholarly activities of the School of Medicine shall reside in the Faculty of Medicine.

      b. Powers Reserved.  The regular faculty members of Faculty of Medicine shall make recommendations to the dean for consideration and the transmittal to the University Faculty Senate concerning the establishment, discontinuance, or separation merging of any constituent school or collegedepartment of the Division of General Medical Sciences (DGMS), or concerning the merging of such organizational units, and concerning any matter of import referred by the Faculty Council to the Faculty of Medicine for the determination of its recommendation.

      The regular faculty members of the Faculty of Medicine shall have the power to recommend approval of amendments to these bylaws and the power and obligation to elect (1) senators to the University Faculty Senate; (2) a majority of theat-large members of the Faculty Council; and (3) a majority of the voting members of the standing committees listed in section 2.6a.

> **Commented [ND1]:** Approved by Faculty Council 5/15/2017

2.4: Meetings of the Faculty of Medicine

      a. Regular Meetings.  The Faculty of Medicinefaculty shall schedule meetings at least three times each academic year.  The dean of the School of Medicine shall be asked to describe the state of the medical school generally at one of the meetings.  Another meeting shall have as its main business a program relating to medical education.  A third meeting will have an agenda approved by the Faculty Council with at least one-half of the meeting devoted to open forum items.  Meeting dates and times will be coordinated to accommodate appropriate schedules.   In the event that inclement weather or other unforeseen event forces the university to close, a Faculty of Medicinefaculty meeting scheduled for that day shall be rescheduled.  The Faculty Council may cancel a scheduled meeting of the faculty in the event there is no business to be conducted.

      b. Special Meetings.  The Faculty of Medicine shall also meet on the call of the president or the dean, or on written petition of at least 10 faculty members presented to the Faculty Council, or at the request of the Faculty Council.

2.5: Voting Privileges

      a. A quorum of the faculty for both regular and special meetings shall consist of 100 members who are eligible to vote on the issue before the faculty as defined below (2.5c-2.5e). Proxies are not acceptable for purposes of either establishing a quorum or voting.

b. Special meetings of the faculty shall be conducted according to Robert's Rules of Order, Newly Revised.  A majority of those present and voting shall be necessary to effect action.

c. Special faculty whose titles are modified by the adjectives adjunct or clinical may vote at meetings only on matters concerning the planning and approval of the curriculum, the execution of the instructional program, the formulation of policies with regard to student affairs, appointment and promotion of special faculty; the election of members of committees dealing with such issues, and the election of their representatives to the Faculty Council.

d. Emeritus and visiting faculty members shall not be eligible to vote.

e. Prior~~e. Prior~~ to faculty meetings, Faculty Council will determine which faculty are eligible to vote on each issue scheduled for a vote, guided by 2÷.5c-2÷.5e above.  If an issue is raised and brought to a vote *ad hoc* at a faculty meeting, the person chairing the meeting will determine who is eligible to vote based on the above criteria.

2÷.6: Committees~~Functions and Duties of the Faculty~~

~~a. All powers and obligations~~ of the Faculty of Medicine ~~shall be delegated to the Faculty Council and exercised by it, with the exception of those powers and obligations reserved above.  These delegated powers and obligations shall include but not be limited to the planning and execution of educational programs and the formulation of policies concerning curricula, student admissions, and the conduct of research.  The Faculty Council shall also have the responsibility to review the requirements for the M.D. degree and to approve student standings and student promotions.~~

a.  ~~b.~~ The following Standing Committees shall be charged with specific responsibilities (as described more completely in each committee's Charge as approved by the Faculty ~~Faculty~~ Council):

(1) The Admissions Committee shall participate in both annual decision-making regarding individual applicants and in the establishment of admissions policy and procedure.

(2) The Bylaws Committee shall consider proposed amendments to the Bylaws of the Faculty of Medicine and ~~shall~~ make recommendations concerning such proposed amendments to the School of Medicine Faculty Council.

(3) The Committee on Budget, Finance, and Compensation shall serve as the faculty's principal forum~~to the dean~~ for the consideration of matters relating to SOM budgeting and financing. This Committee will consult with and advise the SOM administration on the formation and review of SOM policies and procedures concerning faculty compensation.

(4) The ~~and transmittal to the University Faculty Senate with regard to the establishment or discontinuance of departments and may, at its discretion, make its own recommendation concerning the establishment, discontinuance, or merging of units larger~~

than a single department but smaller than a constituent school or college or refer such matters to the Faculty of Medicine for its recommendation.  The Faculty Council shall advise the dean with regard to the establishment, discontinuance, or merging of academic or research units of the School of Medicine that are not required by the Faculty Handbook, at Chapter 2, Article V, Sec. A., Par. 2, c., 2, to be brought before the Faculty Senate.   The Faculty Council, through the Committee on Appointments, Promotions, and Tenure, shall review and make recommendations concerning all appointments as or to the dean for consideration and transmittal to the president of the university with regard to faculty promotions to the ranks of associate professor orand professor and the award, initial appointments to those ranks, and granting of tenure.

(5) The Committee on Medical Education serves to evaluate, review, and make recommendations concerning overall goals and policies of the School's medical education program, which includes the University and College programs.

(6) The Committee on Students shall have the responsibility of reviewing the total performance of all students and the authority for decisions on student standing and student promotions.

(7) The Lecture Committee shall serve as a selection committee for speakers where no other regular mechanism is in place.

(8) The Committee on Biomedical Research shall carry out the faculty's role in formulating policies related to the conduct of research in the School of Medicine on matters including but not restricted to the research portfolio, enabling technologies, research infrastructure, and biomedical workforce.

c.  The Faculty Council shall advise the president with regard to the appointment of the dean, as well as an interim or acting dean (see Section 3:6c for procedures), shall advise the dean with regard to recommendations to the president concerning the appointment of academic department chairs, as well as interim or acting chairs (for procedures see 4:3a and 4:3b), and shall advise the dean concerning appointments of directors of hospital departments and major interdepartmental academic officers.

2:7 Committees of the Faculty

a. b. The majority of the voting members of each standing committee dealing with faculty responsibilities shall be elected by the regular members of the Faculty of Medicine.faculty. The number of non-voting members shall not exceed the number of voting members.  The chair of the Faculty Council shall solicit recommendations for committee chair appointments from each standing committee, and then shall normally appoint one of the elected members to be the chair

of each such committee, unless other provisions for appointment of chairs are made in these Bylaws, but with approval on an annual basis by the Faculty Council, the chair may appoint the dean of the School of Medicine or another faculty member to serve as chair of a standing committee.  Standing committees dealing with areas of faculty responsibility shall include the following: Admissions Committee; Bylaws Committee; Committee on Appointments, Promotions, and Tenure; Committee on Medical Education; Committee on Students; Lecture Committee; and Research Committee.

 c. Standing Committees shall be established or discontinued only by amendment of the School of Medicine By-Laws.  The two exceptions are the Standing Committee on Appointments, Promotion and Tenure, and the Standing Committee on Budget, Finance, and Compensation whose existence is mandated by the Faculty Handbook.  *Ad hoc* committees shall not be appointed that duplicate or substantially overlap with the missions and charges of the Standing Committees. The Faculty Council shall have the authority to amend the representative composition (e.g., by number, b. The Faculty Council shall recommend the establishment, discontinuance, and representative composition (e.g., by rank, department, or institution) of standing committees and the length of terms of office of the members, and shall nominate candidates for committee membership.  The regular members of the Faculty of Medicinefaculty shall vote upon the nominees and shall elect the majority of voting committee members. MembersAdditional members of any standing committee may be appointed by the dean in accordance with the prescribed structure of each such committee.  The number of appointed voting members shall be less than the number of elected voting members.  The standing committees shall be reviewed by the Faculty Council at least once every five years.  Standing committees may present proposed changes to their own charge for consideration by the Faculty Council.  In the event that an elected member of a standing committee of the faculty resigns during the term, the Nomination and Elections Committeenominating committee of the Faculty Council shall appoint a replacement.  The first choice should be the faculty member who received the next highest number of votes in the most recent election for this committee position.  Should that individual be unwilling or unable to serve, the Nomination and Elections Committeenominating committee shall appoint an alternate of its choosing to the committee.  In either case, this appointee may stand for election to the committee for the remainder of the term of the resigning member at the next regularly scheduled faculty election.

 de. The dean shall be a member of all standing committees *ex officio* and may be the chair of any such committee if so appointed by the chair of the Faculty Council with the approval of the Faculty Council.  Persons holding the office of assistant, or associate, or vice dean may be regular members of any of these committees. Standing committees may include members holding the office of assistant, associate, or vice dean, as long as their number does not exceed

25% of the membership. The exception to this rule is the Committee on Medical Education, which may include members holding the office of assistant, associate, or vice dean, as long as their numbers do not exceed 40% of the membership.   Persons holding the office of assistant, associate, or vice dean These persons may not be committee chairs, but may be executive officers of these committees.  Membership rosters of all standing committees shall be published annually.

ed. Any action taken in the name of a standing committee shall be made by majority vote.  All members of a committee shall be supplied with minutes of the meetings of the committee and with copies of official recommendations of the committee.

fe. The meetings of the Faculty Council and of all standing committees shall be open to all members of the faculty except for those of the Steering Committee, the Admissions Committee, the Committee on Students, and the Committee on Appointments, Promotions and Tenure.  Chairs of other committees may declare a meeting or part of a meeting closed to faculty attendance only if confidential personnel matters are to be discussed.

f. Ad *hoc* committees of the faculty may be created by the Faculty Council at its discretion.

ARTICLE 3:  THE FACULTY COUNCIL

3:.1: Purpose and Functions of the Faculty Council

TheThere shall be a Faculty Council of the Faculty of Medicine delegates, which shall meet regularly to exercise all powers of the Faculty of Medicine not reserved to the Faculty of Medicine itself (see Article 2) to a Faculty Council.  The Faculty Council shall meet regularly to exercise the.

The powers and obligations of the Faculty Council, which shall include but not be limited to thethose following:

a. Toto act for the Faculty of Medicine regarding the planning and execution of educational programs and the formulation of policies concerning curricula, student admissions, and the conduct of research in consultation with the appropriate standing committee of the Faculty of Medicine.  It shall also have the responsibility to review the requirements for the M.D. degree and to approve student standings and student promotions;.

b. To hear reports of the Standing Committees committees of the faculty and of the Faculty Council and recommend action on such reports;

c. to determine the establishment, discontinuance, and representative composition of the membership of all faculty standing committees;

d. to elect a chair, a chair-elect, members of the Steering Committee, and the Faculty Council members of the Nominating Committee;

e. to determine the agenda for its own meetings and the agenda for the meetings of the faculty;

f. to classify any issue requiring a vote of the faculty so as to determine the eligibility of the adjunct/clinical and student members to vote on that issue (per 2:4biii and 2:4bv). The Faculty Council may appoint standing and *ad hoc* committees to make recommendations concerning its various functions and duties (see Article 3:6d).

3:2: Membership of the Faculty Council

a. Voting Members. Voting members of the Faculty Council shall include one representative of each academic department  (When more than one autonomous department exists within a single academic discipline, as per section 4:3 below, a representative of each such department shall be elected to the Faculty Council.) and of each division with departmental status. (All references hereafter to academic departments include divisions with departmental status.)   These representatives shall be referred to as department representatives.  Other voting members shall include two representatives from the special faculty whose titles are modified by the adjective adjunct or clinical, one representative from each affiliated institution and 10 representatives of the regular faculty elected at large.  All these representatives shall be members of the faculty.

b. Non-voting Members.  Non-voting members of the Faculty Council shall be the president of the university, a vice-president of the university responsible for medical school activities, the dean of the School of Medicine, the associate dean for medical education of the School of Medicine, the chair of the Committee on Medical Education, and student members who shall include not more than two undergraduate medical students, one M.D.-Ph.D. student, and one Ph.D. graduate student.  The student members shall be chosen by their respective groups. In addition, if a senator to the university Faculty Senate is not included in the Faculty Council as a voting member, the chair of the Faculty Council shall appoint one of the School of Medicine senators to be an *ad hoc* member of the Faculty Council.  The chair of the Faculty Council may invite other persons to attend designated meetings.  Faculty Council meetings shall be open to the faculty.  Faculty members may at any time request hearings before Faculty Council, but a request by a faculty member for a hearing before the Faculty Council must be made to the chair prior to the meeting of the Faculty Council.

3:3: Election of the Members of the Faculty Council
(For more details concerning elections, see Article 3:6b, paragraph 3.)

a. Shall be held no later than April 30 of each year, with newly elected members beginning their terms of office on the following July 1.

b. Upon notification by the dean, the full-time faculty members of each academic department of the School of Medicine shall elect as a department representative to the Faculty Council one of their full-time members who holds a primary appointment in that department. The election shall be held by democratic process. Complaints concerning the occurrence of undemocratic selections of representatives shall be brought to the attention of the chair of the Faculty Council.

c. Upon notification by the dean, full-time faculty based at each affiliated institution shall choose, by a method of their own design, one of their members who has a primary base at that institution and who has not been elected a department representative to be a representative to the Faculty Council.

d. The at-large representatives shall be nominated by a nominating committee (see Article 3:6b) and shall be elected by the full-time members of the faculty. The dean shall be requested to supply the nominating committee with a list of the preclinical and clinical science departments and rosters of the full-time faculty members with primary appointments in each department. Five at-large representatives shall be from preclinical departments and five shall be from clinical science departments. There shall be at least two nominees for each of these positions. Those nominees who are not elected shall serve as alternates in the order of votes received (see 3:4). In each three-year cycle beginning with the adoption of these amendments, one preclinical and one clinical at-large representative shall be elected the first year, and two preclinical and two clinical at-large representatives shall be elected in each of the second and third years. Upon adoption of these amendments, the at-large representatives who are then serving may complete their terms of office.

e. The Nominating Committee (see Article 3:6b) shall nominate at least four members of the special faculty whose titles are modified by the adjective adjunct or clinical as candidates for representative to the Faculty Council. Two of these nominees shall be elected by the special faculty whose titles are modified by the adjective adjunct or clinical. The remaining nominees will serve as alternates in the order of votes received.

3:.4: Terms of Office of Faculty Council Representatives

Representatives shall serve for a period of three years. Representatives may not serve consecutive terms but may be reelected after an absence of one year. A department representative who is unable for any reason to complete a term of office shall be replaced by a full-time faculty member from the same academic department, elected by democratic process within that department. The new member shall complete the term of the former member and

shall be eligible for reelection if the remaining term so completed has been less than two years. A departmental member on leave of absence shall be replaced during that leave by a faculty member from the same academic department, elected by democratic process within that department.  Upon return from leave, the returned faculty member shall complete the original term of office.  An at-large representative who is unable for any reason to complete a term of office shall be replaced by an alternate (per 3:3d) who shall serve during the remainder of the term or during the leave of the representative, as outlined for department representatives.  A representative of the special faculty who is unable for any reason to complete a term shall be replaced by an alternate (see Article 3:3e) who shall serve during the remaining term or during the leave of the representative.  A representative of an affiliated institution who is unable for any reason to complete a term shall be replaced by a full-time faculty member with a primary base at the same institution.  That individual shall be chosen by the same mechanism as the original representative, and shall serve for the remaining term or during the leave of the original member, as outlined above for department representatives.

Members who have three absences from Faculty Council meetings in one year must resign from the Faculty Council unless their absences were excused by the chair of the Faculty Council.  A warning letter will be sent to the Faculty Council member after two absences, with a copy to the department chair.  Selection of replacements for members who resign is discussed in the preceding paragraph.

3:.5: Officers of the Faculty Council

Each year the Faculty Council shall elect a chair-elect from the members who have at least two years of their terms remaining.  The chair-elect shall serve as vice-chair of the Faculty Council during the first year following election and succeed to the chair the following year.  The chair of the Faculty Council (or the vice-chair of the Faculty Council in the absence of the chair) shall preside over the Faculty Council and shall be vice-chair of the Faculty of Medicine. Following completion of this term of office, the immediate past chair of the Faculty Council shall serve one additional year as a member of the Faculty Council and as a member of its Steering Committee.  For procedures to be followed in the election of the officers and committees of the Faculty Council, see article 3:6b.  The dean shall be requested to provide administrative support to these officers.

3:.6: Committees of the Faculty Council

a. Steering Committee.  The Steering Committee shall consist of eight members: the chair of the Faculty Council, the vice-chair of the Faculty Council, the immediate past chair of the Faculty Council, and five other Faculty Council members who shall be elected by the Faculty

Council for one-year terms.  These members may be reelected successively to the Steering Committee for the duration of their terms as members of the Faculty Council.  The chair of the Faculty Council (or the vice-chair of the Faculty Council in the absence of the chair) shall serve as chair of the Steering Committee.  The Steering Committee shall set the agenda for meetings of the Faculty Council.  The Steering Committee shall be empowered to act for the Faculty Council between meetings.  The Steering Committee shall report all actions and recommendations to the Faculty Council.  The Steering Committee shall act for the Faculty Council and faculty in reviewing actions of the Committee on Appointments, Promotions and Tenure in order to ensure equity, adherence to published guidelines, and proper procedure.  The Steering Committee shall consult with the dean on such matters as the dean brings before it.  The Steering Committee shall advise the president concerning the appointment of an interim or acting dean of the School of Medicine.

b. Nomination and Elections Committee.  This committee shall consist of eleven members: the dean, the chair of the Faculty Council, the vice-chair of the Faculty Council, four other Faculty Council members, two each from the preclinical and clinical sciences, and four full-time faculty members who are not members of the Faculty Council, two each from the preclinical and clinical sciences.  The four Faculty Council members of the Nomination and Elections Committee shall be elected at large by the Faculty Council and shall serve for the duration of their terms as Faculty Council members.  The four non-members of the Faculty Council shall be elected by ballot by the Faculty of Medicine and shall serve three-year terms.  The chair will be elected from the members of the committee annually.

The Nomination and Elections Committee shall nominate (1) candidates for the chair-elect of the Faculty Council, (2) candidates for the Steering Committee, and (3) candidates for the standing committees of the Faculty Council.  Ballots listing the nominees and leaving space for write-in candidates shall be sent to all members of the Faculty Council.  The election of the chair-elect and the members of the Steering Committee, the Faculty Council members of the Nomination and Elections Committee and the members of other standing committees of the Faculty Council will be carried out at the June May meeting of the Faculty Council.  Additional nominations for all these offices shall be invited from the floor.  The consent of the nominee must be obtained in order for a write-in or floor nomination to be valid.  Faculty Council members who cannot attend the June May meeting may vote by mail (noting that wherever mail voting or distribution is mentioned in these Bylaws, voting or distribution by email or other method well-calculated to reach voters shall be considered satisfactory).  Candidates for chair-elect will also be candidates for the Steering Committee and will be so listed on mail ballots.  Faculty Council members shall vote for one nominee for chair-elect and for six members of the Steering Committee.  The five persons with the highest number of votes, excluding the person elected to the office of chair-elect, shall be elected to serve on the Steering Committee.  Both mail ballots

and ballots collected at the Faculty Council meeting shall be counted, whether or not a quorum is present at the meeting.  If the total number of ballots received does not equal or exceed 50% of the members of Faculty Council, ballots may be solicited from absentee members.  If either the Steering Committee or the Nomination and Elections Committee perceives a significant deficit in the representation of faculty constituencies within its membership following the annual election, either committee may ask the chair of Faculty Council to appoint a single ad hoc voting member to serve on the respective committee for the remainder of the year.  In the case of the Steering Committee, the appointee should be a current member of the Faculty Council.  In the case of the Nomination and Elections Committee, the appointee should be a regular member of the Faculty of Medicine.

In addition, the Nomination and Elections Committee shall nominate (1) candidates for the at-large representatives to the Faculty Council, (2) candidates for the representatives of the special faculty whose titles are modified by the adjective adjunct or clinical to the Faculty Council, (3) candidates for standing committees of the Faculty of Medicine, and (4) candidates for senator to the University Faculty Senate.  In the case of at-large representatives, senators, or members of the Committee on Appointments, Promotions, and Tenure, the number of nominees shall be at least twice the number of positions to be filled.  Electees shall be chosen by mail ballot.  Ballots listing candidates for Faculty Council, senators, and standing committees of the faculty shall be mailed to all full-time members of the faculty.  Ballots listing candidates for the representatives of the special faculty on the Faculty Council shall be mailed to all special faculty whose titles are modified by the adjective adjunct or clinical.  Ballots listing candidates for committees dealing with the planning and approval of the curriculum, the execution of the instructional program, and the formulation of policies with regard to student affairs shall be mailed to all members of the faculty.   Elections shall be conducted as far in advance of the completion of the terms of sitting members as is practicable.  Elections may be conducted through the campus and first class mail or by email or other electronic means.  All ballots shall provide space for write-in candidates.  At least two weeks shall be allowed between the distribution of all ballots and the close of the election and determination of election results.  Distribution of the ballots and the determination and publication of the election results shall be the responsibility of the Nomination and Elections Committee.  After each election, the Committee will count the votes and publish all the vote totals. Any irregularities or issues in the conduct of the elections shall be investigated and resolved by the Committee.  The Nominations and Elections Committee shall report its investigation and resolution to the Faculty Council and the Faculty of the School of Medicine. The dean shall be requested to supply administrative support for the elections.

c. Special Committee to Nominate Candidates for the Search Advisory Committee to the President on the Selection of the Dean of the School of Medicine.  This special nominating

committee shall be formed when needed and shall consist of the chair of Faculty Council, three other members of the Steering Committee of the Faculty Council, three elected members of the Nominating Committee, and four academic department chairs (two Basic Science, two Clinical) of the School of Medicine. The chair of the Faculty Council shall serve as chair of this special nominating committee, and the other ten members shall be elected by their respective groups. The majority of the nominees for the Search Advisory Committee selected by this special nominating committee shall be full-time members of the Faculty of Medicine.  The president is requested to consider these nominees when appointing members of the Search Advisory Committee.

In the early stages of the search for the dean of the School of Medicine, the chair of the Faculty Council shall solicit recommendations, opinions, and advice regarding selection of the dean from members of the Faculty of Medicine by mail and submit these views directly to the Search Advisory Committee.  When a final list of candidates for the position of dean has been selected, the Search Advisory Committee is requested to solicit the views and advice of the Steering Committee of the Faculty Council on the ranking of the candidates.

d. Other Committees of the Faculty Council.  The Faculty Council may create other standing and *ad hoc* committees of the Faculty Council to carry out specific functions and duties assigned to it.  These committees may include members who are not Faculty Council members.

3.:7: Meetings of the Faculty Council

a. The Faculty Council shall meet at least once every two months from September through June of each academic year.  Special meetings may be called by a majority vote of the Steering Committee, by a written petition of 10 members of the faculty addressed to the chair of the Faculty Council, or by the dean.

b. The agenda for each meeting shall be prepared by the Steering Committee, posted electronically, and sent electronically to all faculty members at least one week in advance of regular meetings and at least two days in advance of special meetings

c. Minutes of the meetings shall be kept and shall be distributed in a timely fashion to Faculty Council members, to the dean, to all department chairs, and to each member of the Faculty of Medicine.  Approved minutes shall be posted electronically and sent electronically to all faculty members. The dean is requested to provide administrative support for this purpose.

d. The meetings shall be conducted according to Robert's Rules of Order, Newly Revised. A quorum of the Faculty Council shall consist of 50% of the voting members.  Elected members may not designate alternates for council meetings or vote by proxy in council meetings.  Faculty Council members may vote *in absentia* by mail in the election of officers and standing committees of the Faculty Council (see article 3.:6b).

3~~.~~.8: Annual Report of the Faculty Council

      Each year the chair of the Faculty Council shall submit to the faculty a report on the activities of the Faculty Council.

ARTICLE 4 – DEPARTMENTS AND DIVSISION OF GENERAL MEDICAL SCIENCES (DGMS)

4~~.~~.1: Organization of the Faculty into Departments and Division of General Medical Sciences (DGMS)

      a. The Faculty of Medicine ~~may~~ shall be organized into departments and DGMS representing ~~each~~ academic disciplines as specified in the Constitution of the University Faculty, Article VII, Sec. B. Departments and Centers in DGMS shall plan and execute programs of research and scholarship and of professional activity and shall train medical students, graduate students, and/or undergraduate students in its discipline.

      ~~Divisions with the status of a department may be established. Each member of the faculty shall normally have an appointment in a department or in a division having the status of a department.~~

b. Each member of the Faculty of Medicine shall have a primary appointment in an academic department or DGMS, which has departmental status (see Article 4.7).

4.~~.~~2: Function of Departments

      a. Each department and DGMS shall provide a central administration for its academic disciplines. Each department and DGMS shall be responsible for the teaching in its discipline in the School of Medicine, through the core academic program's committee structure and the other units of the undergraduate medical curriculum and in the affiliated hospitals. Each department shall also allocate resources to execute powers and responsibilities concerning the faculty's educational, research, scholarly activities (Faculty Handbook, Chapter 2, Section B), and full freedom of scholarly investigation and publication of his or her findings (Faculty Handbook, Chapter 2, Section D). ~~This responsibility~~These responsibilities shall be exercised by the academic department chairs in conformity with the curricular policies, organization, and components that are specified by the faculty and the dean with the exception of DGMS where the dean serves as chair (see Article 4.7). Each department may assume responsibility for teaching in its discipline in the other schools of the health sciences and in the undergraduate and graduate

curricula of the university as determined by need and negotiation. Where appropriate, each department shall plan and implement graduate programs leading to such graduate degrees as are authorized by the university and shall be responsible for the content of the curricula in its discipline in the several programs specified above. Each department shall plan and execute programs of research and of professional activity and shall train medical students, undergraduate students, and graduate students in its disciplines. Each department shall maintain and staff the facilities which lie within its jurisdiction and shall enlist the cooperation of other departments or of affiliated teaching institutions where this shall be necessary for the execution of its mission. Each department shall elect one representative to the Faculty Council.

ab. Each department or, at the request of the hospital affiliate's Associate Dean or Executive Dean and with the consent of the Dean of the School of Medicine, each affiliated hospital, shall establish a Department or Affiliated Hospital Committee on Appointments, Promotions, and Tenure (or Appointments and Promotions only, if appropriate) (all hereinafter "DCAPT"s) for the purpose of making recommendations concerning appointments and promotions and if appropriate awards of tenure. The department chair or affiliated hospital associate dean or executive dean shall nominate faculty annually for service on the DCAPT for the SOM Dean's approval. The department chair shall also nominate a faculty member holding a primary appointment in the department (or the affiliated hospital, if appropriate), preferably at the rank of tenured Associate Professor or Professor, to serve as the DCAPT committee chair.

bc. DCAPTs may comprise all the faculty members holding full-time primary appointment in the department, except as provided in paragraph 4.2(c), and may also include faculty holding secondary appointments in the department but holding primary appointments outside the department or school in any of the university's constituent faculties. Alternatively, department chairs may nominate a committee of at least three faculty members from among the primary full-time faculty (and other faculty) to serve as the committee.

cd. Department chairs themselves shall not be members of their respective department's DCAPTs. Instead, they shall serve as the initiator for the appointment, promotion, and tenure of candidates, attending DCAPT meetings for the purpose of presenting candidates for the committee's consideration, entering into discussion with the committee and answering its questions, and otherwise being excused from the room. Department chairs shall not be present for DCAPT voting. Should a faculty member take advantage of the self-initiation process, the DCAPT chair shall invite the department chair as well as an advocate, selected by the candidate from among the CWRU faculty, to the meeting at which the self-initiated promotion or tenure award is discussed to provide the department chair and advocate with the opportunity to offer his or her perspectives. The advocate and department chair shall present separately and neither shall be present for the vote.

de. The paragraph above, however, shall not restrict department chairs from serving on an affiliated hospital's committee concerned with appointments, promotions, or tenure. Where department chairs serve on such committees, they may serve as the as described above and they may remain present during the discussion and voting, but in no case shall a department chair (or other committee member) cast a vote regarding the appointment, promotion, or tenure of a candidate whom she or he initiated for appointment, promotion, or tenure.

ef. Department chairs have wide discretion to nominate faculty for service on the DCAPT, but the following principles should be observed. If at all possible, at least two-thirds of the committee should be composed of tenured faculty in the department at the rank of associate professor or professor. The DCAPT's membership should include both tenured and non-tenured faculty; each committee, with the exception of the Cleveland Clinic Lerner College of Medicine Committee (CCLCM), shall include at least three tenured faculty members, so tenure votes are not determined by only one or two voters.  Preference shall be given to tenured faculty holding primary appointment in the department. Tenured faculty holding secondary appointment in the department ("tenured secondary faculty") may be appointed to the committee 1) in addition to all tenured faculty holding primary appointment in the department ("tenured primary faculty") in order to reach the minimum of three or 2) to exceed it, but in this case the number of tenured secondary faculty may not exceed the number of tenured primary faculty on the committee. Women and minority faculty should be represented if at all possible; adjunct and/or clinical faculty may be nominated for committee membership at the chair's discretion to vote on promotion of special faculty.

fg. Department or affiliated hospital CAPTs shall review faculty holding or proposed for holding primary appointment in the department/affiliated hospital in order to make recommendations concerning 1) appointment, promotion, and/or award of tenure; 2) third and sixth year pretenure reviews for tenure track faculty; 3) concerning readiness for promotion for each full-time assistant and associate professor in the non-tenure track no later than six years after appointment or promotion to that rank and at least every six years thereafter; and 4) other actions as appropriate.  Copies of reviews under 2) and 3) above shall be provided to the individual faculty member reviewed; copies of all reviews shall be provided to the dean's office.

gh. DCAPT recommendations shall be made by the DCAPT chair (unless he or she is the candidate) after a vote by the DCAPT. The DCAPT chair shall convene a meeting for the purpose of voting, for which notification shall be made sufficiently in advance to allow those unable to attend to vote by written absentee vote. All members of the committee may participate in discussion of all recommendations for appointment, promotion, and tenure.  On recommendations involving promotion, only faculty of rank equal to or superior to that being considered shall be eligible to vote. On recommendations involving tenure, only faculty with

tenure shall vote. Recommendations shall require a majority (more than half) of those eligible to vote.  In order for a recommendation to be made, at least three eligible committee members must cast a vote.

hi. Affirmative recommendations for faculty appointments and all other recommendations from a DCAPT shall be communicated to the department chair by the DCAPT chair in a letter which records the numerical vote and reflects the deliberations of the DCAPT, pro and con. Before transmission, this letter shall be made available for inspection by the faculty members who participated in the vote. If a faculty member believes the letter to express inadequately the committee's deliberations, he or she may send independently to the DCAPT chair a statement of such opinion, which shall be appended to the committee's letter for higher reviews. The department chair shall forward the DCAPT recommendation letter to the dean and is expected to add his or her recommendation, which may or may not be the same as the DCAPT's recommendation, in a separate letter to the dean.

ij. DCAPT meetings shall be conducted in confidence.  All votes shall be conducted by written secret ballot and shall be tabulated by the committee secretary.  Candidates shall not be present at committee meetings (or portions thereof) at which their candidacy is discussed and/or voted upon. Committee deliberations and votes are confidential and must not be discussed outside the committee with anyone, including the candidates.

jk. Recommendations concerning appointment, promotion, and tenure shall be governed by the then-current Qualifications and Standards for Appointment, Promotion, and the Award of Tenure for Faculty Members in The School Of Medicine, Case Western Reserve University (Appendix I of the these Bylaws) and the relevant sections of the Faculty Handbook.  Committee discussions shall be confined to matters relevant under the Standards and Qualifications. Specifically prohibited from discussion are such matters as gender, race, minority status, disability status, veterans status, and sexual orientation or marital/partner status.

4:.3: Academic Department Chairs

a. Each academic department shall have an academic chair appointed by the president of the university on recommendation of the dean with the exception of DGMS where the dean serves as chair.  In order to select candidates, the dean will appoint a search committee in consultation with Faculty Council, which shall normally be multi-departmental in composition, to provide a slate of candidates from which the selection will normally be made. The search committee shall include representation from the full-time faculty of the department in question. The department faculty representation shall consist of at least one full-time faculty member elected by the full-time faculty of that department.  The search committee shall identify its membership to the academic department and indicate its ready availability, particularly that of

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the elected full-time departmental representative member(s) of the search committee, to receive suggestions, views and advice from interested individual department members or from the entire academic department throughout the search process.  Verbal and/or written suggestions, views, and advice directed to any member of the search committee should be transmitted promptly to the whole search committee, unless specified otherwise by the departmental member offering such suggestions, views and advice.

All department chairs shall be selected in strict accordance with the university policy governing affirmative action.

The president will appoint acting or interim department chairs after receiving the recommendations of the dean.  Before making recommendations, the dean shall seek the advice of a committee consisting of the Steering Committee of the Faculty Council and the Faculty Council representative from the department for which an acting or interim chair is to be appointed.  When a member of the Steering Committee or the Faculty Council representative is a candidate for acting or interim department chair, the chair of the Faculty Council shall designate an alternate member from the department to serve on the advisory committee.  The advisory committee shall identify expeditiously its membership to the academic department and indicate its ready availability, particularly that of the representative from the department, to receive suggestions, views and advice from interested individual department members or from the entire academic department.  Verbal and/or written suggestions, views and advice directed to any member of the advisory committee should be transmitted promptly to the whole advisory committee, unless specified otherwise by the departmental member offering such suggestions, views and advice.  This process shall take place as expeditiously as possible before the advisory committee makes its recommendations to the dean.

b. Each department chair or head of a division with departmental status or an appropriate designee shall meet annually with each full-time faculty member to review performance and to set future goals. The department chair or the appropriate designee shall then provide a written summary of each evaluation to the faculty member, with a copy provided to the dean. For departments that choose to use the Faculty Activity Summary Form (FASF), any changes to that form must be approved by Faculty Council prior to their incorporation into the document.

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c. The chair of an academic department may reside at the School of Medicine or at any one of its affiliated institutions.

d. Any individual service of an established academic department in an affiliated teaching institution may petition the Faculty of Medicine for independent status as a separate academic department, autonomously representing the academic discipline.  The chair of each such independently established academic department shall be selected in accordance with section 4:3a

and appointed by the president on recommendation of the dean.  The dean is requested to seek the advice of the Steering Committee and elected departmental member(s), as outlined in article 4:3a, before making recommendations to the president.

e. All chairs of academic departments and all directors of individual services of affiliated institutions within a single discipline should meet regularly to coordinate their university-related functions.

f. At least once a year, the Department Chair will call a meeting of their faculty for the purpose of identifying and defining issues pertinent to the mission of the Department.

4.:4: Establishment and Discontinuance of Academic Departments

Petitions to establish, or discontinue or merge academic departments shall be presented submitted to the Faculty Council for review.  The Faculty Council shall submit all petitions recommended for approval along with their rationale to the Faculty of Medicine for its consideration. Petitions recommended for approval by the Faculty of Medicine shall be forwarded to the Dean for consideration. Such petitions shall include the rationale for the change. Recommendations of the Faculty Council for establishment or discontinuance shall be referredThe Dean will transmit the petition along with his/her recommendation to the University Faculty Senate for consideration (see Article 2:3b), upon approval of the dean.

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4:.5: Review of Academic Departments

Periodic review of each department by persons external to the department is important for evaluation of the functioning of that department by the faculty and the dean.  A committee appointed by the dean shall review each academic department at intervals no greater than 10 years.  The review committee shall include at least one outside consultant.  The dean shall transmit the review committee's report and recommendations to the chair of the Faculty Council. Departmental faculty shall be provided with an executive summary.

4:.6: the The Department of Biomedical Engineering

The Department of Biomedical Engineering is currently unique among the departments. Created by action of the Board of Trustees in 1968, it is a single department jointly based in the School of Medicine and the School of Engineering.  The department chair will designate each faculty member, at the time of initial appointment, as being principally based in the School of Medicine or the School of Engineering.  The principal designation will determine which School's pretenure period and which School's process and qualifications and standards for appointment, promotion, and award of tenure shall govern the appointment.  In other respects, faculty in the

department shall enjoy the rights and privileges and duties and responsibilities of faculty in both Schools.

4.7: The Division of General Medical Sciences (DGMS)

        DGMS was established in 1986 to provide an organizational home for primary appointments for faculty pursuing interdisciplinary research and educational objectives. DGMS is composed of centers headed by center directors who recommend faculty for appointment, promotion and tenure.  The Dean of the School of Medicine shall serve as the Chair of DGMS and has discretion to establish or close individual centers.  Faculty with primary appointments in DGMS shall retain their primary appointment in DGMS in the event of center closure.  In all other regards DGMS is the equivalent to an academic department.

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ARTICLE 5 – FACULTY APPOINTMENTS, PROMOTION, AND GRANTING OF TENURE

5.1: Classification of Appointments

        An appointment shall be classified as initial, renewal, or continuing (for appointments with tenure or for appointments past the first year of several year terms).

        An appointment shall be classified as full-time or part time.  Eligibility for appointment or reappointment to the full-time faculty is subject to approval by the dean and requires that (1) 50% or more time be devoted to approved academic activities and (2) the academic activities must be conducted at an approved site.  If 50% or more of compensation is paid through the university, the full-time faculty member is eligible for fringe benefits.

        An appointment shall be classified by academic title and whether the appointment is (a) with tenure, (b) without tenure but leading to tenure consideration (tenure-track),  (c) without tenure and not leading to tenure consideration (non-tenure track); or (d) special, which will include the prefix adjunct, clinical, visiting, or emeritus. If the appointment leads to consideration for tenure, the appointment letter shall specify clearly the academic year in which this consideration will become mandatory.  With regard to special faculty appointments, adjunct appointments usually refer to part-time faculty members devoting their time to research and/or teaching in the basic science departments. Clinical appointments usually refer to faculty members devoting their time to patient care and teaching.  Visiting faculty appointments are issued for specified terms of one year or less than one year and can be full- or part-time.  Special faculty are not eligible for tenure.

        The dean of the School of Medicine and the provost of the university must approve available tenured or tenure track slots.  The School of Medicine is exempt from the Faculty Handbook ruling that the majority of the members of each constituent faculty must be tenured or

on the tenure track (Chapter 2,  Article I, Sec. D, p. 15), as approved by the University Faculty Senate and the provost (January, 2004).

If the appointment applies to more than one constituent faculty, or department, or to an administrative office as well as an academic unit, the appointment may be identified either (1) as a primary-secondary appointment or (2) as a joint appointment.  For a primary-secondary appointment arrangement, one constituent faculty or department shall be identified as the primary appointment and the other as secondary.  Responsibility for the initiation of consideration of re-appointment, promotion, award of tenure, or termination shall rest with the primary unit.  Faculty with joint appointments have full rights as a faculty member in both constituent faculties or departments.  The notice of appointment shall be issued jointly by the two constituent faculties or departments.  Consideration of appointment, reappointment, promotion, and/or tenure for joint appointment arrangements shall be as described in the Faculty Handbook sections pertaining to such appointments.

5.2: Terms of Appointment

Appointments with tenure shall be of unlimited duration until retirement, subject only to termination for just cause (see below).  Tenure-track appointments shall normally be made for a term of one to five years and may be renewed until the end of the pre-tenure period. Non-tenure track appointments are renewable and shall normally be made for a term of one to five years. Special appointments shall be made for terms of one year or less.

5.3: Academic Freedom

Academic freedom is a right of all members of the Faculty of Medicine, and applies to university activities, including teaching and research.  Specifically, each faculty member may consider in his or her classes any topic relevant to the subject matter of the course as defined by the appropriate educational unit.  Each faculty member is entitled to full freedom of scholarly investigation and publication of his or her findings.

5.4: Tenure

The basic purpose of tenure is to provide the assurance of academic freedom throughout the university.  Another important purpose of tenure is to attract and retain outstanding faculty through continued commitment of the university to these faculty members.  Tenured faculty members are protected explicitly against dismissal or disciplinary action because their views are unpopular or contrary to the views of others.  Non-tenure-eligible colleagues shall derive protection by general extension of these principles of academic freedom.

When awarded, academic tenure rests at the constituent faculty level.

The award of academic tenure to a faculty member is a career commitment that grants that faculty member the right to retain his or her appointment without term until retirement. The appointment of a tenured faculty member may be terminated only for just cause. In the event that a tenured faculty member's school, department or other unit of the university in which the faculty member's appointment rests is closed or reduced in size, the university shall make all reasonable attempts to provide a tenured faculty member with an appointment of unlimited duration until retirement.

Examples of just cause for the termination of any faculty member (tenured, tenure track, non-tenure eligible, or special) include (a) grave misconduct or serious neglect of academic or professional responsibilities as defined through a fair hearing; (b) educational considerations as determined by a majority vote of the entire constituent faculty of the affected individual which lead to the closing of the academic unit of the university or a part thereof in which the faculty member has a primary appointment; and (c) financial exigent circumstances that force the university to reduce the size of a constituent faculty in which the faculty member has a primary appointment.

A tenured faculty member may be terminated for financial exigent circumstances only after all faculty members who are not tenured in that constituent faculty have been terminated in the order determined by the dean of the School of Medicine in consultation with the department chairs, the Faculty Council and other faculty members.

5.5: The Pretenure Period

The pretenure period in the School of Medicine is nine years. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than in the ninth year after the date of initial appointment at the rank of assistant professor or higher.

A faculty member in the tenure track may request extensions to the pretenure period. The extensions may be (1) requested by exceptionally worthy candidates in the event of unusual constraints in the university, or part or parts thereof, which would prevent tenure award at the end of the normal period; or (2) requested for the purpose of compensating special earlier circumstances disadvantageous to a candidate's tenure consideration (such as serious illness, family emergency, maternity, or extraordinary teaching or administrative assignments); or (3) upon written request by the faculty member within one year after each live birth or after each adoption, an extension of up to one year shall be granted by the provost to any faculty member who will be the primary care giving parent. Extensions should be requested as soon after the occurrence of the relevant circumstances as practicable, ordinarily not later than one year prior to the normally scheduled expiration of the pretenure period. Extensions requested under (1) or (2)

above require request by the faculty member, review and a recommendation by the department's committee on appointments, promotions, and tenure, the department chair, and the dean, and approval by the provost. Pretenure extensions may not be used to defer tenure consideration of a faculty member more than three years beyond the normal pretenure period except for extensions made under (3) above.

For faculty members whose tenure consideration has not produced tenure award during the pretenure period, further appointment is normally restricted to one year. In exceptional cases, individuals who failed to receive tenure may be appointed in the non-tenure eligible track on recommendation of the department Committee on Appointments, Promotions, and Tenure, the department chair, the Committee on Appointments, Promotions and Tenure of the School of Medicine, the dean of the School of Medicine, and the approval of the provost. Such appointments are contingent upon full financial support from non-university sources.

The number, nature, and duration of pretenure period extensions made to an individual faculty member's pretenure period shall not be considered by the CAPT when reviewing that faculty member for award of tenure or promotion.

5.6: Qualifications for Appointments, Promotions and Granting of Tenure

Qualifications and standards for faculty appointments, reappointments, promotions, and granting of tenure shall be generally as stated in the Faculty Handbook of Case Western Reserve University. Specific qualifications and standards applying to the School of Medicine shall be determined by the Faculty of Medicine and appended to these bylaws. These qualifications and standards shall be reviewed every five years by the Faculty Council. The dean shall make the text of the current qualifications and standards available to all junior and newly appointed faculty members.

5.7: Tenure Guarantee

Award of tenure for faculty based in the School of Medicine should be accompanied by a base salary guaranteed by the School of Medicine that will be equal for faculty in the school's basic science and clinical science departments. The amount of the guarantee and its financial support are currently under discussion.

5.8: Rolling Appointments for Non-Tenure Track Professors

Upon nomination by the department chair and with the consent of the dean, faculty members at the rank of professor in the non-tenure track with primary appointments in either a clinical or basic science department will be eligible to receive a rolling appointment contract of up to five years in duration accompanied by a salary guarantee for the period of appointment, equal

in amount (but not duration) to that guaranteed to tenured professors.  A rolling three-year appointment, for example, is a multiple-year appointment that differs from a multiple-three-year fixed term appointment in that, pending satisfactory performance and financial circumstances as determined by the chair and the dean, the appointment is renewed each year for the following three years.  Financial support for rolling contracts is to be provided by the School of Medicine with the understanding that, prior to making the rolling commitment, the school would have the opportunity to enlist support from the appropriate hospital, clinical practice plan, or other appropriate entity to underwrite the guarantee.

5.9: Consideration of Recommendations for Appointments, Promotions and Granting of Tenure
      a. Full-Time Faculty

The dean shall submit recommendations for appointments and promotions to the ranks of associate professor and professor and the granting of tenure concerning full-time faculty with primary appointments based in the departments of the School of Medicine (including those faculty in the Department of Biomedical Engineering with appointments principally based in the School of Medicine) given him or her by the department chairs or other persons as designated by the dean or initiated by other means as outlined in the Faculty Handbook of Case Western Reserve University, Chapter 3.I.1, to the Committee on Appointments, Promotions and Tenure of the School of Medicine.  This committee shall consider the documented evidence relating to each candidate and, following the qualifications and standards set forth in Exhibit I to these Bylaws, shall report its affirmative and negative recommendations to the Steering Committee of the Faculty Council.  Each recommendation shall also be reported promptly to the academic chair of the candidate's department.  The candidate shall be informed by the academic chair of the committee's recommendation.  The academic chair or other nominator may appeal a negative recommendation by notifying the chair of the Committee on Appointments, Promotions, and Tenure of the School of Medicine.  Appeals may be made in writing or in person.  Written documentation of the appeal and the response of the Committee on Appointments, Promotions, and Tenure must be appended to the candidate's file.  In the event that the appeal to the Committee on Appointments, Promotions and Tenure is not successful, the academic chair or other nominator or the affected faculty member may bring to the attention of the Steering Committee of the Faculty Council, through a detailed, written submission, any alleged errors in procedure or non-adherence to the current published guidelines for appointments, promotions and tenure.  The Steering Committee of The Faculty Council may investigate the allegations to the extent that it deems appropriate, may review all other candidates' files as it deems necessary, and may request the appearance of persons with knowledge of current and prior

procedures and policies of the CAPT. A written report of the results of any investigation by the Steering Committee shall be appended to the candidate's file.  All files will be forwarded to the dean after the Committee on Appointments, Promotions and Tenure, and, if applicable, the Steering Committee of the Faculty Council have discharged their responsibilities as specified above.  The dean shall transmit the file, with added comments if desired, to the president of the university; for informational purposes, the dean will also provide the Dean of the Case School of Engineering with complete copies of the files of candidates in the Department of Biomedical Engineering with appointments principally based in the School of Medicine.

b. Special Faculty Appointments and Promotions

Special faculty appointments and promotions modified by the prefix adjunct, clinical, or visiting shall be recommended by the department chair and may be granted by the dean.  For these clinical and adjunct appointments and promotions at the ranks of assistant professor, associate professor, and professor, the dean shall, prior to reaching a decision, also consider the recommendation of the department's committee on appointments, promotions, and tenure.  The dean shall also consider letters of reference concerning the appointment and promotion of faculty to the ranks of clinical and adjunct associate professor and clinical and adjunct professor.  For all ranks of clinical and adjunct faculty appointments and promotions in , the dean shall, prior to reaching a decision, also consider the recommendation of the Division's committee on appointments, promotions, and tenure.  This paragraph will govern special faculty appointments and promotions for faculty in the department of biomedical engineering with appointments principally based in the School of Medicine.  The dean shall inform the Dean of Case School of Engineering of any such appointments and promotions.          c. Secondary Appointments and Promotions

Secondary appointments at all ranks shall be recommended by the chair of the secondary department, require the concurrence of the primary department chair, and may be made at the discretion of the dean. Secondary appointment promotions shall be recommended by the secondary department chair and may be made at the discretion of the dean.  For secondary appointments and promotions in the DGMS, the dean shall, prior to reaching a decision, also consider the recommendation of the Divisions committee on appointments, promotions, and tenure.  This paragraph will govern secondary appointments in the department of biomedical engineering principally based in the School of Medicine and promotions of faculty holding such secondary appointments.  The dean shall inform the Dean of Case School of Engineering of any such appointments and promotions.

5.10:  The Committee on Appointments Promotions and Tenure

     a. The Committee on Appointments, Promotions and Tenure shall be a standing committee of the faculty and shall consist of twenty-four full-time faculty members.  Eighteen members shall be elected by the full-time faculty and six members shall be appointed by the dean.  A representative Dean from faculty affairs shall also be a member of this committee, ex officio and without vote.  Department chairs are not eligible to serve on this committee.  Ten of the committee members shall have the rank of tenured professor; ten shall be professors in the non-tenure track; and four shall be tenured associate professors.  The elected committee members shall include nine faculty members with primary appointment in clinical science departments and nine with primary appointment in basic science departments; the appointed members shall include four from clinical science departments and two from basic science departments.  In each election all reasonable effort will be taken to have the number of nominees be at least twice the number of positions to be filled. Members will be elected or appointed for three-year terms.  These terms shall be staggered for the full-time faculty members.  Committee members may serve only two consecutive three-year terms but subsequently may be reelected or reappointed after an absence of one year.  The quorum for conducting the business of the Committee on Appointments, Promotion and Tenure shall be twelve members present for discussion of which eight must have voting privileges.  On recommendations for appointment as or promotion to associate professor, all committee members are eligible to vote; on recommendations for appointment as or promotion to professor, faculty committee members who are tenured professors and non-tenure track professors are eligible to vote; on recommendations to award tenure, tenured committee members are eligible to vote.  Committee members may be present for discussion but are not eligible to vote regarding candidates for primary appointment, promotion, or award of tenure in the committee member's own department of primary appointment.  The committee will be led by two co-chairs, each of whom shall serve a one-year term, appointed by the chair of Faculty Council in consultation with the dean of the School of Medicine.  The co-chairs may be selected from either the elected or appointed members of the committee.  The chair of Faculty Council, in consultation with the dean of the School of Medicine, each year shall also appoint two co-chairs elect, to serve the following year as the committee's co-chairs. At each committee meeting, at least one of the co-chairs must be in attendance.

     b. The standards for appointment, promotion, and granting of tenure determined by the faculty shall be considered by the committee when evaluating candidates under review.

     c. The CAPT shall review and make recommendations concerning all appointments as or promotions to the ranks of associate professor or professor and the award of tenure**.**

5.11 Sabbatical and Special Sabbatical Leaves

The purpose of and conditions for sabbatical leaves are discussed in the Faculty Handbook, Chapter 3, II A.  The conditions are based on the premise that the faculty member requesting a sabbatical leave is tenured.  A sabbatical leave may be requested by a faculty member and, based upon all factors including the specific study proposal and subsequent recommendations by the department chair, the Faculty Council Steering Committee, and the dean, may be granted by the president.  In cases of tenure track and non-tenure track or special faculty, special sabbatical leaves may be recommended as well, at the discretion of the dean.  However, such leaves may not necessarily incur the obligation of university or School of Medicine financial support.  For faculty with tenure track, non-tenure-track and special appointments, the provost shall specify whether the leave period is to be counted as part of the pretenure or pre-promotion period, as the case may be.

ARTICLE 6 - AMENDMENT OF THE BYLAWS

An amendment of the bylaws may be proposed by majority vote of the Faculty Council, by the dean, or by written petition of 20 or more faculty members.  The amendment must be accompanied by a rationale for the proposed change.  All proposedProposed amendments shallwill be submitted to the Chair and secretary of the Faculty Council, who shall forward all proposed amendments to the Standing Committee on Bylaws.  The Bylaws Committee shall review each proposed amendment and report its recommendation to Faculty Council.  All proposed amendments and ordinarily will be considered and voted on by the Faculty Council within the same academic year if submitted prior to April 1 of that year.  AllThe proposed amendments, their rationale, and the recommendations of the Faculty Council will then be sent by mail to full-time members of the faculty and may be discussed at a regularly scheduled meeting of the faculty held at least four weeks after the mailing.  During discussion of proposed amendments at a faculty meeting, non-substantive changes in the proposed amendments may be made by majority vote.  The vote on any proposed amendment shall be by mail ballot of the full-time faculty.  Approval shall require an affirmative vote by a majority of those faculty members returning ballots.  At least three weeks shall be allowed between the mailing of ballots and the determination of election results.  The Faculty Council shall review the bylaws at least once every five years and shall propose amendments as desired to the faculty.

*VIII. Policies on individual conflicts of interest and institutional conflicts of interest and faculty conflicts of commitment*

> **Commented [MK1]:** Reordered topics to follow the order addressed in the policy. Similarly reordered some paragraphs below.

## Introduction

This document establishes policies on individual conflicts of interest, and institutional conflicts of interest and faculty conflicts of commitment.

Research, scholarship, and other creative endeavors have enormous potential to benefit humankind, and the University strongly supports efforts to bring discoveries to society. The purpose of these policies is to protect the University, its faculty, non-faculty employees, students, and trainees, and human subjects and animals in research, and to comply with applicable federal laws. The policies seek to accomplish this by striking the proper balance between, on the one hand, the goal of preserving academic freedom and encouraging outside scholarly and entrepreneurial activities by members of the University that enhance the prestige and reputation of the University and benefit society, and, on the other hand, the need to preserve the integrity of the University and its members, and to fulfill the University's responsibilities to the public. In striking this balance, the interests of the public, the integrity of the University and its individual members, and the safety of research subjects always must be given priority.

These Conflict of interest policies apply generally to the members of the Board of Trustees, all University officers, senior officials, faculty (whether or not engaged in research or other scholarly or creative endeavors), volunteer faculty at the School of Medicine engaged in University research, post-doctoral fellows and scholars, non-faculty employees, students, and trainees. The specific policies cover specific types of individuals.

The conflict of commitment policy applies to University faculty holding full-time faculty appointments (whether tenured, tenure-track or non-tenured).

## Availability of the Policies

The University will maintain an up-to-date, written, enforced policy on financial conflicts of interest that complies with applicable regulations, including any federal financial conflict of interest regulations. The policy will be posted and available via a publicly accessible web site. The University will inform covered individuals of the policy and of their responsibilities regarding disclosure. The University will inform covered individuals in the event that the policy is revised and updated.

The University will maintain an up-to-date, written, enforced policy on conflict of commitment applicable to University faculty holding full-time faculty appointments (whether tenured, tenure-track or non-tenured) available via a publicly accessible web site. The University will inform covered individuals of the policy and of their responsibilities regarding disclosure. The University will inform covered individuals in the event that the policy is revised and updated.

## I. Individual Conflict of Interest Policy

**The University Conflict of Interests Committee**

The members of the Conflict of Interests Committee, including the leadership of the committee, are appointed by the President and include faculty, non-faculty employees, and administrators. The Conflict of Interests Committee includes at least one member of the public who serves as a regular member of the Conflict of Interests Committee, and a second member of the public who serves as an alternate member of the Conflict of Interests Committee. The members of the public must not have any affiliation with the University (including as alumni, faculty, clinical faculty, adjunct faculty, or emeritus faculty) or with its affiliated hospitals (other than as patients). To the maximum extent possible, the members of the public must be independent of the line of authority for institutional oversight of research. A majority of the members of the Conflict of Interests Committee are members of the faculty as defined in Article I, sections (A) and (B) of the University Faculty Handbook, and one of these faculty members is appointed by the Executive Committee of the Faculty Senate. Membership also includes representatives from hospitals affiliated with the University. These members only participate in the resolution of conflicts of interest involving research.

The Conflict of Interests Committee is supported by the Conflict of Interests Committee Staff.

Members of the Conflict of Interests Committee must recuse themselves from consideration of their own conflicts of interest, or institutional conflicts of interest that relate to their own conflicts of interest.

~~I. Individual Conflict of Interest Policy~~

**A. Who is covered by this policy?**

The conflict of interest policy applies to the members of the Board of Trustees; all University officers; senior ("cabinet-level") officials of the University (comprising the President, Provost, General Counsel, Senior Vice President for Administration, Chief Financial Officer, Vice President for Medical Affairs, the Chief of Staff, the vice presidents for Development, University Relations, and Diversity, Inclusion and Equal Opportunity, and any other individual that the President designates); all University faculty except special faculty members who are not paid by the University, unless engaged in University research; emeritus faculty members who have an ongoing relationship with the University, e.g., who are applying for or engaged in University research; post-doctoral fellows; all employees; students; and trainees. "University faculty" members are those individuals defined as such in the Faculty Handbook.

This policy applies to these individuals regardless of where they conduct activities covered by the policy.

**B. What is an individual conflict of interest?**

An individual conflict of interest exists when an individual covered by this policy has a financial interest that might adversely affect or appear to a reasonable person to adversely affect the individual's judgment in carrying out University responsibilities, or that might adversely affect or

appear to a reasonable person to adversely affect the University's responsibility to the public, the safety of research subjects, or the integrity of research.

**C. Disclosure**

~~"Disclosure"   "Disclosure" means an individual's disclosure of financial interests and/or significant financial interests to the University.~~

> **Commented [MK2]:** Deleted since we have definitions at the end so this was duplicative.

The disclosure requirements under this policy are broad, in order to provide adequate protection for individuals covered by the policy, the University and affiliated institutions, and the public interest. It is important to recognize that a disclosure requirement does not indicate that the activity in question is in any way objectionable; indeed, disclosure is required in connection with many activities in which members of the University are expected to engage, such as funded research, or that are otherwise praiseworthy, such as the receipt of honorary awards.

1. **Who must disclose?**

The following individuals must disclose under this policy: the members of the Board of Trustees; all University officers and senior officials, as defined in section I(A) of this policy; all University faculty (whether or not engaged in research), except special faculty members who are not paid by the University, unless engaged in University research; emeritus faculty members who have an ongoing relationship with the University, e.g., who are applying for or engaged in University research; and Senior/key personnel and other individuals who contribute to the scientific development or execution of a research project in a substantive way, and any other employees at the request of their supervisor. Individuals who have no disclosable interests must still submit an annual disclosure form to be in compliance with this policy.

Students and post-doctoral fellows and scholars do not have to disclose unless they contribute to the scientific development or execution of a research project in a substantive way.

2. **What activities must be disclosed?**

Individuals covered by this policy must disclose any financial interest (defined in the attached Definitions) and the acceptance of any gifts, favors, or anything of value, by the individual or the individual's spouse, dependent children, domestic partner, or any other dependent person who is a member of the same household as the individual, that directly or indirectly might influence or appear to a reasonable person to influence the individual's responsibilities as a member of the University.

Individuals covered by this policy who engage in research must disclose any financial interest, no matter how small, that the individual or the individual's spouse, dependent children, domestic partner, or any other dependent person living in the same household as the individual, has in any entity that sponsors or supports the research or that holds a financial interest in the subject of the research, and also must disclose the acceptance of any gift, favor, or anything of value from an entity that sponsors the research or that holds a financial interest in the subject of the research.

Individuals covered by this policy also must disclose whenever a previously disclosed conflict of interest is eliminated.

Whenever an individual covered by this policy has any doubt about whether or not an activity must be disclosed, the individual should disclose the activity.

**3. What activities are permitted without disclosure?**

Certain activities may be engaged in without disclosure. Typically, these are activities not covered in section 2 above, and in which academics routinely engage and in which an individual's financial interests are not expected to influence his/her judgment. Disclosure is also not required for salary, royalties or other remuneration paid by the University to the individual if the individual is currently employed or otherwise appointed by the University.

Examples of activities in which individuals may engage without disclosure include:

Receiving royalties for published scholarly work and other writings.

Accepting reasonable meals and other customary business amenities (such as pads and pens) that are provided as part of a seminar, course, meeting, or other business-related gathering.

Honoraria for reviewing scholarly manuscripts for publication by academic journals or presses.

Travel that is reimbursed or sponsored by a federal, state or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.

Income from investment vehicles, such as mutual funds and retirement accounts, as long as the Investigator does not directly control the investment decisions made in these vehicles.

Income from seminars, lectures, or teaching engagements sponsored by a Federal, state, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.

Income from service on advisory committees or review panels for a Federal, state, or local government agency, an Institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education.

Royalties or other payments extending from intellectual property rights assigned to the University, and agreements to share in royalties or other payments related to such rights.

Grants and contracts administered through the University.

Whenever an individual has any doubt about whether or not an activity must be disclosed, the individual should disclose the activity.

**4. How is disclosure to be made and to whom?**

All members of the University community are covered by the Conflict of Interest policy, but disclosure requirements vary according to the individual's role(s) with the University.

Generally, annual disclosure is made to the Conflict of Interests Committee using the form provided by the University.
Members of the Board of Trustees, the President, and other senior officials disclose using a separate process administered by the Office of the General Counsel.

Those staff members and other individuals who are not required to complete an annual disclosure form must disclose to their supervisors any financial interest that relates to their University responsibilities. Supervisors who determine that an individual may have a conflict of interest must report this to the Conflict of Interests Committee for further review.

Compliance with this policy does not relieve the individual from complying with pertinent regulatory committee disclosure requirements.

**5. When is disclosure to be made?**

Disclosure must occur at least annually in accordance with the time period prescribed by the University. For those who are listed on sponsored projects, disclosure must occur no later than the time of funding application.  Individuals also must disclose, as appropriate, within 30 days of discovering or acquiring a disclosable interest or within 30 days after a financial interest has been eliminated.

Individuals who have been recruited to the University must disclose any conflicts of interest sufficiently in advance of their start date that the conflicts can be reviewed and resolved by the Conflict of Interests Committee prior to their start date.

Disclosure or confirmation/updating of previously disclosed information also is required at the time a research proposal is submitted on the electronic University Review Form, and when a research proposal is submitted to relevant review bodies as required.

**D. Review**

**1.   What is the process?**

The Conflict of Interests Committee Chair and Staff, or the Office of General Counsel Staff, as appropriate, conducts an initial review of all the disclosures they receive.

If necessary, they obtain additional information from the disclosing individual and from other individuals who possess relevant information. The Conflict of Interests Committee Chair and Staff, or the Office of the General Counsel Staff, as appropriate, notifies the Conflict of Interests Committee or the Board of Trustees, respectively, of those activities that must be further reviewed.

The Conflict of Interests Committee reviews all disclosures to determine whether the disclosed financial interests are significant, whether they are related to the individual's University responsibilities, and whether a management plan is required. Reviews of individual disclosures conducted solely by the Audit Committee of the Board of Trustees are conducted according to the rules of the Board of Trustees.

In conducting review, the Conflict of Interests Committee considers a number of factors, including the value of the individual's financial interest; and in the case of research, whether the individual is uniquely qualified by virtue of expertise and experience to conduct the research

project, whether the research could not be conducted as safely or effectively without that individual, and the degree of risk imposed on research subjects.

Following are some examples of conflicts of interest. In specific cases, individuals may be able to engage in some of these activities with a suitable management plan:

a. While serving as an investigator on a research project that relates to a company's products, an individual is receiving consulting fees from and/or has equity in the company.

b. An individual manages the renovation of departmental offices and participates in the selection of an architectural firm in which his spouse is a partner.

c. A faculty member with a financial interest in an outside company serves as the direct academic supervisor of a university student employed by that company.

d. While serving on the board of directors of a business, an individual acts as an investigator on research sponsored by the business.

e. An individual makes referrals to a business in which he or she has a financial interest.

## 2. Management

The Conflict of Interests Committee may decide to approve an activity subject to a suitable management plan.

To "manage" means  taking action to address a financial conflict of interest, which can include reducing or eliminating the financial conflicts of interest, and, in the case of conflicts of interest involving research, to ensure, to the extent possible, that the design, conduct, and reporting of research will be free from bias.

The management plan may include but is not limited to:

a. Requiring the individual to recuse him/herself from particular business decisions.

b. Requiring the individual to inform certain persons or institutions about the conflict of interest and the management plan (such as the relevant review bodies, as required; state and federal officials; research sponsors; co-investigators; colleagues; junior colleagues; students; trainees; members and prospective members of the individual's research laboratory; journals to which manuscripts about the research are submitted; and media, lay, and professional audiences with whom the research or other activity is discussed orally or in writing).

c. Requiring the individual to refrain from participating in certain activities or aspects of activities relating to the research project (such as requiring IRB members with conflicts of interest in connection with research protocols to recuse themselves from deliberations on those protocols, or, where compelling circumstances exist to allow certain research stages or activities to proceed despite a conflict of interest, restricting the individual's roles to those stages and activities, including establishing a point in time for stopping participation and strategies to keep the individual's involvement at a minimum).

d. Requiring the activity to be approved by additional individuals or entities (such as deans, department chairs, or program chairs).

e.   Requiring others to review academic decisions in which the individual participates.
f.   Requiring independent involvement in the research (such as in recruiting and selecting subjects, participating in or designing the consent process, providing clinical treatment to subjects apart from the research intervention or procedures, monitoring data, reviewing study design, collecting data, and determining authorship status or order).

g.   Requiring the individual to reduce, modify, or eliminate a financial interest (including divesting ownership, restricting the sale or exercise of stock and stock options, and deferring or waiving royalties or milestone payments).

h.   Requiring the individual to vacate a position.

i.   Prohibiting the individual from disclosing confidential institutional information or channeling discoveries to an outside entity.

j.   Prohibiting the research from taking place at the University.

k.   Requiring continued oversight of the activity by the Conflict of Interests Committee.

Management plans are developed according to the nature of the significant financial interest and of the related University activity, e.g., whether there is an institutional as well as an individual conflict of interest, and whether the investigator is conducting research.

The Conflict of Interests Committee may involve the individual in the conflict of interest assessment. If the Conflict of Interests Committee determines a management plan is required, then upon finalizing the management plan, the Conflict of Interests Committee will provide the management plan to the individual and inform the individual that the management plan is in effect.

**E. Training**

Information regarding the University's conflict of interest policy and procedures will be made available to the University community. All individuals required to disclose will receive pertinent information regarding disclosure requirements. The University will comply with federal financial conflict of interest regulations regarding providing training on requirements, including disclosure requirements for investigators applying for and engaged in PHS-funded research.

**F. Reporting**

The University will comply with federal regulations regarding reporting of financial conflicts of interest, e.g., by submitting financial conflict of interest reports to the awarding component, as required.

The University will comply with federal financial conflict of interest regulations regarding making publicly available information on identified financial conflicts of interest held by investigators and key personnel on PHS-University research.

**G. Subrecipient Reporting**

The University will comply with federal conflict of interest regulations regarding subrecipient agreements, including for PHS-funded awards.

**H. Record Keeping**

The University complies with federal regulations regarding maintaining records relating to all disclosures of financial interests and the University's review of, and response to, such disclosures.

**I. Appeals**

If an individual covered by this policy who is a faculty member is dissatisfied with a determination of the Conflict of Interests Committee, the individual may submit a written appeal to the Provost within 10 days of receipt of the decision. The appeal shall be decided by the Provost or his/her designee. The Provost or his/her designee will make best efforts to render a decision in writing within 30 days of receipt of the appeal. If the Provost upholds the Conflict of Interests Committee's determination, the Provost's decision is final. If the Provost modifies or overrules the Conflict of Interests Committee's determination, the Conflict of Interests Committee may appeal to the President.

A non-faculty employee who is dissatisfied with a determination of the Conflict of Interests Committee may submit a written appeal to the Senior Vice President for Administration within 10 days of receipt of the decision. The appeal shall be decided by the Senior Vice President or his/her designee. The Senior Vice President or his/her designee will make best efforts to render a decision in writing within 30 days of receipt of the appeal. If the Senior Vice President for Administration upholds the Conflict of Interests Committee's determination, the decision of the Senior Vice President for Administration is final. If the Senior Vice President for Administration modifies or overrules the Conflict of Interests Committee's determination, the Conflict of Interests Committee may appeal to the President.

If the individual is the President or senior official, the President or senior official may submit a written appeal to the Audit Committee of the Board of Trustees within 10 days of receipt of the decision.

If the individual is a member of the Board of Trustees, the appeal is conducted in accordance with the policies and procedures of the Board of Trustees.

**II. Institutional Conflict of Interest Policy**

**A. Who is covered by this policy?**

This institutional conflict of interest policy applies to the members of the Board of Trustees, the President, the Provost, all senior ("cabinet-level") officials of the University (comprising the President, Provost, General Counsel, Senior Vice President for Administration, Chief Financial Officer, Vice President for Medical Affairs, the Chief of Staff, the vice presidents for Development, University Relations, and Diversity, and any other individual that the President designates), vice presidents, vice provosts, deputy provosts, deans, associate and vice deans, department chairs, academic division chiefs, directors of department-level centers, IRB chairs, the

chair of the Conflict of Interests Committee, the chair of the Institutional Biosafety Committee, and directors of institutes and centers with department-level status.

**B. What is an institutional conflict of interest?**

An institutional conflict of interest arises when the financial interests of the University, or of a University official acting within his/her authority on behalf of the University, may influence or appear to influence the research, education, clinical care, business transactions, or other activities of the University.  In the case of research, the concern is that the financial interests of the University, or of a University official acting within his/her authority on behalf of the University, might affect—or reasonably appear to affect—University processes for the conduct, review, or oversight of the research.

An institutional conflict of interest also might arise when an individual covered by this policy receives a financial or other benefit from the use or disclosure of non-public information pertaining to the University.

Institutional conflicts of interest may arise when outside activities are inconsistent with an individual's responsibilities to the University. Outside activities include leadership participation in professional, community, or charitable activities, self-employment, participation in business partnerships, employment or consulting arrangements with entities other than the University, either compensated or uncompensated, and service on any private-sector board, including for-profit, non-profit, advisory, or honorary. These activities are inconsistent with an individual's responsibilities to the University when they adversely influence or appear to adversely influence the research, education, clinical care, business transactions, or other activities of the University.

An individual conflict of interest may raise an institutional conflict of interest issue and vice versa.

**C. Disclosure**

There is no separate individual disclosure under the institutional conflict of interest policy. The information disclosed on individual conflict of interest forms is used in carrying out the institutional conflict of interest policy.

In addition, the Conflict of Interests Committee Staff periodically must receive the following information:

1.  From the Senior Vice President of Finance and Chief Financial Officer, a list of the entities in which the University has any financial interest.

2.  From the Board of Trustees, a list of the entities in which members of the Board of Trustees and senior officials of the University, their spouses, dependent children, domestic partners, or any other dependent person living in the same household as the individual, have any financial interest. The list of entities provided by the Audit Committee of the Board of Trustees to the Conflict of Interests Committee does not contain the identities of the individuals who have the financial interest in those entities.

3.  From the Office of Development, a list of major gifts to the University.

4. From the Office of Research and Technology Management, a list of the University's equity holdings and technology licenses.

**D. Review**

1. **What is the process?**

Reviews of individual disclosures conducted solely by the Audit Committee of the Board of Trustees are conducted according to the rules of the Board of Trustees.

In the case of all other individual disclosures, the Conflict of Interests Committee Chair and Staff, or the Office of General Counsel Staff, as appropriate, conducts an initial review. If necessary, they obtain additional information from the disclosing individual and from other individuals who possess relevant information.

The Conflict of Interests Committee Chair and Staff utilize information provided by the offices and departments of the institution (e.g., from the Senior Vice President of Finance and Chief Financial Officer, the Board of Trustees, the Office of Development, and the Office of Research and Technology Management) to review potential institutional conflicts of interest received.

The Conflict of Interests Chair and Staff then identify those activities that must be further reviewed by the Conflict of Interests Committee.

The Conflict of Interests Committee will review the disclosures it receives to determine whether the disclosed financial interests of institutional officials or of the University are significant and whether they are related to University activities, and, if so, whether management is required to manage the institutional conflict of interest.

In conducting review, the Conflict of Interests Committee considers a number of factors, including value of the institutional financial interest and the nature of related University activities.

Following are some examples of institutional conflicts of interest. In specific cases, individuals may be able to engage in some of these activities with a suitable management plan:

a. A vice president of the University signs off on a procurement decision involving major purchases from or supply contracts with a commercial entity of which he is a director.

b. A department chairman serves as an investigator in a research project sponsored by a company from which she receives consulting income.

c. As patent-holder, the University stands to gain royalties from intellectual property licensed to a company, and that intellectual property is being investigated under a research contract with the University.

d. A company that has made a major gift to the University has requested special consideration in the bidding process as a vendor. The individual considering the bid is a consultant for the company.

e. A start-up company partially owned by the University has requested a discounted rate in utilizing several University core facilities. The facilities are overseen by an individual who is the chief scientific officer of the company.

2. **Management**

The Conflict of Interests Committee may decide to approve an activity subject to a suitable management plan. The management plan may include:

    a. Isolating the individual from involvement in research or decision-making regarding research.

    b. Requiring the individual to reduce, modify, defer, waive, or eliminate the financial interest that is the source of the conflict, such as equity holdings, royalty income, stock options and milestone payments.

    c. If recusal would preclude the individual from fulfilling the responsibilities of a University position, requiring the individual to eliminate the holdings or vacate the position.

    d. Requiring the individual to recuse him- or herself from institutional decisions regarding the outside entity that is source of conflict.

    e. Requiring the individual to make periodic written disclosure of the conflict to all administrators, faculty, non-faculty employees, and students under individual's supervision, to Research Administration, IRBs, IACUCs, subjects, state and federal officials, research sponsors, co-investigators, colleagues, junior colleagues, students, trainees, members and prospective members of the individual's research laboratory, journals to which manuscripts about the research are submitted, and media, lay, and professional audiences with whom the research or other activity is discussed orally or in writing.

    f. Appointing independent individuals or committees to oversee high-level administrative decisions (e.g., financial decisions, space allocations, appointments and promotions) in which the individual participates.

    g. Prohibiting the research from taking place at the University.

    h. Eliminating, reducing, or modifying the University's financial stake in an outside entity or research project.

    i. Enhancing or creating firewalls or other conflict-management systems to separate financial and research decision-making.

    j. Requiring independent involvement in the research (such as in recruiting and selecting subjects, participating in or designing the consent process, providing clinical treatment to subjects apart from the research intervention or procedures, monitoring data, reviewing study design, collecting data, and determining authorship status or order).

    k. Preventing the individual from serving as the principal investigator, co-principal investigator, or investigator on the research project.

    l. Protecting students, trainees, junior colleagues and/or non-faculty employees by preventing or limiting their participation in the research project, preventing or limiting them from working in newly-formed companies involving conflicted superiors, informing them of the potential conflict, giving them access to senior faculty and non-faculty employees to review questions or concerns, having academic decisions outside the research activity made or reviewed by independent individuals, and recusing the conflicted individual from the chain of authority over salary, promotion, and space allocation decisions.

    m.  Prohibiting the individual from participating in institutional negotiations with the outside entity except as the University directs.

    n.  Prohibiting the individual from serving on the board of directors of the outside entity, or as an officer, member of the scientific advisory board, member of a speakers' bureau, or consultant.

    o.  Prohibiting the individual from disclosing confidential University information.

    p.  Prohibiting the individual from channeling discoveries to the outside entity.

    q.  Prohibiting the University from accepting research grants from companies founded by the individual.

**E. Appeals**

The person responsible for ensuring that an individual has complied with the University's Conflict of Interest Policy must report a failure to comply to the Conflict of Interests Committee Chair or Staff, who refers it to the Conflict of Interests Committee, except that a failure to comply by the President or a member of the Board of Trustees must be reported to the Audit Committee of the Board of Trustees.

The Conflict of Interests Committee determines if the matter can be handled by requiring the individual to comply with a corrective action plan devised by the Conflict of Interests Committee. If so, the Conflict of Interests Committee devises the plan and advises the individual of its requirements. If the Conflict of Interests Committee determines that the matter cannot be handled by requiring the individual to comply with a corrective action plan, or the individual refuses to comply, the Conflict of Interests Committee refers the matter, along with its recommendations about how the matter should be handled, to the appropriate individual or body. In the case of faculty, the Conflict of Interests Committee refers the matter to the Provost. In the case of the Provost, General Counsel, Senior Vice President for Administration, Chief Financial Officer, Vice President for Medical Affairs, the Chief of Staff, the vice presidents for Development, University Relations, and Diversity, and any other individual that the President designates as a senior "cabinet-level" official, the Conflict of Interests Committee refers the matter to the President.

If an individual other than a non-faculty employee is dissatisfied with a determination of the Conflict of Interests Committee to impose a corrective action plan or with administrative action by the Vice President for Research to suspend or refuse to approve a University research project, the individual may submit a written appeal to the Provost within 10 days of receipt of the determination. A non-faculty employee who is dissatisfied with a determination of the Conflict of Interests Committee may submit a written appeal to the Senior Vice President for Administration within 10 days of receipt of the decision.

If the Provost upholds the Conflict of Interests Committee's determination, the Provost's decision is final. If the Provost modifies or overrules the Conflict of Interests Committee's determination, the Conflict of Interests Committee may appeal to the President.

If the Senior Vice President for Administration upholds the Conflict of Interests Committee's determination, the decision of the Senior Vice President for Administration is final. If the Senior Vice President for Administration modifies or overrules the Conflict of Interests Committee's determination, the Conflict of Interests Committee may appeal to the President.

Grievance proceedings are conducted in accordance with the procedures provided in the University Faculty Handbook and the Human Resources Policy Manual.

When an individual has an individual conflict of interest and an institutional conflict of interest also exists, the appeal process under the individual conflict of interest policy applies.

In the event that an individual who is charged with executing an institutional conflict of interest management plan but who does not have an individual conflict of interest is dissatisfied with a determination of the Conflict of Interests Committee, the individual may submit a written appeal to the President within 10 days of receipt of the decision. If the individual is the President, the President may submit a written appeal to the Audit Committee of the Board of Trustees within 10 days of receipt of the decision. If the individual is a member of the Audit Committee, the Audit Committee's deliberations and decision is conducted in accordance with the policies and procedures of the Board of Trustees.

If the President or the Audit Committee upholds the Conflict of Interests Committee's determination, the decision is final. If the President modifies or overrules the Conflict of Interests Committee's determination, the Conflict of Interests Committee may appeal to the Audit Committee.

### III. Conflict of Commitment Policy

University faculty (whether tenured, tenure-track or non-tenure-track holding full-time faculty appointments owe their primary professional commitment to the University. The University recognizes that its faculty may benefit from outside consulting in their fields of specialization. Consulting can enrich the faculty member's knowledge and skill base, and benefit the University and its students by establishing relationships that may lead to grants or sponsored research. However, individual consulting must not interfere with a faculty member's primary teaching and research responsibilities. Therefore, such faculty members are permitted to accept opportunities for outside consulting and similar services in their fields of specialization subject to this policy and provided that they are able to fulfill all academic responsibilities. The proportion of a faculty member's professional effort devoted to outside activities should not exceed, on average, one business day per week.

> **Commented [MK3]:** See current CWRU Faculty Handbook page 50 "Non-University Activities of Faculty Members During the Contractual Period". Conflict of Commitment policy will supersede that but we incorporated some of the still relevant language.

### A. Who is covered by this policy?

The conflict of commitment policy applies to all University faculty holding full-time faculty appointments (whether tenured, tenure-track or non-tenure-track). "University faculty" members are those individuals defined as such in the Faculty Handbook. This policy applies to these individuals regardless of where they conduct activities covered by the policy.

### B. What is a conflict of commitment?

A conflict of commitment involves a situation in which a faculty member's outside activity, or potential outside activity, whether paid or unpaid, involves a commitment of time or effort that may interfere with fulfillment of the faculty member's ability or willingness to perform the full range of responsibilities associated with his or her university position. The issue here is not necessarily financial interest or bias in one's judgment but rather whether one's commitment of time and effort is inconsistent with one's commitment to the University and its interests.

Examples:

1. A faculty member dedicates more than the permitted average one day per week to personal consulting with a company or companies.

~~1.~~2. A faculty member travels excessively in such a manner that interferes with the faculty member's ability to have regular office hours to meet with students.

## C. Approval

University faculty (whether tenured, tenure-track or non-tenure-track holding full-time faculty appointments must disclose potential outside activities and receive approval from his/her department chair or dean  prior to engaging in an outside activity (whether paid or unpaid) to enable potential conflicts of commitment to be identified.  Requests for approval of a potential outside activity should be submitted by the faculty member directly to his/her chair or dean.

In addition, a faculty member may not hold appointment in another educational institution without written approval in advance by the Provost.  Requests for approval of a potential appointment should be submitted by the faculty member directly to his/her school dean.

## D. Review

1. Review of potential outside activities (other than appointment at another educational institution)

The faculty member's chair or dean shall review the request for approval.  If the activity is acceptable, the chair or dean shall provide written approval.  A copy of this written approval shall be maintained by the chair/dean.  If the chair/dean has concerns about the activity, the chair/dean shall discuss with the faculty member whether the activity can be managed to avoid a conflict of commitment.  If, in the opinion of the chair/dean, the activity cannot be managed, the faculty member must refrain from participating in the activity.

2. Review of potential appointments at another educational institution

The faculty member's dean shall review the disclosure with the Provost.  If the appointment is acceptable, the Provost shall provide written approval.  A copy of this written approval shall be maintained by the Provost.  If the Provost has concerns about the appointment, the Provost and/or dean shall discuss with the faculty member whether the appointment can be managed to avoid a conflict of commitment.  If, in the opinion of the Provost, the activity cannot be managed, the faculty member must decline the appointment.

## E. Appeals

1. Appeal of dean's decision concerning outside activities (other than appointment at another educational institution)

If a faculty member is dissatisfied with a decision of his/her chair, the faculty member can submit a request for reconsideration to his/her school dean.  The dean shall respond to the faculty member within thirty (30) days.  If a faculty member is dissatisfied with a decision of his/her dean, the faculty member may submit a written appeal to the Provost within 30 days of receipt of the decision. The appeal shall be

decided by the Provost. The Provost will make best efforts to render a decision in writing within 30 days of receipt of the appeal. The Provost's decision is final.

2. Appeal of Provost's decision concerning appointment at another educational institution

If a faculty member is dissatisfied with a decision of the Provost not granting approval of an appointment at another institution, the faculty member may submit a written appeal to the President within 30 days of receipt of the decision. The appeal shall be decided by the President. The President will make best efforts to render a decision in writing within 30 days of receipt of the appeal. The President's decision is final.

## IVII. Confidentiality

All information contained in disclosures or obtained in the course of reviewing a potential conflict of interest or institutional conflict of interest, is kept confidential, subject to the University's reporting obligations to government agencies, research sponsors and the public. The information is available to the Conflict of Interests Committee and its Staff, and to the individuals charged with the responsibility for review in the particular case. In addition, the disclosures received by the Conflict of Interests Committee are shared with the deans and department chairs or supervisors of the disclosing individuals at the request of the individual's dean, chair or supervisor, or at the request of the Conflict of Interests Committee. The individual's department chair, dean or supervisor will be provided with the management plan. There may be instances when other institutional officials must receive this information (e.g., members or staff of regulatory committees with oversight of activities covered in the management plan).

## IV. Sanctions

Failure to comply with these policies includes failing to submit a required disclosure, providing false information, omitting required information, failing to maintain confidentiality, failure to carry out duties prescribed by these policies, and refusal or failure to comply with a management plan adopted under these policies.

A failure to comply with these policies may, in the case of University research, result in a decision by the Vice President for Research to suspend the research project or refuse to approve a new University research project for the individual who fails to comply.

A failure to comply also is subject to the full range of University disciplinary procedures, including:

a. Formal admonition.

b. A letter in the individual's file indicating that the individual's good standing as a member of the University has been called into question.

c. Ineligibility of the individual to apply for grants, IRB approval, or supervision of graduate or professional students or trainees.

d. Additional sanctions per research funding agency may apply (such as requiring investigator financial conflict of interest training), up to and including sponsor suspension of funding per applicable federal

regulations. The University will comply with federal financial conflict of interest requirements regarding non-compliance retrospective review and corrective action.

e. Non-renewal of appointment.

f. Termination of employment.

The person responsible for ensuring that an individual has complied with the University's Conflict of Interest Policy must report a failure to comply to the Conflict of Interests Committee Chair or Staff, who refers it to the Conflict of Interests Committee, except that a failure to comply by the President or a member of the Board of Trustees must be reported to the Audit Committee of the Board of Trustees.

The Conflict of Interests Committee determines if the matter can be handled by requiring the individual to comply with a corrective action plan devised by the Conflict of Interests Committee. If so, the Conflict of Interests Committee devises the plan and advises the individual of its requirements. If the Conflict of Interests Committee determines that the matter cannot be handled by requiring the individual to comply with a corrective action plan, or the individual refuses to comply, the Conflict of Interests Committee refers the matter, along with its recommendations about how the matter should be handled, to the appropriate individual or body. In the case of faculty, the Conflict of Interests Committee refers the matter to the Provost. In the case of the Provost, General Counsel, Senior Vice President for Administration, Chief Financial Officer, Vice President for Medical Affairs, the Chief of Staff, the vice presidents for Development, University Relations, and Diversity, and any other individual that the President designates as a senior "cabinet-level" official, the Conflict of Interests Committee refers the matter to the President.

If an individual other than a non-faculty employee is dissatisfied with a determination of the Conflict of Interests Committee to impose a corrective action plan or with administrative action by the Vice President for Research to suspend or refuse to approve a University research project, the individual may submit a written appeal to the Provost within 10 days of receipt of the determination. A non-faculty employee who is dissatisfied with a determination of the Conflict of Interests Committee may submit a written appeal to the Senior Vice President for Administration within 10 days of receipt of the decision.

If the Provost upholds the Conflict of Interests Committee's determination, the Provost's decision is final. If the Provost modifies or overrules the Conflict of Interests Committee's determination, the Conflict of Interests Committee may appeal to the President.

If the Senior Vice President for Administration upholds the Conflict of Interests Committee's determination, the decision of the Senior Vice President for Administration is final. If the Senior Vice President for Administration modifies or overrules the Conflict of Interests Committee's determination, the Conflict of Interests Committee may appeal to the President.

Grievance proceedings are conducted in accordance with the procedures provided in the University Faculty Handbook and the Human Resources Policy Manual.

## VI. Revisions to the Policies

Any revisions to these policies that are required by law or by government agency action will become part of these policies. Other revisions to these policies become effective upon being approved by the President, the Provost, and the Executive Committee of the Faculty Senate.

**Definitions**

"Conflict of commitment" - A conflict of commitment involves a situation in which a faculty member's outside activity, or potential outside activity, whether paid or unpaid, involves a commitment of time or effort that may interfere with fulfillment of the faculty member's ability or willingness to perform the full range of responsibilities associated with his or her university position.

"Disclosure" – "Disclosure" means an individual's ~~disclosure~~ reporting of financial interests and/or significant financial interests to the University.

"Faculty" – "Faculty," as defined in the Faculty Handbook, comprises tenured or tenure track faculty members, non-tenure track faculty members, and special faculty members. Special faculty members are: 1) those persons holding part-time academic appointments, and 2) persons holding full-time academic appointments, but who have specific, limited responsibilities for the duration of a specific project, or for a limited duration. Examples of special appointments are faculty members hired for one semester, who teach one course on a repeated basis, who engage in clinical supervision only without other responsibilities to the University, or who are engaged in a specific project conducted outside the University.

"Financial conflict of interest report" - In the sponsored research context, this refers to the University's financial conflict of interest report to the awarding component.

"Financial interest" – A "financial interest" means anything of monetary value, whether or not the value is readily ascertainable. Examples of financial interests include the following: income; honoraria; consulting fees; advisory board fees; membership on a speaker's bureau; remuneration; gifts or other emoluments; "in kind" compensation; travel expenses and reimbursement, other than those paid for by the University or its hospital affiliates, or reasonable travel expenses paid for participation in scholarly and academic endeavors and/or those described in the exclusions in Section I.C.3.of this policy; equity such as stock, stock options or other ownership interests, including equity that individuals covered by this policy know they will inherit; royalties; non-university grants; debts; loans; non-university contracts; licensing agreements; inventors' shares. Disclosure of a board membership or other officer position involving advisory or fiduciary duties with any outside entity is required where: 1) the individual receives compensation from the entity (i.e., salary or other remuneration; equity interest, such as stock, stock options or other ownership interest; or other compensation of monetary value); or 2) the board or officer position (whether compensated or uncompensated) is with a for-profit outside entity or with an outside entity (for-profit or non-profit) that has a vendor or sponsor relationship with the University or its clinical affiliates, to the best of the individual's knowledge.

"Individual conflict of interest" – An outside interest that might adversely affect or appear to a reasonable person to adversely affect an individual's judgment in carrying out University responsibilities, or that might adversely affect or appear to a reasonable person to adversely affect the University's responsibility to the public, the safety of research subjects, or the integrity of research. For the purposes of research, a financial conflict interest means a significant financial interest that could directly and significantly affect the individual's University responsibilities, and in the case of research, that could directly and significantly affect the design, conduct, or reporting of research.

"Institutional conflict of interest" -- An institutional conflict of interest arises when the financial interests of the University, or a University official acting within his/her authority on behalf of the University, may influence or appear to influence the research, education, clinical care, business transactions, or other activities of the University; when an individual covered by this policy receives a financial or other benefit

from the use or disclosure of non-public information pertaining to the University; and when outside activities are inconsistent with an individual's responsibilities to the University.

<u>"Institutional responsibilities"</u> – "Institutional responsibilities" are defined as those professional responsibilities that are conducted on behalf of the University. Examples of institutional responsibilities include: activities such as research, research consultation, teaching, professional practice, institutional committee memberships, and service on panels such as Institutional Review Boards or Data and Safety Monitoring Boards.

<u>"Investigator"</u> – "Investigator" means the Project Director, Principal Investigator and any other person who is significantly involved in and responsible for the design, conduct or reporting of research, or proposal for such funding, including the person's spouse and dependent children and/or any other collaborators or consultants. The term also includes investigators working for subgrantees, contractors, subcontractors, and collaborators. See also the definitions provided in this policy for "Project Director/Principal Investigator" and "Senior/key personnel."

<u>"Manage"</u> – "Manage" means taking action to address a financial conflict of interest, which can include reducing or eliminating the financial conflicts of interest, to ensure, to the extent possible, that the design, conduct, and reporting of research will be free from bias.

<u>"Outside activities"</u> – "Outside activities" include leadership participation in professional, community, or charitable activities, self-employment, participation in business partnerships, employment or consulting arrangements with entities other than the University, either compensated or uncompensated, and service on any board, including for-profit, non-profit, advisory, or honorary.

<u>"Project Director/Principal Investigator"</u> – These terms refer to the project director or principal investigator of a research project. See also the definitions provided in this policy for "Investigator" and "Senior/key personnel."

<u>"Senior officials"</u> – "Cabinet-level" officials of the University (comprising the President, Provost, General Counsel, Senior Vice President for Administration, Chief Financial Officer, Vice President for Medical Affairs, the Chief of Staff, the vice presidents for Development, University Relations, and Diversity, and any other individual that the President designates).

<u>"Senior/key personnel"</u> – These terms are used interchangeably to refer to the Project Director/Principal Investigator and any other senior or key personnel identified by the University on PHS-funded grant applications, progress reports, or any other reports to the PHS by the University. See also the definitions provided in this policy for "Investigator" and "Project Director/Principal Investigator."

<u>"Travel expense disclosure"</u> - Disclosure of travel expenses and reimbursement is required for travel that is not reimbursed or sponsored by a federal, state, or local government agency, an institution of higher education as defined at 20 U.S.C. 1001(a), an academic teaching hospital, a medical center, or a research institute that is affiliated with an institution of higher education. Disclosure of the nature of the travel will be accomplished on the annual disclosure form.

*\*Adopted by the Board of Trustees 10/11/77; amended 5/11/79 and 5/13/81; amended and approved by the Faculty Senate 1/27/09 and the Board of Trustees 2/20/09; revised with the approval of the President on June 19, 2009; amended by the Faculty Senate Executive Committee 4/11/12 and endorsed by the Faculty Senate 4/25/12, as well as the Board of Trustees on June 2, 2012.*

# EXTERNAL CONSULTING APPROVAL FORM

Name_____     Dept. _____

College/School: _____

Person, company, or organization to which you are providing services:

_____

Services to be provided:

_____

_____

Anticipated Date(s) on which service will be provided: _____

Hours to be spent providing service:  Weekly _____     Annual total _____

The proportion of a faculty member's professional effort devoted to outside activities should not exceed, on average, one business day per week.

A faculty member is required to update his/her annual financial interest disclosure form whenever there are any changes to report, for example, after entering into a new consulting or financial relationship.

*I understand that while providing authorized external consulting services I remain responsible for the performance of all of my assigned duties and responsibilities within the university.*

Faculty Signature _____     Date _____

## USE OF UNIVERSITY FACILITIES

Will university facilities be used in connection with consulting services?  Yes ☐  No ☐

If yes, describe required space, services, equipment and supplies.

_____

Fees to be paid to the university for the use of:

Space $ _____     Equipment $_____     Services $ _____     Supplies $_____

Use of facilities approved by Department Chair or Dean: _____
                                                                                                    Date

## APPROVAL OF THE PERSON LISTED BELOW IS REQUIRED BEFORE FACULTY MAY UNDERTAKE OUTSIDE CONSULTING ACTIVITY

Department Chair or Dean: _____
                                                                                                    Date

It is the responsibility of the Signatory (Department Chair or Dean) to:  (1) notify the faculty member in writing of the approval or disapproval of the request; and (2) retain the signed original in the School's/College's files.

# Faculty Senate Meeting
Wednesday, October 18, 2017
3:30p.m. – 5:30p.m. – Toepfer Room, Adelbert Hall,

| | | |
|---|---|---|
| 3:30 p.m. | Approval of Minutes from the October 2, 2017, Faculty Senate Meeting, *attachment* | Juscelino Colares |
| 3:35 p.m. | President and Provost's Announcements | Barbara Snyder Bud Baeslack |
| 3:45 p.m. | Chair's Announcements | Juscelino Colares |
| 3:50 p.m. | Report from the Executive Committee | Cynthia Beall |
| 3:55 p.m. | Report from the Secretary of the Corporation | Arlishea Fulton |
| 4:00 p.m. | Conciliation Counselor Report | Bill Leatherberry |
| 4:05 p.m. | Finance Committee Resolution | Glenn Starkman |
| 4:10 p.m. | By-Laws Committee Draft Language on Deans Not Serving as chairs of Senate Standing Committees, *attachment* | Ken Ledford |
| 4:20 p.m. | By-Laws Committee- Proposed Revisions to the School of Law By-Laws, *attachment* | David Carney Kenneth Ledford |
| 4:30 p.m. | Faculty Credentials Policy (*tentative*), *attachment* | ? |
| 4:40 p.m. | FSCUE Course Evaluation Recommendations, *attachment* | Robin Dubin |
| 4:50 p.m. | Benelect/Insurance Update | Carolyn Gregory |
| 5:05 p.m. | CUE Update | Kimberly Emmons |
| 5:15 p.m. | International Rankings Consultant | ? |
| 5:25 p.m. | Reception | |