

SIGNATURE SHEET FOR EVALIATIVE CRITERIA

Department/Office: Educational services and personnel
 Department Chair/Head: MarBeth Walpole
 Academic Year (circle): 15-16 16-17 17-18 18-19 19-20

Date Sent to Dean/Supervisor: Spring 2015

Signature: [Signature] Date: 9-24-15 Approved: (Y)/P/N
 Dean/Supervisor:

Add'l Admin: [Signature] Date: 9-30-15 Approved: (Y)/P/N
 Provost/designee:

President/designee:

V = Approved D = Approved pending modifications NI = Not approved

the Senate office for archiving. The original criteria packet is returned to the Department/Office.

Dean provides feedback regarding criteria **October 9**

Final administrative approval and forwarding to Senate Department, and Dean **November 1**

Checklist Item 3

INTERPRETING THE CRITERIA TO BE UTILIZED IN EVALUATING

The Department adheres to the criteria for and Tenure Memorandum of Agreement (MOA). Moreover, the Tenure and Recontracting Standards in place at time of faculty member's hire governs the recontracting and tenure decisions for that faculty member unless a change to be made by a subsequent Recontracting and Tenure Memorandum of Agreement (MOA). Additional explanation of each of the areas is provided below:

Evaluation Criteria (Criteria are weighted in the order listed below)

1. TEACHING EFFECTIVENESS

The Department assesses the performance of individual candidates for data, peer observations, and other materials presented in the candidate's

The Department recognizes field based supervision, advising, dissertations, masters theses or the equivalent, and advising/mentoring are aspects of teaching.

The Department recognizes the importance of striving for excellence in teaching. Candidates will be evaluated using the measures of teaching effectiveness described in the MOA:

Development of learning activities, development of include the following areas: planning and preparation, instructional methodology,

knowledge of the content.

A MOA 2014-2015, 29 characteristics of excellence in teaching at Rowan University include:

- A. Teaches in a way that helps students learn
- B. Explains clearly
- C. Promotes thinking
- D. Provides useful feedback
- E. Shows fairness and respect
- F. Actively engages students

H. Prepares course material thoroughly

I. Communicates course and lesson goals

J. Hopes to educate candidate

L. Applies student learning outcomes to plans for future learning

M. Other characteristics appropriate to candidate's program

2. SCHOLARLY AND CREATIVE ACTIVITY/ PROFESSIONAL DEVELOPMENT

The Department assesses scholarly achievement of candidates for recontacting

scholarly and creative activity

(scholarly and/or practitioner), and role (e.g., contribution in co-authored

Highest weight will be given to solo or first authorships for publications and presentations. Second and third authorship will result in the publication or

presentations in the high category (e.g., high category and low for

presentations in the medium category). Fourth authorship and beyond for

publications and presentations will be considered in the lowest category. In

addition, it is expected that the candidate will maintain a research agenda that is

sustainable and, when possible, fundable. Candidates are encouraged to seek

external funding to support their research efforts.
In each order within categories, examples of scholarly activity may include but not be limited to:

High

A. Published manuscripts in refereed journals (print or online)

B. Published refereed scholarly books

C. Published refereed textbooks

D. Published book chapter in a refereed scholarly book

E. Writing successfully reviewed and funded grant proposals as a PI or co-PI

speaker

I. Writing successfully funded program evaluation

Medium

I. Presenting a peer reviewed paper at a regional or state scholarly/academic meeting

V. Participation in research activities sponsored by academic/scholarly organizations

I. Serving as a dissertation advisor at state, regional, national or international symposium or conference

M. D. A. C. J. I. I.

Serving as a chair on a peer reviewer panel at a state, regional, national or international symposium or conference

D. Deferring grant applications for state, regional, national and international symposium or conference

S. Other formats for dissemination may be considered if appropriately vetted at the departmental and deep level and with evidence of peer review and approval

T. Assessing projects associated with national accreditation reviews

3. CONTRIBUTIONS TO THE DEPARTMENT, COLLEGE AND UNIVERSITY COMMUNITY

The Department will evaluate the candidate's contributions to the college and university based upon materials submitted by the candidate to document involvement in the following (which may include but not be limited to):

A. Service on Department, College-wide Committees and University Committees

Serving as a graduate teacher

B. Chairing a department

E. Leadership in P-17 coordination activities such as cross-institutional

Program coordination

The Department assesses this area through documentation submitted by the

listed below). Activities of the national and international level are considered

more highly than those of the state/provincial and local level.

- A. Engaging in Professional Services
- B. Participating in Professional Organizations
- C. Participation in Conferences