FORM 8

evaluative standard, this cover...ge and the criteria sha...

The department offers a wide range of courses that explore all forms of human interaction, promote an

Criteria for Classroom Observations (as required by MOA section 2.45, pg. 16)

Peer observations of classroom sessions should speak to the following criteria, as can be observed in a
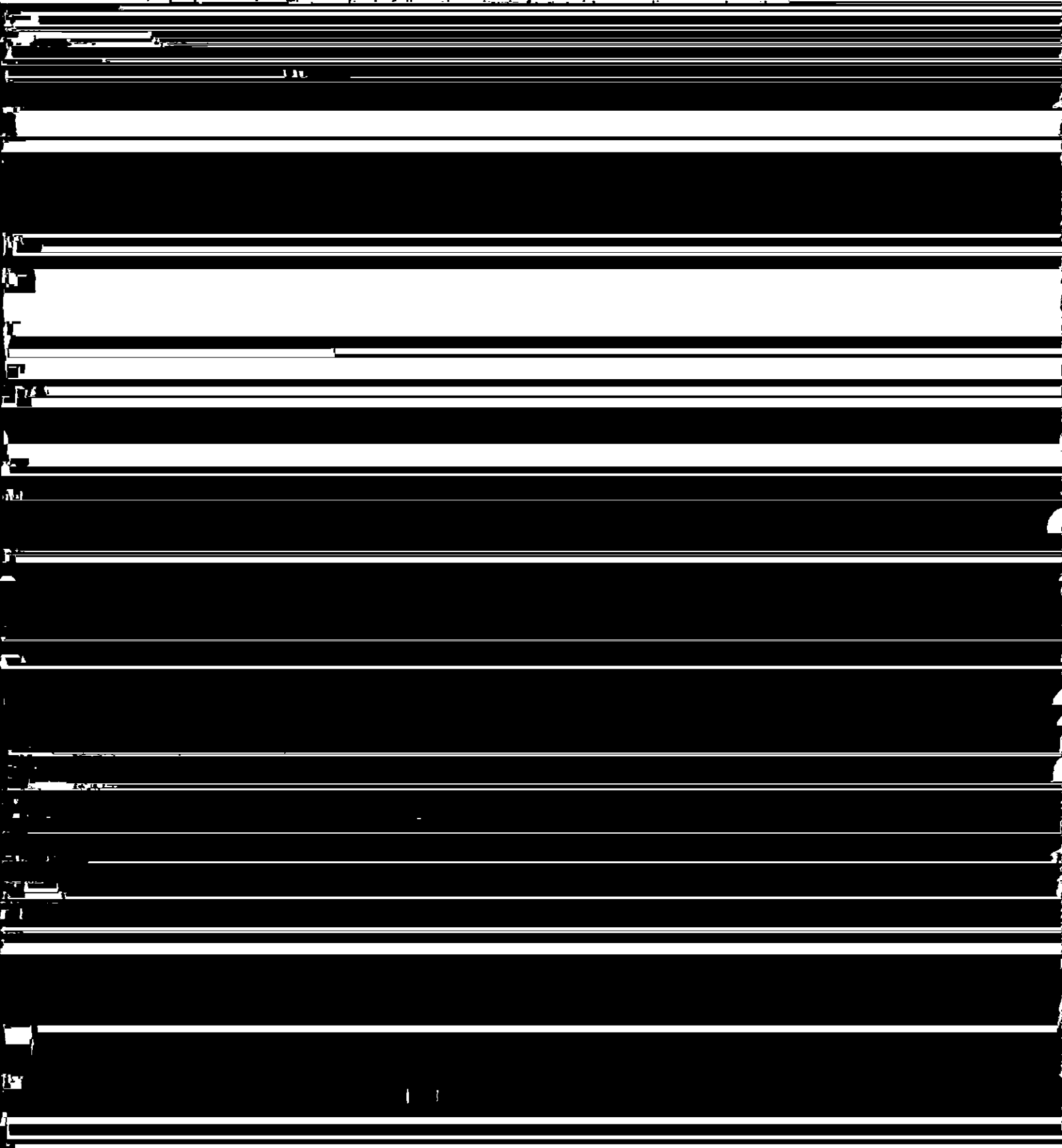
1. Go to **http://www.rowan.edu/selfservice**
2. Click "Access Banner Services - Secure Area - login Required."
3. Enter User ID and PIN.
4. Click "Faculty & Advisors."
5. Click "Request Student Course Evaluation."
6. Select one of the classes that you are currently teaching.
7. Click "Choose" and enter "Survey open date" and "Survey close date."
8. Click "Submit."
9. Repeat for other classes.

In order to ensure that students complete the evaluations, regular reminders via email and in class are suggested. Additionally, instructors may opt to have the students fill-out the online evaluations during

General Principles for Tenure and Recontracting

- Presentation and publication categories of scholarly/creative work, and service are not mutually exclusive, but candidates should present their work in the most appropriate category. Activities should not be redundantly included in multiple categories.
- In discussion of service, all levels expected for the specific candidate's job title should be considered (department, college, university, profession and larger community). Many activities can be considered as service, but if the connection to the field is not obvious, the candidate must make the case. Non-related community service, while commendable, should not be listed. As an example, being a girl scout leader is not likely service; however, doing pro bono PR, graphic design, or internal communication work for Girl Scouts of America may well be, if that is related the candidate's teaching, scholarship, or creative activity.
- While department committees should offer support to the candidate in preparation of the document, and department committee chairs must initial the check sheet, final review of the document before submission, including a check that all required items are present, is the obligation of the candidate. Candidates should not assume that missing material can be added after submission.

SCHOLARLY AND CREATIVE WORK BASIC DEFINITIONS

Scholarly Work
Peer-reviewed and publicly disseminated research that contributes to the field by creating, integrating, and opening new areas of knowledge. Scholarly work may take the form of basic research, research in the scholarship of teaching, or applied research and evaluation. Scholarly work includes:

- Publishing manuscripts/book reviews/abstracts in refereed journals or conference proceedings (print or online).

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

- Serving as a chair, moderator, or discussant on a peer-reviewed panel at a state, regional, national or international scholarly/academic meeting.

- Participating in panel discussions and forums related to the creative process.

- Writing/producing creative media works then screened at competitive off-campus artist festivals or showcases

- Writing/producing creative media works disseminated via web, DVD, or other digital formats.

- Editing a literary journal/other editorial substance (not proofreading) work on a creative publication.

- Serving as an editor for a peer-evaluated creative volume.

- Authoring journalistic work published in non-practitioner books, magazines, newspapers, on-line, or through television and radio broadcasting.

- Curating art, design, or media exhibits or shows

- Presenting scholarly and creative work to colleagues at departmental/college/university events.

- Advising student groups.

- Membership in the University Senate.

- Curricular development and review outside of home department/discipline.

- Writing articles, columns, editorials for an off-campus local, regional, or national practitioner publication.
- Editorial work completed for off-campus local, regional, or national discipline-related publications.
- Producing works in print, digital, or broadcast form by request for an off-campus organization.

Department of Communication Studies

This section includes the specific criteria that are used by the Department of Communication Studies in its assessment of tenure and recontracting candidates.

Expected Balance Among Areas to Be Evaluated

Explanation of Criteria and Standards for Tenure and Recontracting

In addressing each of these standards in the tenure and recontracting packet, candidates must speak to

- o Shows fairness and respect
- o Actively engages students

Scholarship and creative activity may include, but is not limited to:
   a. Publications in peer reviewed journals (print or online)
   b. Publications of scholarly books (print or online)
   c. Conducting grant funded research

3. **Professional Development (For Full-Time Lecturers and 3/4-Time Faculty) (TR1.112 & Appendix A1.2, P2.2)**

Professional development is an important component for the professional growth of our full-time lecturers and ¾-time faculty. Faculty applying for recontracting are expected to draft a narrative within their packet which explains the nature of the professional development and the ways in which it supports the faculty member's teaching. This narrative should include discussion of

- The activity is recognized as maintaining standing within a profession or discipline
- The activity permits the demonstration of leadership within a profession or discipline
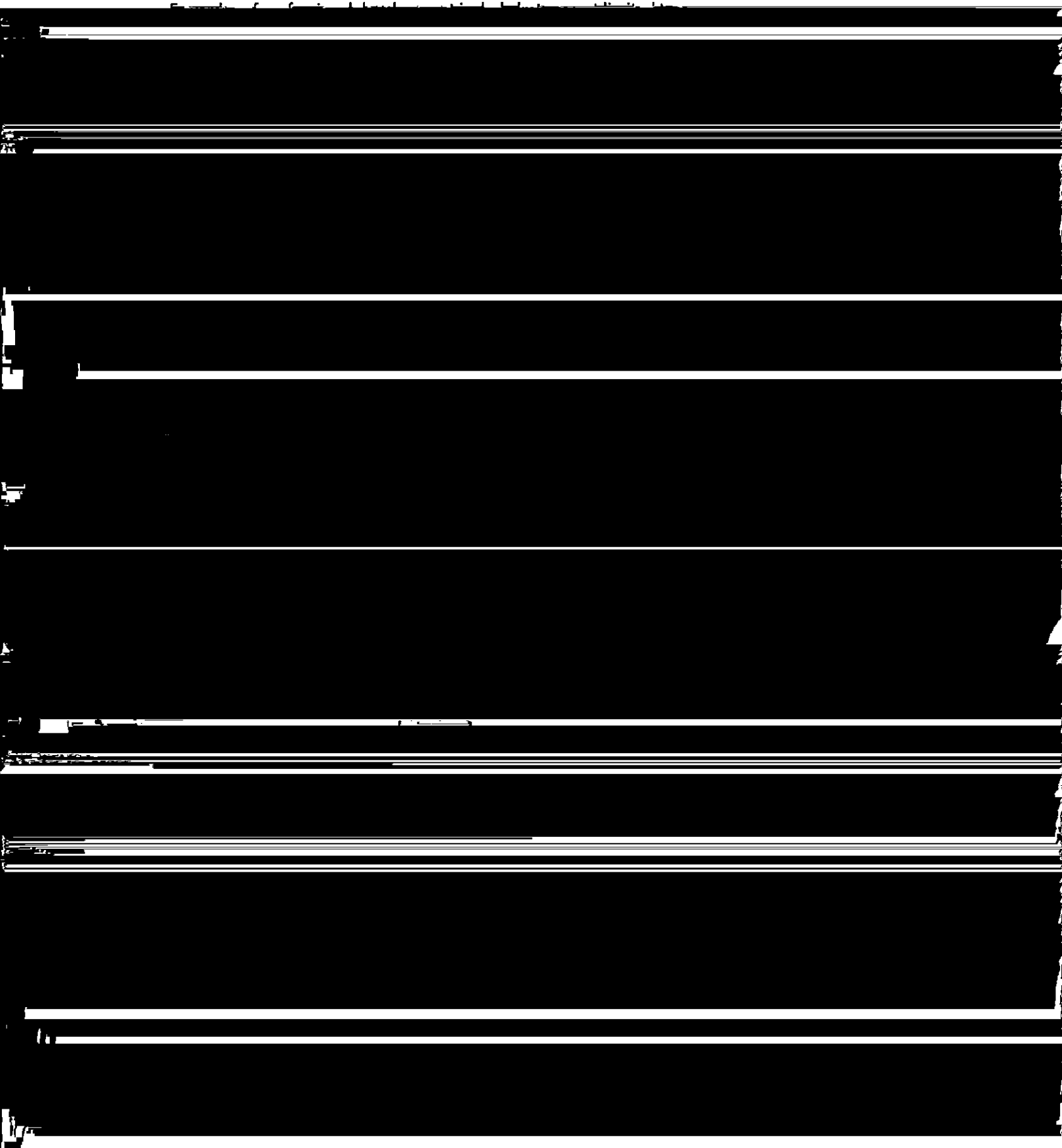
regional associations such as Eastern Communication Association (ECA) or Southern Communication Association (SSCA), cultural associations such as Popular Culture Association (PCA) and American Culture Association (ACA), as well as other associations.

- Serving as a reviewer, respondent or chair for association conferences, meetings or conventions.
- Participation or leadership in local, civic, or other community groups as they relate to the candidate's area of expertise or teaching.
- Management of websites or newsgroups devoted to the content and pedagogy of Communication Studies (example CRTNET).

General description of expectations for candidates at each stage of the tenure

Fourth Year and subsequent evaluations thereafter
- Demonstrate excellence as teachers.
- Continue to serve the university at the department, college, and university levels. However, such college and university level service is not expected.
- Possess a record of professional development that ties into the teaching area.

ASSISTANT PROFESSOR RECONTRACTING & TENURE EXPECTATIONS BY YEAR
First year
- Focus primarily on honing their teaching skills, developing classroom materials, syllabi, etc.
- Learn about student mentoring opportunities.
- Service should be primarily on departmental committees. However, this does not preclude the

Checklist and Cover Page for Recontracting Full-Time Lecturers[1]
Department of Communication Studies
Revised 09/19/2018

Candidate Name:_____   Date Hired:_____

Department: Communication Studies   Candidate E-Mail:_____

Department T&R Chairperson:_____   T&R Chair E-Mail:_____

File Page   Item #   Checklist Item and Description   Dept. T&R

Notes Regarding Checklist for Full-Time Lecturers:

1. This document is for full-time lecturers ONLY. All tenure track faculty are to use the checklist and

Checklist and Cover Page for Recontracting 3/4-Time Faculty[1]
Department of Communication Studies
Revised 09/19/2018

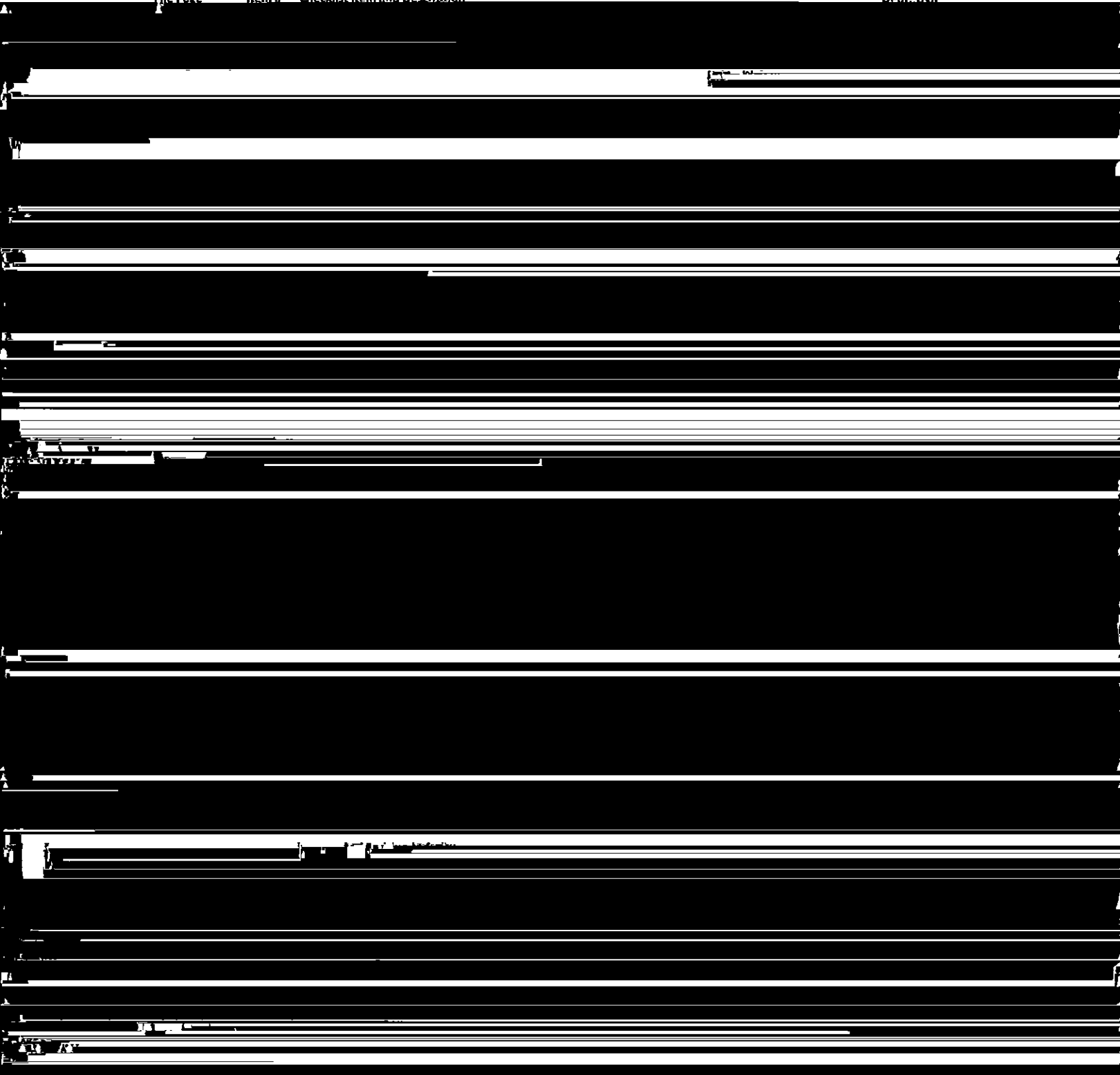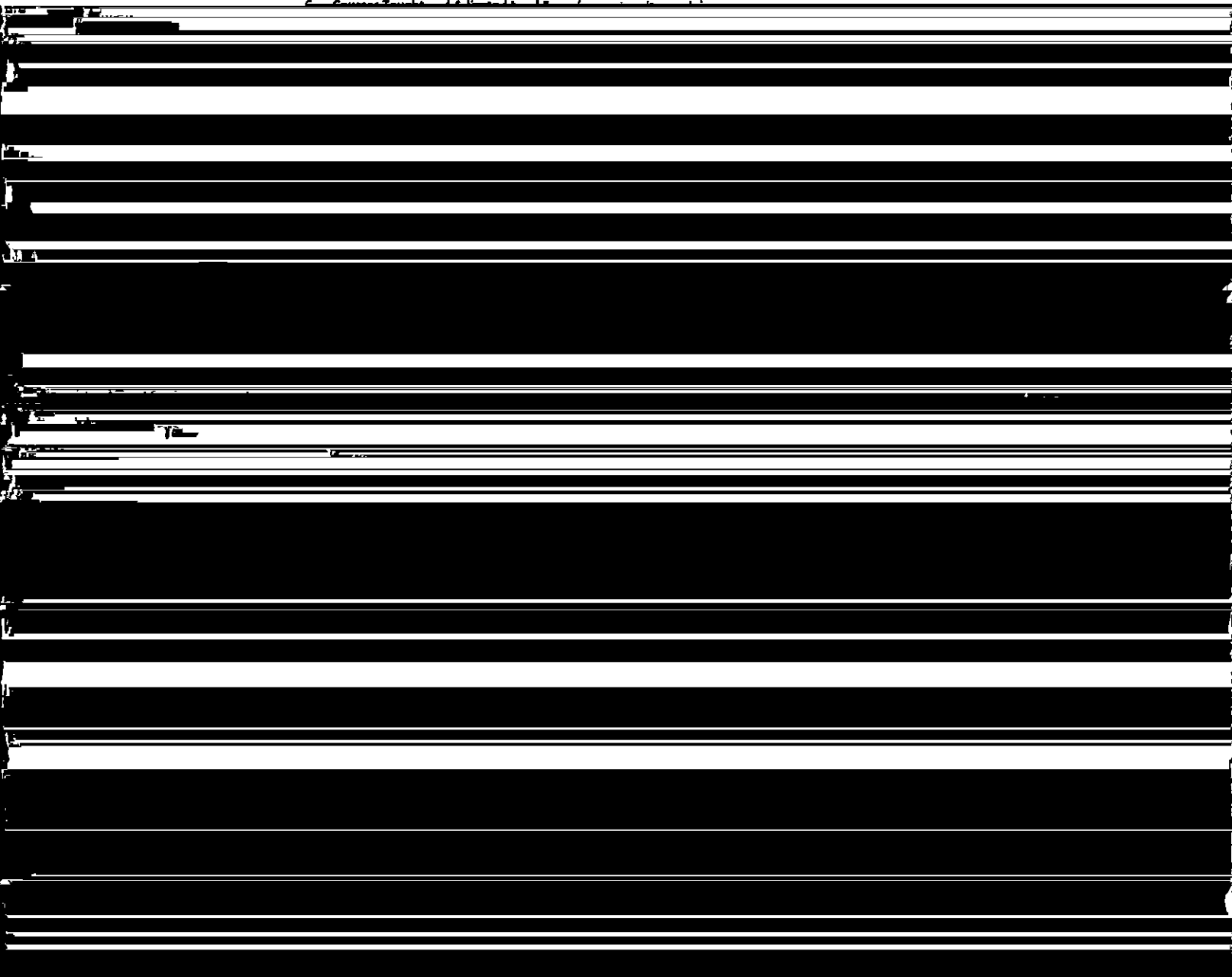Candidate Name:_____   Date Hired:_____

Department: Communication Studies   Candidate E-Mail:_____

Department T&R Chairperson:_____   T&R Chair E-Mail:_____

File Page Starts with:	Item #	Checklist Item and Description	Dept. T&R Chair Initial
1	1	Checklist (this page)	_____
2	2	Application Form with Signature and Years Circled (Form 10)	_____
____	3	Curriculum Vita, including: • Education • Professional History (Positions held in higher education) • Service Activities to the University Community • Professional Involvement and Development	_____
____	4	Executive Summary (required)	_____
____	5	Job Description (from initial job posting)	_____

Notes Regarding Checklist for 3/4 Time Faculty:

1. This document is for 3/4-time faculty ONLY. All tenure track faculty are to use the checklist and other documents as described in the most current version of the Memorandum of Agreement found in the "Tenure & Recontracting" section of the university senate webpage.

2. Once all documents are finalized, the checklist should be printed, initialed by the department T&R chair, scanned, and inserted as an image on the first page of the candidate's packet.