

FORM 8

SIGNATURE SHEET FOR EVALUATIVE CRITERIA

11/20/11

more than

[Handwritten signatures and dates]
11/13/11
11/13/11
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President/designee:

11/13/11

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Reasons should be provided with the reasons for non-approval, as well as reasons to the evaluative criteria within a reasonable time to ensure timely results for that year candidates.

DIRECTOR'S: Sign each line and print or stamp name below the line. This signature is required for all candidates.

[Handwritten signatures and names in a grid format]

ROWAN UNIVERSITY
HISTORY DEPARTMENT

5. To provide our faculty, students and staff with current instructional technologies.
6. To develop interdisciplinary relationships within the university.
7. To encourage initiatives for faculty, student and staff development.
8. To develop linkages with South Jersey historical organizations.
9. To encourage civic responsibility through community service and support of regional archives, museums, and historical societies through senior seminar and undergraduate research, internships and experiential learning.

Process and Procedures for Evaluation

The Departmental committee will evaluate the candidates according to each of the seven

4. Flexibility in approaches to teaching
5. Positive attitudes towards students
6. Fairness in examinations and grading
7. Student learning appropriate to the goals of the department and the university.

While no single method of teaching is superior to another, the candidates should

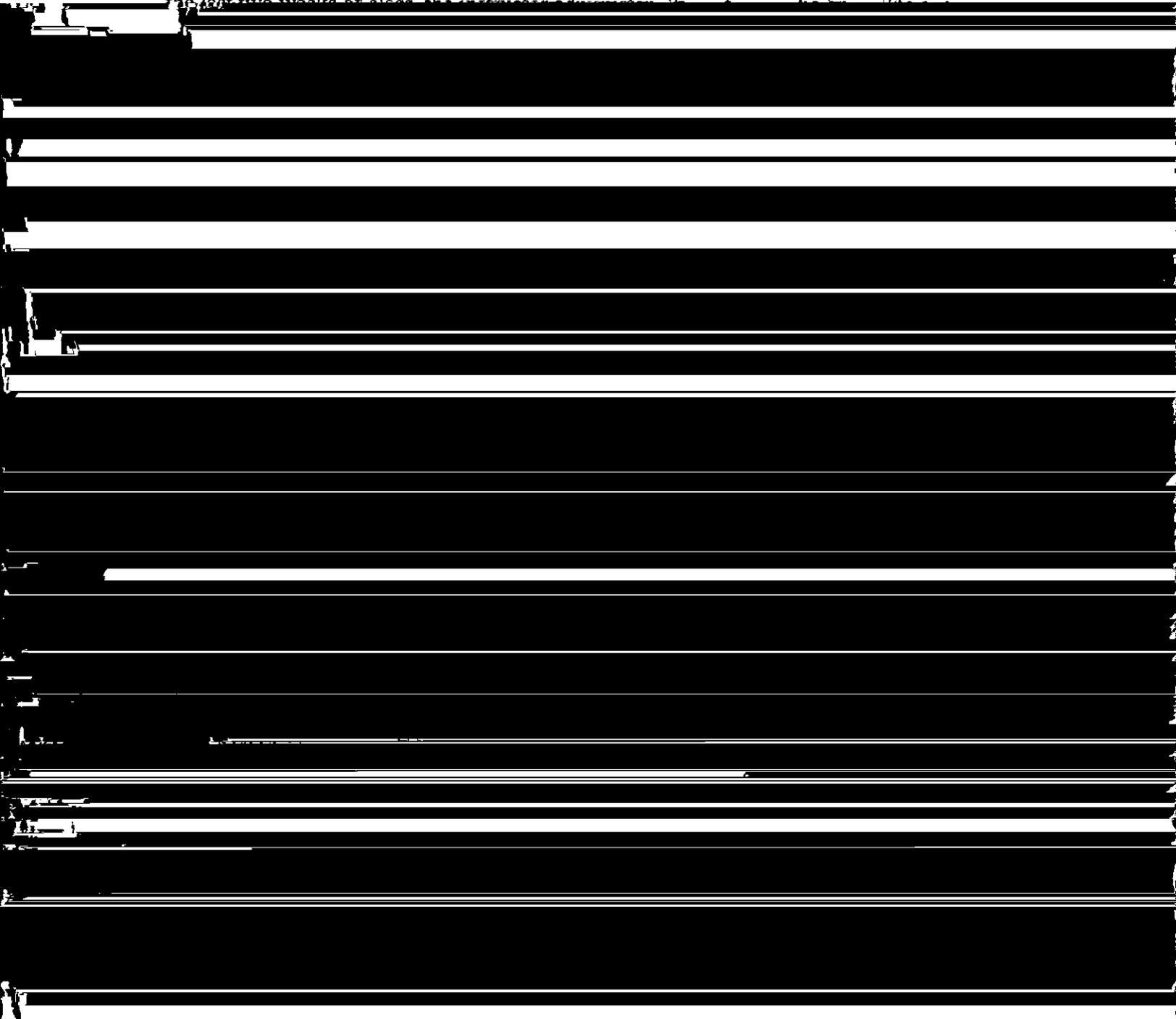
and the observing senior colleague. The reviews should include a summary of material presented in the class as well as an evaluation of the candidate's organization of the material, ability to communicate, up-to-date knowledge of subject matter, pedagogical techniques, and classroom environment.

Student Evaluations:

Per the Memorandum of Agreement, the candidate will present student evaluations of teaching (an assessment form developed by the department) from at least two courses each semester. He/She may include written comments by students. The candidate will prepare a written analysis of these evaluations.

Process for Collecting and Utilizing Student Responses:

The traditional process for collecting and utilizing student responses is as follows: During the last two weeks of class, the instructor administers the student evaluation. The



- c) Developing teaching materials, manuals, software, and computer exercises
- d) Developing online courses
- e) Contributing to study abroad programs
- f) Contributing to service learning programs
- g) Participating in development of learning outcomes assessment tools and analysis of assessment results

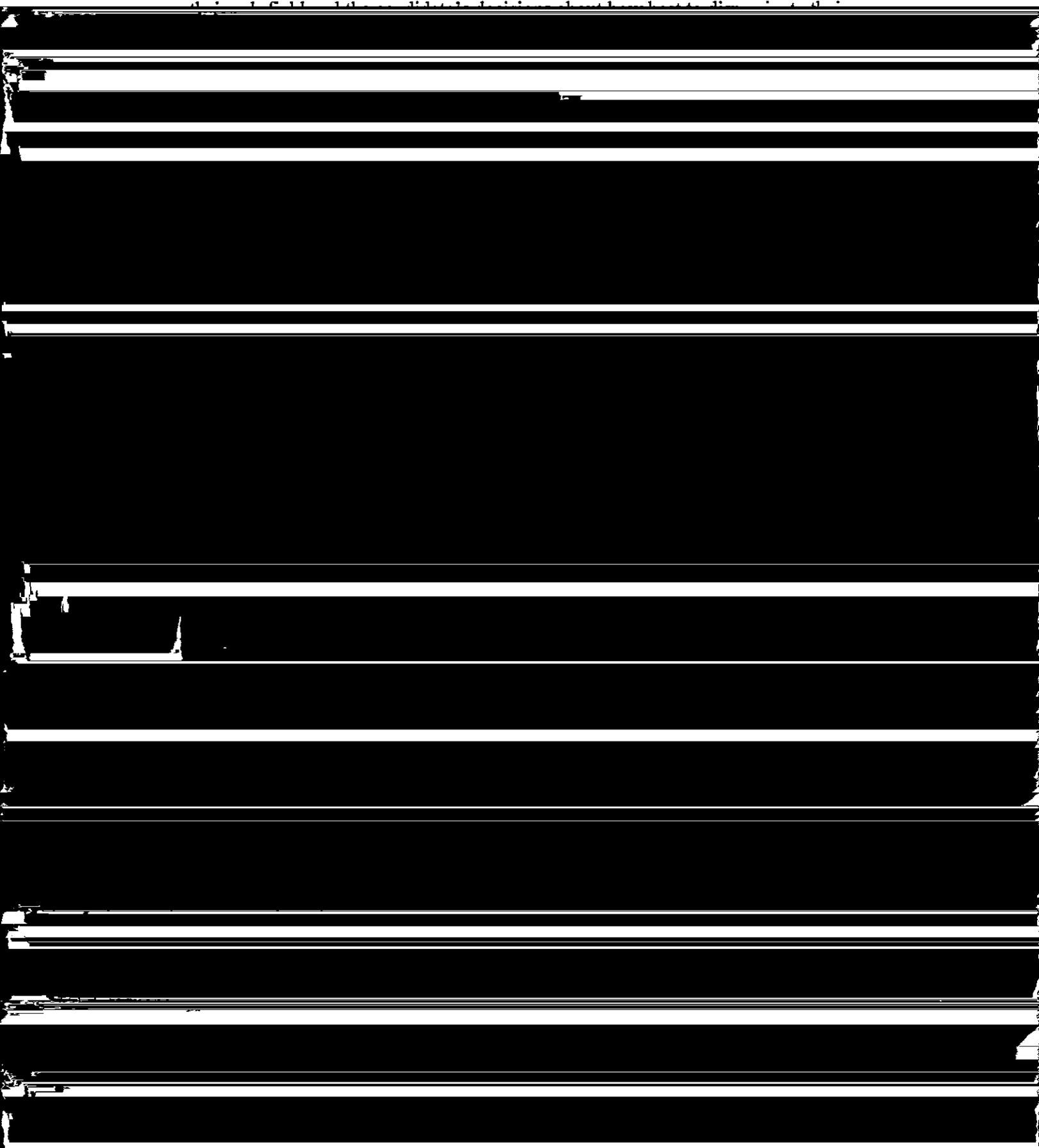
Developing as a teacher includes but is not limited to

- a) Reflecting on one's instruction and classroom to benefit the teaching-learning experience
- b) Attending and participating in development activities at Rowan or through professional organizations

c) Maintaining currency in discipline

Original research--manuscript and printed sources, oral history interviews; translations; documentary and critical editions; and other source materials published in form of a monograph or peer-reviewed, refereed journal article; dissertation; doctoral

While Assistant Professor candidates are free to pursue scholarship in all four categories, they are expected to focus on the first category, the advancement of knowledge. The specific evidence provided will no doubt vary from individual to individual depending



contribution in the discipline of history is the publication of peer-reviewed books. Because this is the leading way in which new historical knowledge is spread, most historians include such publication in their research agendas. In setting standards for tenure and recontracting, it is essential to provide institutional support for the research plans appropriate to individual faculty.

The timeline of scholarly production will vary from candidate to candidate, and it is the duty of the department Tenure and Recontracting Committee to establish a clear timeline with the candidates so that they may be evaluated for progress on their research agendas. This timeline should be included in each recontracting application, with comments on progress toward the agreed upon goals. The department is aware that research agendas frequently require alterations once underway and such changes should be noted in

[REDACTED]

[REDACTED]

Timeline of Contributions to the Department and University

First Year: Basic departmental service but limited to attending departmental meetings, attending departmental functions such as the graduation breakfast, the Spring banquet, participating in departmental work-in-progress seminars, etc.

Second Year: Basic departmental service is expanded to include the individual advising of history majors and minors and service on at least one departmental committee.

Third, Fourth, and Fifth Years: Basic departmental service continues. Candidates begin basic college and university service. Common examples of such service include membership on college committees, all university committees or task forces, and interdisciplinary advisory boards.

Role of Department Chairperson

The department chair serves as a member of the Tenure and Recontracting Committee.

APPENDIX A

Rock Beth: An Example Decade Timeline of Scholarly Production



publication of another article (even if it would be the first published at Rowan University) from the dissertation in a timeline focusing on the publication of a book-length monograph.

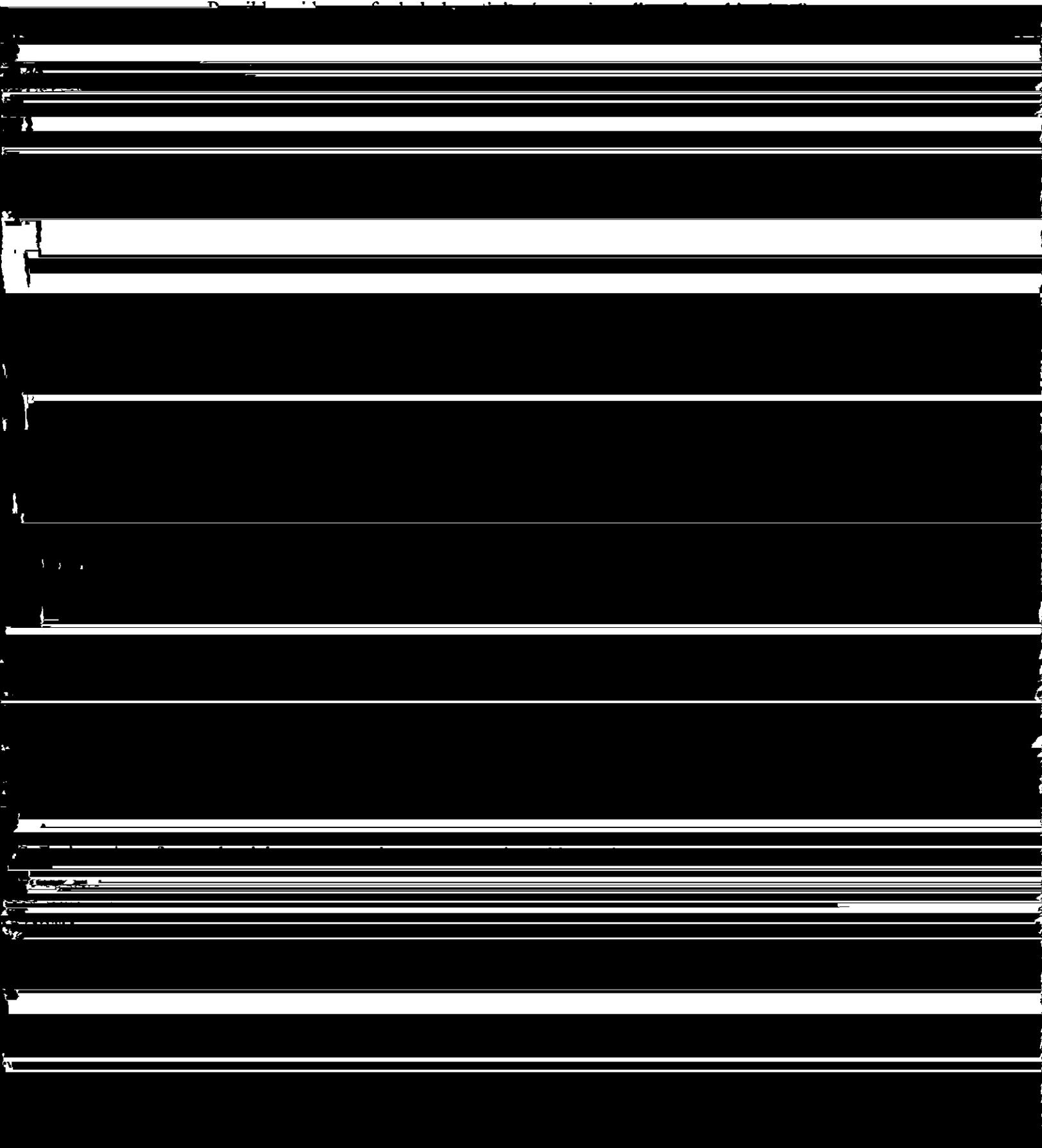
By the end of Year One: Focus on teaching. Begin planning for revision of dissertation into book-length manuscript. Apply for external funding if additional research will be necessary for completion of project. Apply to present research at regional and national

By the end of Year Five: Completion of book-length manuscript (100% complete).

Possible evidence of scholarly activity (assuming adjusted teaching load):

- Complete manuscript submitted to University Press or other publisher of peer-review monographs
- Applications for external funding for next project submitted (if necessary for completion of research project)
- Application for conference presentation related to new project

By the end of Year Ten: Continue full-time work on second monograph or other current research projects. Candidates are encouraged to prepare and submit a second peer-reviewed article from one their post-monograph research projects.



- Conference presentation
- Applications for external funding (if necessary for completion of project)

Fall Third Year (if necessary):

Possible evidence of scholarly activity (assuming adjusted teaching load)

- Evidence of 35% of dissertation revision completed (i.e. research trips completed, chapters revised or added, etc.)
- Conference presentation (if none by Fall of 2nd Year)
- Scholarly article submitted (unless two articles previously published)
- Applications for external funding (if necessary for completion of project)

APPENDIX B

Research Expectations for Tenure at Aspirant and Research-Intensive Colleges and

[REDACTED]

		conference presentations, fellowships, funded research, etc.
Ramapo College of NJ	5	Book manuscript OR one or more articles
Richard Stockton College of NJ	4	Book manuscript deemed publishable by external reviewers OR equivalent in scholarly articles

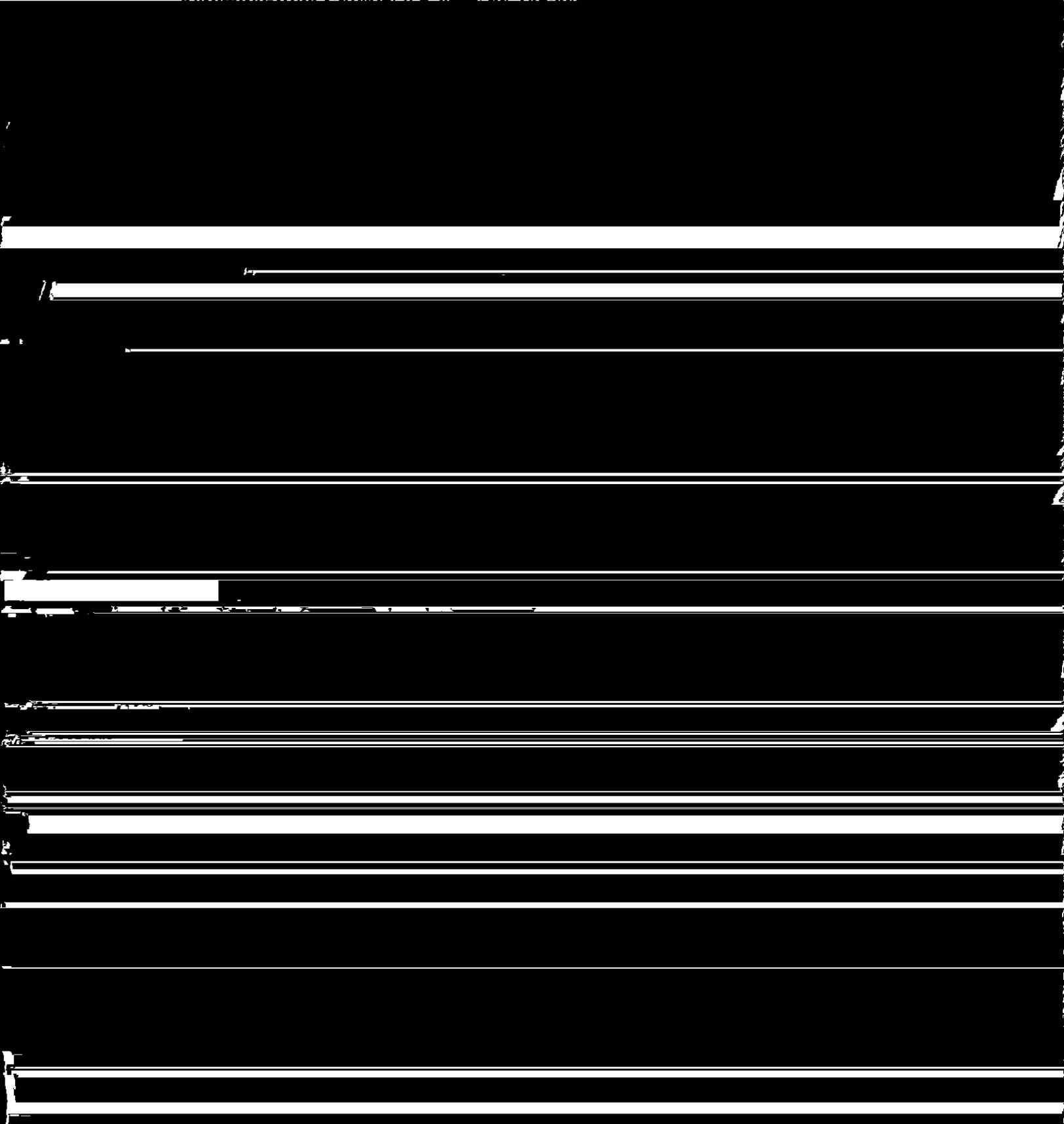
APPENDIX C

The Life Cycle of a Historical Monograph

1. Unrevised dissertation manuscript
2. Agenda for dissertation revision based on feedback provided by historians in the field (such as dissertation committee members, panel commentators at professional conferences, members of work-in-progress seminars, peer reviewers, etc).
3. Dissertation manuscript in the process of revision
4. Book proposal, supported by revised chapters, submitted to peer-reviewed press

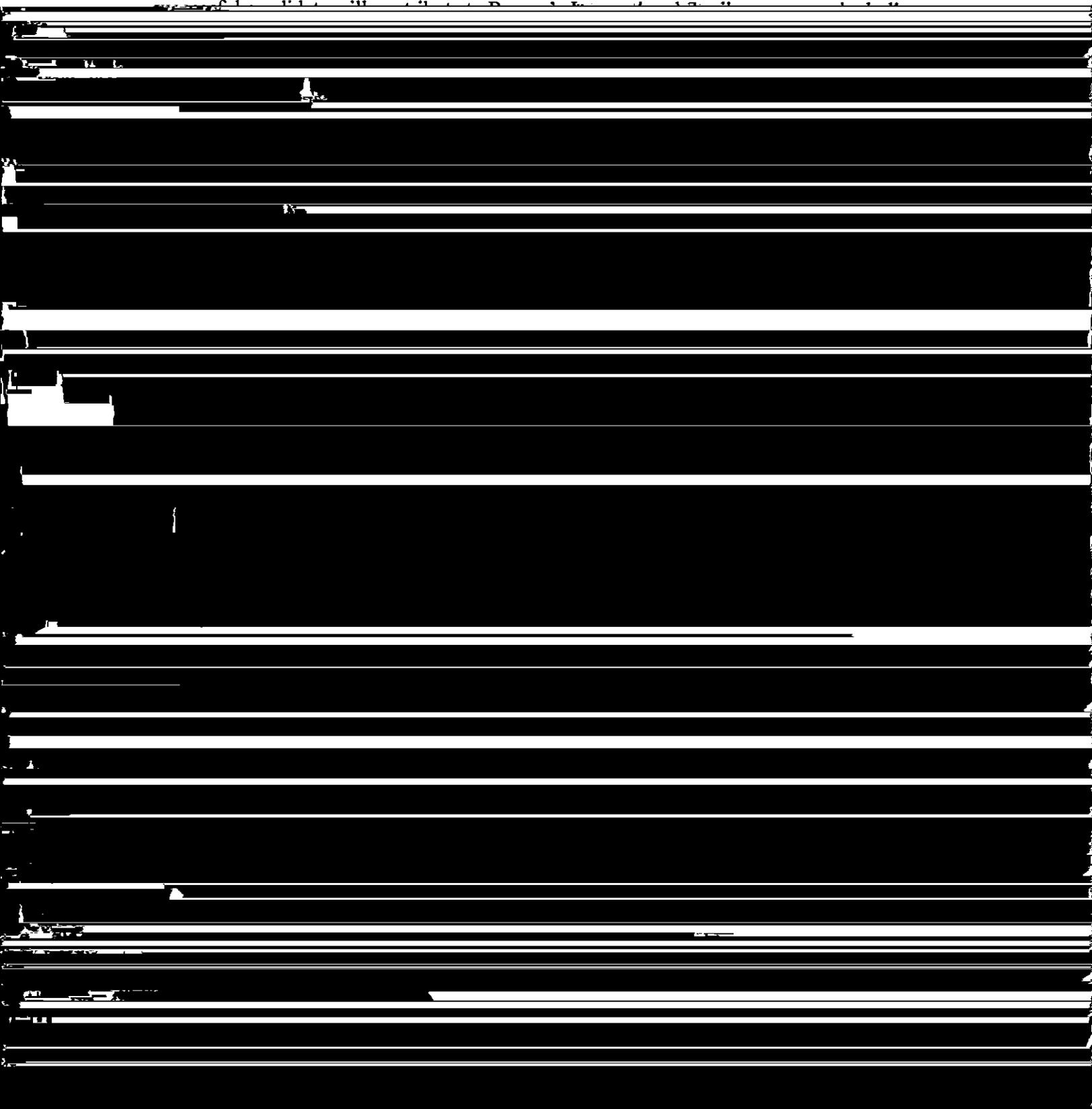
APPENDIX D:

Responses from University Presses on Scholarly Articles and Book Manuscripts



AD FOR LATIN AMERICAN HISTORY SEARCH, 2018-19

The History Department of Rowan University is seeking a specialist in Latin American history to fill a tenure-track, assistant professor position, beginning Fall 2019. We welcome applications from scholars with any research specialization, but we are especially interested in those whose work focuses on the twentieth century. The



Questions: Please do not submit letters of reference at this time. The review process

**FORM 11
DEPARTMENT/OFFICE COMMITTEE
RECOMMENDATION FORM**

Date _____

Name _____ Rank/Title _____

Department/Office _____ Ext. _____

Application for: 2nd 3rd 4th 5th 6th 7th Promotion to:

Year of Service: 1st 2nd 3rd 4th 5th 6th ()

Recommendation:

Reappoint/Recontract/Promote:

Do Not

Recontract/Promote:

Date:

(See 2.681 T&R MOA or 5.343 Promotion MOA, which indicates that the numerical vote must be recorded)

Attach the committee's assessment of the following areas:

1. Teaching Effectiveness OR Professional Performance
- 2a. Scholarly and Creative Activity (faculty), OR
- 2b. Professional Development (Staff, Instructors)
3. Service to the University Community

FORM 12: CHECKLIST FOR ALL FACULTY / LIBRARIANS

CANDIDATE NAME _____

DATE HIRED _____

DEPT CHAIR/HEAD/DESIGNEE _____

PHONE EXT. _____