

APPENDIX C
General Job Description
Criteria for Assistant Professor
For Satisfactory Rating

| TEACHING | RESEARCH SCHOLARLY ACTIVITY | SERVICE |
|--|--|---|
| <p>Quantity: Carries "<u>normal</u>" teaching load. Meets teaching appointments/missed classes made up missed classes. Assesses courses annually/biannually. Keeps regular office hrs [4-8/wk]. Provides timely feedback to students, generally returning papers/ tests within a week <u>Advises/Counsels students.</u></p> <p>Quality: <u>Integrates the mission statement of AU into teaching practice</u> Teaching quality assessed satisfactory based on a) student evaluations & anecdotal evidence (letters, etc) b) peer evaluation c) self-evaluation using discipline appropriate standards Course materials updated regularly Where appropriate & doable, variety of teaching methodologies explored & used in classes Demonstrates enthusiasm for the discipline <u>Available to advisees</u></p> <p>Begins to explore application of scholarly research to improve teaching & instruction Begins to explore cross-disciplinary approaches</p> <p><u>Underlining</u> indicates area Where appropriate individualization is likely.</p> | <p>Quantity: Is pursuing & making progress on completion of terminal degree in discipline area (usually doctorate). Attends a convention/year in specialty area. <u>Presents a paper at local or regional level professional conference every 2 or 3 years.</u> <u>Publishes 1 refereed article while in this</u></p> <p>Quality: Identifies scholarly <u>activity/research</u> areas to pursue in discipline in relationship to teaching. Is developing connections within professional community (both inside and outside the denomination).</p> | <p>Service to University, Church, Community Quantity: Attends a majority of general department, school & university general faculty meetings. Contributes service to the department by serving on two department projects/special committees, AND contributes on one other university level , AND in either church or community.</p> <p>Contributes service in 1 of the following areas:</p> <ul style="list-style-type: none"> • University levels - <ul style="list-style-type: none"> • School • University-wide • Church levels - <ul style="list-style-type: none"> • Local – Serve/assist in some capacity (e.g. SS teacher, deacon/ness) • Area/Union • Division or larger. • Community: <ul style="list-style-type: none"> • Serve in some volunteer capacity (e.g. help with blood drive, United Way, Speaker's Bureau, etc.) <p>Quality: Collegiality. Is faithful in committee attendance and other commitments. Show quality by saving anecdotal and /or other evidence.</p> |