

APPENDIX C
General Job Description
Criteria for Associate 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</p> <ul style="list-style-type: none"> • Student evaluations & anecdotal evidence (letters, etc). • Peer evaluation. • Self-evaluation using discipline appropriate standards. <p>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>Applies specific scholarly research to improve teaching and instruction. Willings to participate in some cross-disciplinary teaching or other activities. Mentors students in teaching.</p> <p><u>Underlining</u> indicates area Where appropriate individualization is likely.</p>	<p>Quantity: Has the terminal degree in discipline (usually doctorate). Attends one or more professional conventions/year. <u>Presents a paper every 1 o3 2 years at local, regional or national professional conference.</u> <u>Publishes a refereed article every 2 or 3 years.</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>Quantity: Attends a majority of general department, school & university general faculty meetings, unless on special assignment or sabbatical/research semester. Contributes service to the department by serving on 2-3 department projects/special committees, AND contributes on 1-2 committees in (an) other university level(s), AND in either church or community.</p> <p>Contributes service in I 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. Mentors students in service activities .</p>