

APPENDIX C
General Job Description
Criteria for Instructor
For Satisfactory Rating

TEACHING	RESEARCH SCHOLARLY ACTIVITY	SERVICE
<p>Quantity: Carries "<u>normal</u>" teaching load. Meets teaching appointments/missed classes made up. 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. <ul style="list-style-type: none"> • 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><u>Underlining</u> indicates area where appropriate individualization is likely.</p>	<p>Quantity: Has BA/BS or preferably an MA/NIS in subject/discipline area</p> <p>Quality: Is assessing future academic goals by:</p> <ol style="list-style-type: none"> a) Thinking about future in higher education b) Considering further graduate study c) Thinking about interests in research & other scholarly activity such as professional presentations d) Attending a professional conference e) Discussion with mature colleagues in the discipline 	<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 1 or 2 dept. projects/special committees,</p> <p>AND</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/or other commitments. Show quality by saving anecdotal or other evidence (e.g. written thank you's, etc.).</p>

