

**APPENIDIX C**  
**General Job Description**  
**Criteria for Professor**  
**For Satisfactory Rating**

<b>TEACHING</b>	<b>RESEARCH SCHOLARLY ACTIVITY</b>	<b>SERVICE</b>
<p><b>Quantity:</b>  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><b>Quality:</b>  <u>Integrates the mission statement of AU into teaching practice</u>  Teaching quality assessed satisfactory based on</p> <ul style="list-style-type: none"> <li>• Student evaluations &amp; anecdotal evidence (letters, etc).</li> <li>• Peer evaluation.</li> <li>• Self-evaluation using discipline appropriate standards.</li> </ul> <p>Course materials updated regularly.  Where appropriate &amp; doable, variety of teaching methodologies explored &amp; used in classes.  Demonstrates enthusiasm for the discipline.  <u>Available to advisees.</u>  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><b>Quantity:</b>  Has the terminal degree in discipline (usually doctorate).  Attends one or more professional conventions/year.  <u>Presents a paper every 1 or 2 years at local, regional or national professional conference.</u>  <u>Publishes a refereed article every 2 or 3 years.</u></p> <p><b>Quality:</b>  Pursues specialized research either related to teaching areas(s) or to contribute to the scholarly community/knowledge of discipline.  Nurtures professional and scholarly connections.  <u>Takes part in corsss-disciplinary research.*</u>  Mentors student research.**</p> <p>*For satisfactory rating, cross-disciplinary activity expected in only 1 of: teaching, research.</p> <p>**For satisfactory rating, mentoring expected in only 1 of: teaching, research or service.</p>	<p><b>Quantity:</b>  Attends a majority of general department, school &amp; 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"> <li>• University levels - <ul style="list-style-type: none"> <li>• School</li> <li>• University-wide</li> </ul> </li> <li>• Church levels - <ul style="list-style-type: none"> <li>• Local – Serve/assist in some capacity (e.g. SS teacher, deacon/ness)</li> <li>• Area/Union</li> <li>• Division or larger.</li> </ul> </li> <li>• Community: <ul style="list-style-type: none"> <li>• Serve in some volunteer capacity (e.g. help with blood drive, United Way, Speaker's Bureau, etc.)</li> </ul> </li> </ul> <p><b>Quality:</b>  Collegiality.  Is faithful in committee attendance and other commitments.  Shows quality by saving anecdotal and /or other evidence.</p>