APPENDIX 2—F
CRITERIA FOR EVALUATION OF FACULTY PERFORMANCE

General Job Description
Criteria for Instructor
For Satisfactory Rating

<table>
<thead>
<tr>
<th>TEACHING</th>
<th>RESEARCH &amp; SCHOLARLY ACTIVITY</th>
<th>SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity: Carries &quot;normal&quot; teaching load</td>
<td>Quantity: Has BA/BS or preferably an MA/MS in subject/discipline area</td>
<td>To University, Church, Community</td>
</tr>
<tr>
<td>Meets teaching appointments/missed classes made up</td>
<td></td>
<td>Quality: Attends a majority of general department, school &amp; university general faculty meetings.</td>
</tr>
<tr>
<td>Assesses courses annually/biannually</td>
<td></td>
<td>Contributes service to the department by serving on 1 or 2 dept. projects/special committees</td>
</tr>
<tr>
<td>Keeps regular office hrs [4-8/wk]</td>
<td></td>
<td>AND</td>
</tr>
<tr>
<td>Provides timely feedback to students, generally returning papers/ tests within a week</td>
<td></td>
<td>Contributes service in 1 of the following areas:</td>
</tr>
<tr>
<td>Advises/Counsels students</td>
<td></td>
<td>University levels-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>University-wide</td>
</tr>
<tr>
<td>Quality:</td>
<td>Quality:</td>
<td>Church levels-</td>
</tr>
<tr>
<td>Integrates the mission statement of AU into teaching practice</td>
<td>Is assessing future academic goals by:</td>
<td>Local</td>
</tr>
<tr>
<td>Teaching quality assessed satisfactory based on</td>
<td>a) thinking about future in higher education</td>
<td>Area/Union</td>
</tr>
<tr>
<td>a) student evaluations &amp; anecdotal evidence (letters, etc)</td>
<td>b) considering further graduate study</td>
<td>Division or larger.</td>
</tr>
<tr>
<td>b) peer evaluation</td>
<td>c) thinking about interests in research &amp; other scholarly activity such as professional presentations</td>
<td></td>
</tr>
<tr>
<td>c) self-evaluation using discipline appropriate standards</td>
<td>d) attending a professional conference</td>
<td></td>
</tr>
<tr>
<td>Course materials updated regularly</td>
<td>e) discussion with mature colleagues in the discipline</td>
<td>Community:</td>
</tr>
<tr>
<td>Where appropriate &amp; doable, variety of teaching methodologies explored &amp; used in classes</td>
<td></td>
<td>Serve in some volunteer capacity (eg help with blood drive, United Way, Speaker's Bureau, etc.)</td>
</tr>
<tr>
<td>Demonstrates enthusiasm for the discipline</td>
<td></td>
<td>To University, Church, Community</td>
</tr>
<tr>
<td>Available to advisees</td>
<td></td>
<td>Quality:</td>
</tr>
<tr>
<td>Underlining indicates area where appropriate individualization is likely.</td>
<td></td>
<td>Collegiality</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Is faithful in committee attendance and/or other commitments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Show quality by saving anecdotal or other evidence (e.g. written thank you's, etc.)</td>
</tr>
</tbody>
</table>

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**General Job Description**

**Criteria for Assistant Professor**

For Satisfactory Rating

<table>
<thead>
<tr>
<th>TEACHING</th>
<th>RESEARCH &amp; SCHOLARLY ACTIVITY</th>
<th>SERVICE</th>
</tr>
</thead>
</table>
| **Quantity:**  
  Carries "normal" 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  
  Advises/Counsels students | **Quantity:**  
  Is pursuing & making progress on completion of terminal degree in discipline area (usually doctorate)  
  Attends a convention/year in specialty area  
  Presents a paper at local or regional level professional conference every 2 or 3 years  
  Publishes 1 refereed article while in this rank | Service to University, Church, Community |
| **Quality:**  
  Integrates the mission statement of AU into teaching practice  
  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  
  Available to advisees | **Quality:**  
  Identifies scholarly activity/research areas to pursue in discipline in relationship to teaching  
  Is developing connections within professional community (both inside and outside the denomination) | **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 |
| **Underlining** indicates area where appropriate individualization is likely. | | **University levels—**  
  School  
  University-wide |
| | | **Church levels—**  
  Local—Serve/assist in some capacity (eg SS teacher, deaconess)  
  Area/Union  
  Division or larger |
| | | **Community:**  
  Serve in some volunteer capacity (eg help with blood drive United Way, Speaker’s Bureau, etc.) |
| | | Service to University, Church, Community |
| | | **Quality:**  
  Collegiality  
  Is faithful in committee attendance and other commitments  
  Show quality by saving anecdotal and /or other evidence |
<table>
<thead>
<tr>
<th>TEACHING</th>
<th>RESEARCH &amp; SCHOLARLY ACTIVITY</th>
<th>SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity: Carries &quot;normal&quot; 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. Advises/Counsels students.</td>
<td>Quantity: Has the terminal degree in discipline (Usually doctorate). Attends one or more professional conventions/yr. Presents a paper every 1 or 2 years at local, regional or national professional conference. Publishes a refereed article every 2 or 3 years.</td>
<td>To University, Church, Community</td>
</tr>
<tr>
<td>Quality: Integrates the mission statement of AIU into teaching practice. Teaching quality assessed satisfactory based on a) student evaluations &amp; anecdotal evidence (letters, etc). b) peer evaluation. c) self-evaluation using discipline appropriate standards. Course materials updated regularly. Where appropriate &amp; doable, variety of teaching methodologies explored &amp; used in class. Demonstrates enthusiasm for the discipline. Available to advisees.</td>
<td>Quality: Pursues specialized research, either related to teaching area(s) or to contribute to the scholarly community/knowledge of discipline. Nurtures professional and scholarly connections. **Takes part in cross-disciplinary research. ***Mentors student research.</td>
<td>Quantity: 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 on 1-2 committees in (an)other university level(s) AND in either church or community.</td>
</tr>
<tr>
<td>Applies specific scholarly research to improve teaching &amp; instruction. **Willing to participate in some cross-disciplinary teaching or other activities. ***Mentors students in teaching. **For satisfactory rating, cross-disciplinary activity expected in only 1 of: teaching, research. ***For satisfactory rating, mentoring expected in only 1 of: teaching, research, or service.</td>
<td>**For satisfactory rating, cross-disciplinary activity expected in only 1 of: teaching, research. ***For satisfactory rating, mentoring expected in only 1 of: teaching, research, or service.</td>
<td>University levels- School</td>
</tr>
<tr>
<td>**For satisfactory rating, mentoring expected in only 1 of: teaching, research. ***For satisfactory rating, mentoring expected in only 1 of: teaching, research, or service. Underlining indicates areas where appropriate individualization is likely.</td>
<td></td>
<td>University-wide</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Church levels- Local-Serve/assist in some capacity (eg SS teacher, deacon/ness). Area/Union Division or larger Community: Serve in some volunteer capacity (eg help with blood drive, United Way, Speakers' Bureau).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To University, Church, Community</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quality: Collegiality One area should be significant Is faithful in committee attendance and other commitments Show quality by saving anecdotal and or other evidence. ***Mentors students in-service activities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>***For satisfactory rating, mentoring expected in only 1 of: teaching, research, or service.</td>
</tr>
</tbody>
</table>
# General Job Description

## Criteria for Professor

For Satisfactory Rating

<table>
<thead>
<tr>
<th>TEACHING</th>
<th>RESEARCH &amp; SCHOLARLY ACTIVITY</th>
<th>SERVICE</th>
</tr>
</thead>
</table>
| **Quantity:**  
Carries "normal" 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  
Advises/Counsels students | **Quantity:**  
Has terminal degree in discipline (Usually Doctorate)  
Attends one or more professional conventions/yr  
*Presents a paper every 1 or 2 years at local, regional or national professional conference*  
*Publishes a refereed article every 2 or 3 years* | **To University, Church, Community**  
**Quantity:**  
Attends a majority of general department, school & university general faculty meetings, unless on special assignment, sabbatical or research semester.  
Contribute service to the department by serving on 2-3 department projects/committees  
AND on 1-2 committees in (an)other university level(s)  
AND in either church or community |
| **Quality:**  
Integrates the mission statement of AU into teaching practice  
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 class  
Demonstrates enthusiasm for the discipline  
Available to advisees  
Applies specific scholarly research to improve teaching & instruction  
**Willing to take part in some cross-disciplinary teaching & activities**  
***Mentors students & junior faculty in teaching.**  
**For satisfactory rating, cross-disciplinary activity expected in only 1 of: teaching, research  
***For satisfactory rating, mentoring expected in only 1 of: teaching, research, or service.** | **Quality:**  
Keeps current in area of discipline  
**s/he teaching**  
Continues to do specialized research  
Nurtures professional and scholarly connections  
**Takes part in cross-disciplinary research**  
**Mentors students & colleagues in research and scholarly activity** | **To University, Church, Community**  
**Quality:**  
Collegiality  
One area should be significant.  
Is faithful in committee attendance and other commitments  
Show quality by saving anecdotal and other evidence  
***Mentors students & jr faculty in service activities.**  
**For satisfactory rating, mentoring expected in only 1 of: teaching, research, or service.** |

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