

APPENDIX 2—F
CRITERIA FOR EVALUATION OF FACULTY PERFORMANCE

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 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><u>Underlining</u> indicates area where appropriate individualization is likely .</p>	<p>Quantity: Has BA/BS or preferably an MA/MS 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>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 AND Contributes service in 1 of the following areas:</p> <p style="padding-left: 40px;">University levels– School University-wide</p> <p style="padding-left: 40px;">Church levels– Local Area/Union Division or larger.</p> <p style="padding-left: 40px;">Community: Serve in some volunteer capacity (eg help with blood drive, United Way, Speaker's Bureau, etc.) To University, Church, Community Quality: Collegiality Is faithful in committee attendance and/or other commitments</p> <p>Show quality by saving anecdotal or other evidence (e.g. written thank you's, etc.)</p>

**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 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 rank</u></p> <p>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)</p>	<p>Service to University, Church, Community</p> <p>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>University levels- School University-wide</p> <p>Church levels- Local-Serve/assist in some capacity (eg SS teacher, deaconess) Area/Union Division or larger</p> <p>Community: Serve in some volunteer capacity (eg help with blood drive United Way, Speaker's Bureau, etc.)</p> <p>Service to University, Church, Community</p> <p>Quality: Collegiality Is faithful in committee attendance and other commitments Show quality by saving anecdotal and /or other evidence</p>

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 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 class Demonstrates enthusiasm for the discipline <u>Available to advisees</u></p> <p>Applies specific scholarly research to improve teaching & instruction **Willing to participate in some cross-disciplinary teaching or other activities ***Mentors students in teaching</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. <u>Underlining indicates areas where appropriate individualization is likely.</u></p>	<p>Quantity: Has the terminal degree in discipline (Usually doctorate) Attends one or more professional conventions/yr <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>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</p> <p><u>**Takes part in cross-disciplinary research</u></p> <p>***Mentors student research</p> <p>**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.</p>	<p>To University, Church, Community 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 on 1-2 committees in (an)other university level(s) AND in either church or community</p> <p>University levels- School University-wide 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)</p> <p>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 or other evidence ***Mentors students in-service activities.</p> <p>***For satisfactory rating, mentoring expected in only 1 of: teaching, research, or service.</p>

General Job Description
Criteria for Professor
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 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 <u>Available to advisees</u></p> <p>Applies specific scholarly research to improve teaching & instruction **Willing to take part in some cross-disciplinary teaching & activities ***Mentors students & junior faculty in teaching.</p> <p>**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. <u>Underlining</u> indicates area where appropriate individualization is likely.</p>	<p>Quantity: Has terminal degree in discipline (Usually Doctorate)</p> <p>Attends one or more professional conventions/yr <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>Quality: Keeps current in area of discipline s/he teaching Continues to do specialized research Nurtures professional and scholarly connections</p> <p>**Takes part in cross-disciplinary research **Mentors students & colleagues in research and scholarly activity</p> <p>**For satisfactory rating, cross-disciplinary activity expected in only 1 of: teaching, research. ***F or satisfactory rating, mentoring expected in only 1 of: teaching, research, or service.</p>	<p>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</p> <p>University levels- School University-wide</p> <p>Church levels- Local-Serve/ assist in some capacity (eg SS teacher, deacon/ness) Area/Union Division or larger.</p> <p>Community: Serve in a volunteer capacity (eg help with blood drive, United Way, Speaker's Bureau)</p> <p>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.</p>