

FORM 8

SIGNATURE SHEET FOR EVALUATIVE CRITERIA APPROVED CRITERIA SHALL HAVE ALL REQUIRED SIGNATURES

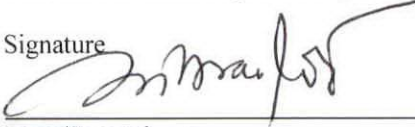
Department/Office: Chemistry/Biochemistry *Lecturer*

Department Head: Greg Caputo
Print


 Signature

Academic Year (circle): 15-16 16-17 17-18 18-19 19-20

Date Sent to Dean/Supervisor: 12/11/2018

Signature 

Dean/Supervisor:

Date 12/14/2018 Approved
 Y / P / N

Add'l Admin: 

Provost/designee:

Date 3/17/19 Approved
 Y / P / N

President/designee:

Approved
Y / P / N

Y = Approved	P = Approved pending modifications	N = Not approved
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For P or N decisions, the departmental committee should be provided with the reasons for non-approval, as well as suggested changes to the criteria within a reasonable time to ensure timely approval for first year candidates.

DIRECTIONS: Sign each line and print or stamp name below the line. This signature page must accompany the evaluative standards throughout the entire approval process, and serves as a record that all levels have contributed to the approval process. After all levels have approved the evaluative standards, this cover page and the criteria shall be duplicated, and a copy sent to the Senate office for archiving. The original criteria packet is returned to the Department/Office.

SUGGESTED TIMETABLE:

Departmental approval, sent to Dean/Supervisor:

Dean provides feedback regarding criteria

Final administrative approval and forwarding to Senate,
Department, and Dean

DATE
September 25 (earlier if possible)

October 9

November 1

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

Lecturer Recontracting Criteria 2018-19

TERMINAL DEGREE STATEMENT

The terminal degree for the teaching faculty in the Department of Chemistry and Biochemistry is the Ph.D.

ROLE OF CHAIRPERSON

The Department Chairperson / Department Head serves as a member of the Tenure and Recontracting Committee. Administrative Department Heads are prohibited from serving as the chair of the Tenure and Recontracting Committee but elected Department Chairs may serve as the chair of the Tenure and Recontracting Committee. The Department Head may not provide any additional statement of his/her position to the Senate Tenure & Recontracting Committee beyond the departmental committee letter.

CRITERIA FOR EVALUATION OF CANDIDATES FOR RECONTRACTING

The candidate will be evaluated in the following areas (in rank order)

1. Teaching Effectiveness
 - a. Candidate's self-appraisal of teaching effectiveness
 - b. Classroom observations
 - c. Scores on student evaluations and candidate's response

2. Service / Professional Activity
 - a. Contributions to the Department, College, and University
 - b. Contributions to his/her professional field or discipline

CRITERIA FOR PEER CLASSROOM OBSERVATION

1. Mastery of subject matter discussed

2. Interactions with students:
 - Rapport, sensitivity to student's difficulties, impartiality, respect, humor, flexibility, avoidance of sarcasm

3. Classroom presence:
 - Awareness of physical conditions in classroom
 - Avoidance of distracting behavior and mannerisms
 - Awareness of students as a group and of students as individuals
 - Enthusiasm for subject taught
 - Interest generated in subject matter

4. Organization and technique

- Development of presentation
- Use of chalkboard / whiteboard and other teaching aids
- Planning of assignments, laboratory experiments, and evaluations
- Encouragement and handling of questions from the class.
- Ability to stimulate thinking
- Flexibility in use of techniques and materials
- Use of illustrative examples

CRITERIA FOR PEER LABORATORY OBSERVATION

1. Mastery of subject matter discussed

2. Interactions with students:

- Rapport, sensitivity to student's difficulties, impartiality, respect, humor, and flexibility, avoidance of sarcasm

3. Laboratory presence:

- Awareness of physical conditions in the lab
- Avoidance of distracting behavior and mannerisms
- Awareness of students as a group and of students as individuals
- Enthusiasm for subject taught
- Interest generated in subject matter
- Adherence to safety rules

4. Organization and technique

- Development of presentation (if any)
- Use of chalkboard /whiteboard and other teaching aids.
- Planning of laboratory experiments and evaluations
- Encouragement and handling of questions from the class.
- Ability to stimulate thinking
- Flexibility in use of techniques and materials
- Use of illustrative examples

CRITERIA FOR THE USE OF STUDENT EVALUATION DATA AND RESPONSE

The spirit of student evaluations is to solicit the students' collective and individual opinions concerning the instructor's abilities to help the students learn. We do this in spite of the many studies that demonstrate the bias in such data and therefore the data must be used with care and not over interpreted. At some point we must begin to assess if students are learning in a given course and use that data to judge teaching techniques.

In the meantime, a candidate may elect to use any of the many instruments that are available and approved by the department, but use the form consistently for the course of the recontracting process. For instance, many departments on the campus use the ETS SIR form. Other choices include the nationally recognized Student Assessment of Learning Gains system for online evaluation. In any case, the candidate should discuss issues that the students perceive to be problem areas.

CRITERIA FOR SERVICE TO UNIVERSITY COMMUNITY

The following activities are considered in judging the contributions of a candidate to the Department and College.

- Active participation in Departmental discussions concerning the regular business of the Department.
- Coordination or significant involvement in departmental logistics and activities (such as lab coordination, exam coordination, etc.)
- Service on Departmental Committees (regular or ad hoc).
- Service on School Committees (regular or ad hoc).
- Service on College Committees (regular or ad hoc).
- Development of new programs, courses or syllabi.
- Writing grants to obtain funding for curricular or instrumental improvements.
- Participation in student-related activities.

CRITERIA FOR SERVICE TO THE WIDER AND PROFESSIONAL COMMUNITY

The following activities are considered in judging the fulfillment by a candidate of his/her professional responsibilities.

- Active participation in professional societies (Leadership positions including chair of significant committees, organizing or presenting workshops and symposia).
- Attendance at professional society meetings and conferences.
- Membership in professional societies.
- Participation in public activities (committees, boards, panels) where the individual's professional expertise is requisite for appointment.
- Participation in outreach activities to elementary, middle and high schools. This includes such items as speaking to classes, demonstrations, judging science fairs, etc.
- Other activities e.g., review of textbook or journal manuscripts, review of academic science programs at other institutions, review of grant proposals, interpreting science to the public.