

FORM 8

Lecturers

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

Department/Office: Language, Literacy, and Sociocultural Education  
 Department Chair: Beth Wassell Beth Wassell  
 Print Signature  
 Academic Year (circle): 15-16 16-17 17-18 **18-19** 19-20

Date Sent to Dean/Supervisor: 9-20-2018

Signature [Signature] Date 11/20/18 Approved  Y / P / N  
 Dean/Supervisor: \_\_\_\_\_

Add'l Admin: \_\_\_\_\_ Y / P / N  
[Signature] 3/17/19  Y / P / N  
 Provost/designee: \_\_\_\_\_

President/designee: \_\_\_\_\_ 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:	DATE
Departmental approval, sent to Dean/Supervisor:	September 25 (earlier if possible)
Dean provides feedback regarding criteria	October 9
Final administrative approval and forwarding to Senate, Department, and Dean	November 1

**Criteria for Tenure & Recontracting -- Lecturer**  
**Department of Language, Literacy, and Sociocultural Education**  
**2018 - 2019**

Introduction

Departmental criteria for recontracting and tenure for lecturers have been developed in accordance with the Tenure and Recontracting Memorandum of Agreement 2018 - (MOA) between Local 2373 of the American Federation of Teachers and the university administration. The MOA contains information about due dates, procedures, and format in addition to the criteria. Candidates are expected to refer to the MOA throughout their employment as lecturer as well as attending to the information in this department document.

As noted in the MOA, (p. 11) "The evaluation criteria developed in the first year of service between the probationary member and his/her immediate supervisor shall stay in effect for the duration of the probationary period" (Section 1 of Preamble, p. 11). The Dean of the College of Education is the immediate supervisor. Therefore, candidates should take careful note of oral and written communications from the Dean.

Weighting of Criteria

Per MOA Section 1.2, evaluations of Lecturers are normally weighted in the order below.

- Teaching effectiveness
- Service to the university community
- Service to the wider and professional communities

Please see MOA Section 1.2 for information and procedures about changing criteria weighting and interpretation during the probationary period. Note that, "In any case, teaching effectiveness/professional performance must be the most heavily weighted criterion" (p. 12).

**I. *Evaluation of Teaching***

The Department assesses the performance of individual instructors in accordance with the University Tenure and Recontracting MOA Appendix A, Section 1.1, which states:

As faculty members begin their time at Rowan, we anticipate that the first year will be primarily dedicated to academic instruction and the development of specific learning activities related to courses taught. In the second and third years, we anticipate that faculty members will continue focusing on academic instruction, with increased attention to development of learning activities and developing as a teacher. In the fourth and fifth years, we expect that attention to these aspects will remain strong, and that focus on student mentoring as an aspect of teaching will increase.

Evaluation of teaching includes the candidate's description of his/her teaching goals, peer classroom observations and analyses, and student course evaluations. The Department recognizes that field-based supervision, curriculum and program development, mentoring, and advising are aspects of teaching. Evaluation of teaching includes, but is not limited to:

1. Good organization of subject matter and course material as evidenced by:
  - Learning objective/s clearly stated to students
  - Logical sequence of presentation
  - Preparation, including materials and technology
  - Use of a variety of resources to support instruction
  - Classroom activities and assessments that align with stated learning objectives
  
2. Effective communication as evidenced by:
  - Questioning techniques that elicit student responses
  - Modification of instruction in response to student responses
  - Accurately responds to both non-verbal and verbal cues from students
  - Communication is clear and comprehensible
  
3. Knowledge and enthusiasm for subject matter and teaching as evidenced by:
  - Accurate, current presentation of content
  - Student engagement in instruction
  
4. Positive attitudes toward students as evidenced by:
  - Engaging in supportive interactions toward all students
  - Providing assistance to students when needed
  - Responding to student problems quickly and in a manner that provides students with a better understanding of professional behavior
  - Professional behavior in interactions with students
  
5. Fairness in examinations and grading as evidenced by:
  - Examinations that reflect learning objectives for class
  - Clearly stated criteria for grading
  - Responsiveness to student questions about examination content and grading
  
6. Flexibility in approaches to teaching as evidenced by:
  - Adjusting instruction in response to student responses
  - Use of a variety of instructional methods
  - Use of a variety of group sizes
  
7. Appropriate student learning outcomes as evidenced by:
  - Student knowledge of lesson and/or course outcomes

## **II. *Contribution to University, College and Department***

The Department assesses contributions to department, college and university based on materials submitted by the candidate to document involvement in a number of activities across the three following areas (this list is not exhaustive):

- **Department**
  - Participating on one or more department committees
  - Coordinating program
  - Chairing one department committee
  - Participating in program development and review activities
  - Preparing an assessment report for a course and/or program
  - Serving on a department search committee
  - Serving as a mentor to adjunct faculty
  - Serving on hiring committees
  - Advising a department-based student organization
  
- **College**
  - Participating on one or more College committees
  - Serving on College of Education hiring/search committees
  - Advising a College-based student organization
  - Participating in professional development school activities
  - Serving on College of Education-sponsored activities
  
- **University**
  - Participating on one or more university committees
  - Advising a university-wide student organization
  - Serving as a Faculty Senator
  - Serving on the AFT Executive Committee or participating on the bargaining committee

## **III. *Contribution to the Professional and Wider Community***

The Department assesses this area through documentation submitted by the candidate relating to:

- Membership and active involvement in organizations relevant to the profession
- Public and/or school involvement
- Consultancies, paid and volunteer
- Professional speaking engagements relevant to the field
- Service to community organizations