

FORM 8

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

Department/Office: Molecular & Cellular Biosciences

Department Chair: Mary Alpaugh
Print

MAlpaugh
Signature

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

Date Sent to Dean/Supervisor: 2/24/2019

Signature
[Signature]
Dean/Supervisor:

Date Approved

Feb 25th, 2019 Y P/N

Add'l Admin:
[Signature]
Provost/designee:

3/12/19 Y P/N

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:

Departmental approval, sent to Dean/Supervisor:

DATE

September 25 (earlier if possible)

Dean provides feedback regarding criteria

October 9

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

November 1

DEPARTMENT OF MOLECULAR AND CELLULAR BIOSCIENCES

Lecturer Recontracting Criteria 2018-19

The Department of Molecular and Cellular Biosciences has adopted three performance categories to evaluate Lecturers, as defined in the AFT contract and the University guidelines:

- Teaching
- Service to the University and Professional Communities
- Professional Development

This document outlines the kinds and range of activities that are expected of Lecturers and identifies the appropriate evidence for documenting these activities and their consequences.

TERMINAL DEGREE STATEMENT

The terminal degree for Lecturer in the Department of Molecular and Cellular Biosciences is the Ph.D.

SELECTION AND COMPOSITION OF THE RECONTRACTING COMMITTEE

The selection and composition of the Department Recontracting Committee will be done in accordance with the Memorandum.

ROLE OF DEPARTMENT CHAIRPERSON

The Department Chairperson can serve as a member of the Recontracting Committee and can also serve as its chair, if elected by the committee.

ROLE OF DEPARTMENT HEAD

The administrative Department Head can serve on the Recontracting Committee but cannot serve as a chair of the committee. The Department Head may not provide any additional statement of his/her position to the Senate Tenure and Recontracting Committee beyond the departmental committee letter.

WEIGHTING OF EVALUATION CRITERIA

The Department does not use numerical metrics or a scoring system when assessing Lecturers for recontracting. Therefore, a mathematical weighting of the areas of teaching, service, and professional development is unnecessary. The Department ranks teaching effectiveness first, followed by professional service, and then professional development. However, the Department recognizes the importance of achieving well-balanced and significant contributions in all three areas.

CRITERIA FOR THE EVALUATION OF TEACHING EFFECTIVENESS

Assessment of the candidate's teaching effectiveness will be based on performance in five areas:

Mastery of content. This category includes:

- Appropriate background for courses taught
- Knowledge of subject
- Up to date in fields relevant to courses

Appropriate structure and organization. This category includes:

- Use of class time
- Use of class space, materials, and equipment for instruction
- Appropriate syllabi
- Development and maintenance of course schedules
- Use of appropriate devices and standards for evaluation of student learning

Effective communication. This category includes:

- Clarity of instruction
- Responsiveness to student questions and other input
- Timely information on changes in syllabus and schedule
- Feedback to students on their progress

Appropriate teaching methods. This category includes:

- Student-centered teaching
- Inquiry-based teaching
- Engagement of students in learning
- Incorporation of scientific methodology into the course
- Promotion of interaction among students
- Using learned concepts to solve new problems

Promotion of a positive learning environment. This category includes:

- Enthusiasm for subject
- Fairness and impartiality
- Student comfort in asking questions, engaging in discussion, or approaching instructor
- Promotion of student participation
- Promotes appropriate classroom behavior

The candidate must demonstrate competency in the aforementioned areas of teaching effectiveness by providing the following required evidence:

1. Candidate's self-appraisal of teaching effectiveness
2. Classroom observations
3. Scores on student evaluations and candidate's response

Optionally, the candidate may provide additional testimonial of instruction, such as letters from students, teaching awards, etc.

The candidate will be expected to show competency in each of the categories of standards, or to provide appropriate reflection on teaching effectiveness, and a thoughtful plan for rectifying any deficiencies.

CRITERIA FOR EVALUATION OF CONTRIBUTIONS TO THE DEPARTMENT, COLLEGE, AND THE UNIVERSITY

Lecturers are expected to engage in and share activities of professional practice and service to the Department, College, University. The nature of service is multi-faceted and involves a wide range of activities. The following are examples of activities that are considered by the Department in judging the contributions of a candidate to all levels of service.

- Active participation in 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 College Committees (regular or ad hoc)
- Service on University Committees (regular or ad hoc)
- Development of new programs, courses or syllabi
- Participation in student-related activities

During the first two years of contract, Lecturers are expected to engage in basic departmental service and being members of departmental committees will be the exception, not the rule. In subsequent years, an increased engagement at the Department, College, and University level must gradually occur.

CRITERIA FOR SERVICE TO THE WIDER AND PROFESSIONAL COMMUNITY

Lecturers are expected to contribute to the professional and wider community by work aimed at addressing social and institutional issues beyond the Rowan campus, using their expertise, knowledge, and professional judgement. The following activities are considered in judging the fulfillment by a candidate of his/her professional responsibilities.

- 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.

CRITERIA FOR PROFESSIONAL DEVELOPMENT

Professional development has the goal of allowing Lecturers to maintain currency in their field of expertise as it pertains to the courses they teach. It is expected that this effort will be translated into classroom advances on content knowledge, curriculum development, educational theories of instruction, and/or educational media or technology.

The following represent examples of activities that will be considered in the evaluation by the Department of the efforts made by the candidate in the area of Professional Development:

- Participation in on-campus seminars or workshops offered by the department, college, or Faculty Center
- Attendance at off-campus conferences, conventions, or workshops
- Participation in on-line webinars