

**FORM 8**

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

Department/Office: STEM Center

Department Chair: Eric Milou  
Print

  
Signature

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

Date Sent to Dean/Supervisor: 9/13/2018

Signature   
Dean/Supervisor:

Date 9/14/18

Approved  
 Y / P / N

Add'l Admin: \_\_\_\_\_

Y / P / N

Provost/designee: 

3/17/19

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**

**OFFICE INTERPRETATION OF THE EVALUATION CRITERIA  
STEM CENTER COORDINATOR  
2018**

**1) Assessment of Professional Performance**

- a) Serve as initial point of contact for all external STEM-related inquiries.
  - Professional and timely response to emails and phone calls.
- b) Manage Rowan University's professional development workshop program for regional K-12 teachers in STEM disciplines.
  - Recruit, coordinate, and collaborate with faculty to develop workshop program.
  - Market program through mail campaigns, email blasts, distribution of promotional materials at events.
  - Manage workshop schedule and logistics (e.g., maintain and post schedule, reserve classroom facilities, arrange parking).
  - Manage participant registrations, process purchase orders, submit invoices, and collect and process payment.
  - Administer program budget and faculty salary vouchers.
  - Issue and review workshop evaluations to assess program performance.
  - Grow program and seek to offer new and engaging content.
- c) Work with college deans, faculty and staff to manage, coordinate, and implement existing STEM outreach programs, as well as to develop new programs.
  - Plan and implement all logistical aspects of events, including facility reservations, purchasing and coordinating equipment, supplies, and transportation needs, and managing student volunteers.
  - Work closely with university and college PR staff to promote and market events through advertising, social media, and email campaigns.
  - Expand and grow events to promote Rowan's programs across the region.
- d) Develop and coordinate summer camp and workshop opportunities for K-12 students in STEM disciplines.
  - Market programs through mail campaigns, email blasts, distribution of promotional materials at events.
  - Schedule and arrange all program logistics (e.g., classroom facilities, meals, supplies, equipment).
  - Manage participant registrations, process purchase orders, submit invoices, and collect and process payment.
  - Administer program budgets and faculty salary vouchers.
  - Maintain compliance with Rowan University's Minors Policy.

- Grow programs and seek to offer new and engaging opportunities.
- e) Participate in events at local schools, libraries, and other community venues by hosting event displays and hands-on activities.
  - Timely respond to outreach requests.
  - Coordinate and implement appropriate outreach activities.
- f) Assist in the promotion, planning and execution of Edelman Fossil Park, School of Earth & Environment and Rowan STEAM Academy events, and university recruiting efforts.
- g) Coordinate marketing and promotion of STEM outreach programs and events.
  - Maintain STEM Center website.
  - Promote STEM Center outreach via social media.
  - Maintain databases of regional STEM teachers and school counselors.
  - Prepare and distribute promotional materials through mail and email campaigns.

**2) Professional Development**

- a) Participates in University training and workshops applicable to STEM Center operations.
- b) Attends appropriate training and workshops on STEM education and outreach.

**3) Contribution to the University Community**

- a) Coordinate and provide outreach support and resources to the University community.
- b) Serving on appropriate department and university committees.

**4) Contributions to the Wider and Professional Community**

- a) Fosters and maintains professional relationship in working with the community outside of Rowan University.
- b) Looks for opportunities to utilize professional expertise in community service.
- c) Membership in applicable professional organizations.

Candidate's Signature:  Date: 9/13/2018

Supervisor's Signature:  Date: 9/14/18