FORM 8

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

Department/Office: STEM Center
Department Chair: Eric Milou

Academic Year (circle): 15-16 16-17 17-18 18-19 19-20
Date Sent to Dean/Supervisor: 9/13/2018

Signature
Date
Approved

Dean/Supervisor: Date

Add'l Admin: 7/14/18

Provost/designee: Y/P/N

President/designee:

| Y = Approved | P = Approved pending modifications | N = Not approved |

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
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: [Signature] Date: 9/13/2018

Supervisor’s Signature: [Signature] Date: 9/14/2018