

NT

FORM 8

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

Department/Office: Educational Services and Leadership - Lecturer

Department Chair: MaryBeth Walpole
Print

Signature [Handwritten Signature]

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

Date Sent to Dean/Supervisor: 10/10/19

Signature [Handwritten Signature]
Dean/Supervisor:

Date 10/25/19

Approved (Y) P/N

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

Date 1/20/20

Y/P/N

(Y) P/N

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.

Table with 2 columns: SUGGESTED TIMETABLE and DATE. Rows include Departmental approval, Dean feedback, and Final administrative approval.

**EDUCATIONAL SERVICES and LEADERSHIP DEPARTMENT STATEMENT
INTERPRETING THE CRITERIA TO BE UTILIZED IN EVALUATING LECTURER
CANDIDATES FOR RECONTRACTING and MULTI-YEAR CONTRACTING AS
RATIFIED BY THE DEPARTMENT**

Rationale: The Educational Services and Leadership Department adheres to the criteria for evaluating candidates for recontracting and multiyear contracts as outlined in the University Recontracting and Tenure Memorandum of Agreement (MOA) and the Letter of Agreement-Non-Tenured Teaching Faculty dated August 2018. Moreover, the Recontracting and Multi-Year Contracts Standards in place at time of a lecturer's hire governs the recontracting and multi-year decisions for that lecturer unless he/she chooses to be judged by a subsequent Recontracting and Tenure Memorandum of Agreement (MOA). Additional explanation of each of the areas is provided below:

Evaluation Criteria

1. TEACHING EFFECTIVENESS

The Department assesses the performance of individual candidates for recontracting and multiyear contracts based upon multiple criteria including student evaluation data, peer observations, and other materials presented in the candidate's application. The Department recognizes field-based supervision, chairing dissertations, master theses or the equivalent, and advising/mentoring are aspects of teaching.

The Department recognizes the importance of striving for excellence in teaching. In general, faculty should demonstrate skillful teaching, a commitment to student learning, and engagement with thoughtful instructional practices. Candidates will be evaluated using the measures of teaching effectiveness described in the MOA: academic instruction, development of learning activities, development as a teacher, and student mentoring activities. Peer observations will include the following areas: planning and preparation, instructional methodology, evaluation and feedback to students, currency, enthusiasm/interpersonal skills and knowledge of the content.

According to Appendix A, MOA 2017-2019, p. 28, characteristics of excellence in teaching at Rowan University include:

- A. Teaches in a way that helps students learn
- B. Explains clearly
- C. Promotes thinking
- D. Provides useful feedback
- E. Shows fairness and respect
- F. Actively engages students

- G. Encourages students to express ideas or opinions
- H. Prepares course material thoroughly
- I. Communicates course and lesson goals
- J. Helps students see the relevance of course content
- K. Solicits student feedback about the course and instructional methods
- L. Applies student learning outcomes to plans for future learning
- M. Other characteristics appropriate to candidate's program

**2. SCHOLARLY AND CREATIVE ACTIVITY/
PROFESSIONAL DEVELOPMENT**

Individuals serving in Lecturer positions are not expected to be active researchers, and according to the letter of agreement dated August 2018, their duties and responsibilities do not include scholarship, research, or creative activity.

When a lecturer engages in professional development, or presents research or publishes either by themselves or in collaboration with others, that information will be included in the packet. Scholarly contributions are highly valued and are considered as contributions beyond expectations. Any applications for or receipt of external funding will also be presented in this section of the package.

**3. CONTRIBUTIONS TO THE DEPARTMENT,
COLLEGE AND UNIVERSITY COMMUNITY**

Lecturers are expected to participate in service at the program, department, college and university level. The Department assesses the contributions to department, college and university based upon materials submitted by the candidate to document involvement in the following (which may include but not be limited to):

- A. Service on Program, Department, College-wide Committees and University Committees
- B. Revision of course syllabi
- C. Serving as a course leader
- D. Serving on dissertation and master thesis committees
- E. Participation in Department program planning, revision and evaluation
- F. Leadership in P-12 collaboration activities such as Professional Development Schools
- G. Program coordination

4. FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

While lecturers are not expected to engage in service to the region, state, nation, nor to participate in professional organizations, when a lecturer engages in such service, it should be included in the packet and reviewed by the committee. The Department assesses this area through documentation submitted by the candidate related to the following (which may include but not limited to those listed below).

- A. Engaging in Professional Services at the local, regional, national, or international level.**
- B. Participating in Professional Organizations**
- C. Participation in Conferences**