

**AMCS Department RTP Evaluation Policy and Criteria**  
April 2009

**A. Weighting of Categories**

1. Teaching effectiveness (40%)
2. Scholarship, research, creative achievements, and professional development (30%)
3. University service (15%)
4. Community service (15%)

**B. Assessment Categories**

Within each category, special emphasis should be placed on activities that encourage and recognize diversity on campus and within the community.

**1. Teaching Effectiveness**

Displays preparedness, fairness, and commitment to student learning by engaging in the following activities:

- Presents material using a variety of teaching methods (lecture, discussion, student groups, student presentations, service learning, films, etc.)
- Evaluates student learning using a variety of methods (exams, quizzes, papers, presentations, research papers, essays, class participation, etc)
- Encourages students to participate in learning (class discussions, class participation)
- Participates in teaching-related professional development activities
- Encourages students to meet with faculty outside of class to discuss course material
- Responds to students during and outside of class (office hours, email, etc.)
- Encourages students to participate in campus and community events
- Incorporates scholarship into course content

- A. Two peer reviews of teaching effectiveness per year completed by two faculty members chosen by the candidate.
- B. Student evaluations from courses chosen by the candidate.
- C. Written self-assessment of teaching completed by the candidate.

**2. Scholarship, research, creative achievements, and professional development**

Evaluation in this category will be based on participation across any of the following activities:

- Presents work in academic/professional settings (university, conference, professional meeting, symposium)
- Writes books
- Submits writing to scholarly journals
- Revises work submitted to scholarly journals
- Publishes articles in scholarly journals
- Writes book reviews or encyclopedia entries
- Publishes work in non-scholarly outlets

- Conducts research activities (collecting data, analyzing data, writing reports, etc.)
- Submits proposals for grants, fellowships, or other awards
- Receives grants, fellowships, awards, or other honors for research/writing
- Serves as a reviewer for scholarly journals
- Advises graduate students (dissertation or thesis committees)

### **3. University Service**

Evaluation in this category will be based on participation in any of the following activities:

- Emphasis on activities that foster understanding of diversity on campus (cultural, ethnic, racial, gender)
- Advises AMCS students and/or students in integrated credential program
- Assists with or advises student organization/club
- Involved in recruiting, retaining, and graduating students
- Participates as a presenter/panel member/organizer at campus events
- Contributes to curriculum
- Collaborates with other departments
- Participates in committees at the department, school, or university level

### **4. Community Service**

Evaluation in this category will be based on participation in community activities, for example:

- Serves as a resource within community, based on candidates expertise
- Serves as a liaison between university and community
- Participates in community organizations in the north bay region (service, youth, cultural, arts, gender, mentoring, political, educational, community health) with an emphasis on organizations that assist under-served members of the community
- Involved with local schools
- Participates in presentations, panels or discussions in which members of the community are present
- Serves as an advisor for the Community Involvement Program (CIP)

\*Candidates will be evaluated annually, based on the above listed criteria. However, if the RTP committee finds that a candidate has made more than satisfactory progress toward tenure, it may recommend that the candidate be given a two-year reappointment. Before making such a recommendation consideration shall be given to whether the candidate would benefit from the annual review cycle. A one-time, two-year reappointment may be granted in the second, third or fourth probationary years.