

# F. Criteria for Assessment of Full-Time and Pro-Rata Faculty

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## 1. General Criteria for Teaching Faculty

### a. Professional Competence

The faculty of Mount St. Joseph University are committed to providing excellent and effective instruction to all students. Teaching effectiveness is a multi-dimensional concept that can be viewed as incorporating the following five categories: mastery of content, teaching strategies, course organization, characteristics of classroom presence, and support outside the classroom. These categories are defined below, and bulleted descriptors are provided in Appendix E to exemplify how one might demonstrate effectiveness in each of the five categories. (See Appendix E. Description of Teaching Effectiveness)

#### **Mastery of Content Area**

*Mastery of Content* refers to the instructor's knowledge, abilities, and expertise in a subject matter as demonstrated through the creating or selecting of instructional methods, learning activities, instructional materials or other resources that are appropriate to the students and are aligned with the goals of the lesson.

#### **Teaching Strategies**

*Teaching Strategies* are techniques used to facilitate student learning, making learning goals, instructional procedures, and content clear to students while encouraging them to extend their thinking.

#### **Course Organization**

*Course Organization* refers to how the course is structured, how the student is graded, and how this information is communicated to the student in a course syllabus and in the classroom.

#### **Characteristics of Classroom Presence**

*Characteristics of Classroom Presence* is the demeanor of the faculty member and ability to create a "natural critical learning environment" grounded in fairness and equity, reflecting a sense of respect for each other as individuals.

#### **Support Outside the Classroom**

*Support Outside the Classroom* refers to faculty-student interactions outside the classroom using informal meetings and scheduled appointments to facilitate learning.

### b. Scholarly and Creative Activity

At Mount St. Joseph University the operational definition of scholarship incorporates two categories of endeavors reflecting the philosophy that "scholarly

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and creative activities" enable a scholar to continue to grow, to advance his or her own discipline, and to contribute to the total body of knowledge. A member of the tenured, tenure track, and professional track faculty is expected to demonstrate acceptable activities within both of these categories. A member of the term contract faculty is expected to demonstrate acceptable activities within Category A.

### **Category A**

The scholar continues to grow through formal programs of study, maintaining expertise in practice, participating in professional conferences, active membership in professional organizations, or some combination of these.

### **Category B**

The scholar contributes to his or her discipline, or field of endeavor, by doing one or more of the following:

- expand upon what is already known
- contribute new knowledge
- integrate, interpret or apply existing knowledge

Only what is documented as "scholarly and creative activity" can be viewed as demonstrating scholarship. The scholarship must be evaluated favorably by an appropriate "community of scholars" from within that discipline or field of endeavor, i.e., peer reviewed. In order to allow for this evaluation, any product of "scholarly and creative activity" must be readily available to the appropriate community of scholars.

For a more complete treatment of the above, please refer to "Scholarship at the University Mount St. Joseph" in Appendix C: Faculty Scholarship.

### **c. Academic Citizenship**

Citizenship is an essential part of the faculty role at the University, supporting the primary role of teaching. Citizenship may occur in three major areas: citizenship to the University community, to the civic community and to the professional community. Citizenship:

- helps the University to achieve its mission and institutional goals
- facilitates participative governance
- fosters collegiality among faculty, staff and students
- provides an environment where students can grow and learn outside of the classroom
- creates a sense of community
- models leadership and citizenship for students
- enhances the recruitment of students
- promotes the name and reputation of the University to the outside community

For a detailed statement on Academic Citizenship, please refer to "Faculty Citizenship" in Appendix B.

**2. General Criteria for Librarian Faculty**

**a. Service and Professional Competence**

The attributes and qualifications that should be demonstrated and documented for assessing service and professional competence among Librarian Faculty include, but are not limited to:

- Comprehensive knowledge of reference sources and online searching
- Proactive approaches to assist students and faculty in research
- Flexible instructional skills
- Working alone or in conjunction with faculty to develop library instruction guides to fulfill University's instructional mission
- Upholding principles of academic freedom and professional ethics
- Comprehensive knowledge of sources, standards, and rules for classifying and cataloging library materials in all formats
- Effective working relationships with colleagues
- Effective oral and written communication skills

**b. Scholarship**

Active scholarship demonstrates the librarian's commitment to the profession and to his/her willingness to move beyond the normal boundaries of daily duties. The pursuance of scholarship benefits the individual, the Library and, thus, the University. Examples of librarian scholarship include:

- publication of books, book reviews, book chapters, and articles
- creation of web pages
- presentation at professional conferences
- editing, translation, or review of printed materials and other media
- creation of bibliography, or bibliographic essay
- creation of pathfinders and research guides
- exhibition or publication of creative work
- receipt of awards, fellowships, grants, or commissions
- development of computer programs
- service as a consultant or researcher to institutions, businesses, or organizations
- any other creative or scholarly activities deemed appropriate according to current guidelines for faculty scholarship

**c. Academic Citizenship**

Academic citizenship includes service, not only to the Library community and profession, but also to the University and civic communities. Such citizenship requires the individual to uphold and further the philosophy and goals of the University and profession and to maintain personal and professional integrity.

Activities and qualities to be assessed may include, but not be limited to:

- service on University committees and attendance at appropriate meetings
- participation in, or leadership of church or community organizations
- service to professional organizations or to individuals related to teaching or scholarship in library and information service

**3. Criteria Applied to Faculty Rank**

All faculty members are expected to manifest professional competence, scholarship and

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academic citizenship. Faculty rank is determined by the degree to which these qualifications are met.

a. **Instructor**

For purposes of annual evaluations, the degree to which an Instructor meets the criteria for teaching faculty should approximate that for an Assistant Professor as described below. The difference between the two ranks should lie primarily in the lack of a terminal degree for the Instructor.

b. **Assistant Professor**

An Assistant Professor is evaluated as achieving the criteria according to the following extent:

- *Professional Competence*- demonstrates consistent development and promise of further growth
- *Scholarship*- evident promise as a scholar
- *Academic Citizenship*- service to University community

c. **Associate Professor**

In order to advance to the rank of Associate Professor, a faculty member should achieve the professional qualities to the following extent:

- *Professional Competence*- demonstrates significant accomplishment
- *Scholarship*- established and continuing; recognized achievement on, at least, a regional level
- *Academic Citizenship*- evidence of ongoing service to University community and to either civic or professional community

d. **Professor – Available only to Tenure Track Faculty Only**

For promotion to the rank of Professor a faculty member should manifest the appropriate qualities beyond the expectations for an Associate Professor:

- *Professional Competence*- demonstrated proficiency in the described qualities
- *Scholarship*- mature, as evidenced by greater depth, breadth or quality; recognized as a scholar on, at least, a national level
- *Academic Citizenship*- ongoing service to University community and to either civic or professional community; leadership in at least one category

e. **Librarian II**

The mandatory area for emphasis in order to be promoted from Librarian I to II is Professional Competence. The case is strengthened by participation in citizenship activities and by active scholarship.

- *Service and Professional Competence*- mastery of basic components of librarianship; appropriately active service to users; ability to work as team member; active participation within library profession

f. **Librarian III**

- *Service and Professional Competence*- evidence of continuing professional growth and maturity
- *Scholarship and Academic Citizenship*- established and active; meaningful and excellent contributions

**g. Senior Librarian**

- *Service and Professional Competence*; outstanding service and professional ability; growth in knowledge and maturity; creation/implementation of innovative and expanded program designed to aid library patrons
- *Scholarship*- continued and developed; of greater depth and quality than required for Librarian III; recognized among colleagues
- *Academic Citizenship*- evidence of ongoing and outstanding service to the University and the professional community