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# DEPARTMENTAL EVALUATION AND RECOMMENDATION FOR FACULTY REAPPOINTMENT

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KEAN UNIVERSITY

**DEPARTMENTAL EVALUATION AND RECOMMENDATION  
FOR FACULTY REAPPOINTMENT**

*(use "Tab" key from one box to another)*

Date this form submitted to College Retention & Tenure Committee				
Name of Candidate				
Current Faculty Rank				
College				
Department				
Date of Initial appointment				
<b>Candidate is currently in</b> (place an <b>X</b> in box below appropriate year) probationary year of teaching at Kean:*				
2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>Departmental Recommendation</b> (Department Chair to place appropriate 'X' in one right-hand and one left-hand column):				
Reappointment			Involving Tenure	
Non-Reappointment			Not Involving Tenure	

<b>Signatures** of Departmental ARTP Committee Members (All must sign)***</b>			
	Signature	Name (typed)	Faculty Rank (typed)
Chairperson			
Member			
Member			
Member			
Member			
Member			
Member			
Member			

\*The Commission on Higher Education requires that "For persons hired after January 1, 1986 who do not hold the appropriate terminal degree or its equivalent, no reappointment shall be made to the fourth year unless the board of trustees ... determines that for rare and exceptional reasons reappointment is necessary to support the mission of the (institution)."  
(Source: NJAC 9:1-1.8 (f). Formerly 17 NJR 1299.)

\*\*A form providing a typewritten transcript of these signatures follows on next page.

\*\*\*Signatures are required to indicate membership of Departmental ARTP Committee and to make its recommendation official. Signatures should not be assumed to indicate agreement or disagreement with ARTP Committee's recommendation. In case of

1	Candidate's Initials	Date

disagreement, a signed minority report also may be submitted.

**Typewritten Transcript of Signatures from Cover Page Listing**

**Departmental ARTP Committee Members**

(Please type names in same order that signatures appear on cover page of this form.

*(use "Tab" key from one box to another)*

Chairperson	

**DEPARTMENTAL EVALUATION AND RECOMMENDATION  
FOR FACULTY REAPPOINTMENT**

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\*Source: RTP Guidelines, September 1, 1971, p. 5 (reprinted as  
Appendix A, p. 19, of this form)

3	Candidate's Initials	Date

1. **Vote Tally (Optional) for Departmental ARTP Committee's Recommendation**

Although recording the Departmental ARTP Committee vote tally is optional under present procedures, doing so will provide a better understanding of how the ARTP Committee evaluated the evidence supporting its recommendation.

	#		#
Affirmative votes		Negative votes	

2. **Description of Student Membership on Departmental ARTP Committee**

Number of student members		#
Method of selection of student members (appointed or elected? by whom?), please create one entry below for each student. <i>(use "Tab" key from one box to another)</i>		
Name of Student	Appointed or Elected?	By whom?

**Checklist for Chairpersons**

(Each item below should be checked off (X), certifying completion of the activity and inclusion of appropriate documentation in this file, before forwarding the file to the College RT Committee.)

"X" Below

a.	Written observations of candidate's classroom teaching by <u>three members of the Departmental ARTP Committee</u> , one of whom must be the chairperson	
b.	<u>Summary forms</u> for SIR II's of two class sections	
c.	If terminal degree is not completed:	
	Current transcripts of graduate work	
	Statement from graduate advisor on present status	
	(Both items must be included in this file.)	
d.	Candidate has initialed and dated all pages in file	
e.	Candidate has signed the acknowledgment page (p. 5)	

<b>Signature of Chairperson</b>	<b>Date</b>
---------------------------------	-------------

4	Candidate's Initials	Date

## ACKNOWLEDGMENT BY CANDIDATE

**(NOTE: The College RT Committee shall not accept this Departmental Evaluation and Recommendation form until it has been signed below by the Candidate.)**

The Candidate must sign below to acknowledge that the specific actions mentioned have been taken. Signing also indicates that the Candidate is aware of specific rights and responsibilities as indicated in #6 and #7 below.

This is to certify that the Candidate:

1. Was notified of the University reappointment criteria (listed in Appendix A, p. 19, of this form) and any supplementary Departmental reappointment criteria and the procedures for reappointment;
2. Has included only materials and documents that evidence progress since hired at Kean;
3. Was shown all faculty observations or summary of them signed by the faculty observers, and has had the opportunity to discuss them with the Chairperson;
4. Has seen all student evaluations, or a summary of them;
5. Has seen any additional material attached to or accompanying this form;
6. Has been informed in writing of the recommendation of the Departmental ARTP Committee;
7. Is aware of the right to respond to faculty observations or student evaluations and to any additional material (#2, #3, #4 above) by enclosing a signed statement with these materials;
8. Acknowledges that the information presented on Pages 6, 9, 11, 13, 15, 16 (if appropriate), 17 (optional) and 18 is complete and accurate.

Signature of Candidate \_\_\_\_\_

Date \_\_\_\_\_

Note:

The Candidate also should initial and date each page (lower right) of this application to ensure that the entire form has been checked for completeness and accuracy. Any additional materials (#4 above) also should be initialed and dated.

Candidate's Initials	Date

**CRITERIA FOR CONSIDERATION FOR REAPPOINTMENT**

(Source: **RTP Guidelines**, p.5 Reprinted in **Appendix A** of this **Form** -- p.19)

I. EVIDENCE FOR MASTERY OF SUBJECT MATTER

A. **Earned Degrees\*** *(use "Tab" key from one field to another)*

Degree: Field of Study: Institution: Year Degree Received:
--

Degree: Field of Study: Institution: Year Degree Received:
--

Degree Field of Study Institution Year Degree Received:
---

Degree: Field of Study: Institution: Year Degree Received:
--

Degree: Field of Study: Institution: Year Degree Received:
--

	Yes	No
Matriculated doctoral student (Place 'X' in appropriate box)		
Institution:		
Semester hours beyond Masters		#
Field of Study:		

	Yes	No
All but dissertation completed (Place 'X' in appropriate box)		
Date degree expected:		

\*If the Candidate does not hold the terminal degree, an up-to-date transcript of graduate work and a statement of progress from the graduate college advisor must be presented with this form. If the terminal degree is not pertinent to one's field of teaching, the Candidate must present other evidence of professional growth.

6	Candidate's Initials	Date

**B. List Honors, Awards and Distinguished Achievements since hired at Kean**  
*(Please type below)*

7

Candidate's Initials	Date



**C. List appropriate additional educational and professional experiences** (and approximate dates), **including previous teaching experience**

*(Please type below)*

8

Candidate's Initials	Date

**CRITERIA FOR CONSIDERATION FOR REAPPOINTMENT (cont)**

(Source: **RTP Guidelines**, p.5 Reprinted in **Appendix A** of this **Form** -- p.19)

II. EVIDENCE FOR EFFECTIVENESS OF TEACHING

**A. Faculty Observations**

At least three observations, including one from the Departmental ARTP Committee Chairperson, must accompany this application for reappointment. Each observation must be discussed with the Candidate, who has the right to respond in writing for inclusion in the reappointment file. If more than three observations are made, these also must be included with the file.

Each evaluation must:

1. be signed by the faculty member making the observation
2. indicate the date of the observation
3. be initialed and dated by the Candidate

The evaluations should be inserted immediately following this page.

Note:

1. In order to satisfy the requirements of due process, the class meeting chosen for evaluation should be one in which teaching competence may be fully demonstrated. Thus examination sessions, class presentations by students, individual private instruction and similar situations are excluded.
2. Fairness to the candidate would suggest that the observer be present from the very beginning of the class session so that important information and directions given to the students are not missed.
3. To be helpful to the candidate as well as to the ARTP committee, the evaluation should be directed to considerations such as the following:
  - a. The candidate's knowledge of the content area of the course:
    - the precision and accuracy of information given to the students
    - evidence of the candidate's scholarship observed in the class
    - apparent value of the readings and assignments given to the students
  - b. The candidate's ability to communicate and facilitate learning:
    - organization of the class presentation
    - clarity and relative importance of the objectives of the presentation
    - ability to motivate and guide students in deepening their knowledge
    - openness and facility in responding to questions

**CRITERIA FOR CONSIDERATION FOR REAPPOINTMENT (cont)**

(Source: **RTP Guidelines**, p.5 Reprinted in **Appendix A** of this **Form** -- p.19)

II. EVIDENCE FOR EFFECTIVENESS OF TEACHING

**B. Student Evaluations**

Student evaluations of at least two sections should be included, representing, if possible, one general course and one advanced course. If more sections are evaluated, all must be included. Someone other than the instructor who is being evaluated should distribute, collect and place the answer sheets in a sealed envelope and send them to the Institutional Coordinator.

Candidate's Initials	Date

Please insert **summaries only** immediately after this page.

**CRITERIA FOR CONSIDERATION FOR REAPPOINTMENT (cont)**

(Source: **RTP Guidelines**, p.5 Reprinted in **Appendix A** of this **Form** -- p.19)

II. EVIDENCE FOR EFFECTIVENESS OF TEACHING

**C. List any new teaching materials, courses or teaching techniques developed since hired at Kean.** (Media production and creation of non-traditional courses may be included here.). *(Please type below)*

10	Candidate's Initials	Date

**CRITERIA FOR CONSIDERATION FOR REAPPOINTMENT** (cont)

(Source: **RTP Guidelines**, p.5 Reprinted in **Appendix A** of this **Form** -- p.19)

III. EVIDENCE FOR SCHOLARLY AND/OR CREATIVE ABILITIES

**A. Publications, Performances, Exhibitions, etc., with dates since hired at Kean**

*(Please type Below)*

(Note: **Lectures, panel participation** and **workshops** should be noted under **Community Activities on this form.**) The words 'Community Activities' is a hyperlink, highlight, right click and select 'open hyperlink' to go to correct table.

11	Candidate's Initials	Date

**CRITERIA FOR CONSIDERATION FOR REAPPOINTMENT (cont)**

(Source: **RTP Guidelines**, p.5 Reprinted in **Appendix A** of this **Form** -- p.19)

III. EVIDENCE FOR SCHOLARLY AND/OR CREATIVE ABILITIES

**B. Current Professional and Academic Association Memberships, including papers given, sessions chaired, offices now held, etc.** *(Please type below)*

12	Candidate's Initials	Date

**CRITERIA FOR CONSIDERATION FOR REAPPOINTMENT (cont)**

(Source: **RTP Guidelines**, p.5 Reprinted in **Appendix A** of this **Form** -- p.19)

**IV. EVIDENCE FOR EFFECTIVENESS IN UNIVERSITY AND COMMUNITY SERVICE**

**A. Past and Current Non-Teaching Responsibilities**

University, College or Departmental participation in institutional governance, standing or special committees, task forces, curriculum development, student activities, etc. *(Please type below)*

Candidate's Initials	Date

**CRITERIA FOR CONSIDERATION FOR REAPPOINTMENT (cont)**

(Source: **RTP Guidelines**, p.5 Reprinted in **Appendix A** of this **Form** -- p.14)

IV. EVIDENCE FOR EFFECTIVENESS IN UNIVERSITY AND COMMUNITY SERVICE

**B. Community Activities Related to Professional Competence Since Hired at Kean**

Include here lectures, panel participation and workshops. *(Please type below)*

14	Candidate's Initials	Date

**CRITERIA FOR CONSIDERATION FOR REAPPOINTMENT (cont)**

(Source: **RTP Guidelines**, p.5 Reprinted in **Appendix A** of this **Form** -- p.19)

V. EVIDENCE SUGGESTING CONTINUING GROWTH

**Present Professional Study, Research and/or Exhibits, Performances,  
Project Direction, Consultations, etc.** *(Please type below)*

15	Candidate's Initials	Date



**CRITERIA FOR CONSIDERATION FOR REAPPOINTMENT (cont)**

(Source: **RTP Guidelines**, p.5 Reprinted in **Appendix A** of this **Form** -- p.14)

VI. EVIDENCE SUPPORTING ATTAINMENT OF ADDITIONAL DEPARTMENTAL CRITERIA (if appropriate)

**To be included only if the Department has formally adopted criteria in addition to University-wide standards.**

**A STATEMENT OF SUPPLEMENTAL DEPARTMENT CRITERIA, IF ANY, SHOULD BE INSERTED IMMEDIATELY FOLLOWING THIS PAGE.**

*(Please type below)*

16	Candidate's Initials	Date

**OPTIONAL STATEMENT BY CANDIDATE** and other relevant information which may be presented at Candidate's choice to support consideration for reappointment.  
*(Please type below)*

17	Candidate's Initials	Date

**Candidate's Listing of Documents Included in this file**

The Candidate should itemize below all documents, letters, transcripts, publications, papers, etc. that have been included with this reappointment file.

*(Please type below)*

Signature of Candidate	
Date	
Signature of Chairperson	

Candidate's Initials	Date

Date	
------	--

**APPENDIX A**

**Statement of University and Commission on Higher Education Criteria for Consideration for Reappointment**

1. University Criteria for Reappointment (Source: RTP Guidelines p. 5)
  - a. **Mastery of subject matter** -- as demonstrated by such things as advanced degrees, licenses, honors, and general reputation in the academic area under consideration, etc.
  - b. **Effectiveness of teaching** – as demonstrated by such things as evaluation by colleagues and students, development of new teaching materials and courses, etc.
  - c. **Scholarly abilities** -- as demonstrated by such things as research in the academic field, contribution to artistic creation, publication, etc.
  - d. **Effectiveness in University and community service** -- as demonstrated by such things as participation in University governance, improvement of Departmental, college, and University programs, service to students, service to the University community and to related professional organizations, etc.
  - e. **Continuing growth** -- as demonstrated in a consistently open and emerging pattern of reading, research and service that indicates a capacity for further professional development.

2. **Commission on Higher Education Criterion for Reappointment**  
 (Source: NJAC 9:1-1.8 (f). Formerly 17 NJR 1299.)

For persons hired after January 1, 1986 who do not hold the appropriate terminal degree or its equivalent, no reappointment shall be made to the fourth year unless the board of trustees of the university determines that for rare and exceptional reasons reappointment is necessary to support the mission of the university.

(Note: If the Department feels that the above “rare and exceptional reasons” exist, supporting evidence must be included with this reappointment form.)

19	Candidate's Initials	Date