

**COHEN INSTITUTE FOR LEADERSHIP & PUBLIC SERVICE**  
**Criteria for Evaluation of Lecturer in Leadership Studies**

- I. The following criteria relate to the position of Lecturer in Leadership Studies. The criteria are divided into teaching, service, and research. These three categories are exhaustive but not mutually exclusive; activities in each category are assessed in the context of their relationship to the interdisciplinary, liberal arts-based study and teaching of Leadership. The principal responsibility is to critically engage students in a shared intellectual experience based on active learning with academic and co-curricular components. As such, *teaching* is the primary responsibility of this position and, therefore, the greatest weight will be given to teaching activities when evaluating the holder of this position. Evidence will be drawn from any or all of the following sources:

1. Teaching:

- a. Student evaluations;
- b. Course and curriculum development, including revisions to existing courses and the creation of new courses;
- c. Supervision of independent studies and internships, and thesis advising;
- d. Course syllabi;
- e. Classroom visits and peer and/or supervisor evaluations of teaching;
- f. Awards and prizes in recognition of teaching excellence;
- g. Innovative curriculum development and pedagogical approaches;
- h. Service learning, community engaged teaching, and pedagogical approaches which bridge the learning objectives of students with the needs and concerns of community partners;
- i. Participation in team teaching, as assigned;
- j. Supervision of students for experiential learning projects;
- k. Group or individual student projects which foster undergraduate scholarship and/or creative activity;
- l. Successful grant applications in support of curriculum and pedagogical development;
- m. Participation in workshops or seminars on teaching;
- n. Other teaching-related activities that the candidate proposes for consideration.

2. Service:

- (1) Service to the Leadership Studies program, Cohen Institute, and University, including administrative duties, committee assignments, and involvement in unit events, while maintaining collegiality with administration, staff, and colleagues:
  - a. service on unit and university committees;
  - b. service contributing to the development and growth of programs, both academic and co-curricular, within the unit

and university; these efforts within the unit include promotion of course offerings;

- c. participation in, or planning of, events related to the mission of the unit and university;
- d. student advising and mentoring at the undergraduate levels, which may include special advising efforts, attendance at advising workshops, or other indices of commitment to advising;
- e. other service-related activity that the candidate proposes for consideration.

(2) Service to the Profession and the Public

- a. community engagement that aims to build connections between the university and external communities characterized by reciprocity and mutuality;
- b. membership and active participation in professional associations including: holding office in a professional association; service as a meeting organizer, section chair, or discussant; and attendance at association meetings;
- c. service on editorial boards of professional journals;
- d. professional review of scholarly manuscripts, including books, book chapters, articles, and other service related to grant and fellowship proposals;
- e. service as a professional commentator in the electronic or print media that derives from the candidate's scholarly expertise;
- f. other service-related activity that the candidate proposes for consideration.

3. Research and Publication:

- a. Peer-reviewed professional books and monographs published or accepted for publication;
- b. Peer-reviewed articles and book chapters published or accepted for publication;
- c. Editorships or collections of professional papers that have come under peer review, published or accepted for publication;
- d. Book review essays in professional journals, published or accepted for publication;
- e. Book reviews in professional journals, published or accepted for publication;
- f. Paper presentations at meetings of professional associations who paper proposals are refereed;
- g. Pattern of success in obtaining significant extramural funding through grants, awards, or fellowships;

- h. Grants, awards, and prizes received in competitions for research and creative activity;
- i. Patent(s) awarded;
- j. Peer recognition of outstanding research endeavors, including awards for competitive grants and prizes for published work;
- k. Research with undergraduate students conducted for publication or presentation at professional conferences;
- l. Invited keynote speeches or lectures;
- m. Frequent citations of the candidate's work by other scholars;
- n. Other research and/or publication-related activity that the candidate proposes for consideration.

II. Criteria for Reappointment:

- a. Should normally hold a doctoral degree in Leadership Studies or a comparable degree in a related field or be finishing that degree;
- b. To be considered for reappointment, must have demonstrated success in teaching (see I.1)
- c. To be considered for reappointment must have a demonstrated success in service (see I.2);
- d. To be considered for reappointment must have a demonstrated commitment to research (see I.3);
- e. For review and reappointment purposes, particular emphasis will be placed on the categories I.1 (Teaching) and I.2 (Service), in that order.

III. Reviews

- a. Reviews and consideration for reappointment will be conducted in accordance with university procedures and contractual guidelines, and shall be conducted by the Peer Committee in Leadership Studies.

*Approved*  
*JM 5/6/18*  
*1/17/2018*