

## Teacher Education Department RTP Guidelines

Approved December 2017

**Associate Professor**

**Tenure**

**Full Professor**

*Demonstrate effectiveness as a teacher in the classroom.*

### Part I. Effective Classroom Teaching

*Faculty must earn a minimum of 6 points per year during the period under review. Points will be accrued through a combination of required expectations and other areas.*

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**1 point**

**1 point**

**1 point**

**Required:**

**Required:**

**Required:**

NSU course evaluations

NSU course evaluations

NSU course evaluations

Department Chair evaluations

Department Chair evaluations

Department Chair evaluations

**2 points**

**2 points**

**2 points**

Pre and post evaluations

Pre and post evaluations

Pre and post evaluations

Interpretation and analysis of student evaluations

Interpretation and analysis of student evaluations

Interpretation and analysis of student evaluations

Peer evaluations

Peer evaluations

Peer evaluations

Supervisor or administrator evaluation (as appropriate)

Supervisor or administrator evaluation (as appropriate)

Supervisor or administrator evaluation (as appropriate)

Evidence of effective teaching in non-traditional settings other than institutional course evaluations such as workshop evaluations

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Letters of Review. Suggestions include mentor, colleagues, department chair, supervisor

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Recognition of Effective Teaching. Suggestions include student/peer nominations for outstanding teaching performance, award for excellence in classroom.

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Other, as approved first by the TE Chair and then by senior faculty.	Other, as approved first by the TE Chair and then by senior faculty	Other, as approved first by the TE Chair and then by senior faculty

## Part II. Scholarly Activities

*Faculty members must demonstrate an ongoing scholarly agenda. Each of the four types of Scholarship as defined by the Boyer Model and Appendix C are applicable to TE faculty.*

<i>1. Show an ongoing record of scholarship as defined below and in Appendix C in the Faculty Handbook for 80% of the review period.</i>	<i>1. Show an ongoing record of scholarship as defined below and in Appendix C in the Faculty Handbook for 100% of the review period.</i>	<i>1. Show an ongoing record of scholarship as defined below and in Appendix C in the Faculty Handbook for 80% of the review period.</i>
<i>2. Faculty must earn a minimum of 6 points per year during the period under review. These must be distributed among two or more of the following scholarship areas: Scholarship of Discovery, Scholarship of Integration, and Scholarship of Application, and Teaching.</i>	<i>2. Faculty must earn a minimum of 7 points per year during the period under review. These must be distributed among three or more of the following scholarship areas: Scholarship of Discovery, Scholarship of Integration, and Scholarship of Application, and Teaching.</i>	<i>2. Faculty must earn a minimum of 8 points per year during the period under review. These must be distributed among all four of the following scholarship areas: Scholarship of Discovery, Scholarship of Integration, Scholarship of Application, Scholarship of Teaching.</i>

### Scholarship of Teaching and Learning

<b>1 point</b>	<b>1 point</b>	<b>1 point</b>
Develop a new course	Develop a new course	Develop a new course including multiple strategies and all levels of Bloom's Taxonomy
Change major elements to an existing course	Change major elements to an existing course	Change major elements to an existing course with documentation concerning how the changes meet the needs of our candidates
Develop materials for teaching	Develop materials for teaching	Develop materials for teaching ie. wikis, bibliographies, webliographies
Develop course packets	Develop course packets	Develop course packets
Complete the NSU Online Educator Courses successfully	Complete the NSU Online Educator Courses successfully	Complete the NSU Online Educator Courses successfully with multiple examples of implementation
Create field trips or virtual field trips to exemplary classrooms/school sites	Create field trips or virtual field trips to exemplary classrooms/school sites	Create field trips or virtual field trips to exemplary classrooms/school sites
Advising and counseling students regarding course content	Advising and counseling students regarding course content	Advising and counseling students regarding course content

Creating experimental or innovative methods	Creating experimental or innovative methods	Creating experimental or innovative methods and reporting data results to department
Prepare instructional media	Prepare instructional media	Prepare instructional media and share on internal department website or drive
Supervise student research or student projects	Supervise student research or student projects	Supervise student research or student projects and present the results at local, regional, state, or national level
Assist candidates to prepare for and successfully pass the OGET, OSAT, and/or PPAT exams	Assist candidates to prepare for and successfully pass the OGET, OSAT, and/or PPAT exams	Develop and present an OGET, OSAT, and/or PPAT test preparation seminar
Other, as approved first by the TE Chair and then by senior faculty.	Other, as approved first by the TE Chair and then by senior faculty	Other, as approved first by the TE Chair and then by senior faculty
Teaching and assisting districts for the 10 hours through CAEP	Teaching and assisting districts for the 10 hours through CAEP	Teaching and assisting districts for the 10 hours through CAEP
<b>2 points</b>	<b>2 points</b>	<b>2 points</b>
Develop a blended or online course from conception	Develop a blended or online course from conception	Develop a blended or online course from conception, teaching the course, and report the data to the department
Write Course Proposal and submit to department /Teacher Ed Council for approval	Write Course Proposal and submit to department/Teacher Ed Council for approval	Write Course Proposal and submit to department/Teacher Ed Council for approval. Defend the document through the process
Administrate a grant	Administrate a grant	Administrate a grant that requires leadership of other faculty, teachers, and/or students
Administer a contract for teaching improvement or curricular development	Administer a contract for teaching improvement or curricular development	Administer a contract for teaching improvement or curricular development and report the data collection to the department
Complete a service learning project	Complete a service learning project	Complete a service learning project documenting the process and resources needed to allow for replication by others
Applying for grants	Applying for grants	Applying and receiving grant funding
Apply for contracts for teaching improvement or curricular development	Apply for contracts for teaching improvement or curricular development	Apply and receive contracts for teaching improvement or curricular changes
Collaborating on research with someone within your department	Collaborate on research with someone within your college, but outside your department	Collaborate on research with someone outside of our college or institution
Submits an article to a scholarly journal	Submits an article to a scholarly journal	Publishes an article in a scholarly journal

<b>Scholarship of Discovery</b>		
<b>"Work in this category is focused on basic and applied research, and development and application of theory." "Scholarly activity in this area constitutes academic work that confronts the unknown, seeks new understandings, and/or offers a new perspective on the knowledge, through both individual and collaborative work both within and across disciplines."</b>		
<b>1 point</b>	<b>1 point</b>	<b>1 point</b>
Present as second or subsequent author at local, state, regional, or national professional meeting	Present as second or subsequent author at local, state, regional, or national professional meeting	Present as second or subsequent author at a national meeting
Serve on a team that submits a grant proposal	Serve on a team that submits a grant proposal	Serve as principal investigator or co-principal investigator for a project that submits a grant proposal
Disseminate work through a non-refereed medium as a second or subsequent author	Disseminate work through a non-refereed medium as a second or subsequent author	Disseminate work through a non-refereed medium as a first or sole author
Other, as approved first by the Department Chair and tenured faculty		
<b>2 points</b>	<b>2 points</b>	<b>2 points</b>
Publish in a refereed journal, as a second or subsequent author	Publish in a refereed journal, as a second or subsequent author	Publish in a refereed journal as first or sole author
Contribute to a published book, as a second or subsequent author	Contribute to a published book, as a second or subsequent author	Contribute to a published book, as a first author
Serve on a team that receives funding for a grant proposal	Serve on a team that receives funding for a grant proposal	Serve as principal investigator or co-principal investigator on a grant proposal that receives funding
Other, as approved first by the Department Chair and tenured faculty		
<b>Scholarship of Integration</b>		
<b>1 point</b>	<b>1 point</b>	<b>1 point</b>
Publish article in university publication or other locally supported and circulated journal	Publish article in university publication or other locally supported and circulated journal	Publish article in university publication or other locally supported and circulated journal
Publish in popular medium for non-specialist audiences	Publish in popular medium for non-specialist audiences	Publish in popular medium for non-specialist audiences

Create computer software or programs that are used at the institutional level	Create computer software or programs that are used at the institutional level	Create computer software or programs that are used at a national level
Create instructional videos that are used at the institutional level	Create instructional videos that are used at the college or institutional level	Create instructional videos that are used on a national level
Develop and/or revise core curriculum for college or department	Develop and/or revise core curriculum for college or department	Develop and/or revise core curriculum at the national level
Present a cross-disciplinary seminar	Present a cross-disciplinary seminar	Present a cross-disciplinary seminar at the national level
Edit books	Edit books	Edit books
Review a manuscript for a journal	Review a manuscript for a journal	Review a manuscript for a journal
Publish book review and/or abstract	Publish book review and/or abstract	Publish book review and/or abstract
Publish a bibliography	Publish a bibliography	Publish a bibliography
Provide professional consultation	Provide professional consultation	Provide professional consultation
Contribute a chapter to a book or textbook	Contribute a chapter to a book or textbook	Contribute a chapter to a book or textbook
<b>2 points</b>	<b>2 points</b>	<b>2 points</b>
Publish textbook	Publish textbook	Publish textbook
<b>Scholarship of Application</b>		
<b>1 Point</b>	<b>1 Point</b>	<b>1 Point</b>
Engage in community service that relates directly to the intellectual work of the professor	Engage in community service that relates directly to the intellectual work of the professor	Serve in a leadership position for community service that relates directly to the intellectual work of the professor
Serve as referee for a professional journal	Serve as referee for a professional journal	Serve in an editorial capacity for a professional journal
Serve on local, state, regional, or national board with teaching, research or scholarly functions		Serve on a national board with teaching, research or scholarly functions
Present as second or subsequent author at local, state, regional, or national professional meeting	Present as second or subsequent author at local, state, regional, or national professional meeting	Present as second or subsequent author at a national meeting
Design and implement short courses/seminars related to the faculty member's discipline	Design and implement short courses/seminars related to the faculty member's discipline	Design and implement short courses/seminars related to the faculty member's discipline

Participate in service learning	Participate in service learning	Serve as a leader of a service learning project
<b>2 points</b>	<b>2 points</b>	<b>2 points</b>
Present as a first author at local, state, regional, or national professional meeting	Present as a first author at local, state, regional, or national professional meeting	Present as a first author at a national meeting
		Serve as a keynote speaker

### Part III. Contribution to Institution and Profession

Applicants will demonstrate consistent and reliable contributions to their program, department, college and university. Extending their expertise to enhance the reputation of the university is also required.

Department		
<i>Submits evidence each year during the period under review of:</i>	<i>Submits evidence each year during the period under review of:</i>	<i>Submits evidence each year during the period under review of:</i>
<b>Required</b>	<b>Required</b>	<b>Required</b>
Regular attendance at meetings	Regular attendance at meetings	Regular attendance at meetings
Attendance at one College of Education graduation ceremony per year	Attendance at one College of Education graduation ceremony per year	Attendance at one College of Education graduation ceremony per year
Contribute time and expertise in ongoing assessment developments and concerns of program	Contribute time and expertise in ongoing assessment developments and concerns of program	Lead a team in one area of an assessment development or internal program as agreed with department members
Serve as needed by Chair, Assessment Director, or Dean in recruitment activities	Serve as needed by Chair, Assessment Director, or Dean in recruitment activities	Lead an area as needed by Chair, Assessment Director, or Dean in recruitment activities
Serve as needed by Chair, Assessment Director, or Dean on assessment and rubric activities	Serve as needed by Chair, Assessment Director, or Dean on assessment and rubric activities	Serve as needed by Chair, Assessment Director, or Dean on assessment and rubric activities
<b>Optional</b>	<b>Optional</b>	<b>Optional</b>
Serve as course coordinator	Serves as course coordinator	Serves as course coordinator

### College of Education

<i>Shows evidence each year during the period under review of:</i>	<i>Shows evidence each year during the period under review of:</i>	<i>Shows evidence each year during the period under review of:</i>
<b>Required</b>	<b>Required</b>	<b>Required</b>
Attendance at meetings	Participation at meetings	Serve in leadership or presentation role at meetings
Contribute time and expertise in ongoing assessments, developments, and concerns of the College	Contribute time and expertise in ongoing assessments, developments, and concerns of the College	Lead a team in one area of an assessment development or internal program as agreed with department members
Complete Chalk and Wire responsibilities or evidence of working with student assessment	Complete Chalk and Wire responsibilities or evidence of working with student assessment	Complete Chalk and Wire responsibilities or evidence of working with student assessment
Participate and/or assist with fall or spring Teacher Education interviews	Participate and/or assist with fall or spring Teacher Education interviews	Participate and/or assist with fall or spring Teacher Education interviews
Serve on a college committee	Serve on a college committee	Serve in a leadership role on a college committee
Serve as needed by college administration in recruitment activities	Serve as needed by college administration in recruitment activities	Serve in a leadership role as needed by college administration in recruitment activities
<b>University</b>		
<i>Shows evidence each year during the period under review of at least two of the following:</i>	<i>Shows evidence each year during the period under review of at least three of the following:</i>	<i>Shows evidence each year during the period under review of at least three of the following:</i>
Attendance at meetings	Attendance at meetings	Attendance at meetings
Contribute time and expertise on committee work at the University level	Contribute time and expertise on committee work at the University level	Contribute time and expertise on committee work at the University level
Serve on a university committee related to your expertise.	Serve and contribute your expertise on a university committee.	Utilize expertise and time to lead an area as delegated from a university committee.
Serve as needed by University or Dean in recruitment activities	Assist in recruitment of future students	Lead in recruitment of future students
Serve on Search Committees at Program, Department, College of Education, or University level	Serve and contribute expertise on Search Committees at Program, Department, College of Education, or University level	Serve and contribute expertise on Search Committees at Program, Department, College of Education, or University level
<b>Profession</b>		

<i>Submits evidence each year during the period of review of at least two of the following:</i>	<i>Submits evidence each year during the period of review of at least two of the following:</i>	<i>Submits evidence each year during the period of review of at least two of the following:</i>
Participate in activities which enhancing a positive image of the university.	Contribute time and expertise in activities which enhancing a positive image of the university.	Lead in an area with use of time and expertise in activities which enhance the image of the university.
Contribute professional expertise to benefit the community	Serve and contribute professional expertise to benefit the community	Lead in an area to contribute professional expertise to benefit the community
Serve in an area to support and enhance the goals and direction of the University	Serve in an area to support and enhance the goals and direction of the University	Lead in an area to support and enhance the goals and direction of the University
Serve in leadership positions using expertise and time	Serve in leadership positions using expertise and time	Serve in leadership positions using expertise and time
Utilize time and expertise to serve within a Special University, College, or Departmental coordinator or other service foundations	Utilize time and expertise to serve within a Special University, College, or Departmental coordinator or other service foundations	Utilize time and expertise to lead within a Special University, College, or Departmental coordinator or other service foundations
Utilize time and expertise to advise in a professional organization on campus	Utilize time and expertise to advise in a professional organization on campus	Utilize time and expertise to lead in a professional organization on campus
Publish or co-publish an article in a scholarly journal	Publish or co-publish an article in a scholarly journal	Publish an article in a scholarly journal
Serve on community boards, outside of the university, but related to the field of education	Serve on community boards, outside of the university, but related to the field of education	Serve on community boards, outside of the university, but related to the field of education
		Serve on Retention, Tenure, & Promotion Committee

**Part IV. Performance of Non-Teaching Semi-Administrative or Administrative Duties (if applicable)**

Evidence of non-teaching semi-administrative or any part of administrative duties may be used in this section and can be repeated from any of the above evidence already submitted	Evidence of non-teaching semi-administrative or any part of administrative duties may be used in this section and can be repeated from any of the above evidence already submitted	Evidence of non-teaching semi-administrative or any part of administrative duties may be used in this section and can be repeated from any of the above evidence already submitted
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