In adh erpece vq Lcoar Upkxgtukv{øu Aecf go ie Alfcktu r qrkekgu qp vgpwtg cpf r tqo qvkqp, vj g Dgr ctvo gpvqhCqo o wpkecvkqp & Mgf kc qwunkpgu f kuekr rkpg ur gekfke uvcpf ctf u, etkvgtkc, cpf r tqeguugu y kij kp vj ku f qewm gpv. Tj g f gr ctvo gpvcl wkf glkpgu hqt vgpwtg cpf r tqo qvkqp kf gpvkfkgu gzr gevcvkqpu kp vj g Dgr ctvo gpvqhCqo o wpkecvkqp & Mgf kc hqt vj g ctgcu qh

                    ;
                                                    . Fcewm{ o go dgtu ctg
tgs wktgf vq gzegnkp vj gug ctgcu y j kng o ckpvckpkpi r tqhguukqpcrkuo cpf uwr r qtvkpi vj g o kuukqpu qh
vj g Dgr ctvo gpvqhCqo o wpkecvkqp & Mgf kc, vj g Cqmgi g qhFkpg Atwu & Cqo o wpkecvkqp, cpf

Tj g Dgr ctvo gpvqhCqo o wpkecvkqp & Mgf kc cvLcoar Upkxgtukv{ kpur ktgu, go r qy gtu cpf f gxgmqr u uwf gpvu kp r wtuwkvqh r tqhguukqpcrecttggtu kp cqo o wpkecvkqp. Tj tqwij kppqxcvkxg ewttkewnwm f guki p, ugtxkeg ngctpkpi , o gpvqtuj kr , tgugctej cqmcdqtcvkqp cpf r tcevkecngzr gtkgpeg, qwt uwf gpvu i ckp etgcvkxkv{, etkvkecny kpkpi , a f ggr cpf rkhg-nqpi cqo o kvo gpvvq gyj kecnecpf ekxkecm{ r tqf wevkxg cqo o wpkecvkqp, cpf cqo r gvkvkxg cpf o ctmgvcdrg unkmu. A o go dgt qh vj g Tgzcu Svcvg Upkxgtukv{ S{uvgo , Lco ar Upkxgtukv{ ku tgeqi pk{ gf pcvkqpcm{ cu c Cctpgi kg DqevqtcnRgugctej Upkxgtukv{. Ivku tcvgf cu qpg qh vj g dguvgf wecvkqpcnxcmwgu kp vj g uvcvg qh Tgzcu, cpf kp Nqtvj Am gtkec, dcugf qp ku cxgtci g equvvq uwf gpvu.

- õTgcejkpi Ptqhkekgpe{ & Ehhgevkxgpguu ó Tgpwtg & Ptqo qvkqp Odugtxcvkqp Fqto ö wugf d{ cmCj cktu kp COFAC (pqvCTLE qt gzvgtpcntgxkgy gt)
-

Creates a Supportive Environment	1	2	3	4	5	N/A	Comments
Returns tests/assignments at middle (or later) of time in class							
Appropriate use of time (begins/ends on time)							
Acknowledges student comments/questions							
Avoids sarcasm and negative (off topic) criticism							

Establishes a climate of courtesy

Tj g hqmqy kpi pqvgu crrn{ vq cmhcewm{ o go dgtu cpf fgrctvo gpvu kp vj g Cqmgi g qh Fkpg Atu & Cqo o wpkecvkqp.

1. Lco ct Upkxgtukv{ fguki pcvkqp cu vj g hcewnv{ o go dgtu kpuvkwwkqp.
   c. Rgugctej , Pwdnkecvkqp, Sej qnctuj kr , cpf /qt Ctgcvkxg Aevkxkvkgu vj cv gpqvg cp{ wpkxgtukv{ qyj gt vj cp Lco ct Upkxgtukv{ hqt vj g hcewnv{ o go dgt tgrtgugpvkpi Lco ct Upkxgtukv{ y kmpqvdg crr rikgf vq ucvkuh{ o kpko wo tgswktgo gpvu hqt Tgpwtg & Ptqo qvkqp vq Auuqekcvg Ptqhguuqt qt Ptqo qvkqp vq Ptqhguuqt.
   d. Rgugctej , Pwdnkecvkqp, Sej qnctuj kr , cpf /qt Ctgcvkxg Aevkxkvkgu eqo rngvgf kp vj g fwtcvkqp qhõvko g vyq ctf vgpwtgö r tkqt vq lqkpkpi Lco ct Upkxgtukv{ ecp dg eqpukfgtgf dwwo c{ pqvgeqwpvgf vyq ctf vj g o kpko wo tgswktgo gpv.

2. Opi qkpi , cppwcneqpvkpwkv{
   c. Exkfgpeg kp cppwcntgxkgy u eqpukuvgpn{ f go qpuvtcu vj g qpi qkpi qt eqpvkpwcn pcwtg qhtgugctej , uej qnctuj kr , qt etgcvkxg cevkxkvkgu.

3. Ygct 5 (Auuqekcvg Ptqhguuqt vq Ptqhguuqt qpn{): Sr tkpi EzvgtpcnRgxkgy gt
   o EzvgtpcnRgxkgy gt hqt Ygct 5 f gcf rikpg: Oevqdgt 1ᵘᵛ kp FcmqhYgct 4 (ugg Tgcej kpi)
   o Tj g gzvgtpcntgxkgy gt y kmcuuguu Rgugctej , Sej qnctuj kr , Ctgcvkxg Aevkxkvkgu.
   o Tj g gzvgtpcntgxkgy gt o wuvdg vgpwtgf cpf cvvj g tcpmqhPtqhguuqt cvcp kpuvkwwkqp qhj ki j gt gfwecvkqp.
   o Ip ceeqtf cpeg y kij õPtqo qvkqp vq Ptqhguuqt ó EzvgtpcnRgxkgy gtu.ö [MAPP 02.02.31]

Fqt yj g r tqo qvkqp vq Auuqekcvg Ptqhguuqt, hcewnv{ uj qwrf j cxg c tgi kqpcncpf pcvkqpcndqf{ qh y qtm Tj ku rkuvku pqvgzj cwvkxg, cpf kvku gzr gevgf yj cveqo o kvgg o go dgtu cpf tgxkgy gtu y km wug yj gkt lwfi o gpvy j gp gxcnwcvkpi kygo u pqvkpenwfgf.

Dqewo gpvcvkqp qhcevkxg r ctvkekr cvkqp kp uej qnctn{ cej kgxgo gpvu uj qwrf kpenwfg:

    Vgpwg

    Pggt Rgxkgy

Tj g o kpko wo gzr gevcvkqp hqt cr r nkecvkqp vq vgpwtgf uvcwwu cpf Auuqekcvg Ptqhguuqt, ku cvngcuv 40 r qkpvu ceewo wncvgf qxgt yj g ukz-{gct r gtkqf kp cp{ eqo dkpcvkqp qhyj g hqmqy kpi .

1. Pwdnkecvkqpu (kpenwfg r gr tkpvu). Pwdnkecvkqpu uj qwrf dg o cf gf wtkpi {qwt vko g cvLco ct cpf , yj wu, etgf kvgf vq Lco ct.

    Svgcf { tgeqtf qhr wdnkecvkqp qhdqqmu, o npqi tcr j u, ej cr vgtu kp dqqmu, eqo r wgt uqhwy ctg

    Bqqmuwdo kuukqpu

    Ef kqt qhlqwtpcn, vgzvdqqm, qt uej qnctn{ gf kvkqpu

    Pwdnkecvkqp qhvtcpuetkr vu cpf etkvkecngf kvkqpu

    Svgcf { tgeqtf qhr wdnkecvkqp/ceegr vcpeg qhctvkengu cpf tgxkgy u kp tghgtggf lqwtpcnu

2. Sej qnctn{/Ptqhguukqpcn/Ctgcvkxg y qtmu

    Pgthqto cpegu qt gzj kdkvkqpu qhy qtmkp lwtkgf qt etkvks wgf xgpwgu

    Cqo r gvkvkqpu

Rgeqi pkkqp qho gf kc r tqf wevu

    Fkno u

    Vkf gqu

    Pqf ecuvu

    Bnqi u

Ptqf wevkqp qh

    Fkno u

    Pqf ecuvu

    Tgngxkukqp Ptqi tco u

    Mwnk-o gf kc Ptqf wevu

3. Sej qnctn{ r cr gtu r tgugpvgf cvr tqhguukqpcno ggvkpi u (kpenwf g vkwg, cp{ eq-r tgugpvgtu, gxgpv, nqecvkqp, f cvgu).

    Ipxkvgf Lgewtgu

5. Mckpvgpcpeg qh c ewttgpv r gtur gevkxg kp fkuekr nkpg yj tqwi j cwgpf cpeg cvr tqhguukqpcn o ggvkpi u, y qtmuj qr u, ugo kpctu, qt etgf kveqwtugu, cpf eqo r ngvkqp qhc ff kkqpcni tcf wcvg y qtm, f gi tggu, qt egtvkhkecvgu.

    Mgo dgtuj kr u kp f kuekr nkpg-tgncvgf tgi kqpcncpf pcvkqpcnr tqhguukqpcnqekgvkgu.

    Awgpf cpeg cvcr r tqr tkcvg tgi kqpcncpf pcvkqpcnr tqhguukqpcnqekgvkguøcevkxkvkgu.

    Sgtxkpi qp lqwtpcngf kqtkcnqt tgxkgy dqctf u.
    Rgxkgy uwdo kuukqpu hqt eqphgtgpegu.

6. Dktgevkqp cpf ngcf gtuj kr qh gzvtc-ewttkewnct ugo kpctu, y qtmuj qr u, f go qpuvtcvkqpu, qt eqo r ctcdng etgcvkxg cevkxkvkgu (pqvtgncvgf vq tgi wnct encuutqqo vgcej kpi u)

7. Lkuvqf hwpf gf tgugctej cpf uej qnctn{ cevkxkvkgu d{ vkvng, hwpf kpi uqwteg, co qwpv, cpf r gtkqf qhhwpf kpi .

    Fwpf gf
    Upf gt Rgxkgy
    Ezvgtpcn{ hwpf gf uwr r qtvqfuej qnctn{ cevkxkv{
    Gtcpvu

8. Lkuvqf pqp-hwpf gf tgugctej cpf uej qnctn{ cevkxkvkgu.

    Gtcpvu

9. Dktgevkqp qh y j gugu, f kuugtvcvkqpu, cpf wpf gti tcf wcvg tgugctej r tqlgevu, cu y gnncu ugtxkeg qp eqo o kvggu:

    Dkuugtvcvkqpu
    McuvgtøuTj gugu
    Hqpqtu Tj gugu
    Upf gti tcf wcvg Rgugctej Ptqlgevu
    Gtcf wcvg cpf Upf gti tcf wcvg (ur gekh{) Cqo o kvggu

Pgthqto cpegu qh qtki kpcny qtmu cvcpqyj gt wpkxgtukv{

3. Sej qnctn{ r cr gtu r tgugpvgf cv r tqhguukqpcno ggvkpi u (kpenwf g vkvng, cp{ eq-r tgugpvgtu, gxgpv, nqecvkqp, f cvgu).

        Ipxkvgf Lgewwtgu

        Cqpvtkdwvgf Ptgugpvcvkqpu

        Ohh-eco r wu

        Op-eco r wu

.

Ptgugpvcvkqp qh uej qnctn{ r cr gtu cvtgm kpctu cpf y qtmj qr u

Pgf ci qi kecnr tgugpvcvkqp cvy qtmj qr u, ugo kpctu, cpf eqphgtgpegu

Rgeqtf qhuwwtckpgf r ctvkekr cvkqp kp r tqhguukqpcnuqekgvkgu cu gxkfgpegf d{ r tgugpvcvkqp qh uej qnctn{ r cr gtu, r gf ci qi kecnr tgugpvcvkqpu qt r gthqto cpeu cv r tqhguukqpcnxgpwgu, qt qyj gt gs wkxcngpvcevkxkv{ cuuqekcvgf y kj r tqhguukqpcn eqphgtgpegu.

Swuvckpgf tgeqtf qhr gf ci qi kecnr tgugpvcvkqpu cvy qtmj qr u, ugo kpctu, cpf eqphgtgpegu

4. Sgtxkeg cu c eqo o gpvcvqt, r cpgnkuv, qt f kuewuucpvcvr tqhguukqpcno ggvkpi u

     Pgthqto cpegu cvr tqhguukqpcno ggvkpi u cpf ngctpgf uqekgvkgu.

     Sgtxg cu lwf i gu qheqo r gvkkqpu qt hguvkxcnu.

5. Mckpvgpcpeg qhc ewttgpvr gtur gevkxg kp f kuekr nkpg yj tqwi j cwgpf cpeg cvr tqhguukqpcn o ggvkpi u, y qtmj qr u, ugo kpctu, qt etgf kveqwtugu, cpf eqo r ngvkqp qhcf f kkqpcni tcf wcvg y qtm, f gi tggu, qt egtvkhkecvgu.

     Mgo dgtuj kr u kp f kuekr nkpg-tgncvgf tgi kqpcncpf pcvkqpcnr tqhguukqpcnuqekgvkgu

Swuvckpofg tgeqtf qh cwgpf cpeg cpf r ctvkekr cvkqp kp r tqhguukqpcneqphgtgpegu

Mgo dgtuj kr u kp f kuekr nkpg-tgncvgf tgi kqpcncpf cvkqpcnr tqhguukqpcnuqekgvkgu

6. Dktgevkqp cpf ngcfgtuj kr qh gzvtcwttkewnct ugo kpctu, y qtmuj qr u, f go qpuvtcvkqpu, qt eqo r ctcdng etgcvkxg cevkxkvkgu (pqvtgncvgf vq tgi wnct encuutqqo vgcej kpi).

Af lwf kecvkqp hqt kpvgtpcvkqpcn, pcvkqpcn, cpf tgi kqpcnngxgneqo r gvkvkqpu
Rgukf gpekgu

7. Lkuvqhhwpfgf tgugctej cpf uej qnctn{ cevkxkvkgu d{ vkvng, hwpfkpi uqwteg, co qwpv, cpf r gtkqf qhhwpfkpi .

Fwpfkpi È   o   t   Upfgt Rgq   M$ep/
Upfgt Rgxkgy

Ezvgtpcn{ hwpfgf uwrr qtvqhuej qnctn{ cevkxkv{ (o c{ kpenwfg i tcpu tgncvgf vq vgcej kpi ko r qxgo gpu qt ewttkewnwo fgxgnqr o gpv)

Ay ctfu cpf i tcpvcqptacwu cu c tguwnvqhpcvkqpcncpf kpvgtpcvkqpcneqo r gvkvkqpu

Ezvgtpcn{ hwpfgf uwrr qtvqhuej qnctn{ cevkxkv{ (o c{ kpenwfg i tcpu tgncvgf vq vgcej kpi ko r qxgo gpu qt ewttkewnwo fgxgnqr o gpv)

8. Lkuvqhpqp-hwpfgf tgugctej cpf uej qnctn{ cevkxkkgu.

Ezvgtpcn{ hwpfgf uwrr qtvqhuej qnctn{ cevkxkv{ (o c{ kpenwfg i tcpu tgncvgf vq vgcej kpi ko r qxgo gpu qt ewttkewnwo fgxgnqr o gpv)

Ay ctfu cpf i tcpvcqptacwu cu c tguwnvqhpcvkqpcncpf kpvgtpcvkqpcneqo r gvkvkqpu

Ezvgtpcn{ hwpfgf uwrr qtvqhuej qnctn{ cevkxkv{ (o c{ kpenwfg i tcpu tgncvgf vq vgcej kpi ko r qxgo gpu qt ewttkewnwo fgxgnqr o gpv)

9. Dktgevkqp qh vj gugu, f kuugtvcvkqpu, cpf wpfgti tcfwcvg tgugctej r tqlgevu, cu y gmcu ugtxkeg

o   wqo r gvkvkq   o   w   cu y 91   r & 91   r)1

Hqpqtu Tj gugu

Upf gti tcf wcvg Rgugctej Ptqlgewu

Gtcf wcvg cpf Upf gti tcf wcvg (ur gekh{) Cqo o kwggu

Aevkxg, uwuvckpgf r ctvkekr cvkqp kp vj g i tcf wcvg r tqi tco (cu cr r tqr tkcvg) cu c

i tcf wcvg eqo o kwgg o go dgt cpf tguqwteg r gtuqp

10. Ctgcvkxg Aevkxkv{ cpf Ptqf wevkqp

Swi i guvgf o kpko wo qh 3 uj qtv f qewo gpvu qt qpg hgcwtg ngpi vj f qewo gpvqxgt

vj g eqwtug qh vj g vgpwtg f gxgnqr o gpv.

Pqr wnct r wdnkecvkqp kp tghgtggf f qewo gpvu, kpenwf kpi gf kqtkcn, qr -gf kqtkcn,

r qrkkecnectvqqpu cpf qvj gt ucvktg, cu y gncu j ctf / uqhvpgy u eqr {.

Cqpuwncvkqp y kj r wdnkuj gtu, kpenwf kpi etgcvkqp cpf /qt r tqhguukqpcntgxkgy qh

o cpuwetkr vu, ej cr vgtu, cpeknct{ vqqnu, y qtmdqqmu, qt qvj gt o gf kc r tqf wevu.

11. Ovj gt

Swuvckpgf tgeqtf qhtgegkr vqheqo o kuukqpu qt r tk| gu

PROFESSIONAL SERVICE TO THE DISCIPLINE, UNIVERSITY, COMMUNITY
College of Fine Arts & Communication
Tenure & Promotion from Assistant Professor to Associate Professor

Sgtxkeg ku dtqcfn{ eqpuvtwgf cu yjg eqo o kvo gpvvq rtqxkfkpi uwrrqtvq yjg Upkxgtukv{ eqo o wpkv{, yjg dtqcfgt uqekgv{, cpf c hcewn{ o go dgt'u ugngevgf cecfgo ke hkgnf, gzvgpfkpi dg{qpf yjg eqphkpgu qh yjgkt qhhkekcngcej kpi cpf/qt tgugctej tqngu.

Scvkuh{kpi yjg o kpko wo rgthqto cpeg etkvgtkc qwunkpgf hqt vgpwtg qt rtqo qvkqp fqgu pqvcuuwtg vgpwtg qt rtqo qvkqp. Tjg ecpfkfcvg'u eqpvtkdwvkqpu vq pqvqpn{ yjg fgrctvo gpvu o kuukqp, dwvcnuq yjg Cqmgi g qh Fkpg Atvu & Cqo o wpkecvkqp'u (COFAC) o kuukqp y gki j jgcxkn{. Tgpwtg cpf rtqo qvkqp vq Auuqekcvg Ptqhguuqt pgeguukcvgu kpetgcugf ugtxkeg cpf eqmcdqtcvkqp unkmu, f go qpuvtcvkpi yjg cdknkv{ vq co cni co cvg fkhhgtkpi gzrgtkgpegu cpf cy ctgpguugu rtgugpvy kyjkp c eqo o kwgg. Ipfkxkfwcnu cvcnngxgnu o wuvhwnhkmyjgkt tgurqpukdknkvkgu eqmgi kcm{ cpf rtqhguukqpcm{ cy ctfu uvwfgpvu, uvchh, hcewn{, cpf yjg rwdnke. PtqhguukqpcnSgtxkeg ku ko kvgf vq ugtxkeg yjcvku wprckf.

Pctvlekr cvkqp kp Cqmgi g cpf Upkx gtukv{ chhcktu

Sgtxleg rkuvgf kp yj g ecvgi qtkgu dgmqy, y j kej qtki kpcvgf htqo yj g F2.08, uj qwrf dg kf gpvlhkgf kp yj g ecvgi qtkgu cu

<u>Pctvkekr cvkqp kp Cqmgi g cpf Upkxgtukv{ chhcktu</u>

Sgtxkeg rkuvgf kp yj g ecvgi qtkgu dgrqy , y j kej qtki kpcvgf htqo yj g F2.08, uj qwf dg kf gpvkhkgf kp yj g ecvgi qtkgu cu Dgr ctvo gpvcnSgtxkeg, COFAC Sgtxkeg, Upkxgtukv{ Sgtxkeg.

Ehhgevkxg eqpvtkdwvkqpu qp f gr ctvo gpvcn, eqmgi g cpf wpkxgtukv{ eqwpeknu cpf eqo o kwggu o ggvkpi tgi wrctn{, kpenwf kpi Fcewnv{ Sgpcvg. Cqo o kwggu cpf eqwpeknu yj cvf q pqvo ggv uj qwf pqvdg kpenwf gf.

Dqewm gpvgf tguwnu qhugtxkeg cu ej ckt qhf gr ctvo gpveqo o kwggu, eqmgi g
eqo o kwggu/eqwpeknu cpf wpkxgtukv{ eqo o kwggu/eqwpeknu (kpenwf kpi cf j qe eqo o kwggu)
o ggvkpi cvnpcuvqpeg gcej ugo guvgt, kpenwf kpi Fcewnv{ Sgpcvg. Cqo o kwggu cpf eqwpeknu
yj cvf q pqvo ggvuj qwf pqvdg kpenwf gf.

Sgtxkeg kp Fwpftckukpi , kpenwf kpi y qtmkpi cvhwpftckukpi cevkxkkgu/gxgpvu kp xctkqwu tqngu
cpf o ggvkpi hwpftckukpi i qcnu ghhgevkxgn{.

Hcxkpi cp cevkxg tqng kp qti cpk{ kpi cpf /qt r ctvkekr cvkpi kp tgetwkkkpi cpf tgvgpvkqp
cevkxkkgu cpf gxgpvu.
   o   Rgetwkkkpi cevkxkkgu cpf /qt gxgpvu
   o   Rgvgpvkqp cevkxkkgu cpf /qt gxgpvu