College of Liberal Arts and Office of International Affairs
EVALUATION OF COORDINATOR FACULTY POSITION FOR A NEW TERM

Approved by Department

Approved by Dean

Approved by University Provost

Approved by University President

Coordinator Faculty

College of Liberal Arts & Office of International Affairs

This position of Coordinator Faculty involves a 40% commitment to administrative work in the Office of International Affairs and 60% commitment to teaching in Global Studies and/or History, depending on enrollments and program needs.

The annual review of this position will consist of the following:

--evaluation of the classroom work based on Global Studies or History Department policy.

--review of the written response by the Coordinator Faculty to the questions below:

1. What is the demonstrated record of the Coordinator Faculty in developing new or identifying existing experiential learning education abroad programs?

2. What is the Coordinator Faculty's demonstrated record in increasing development and community outreach for the Office of International Affairs?

3. What is the Coordinator Faculty's success in serving as a liaison with various departments in creating and expanding discipline specific education abroad classes/programs?

4. What is the demonstrated record of the Coordinator Faculty in reviewing proposals to teach education abroad classes?

5. What is the demonstrated record of the Coordinator Faculty in working with Marketing to promote international and global efforts across campus?
Renewal of Term:

Candidates due for renewal of their term should submit a completed Outline of Faculty Data form and supporting materials to the Vice Provost for International Affairs by March 1 of the 3rd year of each term. The OFD should highlight the aspects of the appointment as listed above (questions 1-5). The Vice Provost for International Affairs and the Dean of the College of Liberal Arts will review the OFD and supporting materials and make a renewal recommendation no later than April 1.

Criteria for renewal are determined by MTSU Policy II:01:05D, III. Criteria for Appointment, Reappointment, and Annual Renewal for Clinical-Track, Research Track, and Coordinator Faculty Positions and Advancement for Clinical-Track and Research Track Faculty Positions.