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To: Faculty and M.Div. Middlers
From: Lacey Warner, Associate Dean for Academic Formation
Subject: Middler Evaluations

The Middler Evaluation, normally done after the third semester, reviews the student's progress to date in classroom and field learning and assesses the student's readiness to complete the Master of Divinity program. Specifically examined are the student's (1) understanding of his/her Christian vocation, (2) self perception as a person in ministry, (3) command of skills of ministry, and (4) ability to integrate practice and theology of ministry.

Below find a set of general instructions (derived from the *Bulletin*) concerning the evaluation as a whole.

Evaluator and Evaluation Conference

To the Student: You may choose an evaluator from the list of persons included with these instructions. The evaluator will read all materials and discuss them with you, making recommendations for further course work where warranted. It is your responsibility to set up a conference. **The conference needs to occur in the spring semester of the middler year so that any recommendation made about coursework for the senior year can be effected. The evaluation conference should occur during the month of February.**

To the Faculty: You, as the evaluator, will read all materials and discuss them with the student, making recommendations for further course work where warranted. It is the student's responsibility to set up a conference with you. The conference needs to occur in the spring semester before the spring reading period so that any recommendations you make about coursework for the senior year can be effected. **The oral exam should take about 45 minutes.**

Evaluations

To the Student: Student materials for the evaluation need to be given to the faculty evaluator in a timely fashion (well before the conference day). All materials need to be submitted together. Label all materials. Make sure they feature your name. **Do not turn in the only copy of these.** Make another copy, back it up again, keep a version in a safe place.

Student materials for the evaluation include the following:

1. A completed self-evaluation (7-10 typed, double-spaced pages), including descriptions of
 - (a) personal development in relation to God, other people, and self;
 - (b) professional development, including relation to the church and ordination process;
 - (c) insights and implications for senior year;
2. Field education evaluation(s) and an evaluative statement by you of your field education experience, with insights and implications for future ministry;
3. A self-evaluation of academic performance with a transcript (available either from the University Registrar's Office or you can print a progress report from ACES); and
4. An episode of ministry such as a verbatim, a sermon, a case study, a church program, etc., which indicates some aspect of a theology of ministry.

At the end of the conference interview, the faculty evaluator will file a summary along with evaluative comments with the Academic Affairs office. In addition, a copy of that summary with evaluative comments will be filed with the field education office and a copy will be given to you.

The summary with evaluative comments is typically a long paragraph or page on each student and would include recommendations for courses and experiences needed during the final year. **For this reason, the evaluation needs to occur and we need to receive the faculty statement before the spring reading period leading into the senior year.** If the evaluator prescribes remediation or special courses for the senior year, you are expected to complete those recommendations during your senior year. Please ask your faculty evaluator for a copy of your evaluation.

To the Faculty: At the end of the conference interview, you, as the faculty examiner, will file a summary along with evaluative comments with my office. In addition, a copy of that summary with evaluative comments needs to be given to the student. The summary is typically a long paragraph or page on each student. This evaluation would be a clear and honest assessment of the student in relation to the subject matter of the materials submitted, that is,

(1) understanding of his/her Christian vocation, (2) self perception as a person in ministry, (3) command of skills of ministry, and (4) ability to integrate practice and theology of ministry.

The assessment should help the student identify strengths and weaknesses as well as areas of needed growth and future counsel.

For this reason, the evaluation needs to occur and we need to receive your statement before the beginning of the senior year. If you prescribe remediation or special courses for the senior year, please specify which recommendations are to be acted upon in the senior year and which require longer-term attention.

We ask all faculty members to do at least (5) five evaluations. We also ask that no faculty person take more than (9) nine students for evaluation.

The following persons may be asked to serve as your middler evaluator:

Esther Acolatse
Tonya Armstrong
Kenneth L. Carder
J. Kameron Carter
Douglas Campbell
Stephen Chapman
Edgardo Colon-Emeric
Ellen Davis
Susan Eastman
Fred Edie
Curtis Freeman
Stephen Gunter
Richard Hays
Richard Heitzenrater
Reinhard Hütter
Greg Jones
Emmanuel Katongole
Susan Keefe
Richard Lischer

Roger Loyd
Randy Maddox
Joseph Mann
Joel Marcus
Mary McClintock Fulkerson
Richard Payne
Edward Phillips
Anathea Portier-Young
William Quick
Kavin Rowe
David Steinmetz
James Travis
William C. Turner
John Utz
Allen Verhey
Geoffrey Wainwright
Jo Bailey Wells
Sam Wells
Tammy Williams