

Foundations – PTAC Evaluation Rubric

Appendix H: Assessment of CTF Candidates under 13.6.1

This form shall be used for the assessment of candidates for CTF appointments under Article 13.6.1 and shall not be used to evaluate Members for any other purpose. The completed Appendix H is for PTAC use only and shall only be made available to the Dean upon request or if there are comments for the Dean's consideration in (e) and shall be made available to the Association in the event of a grievance. A form must be completed for each candidate and appended to the minutes of the PTAC meeting(s). Departments, or equivalent, will create a program-specific rubric for the assessment of the candidate under sections (b) through (d). Participants in the development of the rubric are those eligible for PTAC Membership in Article 13.3.1.

Course:

Term Offered:

Date of meeting:

PTAC Members present:

Applicant name:

Information used in the assessment:

List all sources of information used to assess the candidate, including:

- curriculum vitae
- teaching dossier
- student evaluations from WLU
- student evaluations from another institution(s)
- the Member's Official File, if applicable
- evaluations of Member's performance under Article 10, if applicable
- other information provided by the candidate (list)

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A. Requisite Academic Qualifications

If NO, state why:

Y / N

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The assessment of the candidate's teaching experience shall be based on the candidate's university student evaluations under Article 19, or the equivalent from another institution, the candidate's CV, teaching dossier, and any other information submitted by the candidate.

B. Teaching Experience in the posted or similar or substantially similar course(s)

Similar Courses

"Substantially similar courses(s)" may include a course that appears in the Academic Calendar as a course exclusion or a course that encompasses substantially similar subject matter with the same or similar assessment techniques."

Similar courses*:

Foundations Course	Course Exclusions
BF190	CT121
BF199	CT122
BF290	CT221
BF199	CT220

**These courses no longer exist. They are considered exclusions for the BF courses, although, especially for BF290 and BF299, they are not considered "substantially" similar*

(B.I) Student evaluations in the posted course or similar or substantially similar course(s) **(up to 15 pts):**

No evaluations provided; poor evaluations (0-4 on a 7-point scale)	0
Satisfactory – scores consistently between 4 and 5.5	5
Good – scores consistently between 5.5 and 6.5	10
Excellent – scores consistently between 6.5 and 7	15

(B.II) Seniority points in the posted course or similar or substantially similar course(s) **(up to 5 pts):**

TOTAL POINTS (B) (max 20 points)	
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C. Overall Record of Teaching (up to 50 points)

(C.I) Student evaluations (up to 15 pts): _____

No evaluations provided; poor evaluations (0-4 on a 7-point scale)	0
Satisfactory – scores consistently between 4 and 5.5	5
Good – scores consistently between 5.5 and 6.5	10

Excellent – scores consistently between 6.5 and 7	15
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(C.II) Teaching dossier or other supporting documents (up to 20 pts):

Points in this category are awarded in response to applicants' discussion of their teaching philosophy and pedagogical practices in a distinct teaching dossier and/or relevant supporting documents including but not limited to cover letter, CV, and introduction to teaching section. Criteria are based on Article 19.6 and the unique requirements of the Foundations courses.

Criteria	Pts per criterion	Max Pts	Pts
Teaching philosophy statement that situates the Member's approach to teaching (19.6.2a)		Up to 1 pt	
A description of teaching practices and how they are applied to achieve student outcomes (19.6.2b)		Up to 1 pt	
Information from students, including informal student evaluations, letters, and testimonials (19.6.2d)		Up to 1 pt	
Statement of the Member's pedagogical goals and objectives (19.6.2e)		Up to 1 pt	
Statement of the Member's involvement in professional development as a teacher in the past 5 years (19.6.2f)	0.5 pts for each seminar, workshop, or professional meeting attended as an attendee 2 pts for each peer-reviewed publication, commentary, or review related to teaching	Up to 2 pts Up to 4 pts	
Evidence of contributions to course, program, or general curriculum development including the design of new courses and programs (19.6.2h)	2 pts for each <u>new</u> course development (*note: this is not the same as prepping an existing course the applicant has not previously taught) 2 pts for participation in unit-level curriculum development committee	Up to 2 pts Up to 2 pts	
Teaching Award	4 pts for a Faculty- or Institution-level teaching award (past 10 years)	Up to 4 pts	

	1 pt for a Faculty- or Institution-level teaching award nomination (past 5 years)		
Class size – experience teaching similar class sizes to posted course (i.e., large lectures for lectures, small-group tutorials for tutorials)	2 pts for previous experience	Up to 2 pts	
Disciplinary notes from the Dean or VPA on teaching performance in Member’s Official File		Up to 20 pts deducted	
Total/20 Note: Candidates may score up to 15 without a distinct teaching dossier.			

(C.III): Total seniority points (up to 15 pts): _____

TOTAL POINTS (C)	
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D. Relevant Qualifications including scholarship in the field, professional experience, pedagogical development, development of course materials (**up to 30 pts**):

Criteria	Pts per criterion	Max. Pts	Pts
Work experience relevant to requirements of the course (e.g. postdoc, research associate, industrial research position, experience teaching writing or other literacy skills in a professional capacity, other relevant professional experience)	1 pt for each year served in those positions	Up to 6 pts	
Major scholarships or fellowships received (e.g. tri-council, OGS)	3 pts for post-graduate funding 2 pt for graduate funding	Up to 3 pts	
Relevant peer-reviewed publications (quantity, impact, contribution from the candidate)	1 pt for each peer-reviewed publication specifically related to course content	Up to 6 pts	

	0.5 pt for each peer-reviewed publication unrelated to course content 0.5 pt for each non-peer-reviewed publication		
Conference presentations (oral or poster) attended	1 pt for each peer-reviewed conference presentation 0.5 pt for each non-peer-reviewed presentation	Up to 4 pts	
Current research program	4 pts if currently engaged in relevant research, as evidenced by recent (last 3 years) conferences, articles/books/chapters in press or under review 2 pts if currently engaged in relevant research, as evidenced by at least one manuscript in preparation	Up to 4 pts	
Development of course materials	3 pts for experience developing course materials directly relevant to course content 1 pt for experience developing unrelated course materials	Up to 3 pts	
Other qualifications related to job posting	BF190 and BF199 2 pts for experience teaching political philosophy 2 pts for strong critical interdisciplinary background in the humanities and social science BF290 2 pts for both qualitative and quantitative research experience 2 pts for prior experience teaching academic literacy BF299 2 pts for a Humanities degree in Philosophy or related field	Up to 4 pts	

	2 pts for prior experience teaching academic literacy		
Total/30			

TOTAL POINTS (D)	
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TOTAL POINTS B + C + D	
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Comments for the Dean's consideration (optional; would include concerns raised about a Member's ability in meeting the duties and responsibilities under Article 16, and that were addressed with the member under Article 10):

Note that awarding of a course is subject to a member's success in meeting the duties and responsibilities outlined in Article 16 of the PT Collective Agreement. The PTAC may submit comments or express concerns regarding the candidate in this section.