

Department of Chemistry & Biochemistry

PTAC Evaluation Rubric (Appendix H) (Updated May 30, 2022)

Applicant Name:

Course:

Date of Meeting:

A. Requisite Academic Qualifications: Yes/No

B. Teaching experience in the posted or similar or substantially similar course(s) (up to 20 pts).

B. (i) Student evaluations in the posted course or similar or substantially similar course(s) (up to 10 pts):

Points	Criteria
Up to 10 points: Evaluations provided	<ul style="list-style-type: none">Evaluations provided

B. (ii) Average scores/ratings based on student evaluations provided (up to 5 pts):

Points	Criteria
Up to 5 points: Excellent	<ul style="list-style-type: none">See Note 1.
Up to 3.5 points: Good	<ul style="list-style-type: none">See Note 1.
Up to 2 points: Satisfactory	<ul style="list-style-type: none">See Note 1.
0 points: Unsatisfactory	<ul style="list-style-type: none">See Note 1.

Notes:

1. Excellent = consistent evaluations and/or increase trends, with strong student experience; Good = mostly consistent evaluations and good student experience; Satisfactory = generally consistent evaluations; Unsatisfactory = declining evaluations and poor student experience.
2. When reviewing student evaluations, PTAC members will take into account all evaluations provided for the posted or similar course and pay particular attention to distributions, trends and anomalies in the evaluations. The candidate's official file will be consulted to see if any observed trends or anomalies have been addressed.
3. For 'Evaluations provided', scores shall be based on the candidate's university student evaluations under Article 19, or the equivalent from another institution, and additional information provided through the candidate's CV and teaching dossier, including course syllabi, pedagogical comments regarding the course(s) and reflections on previous teaching evaluations.
4. Similar courses: to be determined by PTAC; experience in similar courses may also include TA experience, Online teaching and team-teaching.

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

Points	Criteria
Up to 5 points	Seniority points earned in a similar course will have a reduced value compared to seniority points earned in the posted course.)

C. Overall Record of Teaching (up to 50 points)

C. (i) Student Evaluations (up to 15)

Points	Criteria
Up to 15 points: Excellent	Notes 1-3 in Section B.I apply , but with reference to materials provided for ALL courses taught – not just those related to the posted course.
Up to 10 points:	Notes 1-3 in Section B.I apply , but with reference to materials provided for ALL courses taught – not just those related to the posted course..
Up to 5 points: Satisfactory	Notes 1-3 in Section B.I apply , but with reference to materials provided for ALL courses taught – not just those related to the posted course.
0 points: Unsatisfactory	Notes 1-3 in Section B.I apply , but with reference to materials provided for ALL courses taught – not just those related to the posted course.

C. (ii) Teaching dossier or other supporting documents (up to 20 pts):

Points	Criteria
Up to 20 points: Excellent	<ul style="list-style-type: none"> • A combination of any 3 of the above • A teaching award nomination in the last 5 years • A teaching award in the last 10 years • Successful innovation in teaching and assessment
Up to 15 points: Good	<ul style="list-style-type: none"> • Evidence that the instructor makes effective attempts to engage and challenge students • The applicant has been involved in curriculum development (within a specific course, or at a programmatic level) • Evidence of participation in T&L development activities (workshops, symposia, etc.) in last 5 yrs • Evidence of completion of a Teaching Certificate • Evidence of published scholarship in teaching and learning
Up to 10 points: Satisfactory	<ul style="list-style-type: none"> • All candidates will start at Satisfactory (10 pts) if materials have been submitted that provide evidence that the instructor will deliver relevant and up to date content. Any and all teaching dossier items listed in Article 19.6.2 of the CTF and PT Librarians Collective Agreement will be considered. A sample syllabus with unclear or inappropriate objectives, content or assessments
0 points: Unsatisfactory	<ul style="list-style-type: none"> • No dossier or supporting documents provided • A sample syllabus with unclear or inappropriate objectives, content or assessments • Downward trajectory in teaching evaluation scores • Notes from the Dean or VPA on teaching performance in official file

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

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

Qualifications under this section must be directly relevant to the position advertised. A candidate's CV, teaching dossier and any other relevant materials provided by the candidate may be considered in this category. Indicated the candidate's qualifications and experience.

All candidates that meet the requisite academic qualification will initially be awarded **7 or 10 points depending on MSc degree and/or PhD degree earned (or in progress for PhD).**

Demonstrable evidence that will be used to award additional points:

Degree	Max	Points
PhD degree OR MSc degree + PhD degree (in progress)* OR MSc degree + M.Ed.** <ul style="list-style-type: none"> • In Chemistry (or Biochemistry) (10 pts) • Not in Chemistry (or Biochemistry) but in relevant field (e.g., chemical engineering, molecular biology) (7 pts) 	10	
BSc degree <ul style="list-style-type: none"> • In Chemistry (or Biochemistry) (4 pts) • Not in Chemistry (or Biochemistry) but in relevant field (e.g., chemical engineering, molecular biology) (2 pts) 	4	
Scholarship in the field (e.g., publications, presentations)	4	
Work experience related to chemistry (or biochemistry) (e.g. postdoc, research associate, industrial research position, other relevant professional experience, technical certifications)	4	
Pedagogical and/or course development	4	
Training and work experience fits course content	4	

* along with a Laurier University Teaching Certificate (or equivalent recognized teaching credential) and experience in the posted or substantially similar course.

** and experience in the posted or substantially similar course.

TOTAL POINTS (A+B+C /100):

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.

The following is existing language (from the previous CA) and will be replaced with the revised equity process

If two or more candidates have an equal number of points under Appendix H, the member who has taught the posted course before shall be offered the appointment.

If this is insufficient to determine the appointment the Member with the most seniority points in the course shall be offered the course.

If this is insufficient to determine the appointment, a candidate who has self-identified, through the recruitment process, as a member of an equity seeking group (Indigenous, radicalized, female, having a disability, and/or a sexual or gender identity), shall be awarded the course.

If this is insufficient to determine the appointment, the Dean shall make the appointment from among these applicants by lot.