

MINUTES FOR PTAC DELIBERATIONS (ATTACH TO APPENDIX H)

DATE: _____

Name:		
Course <input type="checkbox"/> or Tutorial Stipend(s) <input type="checkbox"/> applied to related to these minutes:		
Information provided:		
<input type="checkbox"/> Teaching dossier	<input type="checkbox"/> CV	Comments:
<input type="checkbox"/> WLU Teaching Evals:	<input type="checkbox"/> Official File	
<input type="checkbox"/> External Teaching Evals:	<input type="checkbox"/> Other:	
A) Requisite Academic Qualifications		
(indicate yes or no for candidate meeting degree, specialization, etc. for position)	Comments:	Yes <input type="checkbox"/>
		No <input type="checkbox"/>
B) Teaching Experience in posted/similar/substantially similar course (up to 20 points)		
Comments:		
i. Student evaluations in posted/similar/ substantially similar course (up to 15) ⁱ		
ii. Seniority points in posted/similar/substantially similar course (up to 5)		
C) Overall Record of Teaching (up to 50 points)		
i. Student evaluations (up to 15) ⁱⁱ		
ii. Teaching dossier or other supporting documents (up to 20) ⁱⁱⁱ		
iii. Total seniority points (up to 15)		
D) Relevant Qualifications (up to 30 points)^{iv}		
Including scholarship and/or professional experience directly relevant to position advertised.		
E) Total points		
Comments for the Dean:		

Comments for the Dean: must be about issues that are known to the applicant. See Article 10.1 regarding Chair, or equivalent, “providing ongoing advice and coaching on teaching performance, especially if there are concerns, and clarification of expectations, duties and responsibilities of a Member’s teaching contract including those listed in Article 16.” PTAC may submit comments or express concerns regarding the candidate that have arisen through an evaluation under Article 10.

ⁱ B. i) Student evaluations in **posted/similar/substantially** similar course (up to 15)

Points	Criteria
Up to 15 points: excellent performance	<ul style="list-style-type: none"> Excellent-very good institutional evaluations; consistently 6+ (or equivalent)
Up to 10 points: good performance	<ul style="list-style-type: none"> Good institutional evaluations; consistently 5+ (or equivalent)
Up to 5 points: satisfactory performance	<ul style="list-style-type: none"> Satisfactory institutional evaluations 4+ Fluctuating institutional evaluations (some very good, some poor, below 4) (or equivalent)
0 points: less than satisfactory	<ul style="list-style-type: none"> Poor institutional evaluations; consistently below 4 – or equivalent (or equivalent)

- Teaching experience in posted/similar/substantially similar courses can include performing the role of TA and/or an online course or as team-teaching. Consider giving a reduced value for points earned in a similar course. For example, someone with 3 points for teaching the actual course should receive more points than someone who had 3 points for being the tutorial leader if the position being filled is for an instructor and not a tutorial leader.
- Any experience teaching sociocultural anthropology at any level and in any field will count as “teaching experience in posted/similar or substantially similar course” for AN100 or AN100OC.
- Consider items in the applicant’s teaching dossier that are directly relevant to the course (e.g., course syllabi, pedagogical comments regarding course).

ⁱⁱ C. i) Student evaluations (up to 15)

Points	Criteria
Up to 15 points: excellent performance	<ul style="list-style-type: none"> Excellent-very good institutional evaluations; consistently 6+ (or equivalent)
Up to 10 points: good performance	<ul style="list-style-type: none"> Good institutional evaluations; consistently 5+ (or equivalent)
Up to 5 points: satisfactory performance	<ul style="list-style-type: none"> Satisfactory institutional evaluations 4+ (or equivalent) Fluctuating institutional evaluations (some very good, some poor, below 4)
0 points: less than satisfactory	<ul style="list-style-type: none"> Poor institutional evaluations; consistently below 4 (or equivalent)

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

Points	Criteria: Teaching dossier or supporting documentation has:
Up to 4 points	<ul style="list-style-type: none"> Statement of teaching philosophy

Up to 4 points	<ul style="list-style-type: none"> • Discussion of classroom strategies and teaching practices (including experiential learning)
Up to 4 points	<ul style="list-style-type: none"> • Evidence of courses taught (as listed on CV)
Up to 4 points	<ul style="list-style-type: none"> • Evidence of teaching experiences (syllabi, assignments and other pedagogical material)
Up to 4 points	<ul style="list-style-type: none"> • Evidence of professional development / teaching certificates
Up to 4 points	<ul style="list-style-type: none"> • Teaching awards and nominations

^{iv} D.) Relevant qualifications: scholarship in the field; professional experience; pedagogical development; development of course materials (up to 30)

Points	Criteria
Up to 10 points:	Professional work inside the academy such as conferences, guest lectures, media appearances, and curriculum development.
Up to 5 points:	PhD in a relevant field when a PhD is not a requirement.
Up to 5 points:	Experience writing for and organizing digital platforms related to research or pedagogy
Up to 20 points:	Peer-reviewed publications directly relevant to the position (1-2 points per article depending on prominence of journal; up 5-10 points for a monograph).
Up to 5 points:	Other creative outputs.
Up to 10 points:	Fieldwork as a consultant or equivalent.

- Qualifications under this section must be directly relevant to the position advertised.