

Global Studies PTAC Appendix H Rubric: Revised and Approved 2020

Name:

Course or Tutorial Stipends related to these minutes:

Information provided:

- Teaching Dossier
- WLU Teaching Evals
- External Teaching Evals
- CV
- Official File
- Other
 - Comments

A. REQUISITE ACADEMIC QUALIFICATIONS

- Indicate yes or no for candidate meeting degree, specialization, etc. for position
- Comments

B. TEACHING EXPERIENCE IN POSTED/SIMILAR/SUBSTANTIALLY SIMILAR COURSE (up to 20 points)

- i. Comments
- ii. Student evaluations in posted/similar/substantially similar course (up to 15 points)
- iii. Seniority points in posted/similar/substantially similar course (up to 5 points)

C. OVERALL RECORD OF TEACHING (up to 50 points)

- i. Student evaluations (up to 15)
- ii. Teaching dossier or other supporting documents (up to 20)
- iii. Total seniority points (up to 15)

D. RELEVANT QUALIFICATIONS (up to 30 points)

- Including scholarship and/or professional experience directly relevant to position advertised

E. TOTAL POINTS:

COMMENTS FOR THE DEAN:

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

Substantially similar: course that appears in calendar as exclusion, or same course offered in a different department or at a different university for which a syllabus is provided in the teaching dossier and that adopts comparable assessment techniques.

Similar: Can include TA experience, online teaching, 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 has 3 points for being the tutorial leader if the position being filled is for an instructor and not a tutorial leader.

Must also consider CV, teaching dossier and other information submitted by applicant.

Must consider all evaluations for the course and should consider other methods than department mean, such as distribution and patterns looking for trends and anomalies. If there is a downward trend, it is recommended to look in the Member's official file as a Member may have an explanation for a low evaluation.

- **Up to 15 points: excellent performance** - Excellent, very good institutional evaluations; consistently above 5 (or equivalent)
- **Up to 10 points: good performance** - Good institutional evaluations above 5 (or equivalent)
- **Up to 5 points: satisfactory performance** – Evaluations between 4 and 5 (or equivalent)
- **0 points: less than satisfactory** – Poor institutional evaluations below 4 (or equivalent)

C. i) Student evaluations (up to 15)

Must consider all evaluations and should consider other methods than department mean, such as distribution and patterns looking for trends and anomalies. If there is a downward trend, it is recommended to look in the Member's official file as a Member may have an explanation for a low evaluation.

- **Up to 15 points: excellent performance** - Excellent, very good institutional evaluations; consistently above 5 (or equivalent)
- **Up to 10 points: good performance** - Good institutional evaluations above 5 (or equivalent)
- **Up to 5 points: satisfactory performance** – Evaluations between 4 and 5 (or equivalent)
- **0 points: less than satisfactory** – Poor institutional evaluations below 4 (or equivalent)

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

- **4 points: yes/no** – Statement of teaching philosophy
- **Up to 4 points** – Discussion of classroom strategies and teaching practices
- **Up to 4 points** – Evidence of teaching experiences (syllabi, assignments, and other pedagogical material)
- **Up to 4 points: 4 points for ongoing, 2 points for past evidence** – Evidence of professional development/teaching certificates

- **Up to 4 points** – Teaching awards and nominations

D.) Relevant qualifications: scholarship in the field; professional experience; pedagogical development; development of course materials that are directly relevant to the position advertised (up to 30 points)

- **Excellent: 21-30 points - Scholarship**
 - Publications in relevant field (recent, older)
 - Monograph published or in progress
 - Conferences, presentations, public talks
 - Scholarships and awards received
 - Creative outputs
- **Satisfactory: 10-20 points – Professional Experience**
 - Invited talks / media appearances
 - Membership/service in academic society(ies)
 - Consultancies
 - Previous work experiences
 - Evidence of professional training/workshops relevant to the position
 - Service work relevant to the position (can include advocacy and volunteering)
- **Limited: 0-9 Points – Pedagogical development (Training and workshops), Development of course materials**

E.) Comments to the Dean

- Comments in this section 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.” Awarding of a course is subject to a Member’s success in meeting the duties and responsibilities in Article 16. In this section, the PTAC may submit comments or express concerns regarding the candidate that have arisen through an evaluation under Article 10.