

PTAC
Leadership— Appendix H Guidelines (2021)

(a) Requisite academic qualifications as posted:	
Key determinate: Is the applicant’s highest degree in a discipline directly relevant to the course material? Does it meet the specifications identified in the posting?	Yes / No determination If No, the applicant does not move forward in the process and scoring of (b), (c), & (d) is not required.

(b) Section B: Total Maximum of 20 points; Part i) is worth up to 15, Part ii) is worth up to 5 points	
i. Teaching experience in the posted course or similar or substantially similar course – student evaluations(s): up to 15 points	
<i>Taking into account teaching evaluations for the posted or substantially similar course. A “substantially” similar course will be taken as a course at another institution with the same or similar title (and/or content, as evidenced by included course description/syllabus) at the same or within 1 year level of the posted course.</i>	
Excellent (12-15 points):	Course evaluations in the 6.0 to 7 range
Good (8-11 points):	Course evaluations in the 5.5 to 5.9 range
Satisfactory (4-7):	Course evaluations in the 5.0 to 5.4 range
Un satisfactory (0-3):	Course evaluations less than 5.0
Not Applicable (0 points):	
ii. Seniority points in the posted course or substantially similar course(s) up to 5	

(c) Overall Record of Teaching –Total maximum of 50 points; Part i) is worth up to 15 points, Part ii) is worth up to 20 points, Part iii) is worth up to 15 points.	
(i) student evaluations: up to 15 points	
<i>Taking into account all available teaching evaluations for all courses.</i>	
Excellent (12-15 points):	Course evaluations in the 6.0 to 7 range
Good (8-11 points):	Course evaluations in the 5.5 to 5.9 range
Satisfactory (4-7):	Course evaluations in the 5.0 to 5.4 range
Unsatisfactory (0-3):	Course evaluations less than 5.0
Not Applicable (0 points):	

ii) teaching dossier or other supporting documents: up to 20 points	
<i>4) Letters of support re teaching from students, colleagues, or supervisors</i>	
Excellent (16-20 points):	Clear and complete statement of pedagogical/teaching goals, objectives, and catalysts for engaging in leadership education at the post-secondary level and inclusion of supporting documents (e.g., letters of support, informal feedback, evaluations from leadership workshops offered, grants received).
Good (11-15 points):	Partial statement of pedagogical/teaching goals, objectives, and catalysts for engaging in leadership education at the post-secondary level and inclusion of supporting documents (e.g., letters of support, informal feedback, evaluations from leadership workshops offered, grants received).
Satisfactory (6-10 points):	Very limited statement of pedagogical/teaching goals, objectives, and catalysts for engaging in leadership education at the post-secondary level and inclusion of supporting documents (e.g., letters of support, informal feedback, evaluations from workshops offered, grants received).
Basic/Minimally acceptable (1-5 points):	No statement of pedagogical/teaching goals, objectives, and catalysts for engaging in leadership education at the post-secondary level and only inclusion of supporting documents (e.g., letters of support, informal feedback, evaluations from workshops offered, grants received).
Not Applicable (0 points):	No statement of pedagogical/teaching goals, objectives, and catalysts for engaging in leadership education at the post-secondary level; no additional supporting documents.
iii) Total Seniority Points: up to a maximum of 15	

(d) Relevant qualifications including scholarship in the field, professional experience, pedagogical development and/or development of course materials: up to 30 points	
<i>Taking into consideration Candidate's CV, highest degree completed, scholarship, contributions to the field, professional experience, and the relevance of their accomplishments to the position advertised.</i>	
<i>*NOTE: As a practitioner-based program, applicants may not have engaged in scholarly research or publications. Contributions to the field, through presentations, attendance at conferences, trade publications etc. can be considered on an equivalent basis.</i>	
Excellent Qualifications (25-30 points):	5+ years of professional experience in organizational leadership roles plus academic background in leadership or leadership studies
Strong Qualifications (15-25 points):	2 to 5 years of professional experience in organizational leadership roles plus academic background in leadership or leadership studies
Satisfactory Qualifications (5-14 points):	1 - 2 years of professional experience in organizational leadership roles OR academic background in leadership or leadership studies
Minimally Qualified (0-4 points):	Less than 1 year in a professional leadership role OR academic background in leadership or leadership studies.

TOTAL POINTS/100

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