

**REVIEW APPLICATIONS (Appendix H: Assessment of CTF candidates under 13.6.1)**

Appendix H is used by the Part-Time Appointment Committee (PTAC):

- to assess applicants for courses that are being offered part-time.
- for both external applicants and current CTF without seniority status in the posted course.
- for the assessment of candidates for CTF positions under Article 13.6.1

Appendix H 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. Results are for PTAC use only and shall only be made available to the Dean upon request 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). PTAC's will create a program-specific rubric for the assessment of the candidate under sections (b) through (d).

**(a) Requisite academic qualifications as posted**

Does the applicant have a relevant professional designation (Canadian CPA, CMA, CA, CGA)? Yes or No.

**(b) Teaching experience in the posted course or similar or substantially similar course(s)  
(up to a total of 20 points)**

**(I) Student evaluations in the posted course or similar or substantially similar course(s)  
(up to 15 points)**

If the applicant taught the posted courses or a similar course or substantially similar course (including a more advanced course) with the Accounting Area at Lazaridis School of Business & Economics, or a similar course in another university, or a substantially similar course:

Category	Interpretation
11-15 points - Excellent	Teaching evaluations $\geq 6$ (out of 7).
6-10 points - Good	Teaching evaluations $\geq 5.5$ and $< 6$ (out of 7). At the committee's discretion within the range
1- 5 points - Satisfactory	Teaching evaluations $\geq 5$ and $< 5.5$ (out of 7). At the committee's discretion within the range
0 point - Unsatisfactory	Teaching evaluations $< 5$ (out of 7) Or if the applicant did not teach a similar course.

**Note:** College courses are not considered as similar courses. TA experience, online teaching, team-teaching is also not considered. Items in the applicant's teaching dossier that are directly relevant to the course (e.g., course syllabi, pedagogical comments regarding the course) may be awarded with points at the committee's discretion.

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

Determined by the Dean's office.

**(c) Overall record of teaching**

**(I) Student evaluations (up to 15 points)**

Same as for (b) (I), but for all courses taught by the applicant.

Category	Interpretation
11-15 points - Excellent	Teaching evaluations $\geq 6$ (out of 7). At the committee's discretion within the range.
6-10 points - Good	Teaching evaluations $\geq 5.5$ and $< 6$ (out of 7). At the committee's discretion within the range.
1- 5 points - Satisfactory	Teaching evaluations $\geq 5$ and $< 5.5$ (out of 7). At the committee's discretion within the range.
0 point - Unsatisfactory	Teaching evaluations $< 5$ (out of 7).

**(II) Teaching dossier or other supporting document (up to 20 points)**

Category	Interpretation
16-20 points - Excellent Materials	Materials are clear and provide evidence the instructor has: (1) is teaching relevant and up to date content, and (2) made effective attempts to engage and challenge students (e.g., through case or exercise development in courses taught), and (3) has been involved in curriculum development within their courses or contributed to program curriculum development. At the committee's discretion within the range.
11-15 points - Good Materials	Materials are clear and provide evidence the instructor has: (1) is teaching relevant and up to date content, and (2) made effective attempts to engage and challenge students. At the committee's discretion within the range.
1-10 points - Satisfactory Materials	Materials are clear and provide evidence the instructor: (1) is teaching relevant and up to date content. At the committee's discretion within the range.
0 point - Unsatisfactory Materials	No Materials provided. Or, provided materials are unclear and/or do not provide evidence the instructor is teaching relevant or up to date content.

**(III) Total seniority points (up to 15 points)**

Determined by the Dean's office.

**(d) Relevant qualifications including scholarship in the field, professional experience, pedagogical development, development of course materials (up to 30 points)**

21-30 points - Excellent	Relevant professional experience at a senior level, or extensive teaching / development of similar courses or relevant professional courses (e.g. CPA specialist courses), or extensive pedagogical development, or evidence of excellent scholarship in a related field, or significantly above the minimum academic/professional requirements (e.g. PhD). At the committee's discretion within the range.
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11-20 points - Good	Relevant professional experience, or some teaching / development of relevant professional courses, or some evidence of pedagogical development, or some evidence of scholarship in a related field, or above the minimum academic/professional requirements (e.g. Master's degree). At the committee's discretion within the range.
1-10 points - Satisfactory	Some professional experience at management level, or some evidence of scholarship. At the committee's discretion within the range.
0 point - Unsatisfactory	None of the above.