

Faculty of Music

Appendix H: Assessment of Candidates under 13.6.1

This form shall be used for the assessment of candidates for appointments under Article 13.6.1 and shall not be used to evaluate Members for any other purpose. The form must be filled out in accordance with the attached notes and program-specific rubric. The candidate with the highest score in Appendix H shall be recommended for the course and any available sections of a multi-section course. The completed Appendix H is for PTAC use only and shall only be made available to the Dean upon their request, or if there are comments for the Dean’s consideration in (e), or if there is a tie, and shall be made available to the Association in the event of a request under 23.5.3 or a grievance. This form must be completed for each candidate with rationale/comments.

Assessment of the application will be based primarily on the Candidate Application Form (CAF) as per 13.5.1 and Appendix I. The Part-time Appointment Committee is only required to review the CAF, Curriculum Vitae, Official File, any documents listed as required in the job posting, and any specifically referenced pages in a supplemental document(s) to ensure fair assessment of each candidate.

Additional information used in the assessment may include student course surveys from WLU and/or other institution(s); evaluations of Member’s performance under Article 10, if applicable; any other materials listed as optional in the job posting and provided by the candidate. In the event of a grievance or inquiry under 23.5.3, the PTAC must be prepared to list all sources of information used to assess the candidate. No assessment of teaching performance may rely exclusively or primarily on student course surveys.

Candidate’s Name:		Course Number:	
MEETING DETAILS			
Date:		Chair:	
Meeting Participants:			
CRITERIA	POSSIBLE SCORES	CANDIDATE’S SCORE	RATIONALE/ COMMENTS
a) Is the candidate qualified?			
i. Does the candidate have the required academic and/or professional qualifications as posted?	YES/NO		
If No, then the PTAC is required to discontinue the evaluation.			
ii. Does the candidate have the relevant qualifications and experience to teach the course?	YES/NO		
If No, then the PTAC is not required to continue the evaluation.			
b) Competency to teach the posted course:	Maximum: 50		

i. currency and mastery of the subject matter	30-excellent 20- very good 15-good 10-satisfactory 0-poor or no evidence		
ii. previous teaching or tutorial or lab experience in the posted or similar or substantially similar course(s) – <u>total seniority points to a max of 10</u>	Maximum: 10		
iii. ability to perform the duties of the course	Maximum: 10		
If the score after b) is less than 25, then the PTAC is not required to continue the evaluation.			
c) Teaching qualifications (not specific to the course):	Maximum: 30		
i. teaching-related experience (seniority points <u>not already counted in section b) ii</u>), including courses taught, tutorials, labs, training	Maximum: 15		
ii. assessment of teaching skills, including teaching-related transferrable skills demonstrated outside a teaching context.	15-very good 10-good 5-satisfactory 0-poor or no evidence		
If the total score after b) and c) is less than 40, then the PTAC is not required to continue the evaluation.			
d) Other relevant qualifications	Maximum: 20		
Examples: see "Appendix H Notes"	20-very good 15-good 10-satisfactory 5-limited 0-no evidence		
TOTAL SCORE	Maximum: 100		
If the total score after b), c), and d) is less than 50, then the PTAC is not required to recommend the candidate for the course.			
e) Optional i. Comments for the Dean's consideration: ii. Comments on Student Course Surveys:			

APPENDIX H NOTES:

a) Is the candidate qualified?

- i. Does the candidate have the required academic and/or professional qualifications as posted? **Yes/No**

Does the candidate have the required academic and/or professional qualifications for the

appointment as posted, i.e., the relevant academic degree or certificate, education in the academic specialty, and/or the appropriate professional training and experience?

Departments shall specify, in the posting for the appointment, the minimum degree necessary for the appointment and specify the area or field for the required degree. Departments may also specify recognized professional degrees or designations or specialized training (e.g., LLB, BEd, CA, language proficiency).

If the candidate does not have the required academic and/or professional qualifications and experience to teach the course as posted, they shall not be considered for the position.

- ii. Does the candidate have the relevant qualifications and experience to teach the course?
Yes/No

In addition to the required qualifications, does the candidate have experience or credentials directly relevant to the course? This may include qualifications that were listed as "preferred" on the posting (e.g., academic specializations, experience in the field). The PTAC is not required to continue the evaluation if it is determined that the candidate does not have these further qualifications

b) Competency to teach the posted course (max 50):

- i. currency and mastery of the subject matter **(30-excellent, 20-very good, 15-good, 10-satisfactory, 0-poor or no evidence – score with only those explicit values):**

Additional degrees, past course syllabi, professional experience, scholarly activity, creative work, and other discipline-specific activities can be considered in this category. Each assessment factor must be relevant to the posted course and no assessment tool used to determine currency and mastery of the subject matter may rely exclusively on one criterion.

- ii. previous teaching or tutorial or lab experience in the posted or similar or substantially similar course(s) **(max 10)**

Note: The PTAC will award full points for Laurier seniority points in the posted course or substantially similar course. Partial points may be awarded for similar or substantially similar courses taught elsewhere.

Partial points, to a maximum of 5, may be awarded for teaching relevant tutorials or labs in the course or a substantially similar course at Laurier or elsewhere.

- iii. ability to perform the duties of the course not addressed in b) ii. **(max 10):**

This may include an assessment of the candidate's ability, from **other courses taught at Laurier or elsewhere**, to teach in a specific type of instruction, or mode of delivery, or various class sizes, or with specific equipment or platforms; and to develop course materials including learning objectives, student assessments, etc.

Partial points, to a maximum of 5, may be awarded for teaching relevant tutorials and labs at Laurier or elsewhere.

Similar courses (determined by PTAC) may be defined as experience in similar courses taught at Laurier or elsewhere, and may also include TA experience and team-teaching.

A substantially similar courses(s) may include a course that appears in the Academic Calendar as a course exclusion or a course that encompasses substantially similar subject matter with the same or similar assessment techniques. Substantially similar courses are identified by the Department.

c) Teaching qualifications (not specific to the course) (max 30):

i. teaching-related experience (**max 15**):

A. total WLU seniority points, other than in the posted course or a substantially similar course (only include seniority points not already counted in section b) ii), (max 15 points)

B. If A is less than 15:

I. Partial points for courses or tutorials and labs taught elsewhere (max 5 points)

II. teaching training (including but not limited to training related to pedagogy, equity, diversity, inclusivity, Indigeneity, anti-racism, anti-oppression, and accessible learning) (max 5 points)

ii. assessment of teaching skills, including teaching-related transferrable skills demonstrated outside a teaching context (**15 very good, 10-good, 5-satisfactory, 0-poor or no evidence – score with only those explicit values**):

Student course surveys under Article 19, or equivalent from another institution, may be used as part of the assessment. No assessment of teaching qualifications may rely exclusively or primarily on student questionnaires or student opinions. (It should be noted that while student opinions may provide important information about teaching performance, they do not in themselves constitute an *evaluation* of teaching performance as they may be biased, may be impacted by allegations of academic misconduct, and only represent a small percentage of student opinions.)

d) Other qualifications and experience relevant to the course, for example (20-very good, 15-good, 10-satisfactory, 5-limited, 0-no evidence score with only those explicit values):

- additional degrees or professional qualifications
- community engagement
- development of educational materials
- experience implementing the principles of equity, diversity, and inclusion into the classroom
- Indigenous knowledge systems
- pedagogical development
- post-doctoral experience
- professional development and/or experience

Qualifications and experience under this section must be directly relevant to the course advertised. Indicate the candidate's qualifications and experience.

(e) Comments for the Dean's consideration:

- i. 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. If the Member has failed to maintain a record of satisfactory teaching and/or has failed to satisfy all requirements under Article 16, it is expected that there will be evidence that progressive consultations with the Member have failed to address concerns.
- ii. Has the PTAC identified an anomaly or trend in student course survey results that has caused concern? If yes, provide details, including evidence of consultations with the Member.

When two or more candidates with the highest point totals have equal points under Appendix H, the PTAC will inform the Dean that the assessment under Appendix H has resulted in a tie and will send the names of all candidates with equal points to the Dean. The Dean will determine who will receive the offer according to the following procedures:

If two or more internal candidates have equal points under Appendix H:

- i. the Member who has taught the posted course before shall be ranked higher.
- ii. If this is insufficient to determine the appointment, a candidate who has self-identified as a member of an equity-deserving group (Indigenous, racialized, female, having a disability, and/or a sexual or gender minority), shall be ranked higher.
- iii. If this is insufficient to determine the appointment, the Member with the most total seniority points shall be ranked higher.
- iv. If this is insufficient to determine the appointment, the Dean shall make the appointment from among these candidates by lot.

If two or more external candidates have equal points under Appendix H:

- i. the candidate who has self-identified as a member of an equity-deserving group (Indigenous, racialized, female, having a disability, and/or a sexual or gender minority), shall be ranked higher.
- ii. If this is insufficient to determine the appointment, the candidate who has taught a similar course elsewhere most recently shall be ranked higher.
- iii. If this is insufficient to determine the appointment, the Dean shall make the appointment from among these candidates by lot.

When comparing the highest-ranking internal candidate with the highest-ranking external candidate, both of whom have the same number of points under Appendix H:

- i. the candidate who has self-identified as a member of an equity-deserving group (Indigenous, racialized, female, having a disability, and/or a sexual or gender minority), shall be ranked higher.
- ii. If this is insufficient to determine the appointment, the top ranked internal candidate shall be ranked higher.