

Faculty of Music Appendix H Form

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Accessible Format

Part 1: Form

Candidate's Full Name:

Course:

Evaluator:

Date:

Sources of information used to assess the candidate

Scoring: evaluator responses are yes or no to each item.

- Cover Letter
- Curriculum Vitae
- Teaching Dossier
- Student Evaluations from Wilfrid Laurier University and/or another institution
- Member's Official File, if applicable
- Other (evaluator to specify)

Section A: Requisite Academic Qualifications as posted

Scoring: evaluator responses are yes or no to each item.

Note: If qualification is not met, stop here.

- Requisite Degree
- Education in specialty
- Other posted requirements

Section B: Teaching experience in the posted or similar course(s)

Scoring: maximum points available is twenty (20). Each category scored separately.

(I) Student Evaluations

Scoring: between zero (0) to fifteen (15) points.

Note: see the "Faculty of Music Appendix H Instruction Guide" for determination of scoring

(II) Seniority Points in posted or similar course

Scoring: between zero (0) to five (5) points.

(III) In the absence of formal evaluations, evidence of satisfactory reaching from other sources

Scoring: zero (0) or three (3)

Instruction: evaluator to specify sources

Section C: Overall Record of Teaching

Scoring: maximum points available is fifty (50). Each category scored separately.

(I) Student Evaluations

Scoring: between zero (0) to fifteen (15) points.

Note: see the “Faculty of Music Appendix H Instruction Guide” for determination of scoring.

(II) Teaching Dossier or other supporting documents

Scoring: between zero (0) to twenty (20) points.

Note: each sub-category is scored separately. This is noted below. See the “Faculty of Music Appendix H Instruction Guide” for determination of scoring

- a. Teaching Philosophy
Scoring: zero (0), two (2), five (5), or seven (7)
- b. Course Outlines
Scoring: zero (0), one (1), three (3), or five (5)
- c. Reference Letters (Faculty)
Scoring: zero (0), one (1), three (3), or five (5)
- d. Reference Letters (Students)
Scoring: zero (0), one (1), or three (3)

(III) Totally Seniority Points

Scoring: between zero (0) to fifteen (15) points.

(IV) In the absence of formal evaluations, evidence of satisfactory reaching from other sources

Scoring: zero (0) or three (3)

Instruction: evaluator to specify sources

Section D: Relevant qualifications including scholarship in the field, professional experience, pedagogical development, development of course materials

Scoring: maximum points available is thirty (30). Each category scored separately. See the “Faculty of Music Appendix H Instruction Guide” for determination of scoring.

- Academic degree exceeds minimum, in area of posted course
Scoring: zero (0), four (4), or seven (7).
- Academic degree exceeds minimum, in cognate area
Scoring: zero (0), one (1), or three (3).
- Alignment of doctoral dissertation to posted course

Scoring: between zero (0) to five (5) points.

- Scholarly work, including creative scholarship
Scoring: between zero (0) to seven (7) points.
- Non-degree credentials relevant to area of posted course
Scoring: zero (0) or three (3).
- Professional experience in area of the posted course
Scoring: between zero (0) to seven (7) points.
- Professional development related to teaching
Scoring: between zero (0) to five (5) points.
- Workshop, seminars, masterclasses
Scoring: between zero (0) to five (5) points.
- Administrative experience related to posted course
Scoring: zero (0) or three (3).
- Specific preferences indicated in job ad
Scoring: zero (0), four (4), or seven (7).
- Other
Instruction: evaluator to in section “sources of information used to assess the candidate”
Scoring: between zero (0) to three (3) points.

Section E: Comments for the Dean’s consideration (optional)

Instruction: evaluator to specify.

Part 2: Faculty of Music Appendix H Instruction Guide

Section A: Requisite academic qualifications as posted

This includes the requisite degree, formal education in the area of specialization, and other posted requirements in the job ad. If disqualified at this stage, include a note in the comments for the Dean.

Section B: Teaching Experience in the posted course or similar or substantially similar course(s)

Scoring: maximum points available is twenty (20).

Section B, Part (I) - Student evaluations in the posted course or similar or substantially similar courses(s)

Scoring: between zero (0) to fifteen (15) points.

(This section only includes student evaluations from degree-granting post-secondary education institutions - see Section C, Part (II) for scoring of other evaluation formats).

For each evaluation in the posted or similar course — **to a maximum of the three most recent evaluations**. The average of the Mean scores for the seven (7) questions are used to generate points as per the following table:

Range	Score
Averages ≥ 6.8 [or higher]	Fifteen (15)
Averages ≥ 6.5 and < 6.8	Thirteen (13)
Averages ≥ 6.2 and < 6.5	Eleven (11)
Averages ≥ 5.9 and < 6.2	Nine (9)
Averages ≥ 5.6 and < 5.9	Seven (7)
Averages ≥ 5.3 and < 5.6	Five (5)
Averages ≥ 5.0 and < 5.3	Three (3)
Averages ≥ 4.7 and < 5.0	One (1)
Averages < 4.7	Zero (0)

On **Worksheet 1**, apply the above calculation to each evaluation to determine individual scores. Add the scores, and divide by the number of evaluations being considered to determine an overall average.

Transfer that average point score (out of fifteen – 15 – points) to Appendix H, Section B, Part (I).

Important: overall Averages below 4.0 indicate unsatisfactory teaching; do not proceed.

Scores for multiple sections of the same course are averaged and included as one of the up-to-three evaluation scores toward the final average. In the case that evaluations have improved significantly over time, omit the lowest (oldest) score from the calculation to account for improvement.

Section B, Part (II) - In the absence of formal evaluations, evidence of satisfactory reaching from other sources

If no formal quantitative evaluations are provided, but the candidate has given evidence of satisfactory or better teaching from other sources in the posted course or a substantially similar course (e.g., letters

of reference, post-secondary student testimonials, evidence of post-secondary student achievement in the area of the course, outstanding course outlines, formal qualitative evaluations, etc.), award the candidate a satisfactory teaching evaluation of three (3) points.

If quantitative evaluations are available, leave Section B, Part (III) blank.

Section C: Overall Record of Teaching.

Scoring: maximum points available is fifty (50).

Section C, Part (I) - Student evaluations:

Scoring: between zero (0) to fifteen (15) points.

(This section only includes student evaluations from degree-granting post-secondary education institutions - see Section C, Part (II) for scoring of other evaluation formats.)

For each evaluation—to a maximum of the **eight most recent evaluations**—the average of the Mean scores for the seven (7) questions are used to generate points, as per the table used for Section B, Part (I) above.

Transfer that average point score (out of fifteen – 15 – points) to Appendix H, Section C, Part (I).

Scores for multiple sections of the same course are averaged and included as one of the up-to-three evaluation scores toward the final average. In the case that evaluations have improved significantly over time, omit the lowest (oldest) two scores from the calculation to account for improvement.

Section C, Part (II) - Teaching dossier or other supporting documents

Scoring: between zero (0) to twenty (20) points.

a. Teaching philosophy and relevant supporting materials:

Score	Quality
Zero (0)	Not Included
Two (2)	Weak
Five (5)	Satisfactory
Seven (7)	Outstanding

b. Sample course outlines (of courses taught or would like to teach):

Score	Quality
Zero (0)	Not Included
One (1)	Weak
Three (3)	Satisfactory
Five (5)	Outstanding

c. Reference Letters from faculty:

Score	Quality
Zero (0)	Not Included
One (1)	Weak/fails to address teaching
Three (3)	Satisfactory
Five (5)	Outstanding

d. Student reference letters:

Score	Quality
Zero (0)	Not Included
One (1)	Weak/fails to address teaching
Three (3)	Satisfactory

Section C, Part (IV) - In the absence of formal evaluations, evidence of satisfactory teaching from other sources

If no formal quantitative evaluations are provided, but the candidate has given evidence of satisfactory or better teaching from other sources (e.g., letters of reference, post-secondary student testimonials, evidence of post-secondary student achievement in the area of the course, outstanding course outlines, formal qualitative evaluations, etc.), award the candidate a satisfactory teaching evaluation of three (3) points.

If quantitative evaluations are available, leave Section C, Part (IV) blank.

Section D: Relevant qualifications including scholarship in the field, professional experience, pedagogical development, development of course materials

Scoring: maximum points available is thirty (30).

Academic degree higher than the one required and in the area of the posted course:

- Seven (7) for a Doctorate, when a Bachelors or Masters required
- Four (4) for a Masters, when a Bachelors or less is required

Academic degree higher than the one required, in music but not in the area of the posted course, or a second relevant academic degree not in the area of the posted course:

- Three (3) for a Doctorate
- One (1) for a Masters

Alignment of doctoral dissertation topic with the course to be taught:

- Up to five (5) depending on the extent of alignment

Scholarly and creative work: publications and presentations related to the particular subject matter of the course to be taught, or in the area of teaching and learning:

- Up to seven (7) points:
 - One (1) for each presentation on a particular topic at a peer-reviewed conference
 - Two (2) for each publication

In the area of performance (including conducting, composition) over the past seven years:

- One (1) for a regional performance profile (as evidenced by three or more invited or curated performances on regional concert series.)
- Three (3) for a national performance profile (as evidenced by three or more invited or curated performances on national stage, including national conference performances.)
- Five (5) for an international performance profile (as evidenced by three or more invited or curated performances on an international stage, including international conference performances.)
- Two (2) for each professionally produced CD.

Non-degree teaching credentials related to the advertised course (e.g., Orff/Kodaly, Suzuki, Alexander/Dalcroze):

- Zero (0) or Three (3)

Professional experience in the area of the course advertised (teaching, positions held, etc., but not individual performances, which are credited under scholarship):

- Up to seven (7) points:
 - One (1) point for each course, comparable to a post-secondary level, taught in the area of the advertised course;
 - One (1) point for each year holding a permanent auditioned chair in a professional ensemble.

Participation in professional teaching workshops/certificate courses:

- Up to five (5) points:
 - One (1) point for each course completion/certificate earned

Workshops, seminars, master-classes given/directed:

- Up to five (5) points:
 - One (1) for each invited workshop or seminar (arm's length invitation) on a particular topic
 - One (1) for each invited guest master-class (arm's length invitation)

- One (1) for each year serving as guest teaching artist for post-secondary aged students (e.g. NYOC, Domaine Forget, etc., but not including secondary-level, e.g. IMC.)

Administrative experience related to the course to be taught (e.g., coordinator of subject area of the advertised course at a degree-granting college):

- Zero (0) or Three (3)

Specific preferences indicated in the job ad.:

- Zero (0) points if no preferences are specifically written into job ad.
- Four (4) points if one indicated preference is satisfied (including E/D/I statements)
- Seven (7) points if two indicated preferences are satisfied (including E/D/I statements)
- (Grant credit for no more than one E/D/I category)

Other:

- Up to three (3) points:
 - One to three (1–3) points awarded for any “other” credited, which is not captured in any other category, and which falls under the umbrella description of Section D. All candidates in any particular course competition must be similarly credited for the same or substantially similar “others”.