

**Rubric for Assessment of CTF Candidates under 13.6.1 (Appendix H)
Used for CTF hiring in: Political Science, North American Studies, and Sussex XLaw**

Section A: Is the candidate qualified? (Yes/No)

i. Does the candidate have the required academic and/or professional qualifications as posted?	Required qualifications, indicated in job ads, will vary depending on sub-field and/or on professional skills content of classes.
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?	Demonstrated teaching, scholarly record and/or professional experience in the area of the posting.
If No, then the PTAC is required to discontinue the evaluation.	

Section B: Competency to teach the posted course (50 points)

i. Currency and mastery of the subject matter (30 points)	Primarily academic candidates:	Primarily professional candidates:	Excellent	30
	Recent peer-reviewed articles and/or books on substance of the course – up to 15 points	Relevant professional experience related to substance of the course – up to 20 points	Very good	20
	Recent conference presentations on the substance of the course – up to 5 points	Recent published/publicly presented outputs related to the substance of the course – up to 10 points	Good	15
	Other professional experience related to the substance of the course – up to 10 points		Satisfactory	10
			Poor or no evidence	0
ii. Previous teaching or tutorial	Similar courses: to be determined by PTAC; experience in similar courses may also include Online and/or team- teaching.		<i>Points (up to 10) may be awarded for each of the following:</i>	

<p>experience in the posted or similar or substantially similar courses (10 points)</p>	<p>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.</p>	<p>Candidate has seniority points in posted, similar or substantially similar course (in-person, VS) (2 points for each time relevant course taught).</p> <p>Candidate has taught similar or substantially similar course (in-person, VS) at another institution (2 points for each time relevant course taught).</p> <p>Candidate has taught posted, similar or substantially similar course online (VA) (1 points for each time relevant course taught).</p>	
<p>iii. Ability to perform duties of the course (10 points)</p>	<p>An assessment of the candidate’s ability, from courses taught at Laurier or elsewhere, to teach in a specific format (e.g. lecture, tutorial, seminar) or modality (e.g. online, hybrid), various class sizes or with specific equipment or platforms; and to develop course materials including learning objectives student assessments, etc.</p>	<p>Excellent</p> <p>Good</p> <p>Satisfactory</p> <p>Limited</p> <p>Poor or no evidence</p>	<p>10</p> <p>7.5</p> <p>5</p> <p>2.5</p> <p>0</p>
<p>If the score after Section B is less than 25, the PTAC is not required to continue the evaluation</p>			

Section C: Teaching qualifications not specific to the course (30 points)

*Section C excludes points already counted in Section B

i.	Total WLU seniority points, other than in posted or substantially similar course (up to 15)	If seniority points are less than 15, partial points will be awarded as follows:		15
		Courses (1 point) and tutorials (0.5 points) taught at other institutions, including high school and college teaching experience, up to a max of 5 points.		5
		Teaching training (including but not limited to training related to pedagogy, equity, diversity, inclusivity, Indigeneity, decolonization, anti-racism, and accessible learning), up to a max of 5 points.		5
		Leading and designing professional workshops and training (may be especially relevant for primarily professional applicants), up to a max of 5 points.		5
ii.	Assessment of teaching skills, including teaching-related transferable skills, demonstrated outside a teaching context (15 points)	No assessment of teaching qualifications may rely exclusively or primarily on student evaluations.		
		Student Evaluations (must have response rate over 15% to be considered).	Excellent	15
		Teaching related transferable skills such as mentoring, supervisions, workshop facilitation, and training not counted in C.i., above.	Good	10
			Satisfactory	5
			Poor or no evidence	0
Materials such as a substantive statement of teaching philosophy, teaching awards, evidence of professional development.				

Section D: Other relevant qualifications (20 points)

i.	Qualifications directly relevant to the course	Additional degrees or professional qualifications	Excellent	20
		Faculty or professional awards	Good	15
			Satisfactory	10
		Community engagement	Limited	5
		Experience working to foster EDI in professional or community organizations and spaces	Poor or no evidence	0
		Development of education materials such as syllabi, course packs, primary source		

	<p>collections or other pedagogical material broadly related to posted course's file</p> <p>Post-doctoral experience</p> <p>Professional development/and or experience not considered in Section A, relevant to course posted.</p>		
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Section 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.
- ii. Has the PTAC identified an anomaly or trend in student survey results that has caused concern? If yes, provide details, including evidence of consultations with the Member, if applicable.

Note:

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 has resulted in a tie and will send the names of all candidates with equal points to the Dean.