

**PTAC Hiring Process – Kinesiology and Physical Education
Procedures for completing Appendix H (Assessment of CTF Candidates)**

A) Requisite Academic Qualifications (Yes/No)

YES = hold qualifications as *clearly required in the Job Posting form (see C below)*

B) Record of Teaching (0, 10, 20, 30 points)

30 (Excellent) = strong evaluations/dossier; well-organized/appropriate sample course outline

20 (Good) = strong evaluations/dossier; adequately organized/appropriate sample course outline

10 (Satisfactory) = adequate evaluations/dossier; well-organized/appropriate sample course outline

0 (Less than Satisfactory) = poor evaluations/dossier AND/OR poor/inappropriate sample course outline

C) Relevant Qualifications including Scholarship/Professional Experience (up to 25 points)

For each course, an assessment matrix will be created concurrently with the development of the posting by the PTAC (Part Time Appointment Committee). Non-PTAC members may be asked to assist in the development of the posting and assessment matrix, with final approval from the Chair required. The matrix scoring will be reflected in the job posting language and will also define the Requisite Academic Qualifications (A).

Sample: KP222 (Human Physiology)

25 = PhD in [defined field] with evidence of scholarship related to [course] content

20 = PhD in related field with evidence of scholarship related to [course] content

20 = PhD in [defined field] with minimal evidence of scholarship related to [course] content

15 = PhD in progress in [defined field] with evidence of scholarship related to [course] content

10 = PhD in progress in related field with evidence of scholarship related to course content

10 = PhD in progress in [defined field] with minimal evidence of scholarship related to [course] content

5 = PhD in related field with minimal evidence of scholarship related to [course] content

5 = PhD in unrelated field with evidence of scholarship or practice directly related to [course] content

This job posting would need to make clear a PhD is required, prioritize a PhD in physiology, and identify scholarship related to course content as an asset. If opened up to, for instance, PhD (In progress), Masters degrees, or professional degrees, then updates to both the description and assessment matrix would be required. Descriptions/assessment matrixes will be updated and revised prior to any postings.

When PTACs do not include a member familiar with the defined or related field, a “content consultant” faculty member may be asked to participate in the adjudication of the candidates’ relevant qualifications. The “content consultant” will serve as a non-voting member of the PTAC and will participate in the determination of “requisite qualifications” (A), the allocation of “relevant qualification” scores (C), and if necessary, the determination of course similarities.

D) Teaching Experience in Posted or Similar Course (0, 15, 20, 25 points)

25= Taught Posted or Similar Course more than once → senior instructor for exact course posted in job form or senior instructor for course that would be considered “exclusion” for students

20= Taught Posted or Similar Course → senior instructor for exact course posted in job form or senior instructor for course that would be considered “exclusion” for students

15= Some experience → junior instructor or graduate teaching assistant (with significant content delivery responsibilities) for exact course posted or course considered “exclusion” for students

15= Some experience → senior instructor for course covering significantly relatable content in a similar university context

15= Some experience → senior instructor for course covering significantly relatable content in a professional school context

E) Total Seniority Points (up to 20 points)

Points are awarded for ALL courses, not just those taught within Department or for similar courses.

Questions/Concerns re: Appendix H

A) No 25, 15, 5 point options...

D) No 5 or 10 point options...

E) "double dip" points with D above; unrelated teaching experience counts; other department/campus hiring decisions influence process

Sample "Relevant Qualification" Assessment Categories for C

PhD in defined field with evidence of scholarship related to course content

PhD in related field with evidence of scholarship related to course content

PhD in defined field with minimal evidence of scholarship related to course content

PhD in progress in defined field with evidence of scholarship related to course content

PhD in progress in related field with evidence of scholarship related to course content

PhD in progress in defined field with minimal evidence of scholarship related to course content

PhD in related field with minimal evidence of scholarship related to course content

PhD in unrelated field with evidence of scholarship or practice directly related to course content

Masters degree in defined field with evidence of scholarship or practice related to course content

Masters degree in related field with evidence of scholarship or practice related to course content

Masters degree in defined field with minimal evidence of scholarship or practice related to course content

Professional degree in related field with evidence of practice related to course content

Professional degree in related field with minimal evidence of practice directly related to course content

Professional designation in related field with evidence of practice related to course content

Professional designation in related field with minimal evidence of practice related to course content

CTF Hiring Process:

1. Creation (update) of Appendix H assessment matrix for specific course
2. Creation (update) of job posting for specific course relative to Appendix H assessment matrix
3. Overload opportunities offered to full-time faculty (5 days)
4. Check for CTF course seniority
5. Job posting/distribution (15 days) – required course outline sample and teaching dossier submission
6. Collection of applicant files (roster applicants, internal applicants, external applicants)
7. PTAC committee meeting – use of Appendix H (meeting minutes, Excel sheet completion)
8. Offer to candidate*

**Strongly recommended:*

The PTAC is strongly recommended to consider interviews (in person, Skype, or by phone) conducted by at least 2 representatives prior to making offers to candidates when:

- a) The first choice candidate has no prior experience teaching Laurier KPE courses
- b) Multiple candidates are considered equally capable of successfully teaching the course
- c) The first choice candidate scores are lower than expected, or has less than ideal background/experience related to the course content, yet considered a viable option