Standing Appointment Criteria Document

Template

The UWOFA Collective Agreement Article Academic Responsibilities of Members (clause 9) states that “In fulfilling their Academic Responsibilities, Members shall: ... maintain the competence required to engage effectively, and to remain current, in their discipline...” and shall “endeavor to establish a record of performance reflecting high quality, excellence and high standards in Teaching and Research, as appropriate to the Member’s Academic Responsibilities.” Responsibilities in Teaching are defined in clauses 2 and 9 of Academic Responsibilities of Members in the Faculty Collective Agreement.

Assessment for the purposes of determining whether a Member’s record of performance is “sufficiently strong” to be granted a Standing Appointment shall be made on the basis of the candidate’s record of Teaching as defined below as against the expectations and standards of the discipline and the local Unit.

In the year in which a Member becomes eligible for a Standing Appointment, the Member shall submit a Teaching Dossier, as soon as possible after February 15 and no later than March 1. It is the Member’s responsibility to provide in the Teaching Dossier sufficient detail of activities and their outcomes to enable the Appointment’s Committee to assess the Member’s performance. In the absence of a Teaching Dossier, the Official File and Annual Performance Evaluation scores will be utilized. A Member may be denied Standing Appointment if the record is insufficient to enable a proper assessment.

The Teaching Dossier shall include the following information (organized by section):

- List of courses taught in last 10 years
- Syllabi for the four most recently taught courses
- Colleague evaluation of grading practices (optional)
- Colleague summary of student comments (optional)
- Peer Evaluations (optional)
- Summary of Teacher Effectiveness ratings from the Student Evaluation Surveys (required)
- Discursive material from Student Evaluation Surveys (optional)
- Teaching Philosophy
- Teaching Innovations
- Professional Development
  - Professional affiliations (optional)
  - Teaching Support Centre Courses/Workshops
  - Professional certifications (if required by accreditation bodies)
  - Relevant research and publications (optional)
  - Scholarship of Teaching and Learning (optional)
- Educational Leadership (optional)

Other Evidence