

Faculty of Applied Science and Engineering
Divisional Guidelines for the Evaluation of Teaching Effectiveness for Promotion to Professor, Teaching Stream

All References are to the **Policy and Procedures Governing Promotions in the Teaching Stream**, December 16, 2016 (PPPTS), as well as to the **Policy and Procedures on Academic Appointments**, as amended, June 26, 2015.

A. Establishment of the Departmental/ Divisional Promotion Committee

Step 1. **Membership of the Promotion Committee**

(As per the PPPTS) “There will normally be a single departmental Promotion Committee to review candidates for promotion in the teaching stream and in the tenure stream. However, the membership of the Promotions Committee considering a teaching stream candidate will consist of at least five tenured or continuing status faculty at the rank of Professor, and/or Professor, Teaching Stream, with at least one faculty member at the rank of Professor, Teaching Stream*. Normally the Chair of the Promotions Committee will be the Chair of the department or his or her designate.” Members should be drawn from the Division or Department wherever possible, and for smaller units, from cognate departments as well.

* As per the PPPTS ”Until a sufficient number of teaching stream faculty members have attained this rank, the requirement of having a teaching stream faculty member on the committee shall be waived and the full committee shall be constituted by five (5) tenured faculty at the rank of Professor.”.

Step 2. **Annual Consideration**

“Each year the Department Chair will place before the Promotions Committee for preliminary consideration the names of all Associate Professors, Teaching Stream in the Department, together with their curricula vitae. The Committee will advise the Chair as to which faculty members should receive more detailed consideration for promotion.”

“Associate Professors, Teaching Stream may request that they be considered for promotion in any given year. Such requests are to be made in writing to the Chair of the department on or before October 15 of the calendar year preceding the possible promotion. In this case, the Promotions Committee is obliged to give the faculty member detailed consideration along with any other candidates under consideration.”

Step 3. **Notification of the Candidate**

Written notification to candidates that their Promotion Review will take place should be issued by the Chair, normally no later than October 31. The candidate must be informed of the following:

1. The text of the **Policy and Procedures on Promotion in the Teaching Stream**
2. The divisional/departmental guidelines and procedures to be used to evaluate the criteria for the promotion (this document).
3. The membership of the Promotion Committee.
4. The proposed Teaching Evaluation Committee members.
5. The requirement for the candidate to prepare and submit their dossier (as described in the following section) normally by December 1.
6. The requirement for the candidate to provide a list of three appraisers/referees who are external to the University normally by November 15. The list should include a brief statement of each referee's expertise as related to the promotion review. The Candidate may also suggest assessors, internal to the University and all appraisers must be at arm's length (i.e. no collaboration within the last six years).
7. The requirement to provide a list of up to three colleagues or collaborators who can provide letters of support.
8. If applicable, the requirement to provide a list of students whose research work has been supervised, together with their thesis topics and the dates of the period of supervision.
9. A List of former students able to speak to any of the 3 criteria and the influence or impact of the candidate on their subsequent career path.

As stated in the PPPTS, "Promotion to Professor, Teaching Stream will be granted on the basis of excellent teaching, educational leadership and/or achievement, and ongoing pedagogical / professional development, sustained over many years."

Step 4.

Documentation to be supplied by the candidate

1. A teaching portfolio. This portfolio will be used by both the teaching evaluation committee and external reviewers to assess the candidate's teaching record. The portfolio should include, as appropriate:
 - a) A list of teaching assignments over at least the past five years.
 - b) A statement of teaching interests and philosophy of approach to teaching.
 - c) A description of teaching methods and material or texts developed and/or other pedagogical vehicles utilized.
 - d) A complete list of undergraduate/graduate students, where appropriate, for whom the candidate has been the principal supervisor or co-supervisor.
 - e) A list of awards for which the candidate has been nominated and/or which have been received for teaching.
 - f) A statistical summary of teaching evaluations, including the comparison of scores with FASE and departmental averages.
 - g) Evidence of educational leadership and or achievement relating to teaching, as per Section 10 in the PPPTS. This could include pedagogical scholarship, building opportunities for industry/educational partnerships, community/service learning partnerships, or opportunities for students to participate in civic engagement. It can also include the development of collaborative or interdisciplinary teaching modalities.
 - h) Evidence of pedagogical/professional development as per item 11 in the PPPTS. For example, innovations in teaching by the candidate, such as the development of new teaching methods or new teaching materials including text books, courseware multi-media applications and undergraduate student research projects should be included. Professional practice that pertains directly to the advancement of the teaching mission of the Academic Unit and the Faculty of Applied Science and Engineering can also be included. Evidence of pedagogical/professional development can also include discipline-based scholarship in relation to, or relevant to, the field in which the faculty member teaches.
 - i) Evidence of teaching-related activity by the candidate outside of his/her classroom functions and responsibilities. Examples of such activity could be: outreach activities such as high school liaison, participation at science fairs, serving on Ministry Committees, serving the Department as Associate Chair for undergraduate studies, the administration of one or more large undergraduate courses (often with several sections) or the co-ordination of undergraduate programs at the Academic Unit level, organizing national and international student competitions or participating in student conferences. These activities could pertain to both of the criteria listed in items g) and h) listed immediately above.
2. The candidate's curriculum vitae, as described in the PPPTS. The CV is an additional opportunity for the candidate to list items relevant to both educational leadership and/or achievement, and ongoing pedagogical / professional development.
3. Supplementary material to the CV which provides a fuller picture of any area that the candidate would like to highlight that is not already covered by the teaching portfolio, particularly with regards to demonstrating impact outside of FASE or the University. This may include testimonial letters collected by the candidate and any discussion of these by way of context

NOTE: The Chair is also responsible for assisting the candidate in identifying documentation which the candidate is expected to supply.

Step 5. **Appointment of Teaching Evaluation Committee**

The Chair will establish a Teaching Evaluation Committee to prepare written evaluations relative to all three criteria that the Promotion Committee will be considering. This committee will have a minimum of two members. All members of the Teaching Evaluation Committee, with advance notice and the permission of the candidate, should normally observe the candidate (on separate occasions) in the classroom, or other appropriate teaching venue (e.g. student laboratory). If such permission to observe the class is refused by the candidate, this fact should be noted in the Committee's report. The Committee should **NOT MAKE A RECOMMENDATION EITHER FOR OR AGAINST PROMOTION**. There should be no overlap of membership on the Promotion Committee and Teaching Evaluation Committee. The Chair of the Department/Chair of the Promotion Committee must not be a member of the Teaching Evaluation Committee. The Teaching Evaluation Committee will be provided with a copy of the candidate's teaching portfolio and CV (as described above), teaching evaluations (including any student comments), letters of assessment from students (as obtained by the Chair), and a copy of the Faculty's Guidelines on the Evaluation of Teaching Effectiveness.

Step 6. **Written Assessments by Referees**

The Chair will obtain letters of reference from at least one referee from the candidate's list and from at least one additional referee chosen by him/herself. The dossier must contain a minimum of three external appraisals. As per the PPPTS: "These referees should be invited to assess the candidate's work against the Divisional Guidelines and advise whether or not the candidate's work demonstrates the achievement of excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years." The referees must **NOT** be asked to make a recommendation either for or against promotion to Professor, Teaching Stream. External referees will be provided with a copy of the candidate's updated CV, teaching portfolio, a statistical summary of teaching evaluations, this document, and a copy of the Faculty's Guidelines on the Evaluation of Teaching Effectiveness.

Step 7. **Written Assessments by Students**

The Chair will obtain letters from undergraduate and/or graduate students commenting on the candidate's ability to stimulate and challenge the intellectual capacity of students; the candidate's ability to communicate effectively; the candidate's accessibility to students; and the candidate's mastery of the subject area, and where applicable, the candidate's ability to advise research. Normally, a sample of at least 10 letters should be obtained, and addressed, in writing, to the Chair.

Step 8. **Letters of Assessment from the list provided by the candidate**

Where the candidate has provided a list of names of former students able to speak to any of the three criteria as outlined in Step 3, #9, the Chair should normally solicit confidential letters of assessment from at least 3 of these people.

Step 9. **Assembling of the Promotion Dossier**

The Chair must assemble the dossier for the departmental Promotion Committee to include the candidate's CV, teaching portfolio (both are supplied by the candidate) in addition to the following documents:

- a) Assessments by external referees (minimum of 3). The dossier must contain a separate section listing the name, title, and institution/organization of each external referee and a brief statement of their expertise and why they were chosen.
- b) Report of the Teaching Evaluation Committee
- c) Assessment Letters from students (and colleagues, if applicable) commenting on any of the three criteria for promotion
- d) Student evaluations, as comprehensive and objective as possible, along with a statistical summary of evaluations.

B. Promotions Committee Deliberation

Step 1. **Documentation to be Provided to the Promotions Committee**

The Chair shall assemble the Promotion Dossier as outlined in Section A, Step 9 (Above) and provide documentation to the Promotions Committee at least 7 days prior to the committee meeting.

Step 2. **Convening the Promotions Committee**

The Chair shall convene the Promotions Committee. Meetings are held IN CAMERA and deliberations are confidential.

Step 3. **Committee Deliberation**

The Promotions Committee shall make its decision solely on the evidence it has before it. Provision is made for recess of up to one month if additional information is required. The Committee may recommend only that promotion be granted or denied. A recommendation to promote must be approved by a majority of the members of the Committee.

A positive recommendation will result in the forwarding of the Promotion Dossier to the Decanal Promotions Committee, along with a chair's summary of the committee's discussion and the results of the vote from the committee.