



UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY
FACULTY ASSOCIATION


UOITFA Workshop

**Teaching Faculty
Continuing Appointment**

May 2019

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Teaching Faculty




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graph LR
    A[Assistant Teaching Professor] --> B[Associate Teaching Professor]
    B --> C[Senior Teaching Professor]
  
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- Part 1: The Process
- Part 2: Documentation

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- Days versus days
 - Days: business days
 - days: Monday-Sunday
- All correspondence done in writing



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Part 1: The Process

- Criteria
- Important Dates
- Review Committee
- Assessment
- Appeal process
- Grievance process

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Continuing Appointment

- Article 21 of CA
- 3 year probationary appointment
 - May elect to be considered early, after one year; unsuccessful early applicants considered again at normal time
 - May be extended on condition of exceptional personal/professional circumstances, leaves, etc.
- Appointment renewal
 - Review of performance

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Criteria

Assessment based on work at UOIT and elsewhere in:

- Teaching
- Service
- Other

Must show a clear promise of continued contribution through a record of satisfactory Teaching, Service, and Other (see Article 16.08-10).

Candidate's workload as per Article 16 taken into account in assessment of Teaching, Service, Other.

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Process

- May 15 of penultimate year
 - TF notified by Dean to initiate review process and arrange a meeting with Dean
 - Q/A
 - Review of CA
- Special circumstances
 - Postponed for a period of 1 year per leave (maternity, parental, adoption, short- and long-term disability...)

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Review Committee

- January 15th membership list proposed
 - 5 days for TF to object with reasons
 - In writing
- Members (Dean appointed)
 - Chair – selected by and from Committee
 - 3 faculty members from Faculty
 - 1 must be Tenured or Associate/Senior Teaching Professor
- Committees shall undergo employment equity training
- January 31st – list finalized & provided to TF

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Documentation

- CV
 - Including professional development
- Statement
 - 3 sections: Teaching, Service, and Other
- Teaching Dossier
- Other information*
- Provide to Dean by February 1
 - Dean gives to Review Committee

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Student Course Feedback Surveys

- Important note about student course feedback surveys:
 - *Please see Final Report and Recommendations of the Student Course Evaluation Working Group*

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Assessment

- Documentation provided by candidate
- Official file
 - Excluding disciplinary letters
- Teaching evaluation
 - In-class observation
 - Review of online components
 - Review of course materials
- May ask for additional information

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Proposed Negative Decision

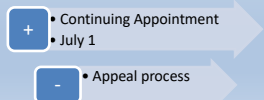
- Candidate provided with a written statement with specific reasons
- Candidate response within 10 Days
 - Written and optional oral
 - Right to FA representative in attendance
 - Assess to full contents of continuing appointment file in preparing response (identities may be redacted)
- Review Committee meets to record its recommendation

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Final Decision

- March 15: Committee's written recommendation to candidate/Dean/Provost
- March 31: Dean's written recommendation to candidate and Provost plus candidate's documentation
- Provost's recommendation and documentation to President within 10 Days
- President's recommendation within one (1) month, Board approval



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Appeal Process

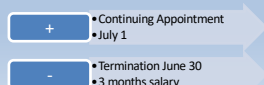
- Within 10 Days of President's recommendation
- Grounds for appeal:
 1. Alleged violation of Article 21 procedures
 2. Allegation that the candidate's Teaching, Service, and/or Other were not evaluated fairly
- Teaching Faculty Appeal Committee
 - 3 faculty members at rank of at least Associate Teaching Professor or Professor elected; 1+1 alternate appointed by Provost; all TFs eligible to vote
 - Chair elected by and from Committee membership
 - Not on original committee
 - Faculty representation maximized

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Appeal Process cont'd

- Appeal committee
 - Receives documentation
 - Meets normally within 20 Days; invites Chair of Review Committee and candidate (right to FA representative)
- Written recommendation with detailed reasons
 - *Within 20 Days*
- President considers appeal decision
- Informs candidate within 10 Days



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Grievance of Appeal Decision

- FA files on behalf of candidate
 - Commences at Step 2 (Article 11.06 b)
 - Within 10 Days of decision
- Grounds for grievance
 - Allegation of a defect in the administration or processes of the appeal process
- Arbitration:
 - If grievance upheld, newly constituted Appeal Committee reconsiders the appeal

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Part 2: The Documents

- Teaching
- Service
- Other
- Official File
- Teaching dossier
- CV
- Other information

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Components

- 70% Teaching; 20% Service; 10% Other
 - Equivalent of a maximum of seven (7) standard courses = TF course load
 - Flexibility in workload distributions may be agreed to by the Dean and TF
 - Article 16.08-10 provide examples of activities that Teaching, Service, and Other may include

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Teaching

Set in consultation with Dean.

Teaching may include but is not limited to:

- Teaching, developing and revising courses, including labs/tutorials/seminars/tutorials/fieldwork/individual study
- Preparing and revising teaching and learning materials
- Assessing and evaluating assignments, tests, examinations, course work, students' individual work (theses, projects, practica, placements, capstones, and papers)
- Training and supervising teaching assistants and lab technicians
- Supporting and consulting with students outside of class or laboratory time
- Participating in developing teaching methods, programs, course content

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Teaching cont'd

- Coordinating with colleagues on synchronizing laboratory and lecture components
- Mentoring students
- Preparing and/or designing laboratory experiments and manuals;
- Ensuring safe practices in laboratories
- Setup of laboratory equipment for teaching purposes
- Counselling students on their academic progress
- Administering student activities including co-op and community placements; coordinating practica
- Applying existing knowledge
- All other activity in which the TF member engages for the purpose of student learning.

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Service

- Chairing and participating on Faculty/University standing and ad hoc committees;
- Developing and directing academic programs;
- Taking an active role in professional associations; including the Faculty Association, and learned societies;
- Organizing/leading conferences, symposia, workshops, short courses, speaking events, public seminars, and other types of professional activities
- Taking an active role in community groups connected to area of expertise
- Taking an active role as a reviewer for journals, granting bodies, refereed conferences, publishers
- Serving on editorial boards for journals, conferences, conference proceedings, etc.
- Representing the University at internal/external events
- Mentoring colleagues, professional practice, advising students
- Administrative work

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Other

- Professional development on teaching or teaching methods and pedagogical pursuits in areas of field expertise
- Developing/coordinating materials in support of accreditation; creating/compiling documentation for accreditation/program review; coordination of accreditation
- Maintenance of lab equipment for teaching purposes
- Writing/editing/publishing in books and chapters, textbooks, journals, conference proceedings
- Conducting scholarly work, investigation, analysis
- Developing teaching materials/learning tools with wider application than individual teaching activities
- Compiling/publishing scholarly bibliographies/literary work
- Creating literary or artistic works appropriate to one's discipline
- Engaging in the scholarship of teaching

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Other

- Co-supervising graduate students' academic work
- Engaging in creative/professional practice (original design, clinical therapeutic techniques, etc.)
- Creative application of existing knowledge
- Research, including the scholarship of teaching
- Preparing/submitting research proposals/grant applications
- Receiving research grants and contracts
- Writing case studies
- Defining/designing/developing scientific/engineering systems
- Serving on editorial boards for journals/conferences/proceedings
- Taking an active role as reviewer for journals/granting bodies/referred conferences and publishers
- Writing textbooks
- Consulting

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Official File

- Article 18
- Committee has access to your official file except disciplinary letters
- **Your** review of your official file
 - email at least two days before: Krista Hester, Krista.Hester@uoit.ca
 - Read Article 18 of CA before you go.
 - No anonymous material in file; everything dated
 - 18.02 c) lists contents to be included

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Teaching Statement

Think about:

- Your beliefs about teaching
- Teaching accomplishments (nominated for awards, letters from students, course evaluations, etc.)
- Contributions to teaching (new courses, techniques, assessment, etc.)
- Background information about program (compulsory, complexity, class size, grad vs undergrad, etc.)
- Activities undertaken to improve teaching (workshops, peer observation and feedback, course evaluations, focus groups, etc.)

Do:

- Prepare an Executive Summary

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Other Statement

Think about:

- Leadership positions on committees (Executive Committee, Faculty rep on ..., FA, etc.)
- Contributions made to faculty committees
- Correlate outside community service to service inside the university

Do:

- Prepare an Executive Summary

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Overall

- How does your Teaching/Service/Other “align with UOIT or faculty goals”?
 - Check *Strategic Plan, SMA, President’s messaging*
- Circumstances that explain why things happened (gaps in cv, illness)
- Resource availability to conduct teaching

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CV Development

- See your dean for anything else wanted/needed
- Reverse chronological order
- Biographical Information
 - Name
 - Degrees
 - Employment History
 - Honours (include nominations and students who have received awards under your mentorship)
 - Professional affiliations and activities
- Scholarly and Professional Work (consistent format)

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CV Development

Teaching Activities

- Undergraduate courses
- Graduate courses
- Thesis/Projects supervised (primary or secondary)
 - Masters (name, thesis topic, dates)
 - Doctoral (name, thesis topic, dates)
 - Postdoctoral (name, topic, dates)
 - Undergraduate (name, thesis topic, dates)
- Other teaching and lectures
- Include work before coming to UOIT

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CV Development

Service and Administrative Positions

- University
- Professional (consultancies)
- Clinical
- Community
- Other

Other Relevant Information

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Teaching Dossier

- See handout
- Document and assess teaching accomplishments
- Selected works

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Other information

- Course evaluations
- Sample of work
 - PPT PDF
 - Lab manual excerpt
- Solicited/unsolicited comments
 - Emails, letters
 - Students, colleagues
- Invisible work
 - Screen shots, urls etc...

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Final package

- Many formats – no one template
 - Binder
 - Electronic
- Table of contents
- Use of charts to organize grants

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UOITFA Support

- What can we do to help?
 - Advice
 - Info about process
 - Listening ear

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