

UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY  
**FACULTY ASSOCIATION**

**Third Year Review of Teaching Faculty  
for Continuing Appointment**

Have more questions? Contact your Faculty Association: [office@uoitfa.ca](mailto:office@uoitfa.ca) - x2049

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**Teaching Faculty**

Lecturer → Senior Lecturer → Master Lecturer

- Part 1: The Process
- Part 2: Documentation

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**FYI**

- 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 19 of CA
- 3 year probationary appointment
  - May be extended by Provost on condition of exceptional personal/professional circumstances
- May be renewed after review of TF's performance
  - Review for need of position (Dean)
  - Review of performance (Dean)

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## Criteria

- Teaching
- Service/Other
- Must show a clear promise of continued contribution through a record of satisfactory Teaching and 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

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## Review Committee

- January 15<sup>th</sup> membership list proposed
  - 5 days for TF to object with reasons
  - In writing
- Members (Dean appointed)
  - Chair – Dean
  - 2 Faculty members from Faculty
    - 1 must be Tenured/Senior/Master
- January 31<sup>st</sup> – list finalized & provided to TF

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## Documentation

- CV
  - Including professional development
- Statement
  - 2 sections: Teaching & Service/Other
- Teaching Dossier
- Other information\*
- Provide to Dean by February 1
  - Dean gives to Review Committee

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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 Recommendation

- Candidate provided with a written statement with specific reasons
- Candidate response within 10 Days
  - Written and orally (optional)
  - Right to FA representative in attendance
- Review Committee meets again

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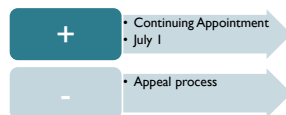
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## Final Recommendation

- March 31
  - Written decision to candidate and Provost
- Provost Review of documentation + Committee's decision
- Decision awarded within 10 Days



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## Appeal Process

- Within 10 Days
- Grounds for appeal:
  1. Alleged violation of Article 19 procedures
  2. Allegation that the candidate's Teaching and Service/Other were not evaluated properly
- Provost appoints ad-hoc committee
  - Professor (not the Dean)
  - 2 faculty members
    - 1 a Senior Lecturer
    - Not on original committee

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## Appeal Process cont'd

- Appeal committee
  - Meets with Candidate + Dean
  - FA representative invited by candidate to attend
- Decision
  - "As soon as *practically possible*"
- Provost considers appeal decision
- Informs candidate within 10 Days

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- Continuing Appointment
- July 1

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- Termination June 30
- + 3 months salary

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## Grieving the Final Decision

- FA files on behalf of candidate
  - At candidates request
  - Commences at Step 2 (Article 11)
  - Within 10 Days of Provost's decision
- Grounds for grievance
  - Allegation of a defect in the administration or processes of the appeal process only
- Binding arbitration
  - New appeal committee appointed by Provost

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## Part 2: The Documents

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

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## Components

- 80% Teaching; 20% Service/Other
  - Normally 8 standard courses = TF teaching load
  - 15% flexibility
- Workload reports

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## Teaching Assignment

Set in consultation with Dean

Teaching may include some or all of the following (*but is not limited to*):

- Teaching courses/tutorials, preparing and grading assignments, examinations and course material, providing a course syllabus in prescribed form to the Dean prior to the beginning of each course
- Instruction of labs, preparing and/or designing laboratory experiments including lab manuals;
- Conducting seminars;
- Supervising fieldwork and individual and group study projects;
- Guiding and evaluating students' individual work, such as theses, projects and papers;

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### Teaching Assignment cont'd

- Supervising the work of teaching assistants, markers and laboratory instructors;
- Preparing instructional materials and course notes;
- Providing individual student consultations outside of class or laboratory time;
- Participating in the development of teaching methods, programs or course content;
- Providing students with advice on their academic progress;
- All other activity in which the TF member engages for the purpose of preparing courses and seminars

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### Service/Other

- chairing and participating on Faculty standing and ad hoc committees;
- chairing and participating on University standing and ad hoc committees;
- developing academic programs;
- directing academic programs;
- administering student activities including co-op and community placements;
- advising students;
- taking an active role in professional associations; including the Faculty Association, and learned societies; ...

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### Service/Other

- taking an active role as a reviewer for journals, granting bodies, refereed conferences and publishers;
- serving on editorial boards for journals, conferences, conference proceedings, etc.;
- organizing and/or leading conferences, symposia, workshops, short courses, speaking events, public seminars, and other types of professional activities;
- taking an active role in community groups that are connected to the TF's area of expertise;
- representing the University at internal and/or external events and on external organizations; and
- mentoring colleagues

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## Official File

- Article 18
- Committee has access to your official file except disciplinary letters
- **Your** review of your official file
  - In Provost office: email Caitlin Crompton
  - 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 Dossier

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

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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 and Service/ Other “align with UOIT or faculty goals”?
  - Check *Strategic Plan*
- Circumstances that explain why things happened (gaps in CV, illness)
- Resource availability to conduct teaching

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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
- See your Dean for anything else wanted/needed

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## CV Development

### Service and Administrative Positions

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

### Other Relevant Information

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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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**How can the FA help you?**

- Advice
- Info about process
- Listening ear

Denise Martins - Executive Assistant  
Christine McLaughlin - Executive Director

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