

Department of Community Health

Part-time Appointment Committee (PTAC) Rubric for Appendix H

This rubric is a general guideline for the Community Health PTAC to use in the hiring process for Contract Teaching Faculty.

Appendix H		Notes	Rubric
(a) Requisite academic qualifications		Be sure to include all acceptable qualifications in the posting	No rubric required
(b) Teaching experience in the posted, similar or substantially similar course	<ul style="list-style-type: none"> • Student evaluations in the posted, similar or substantially similar course • (up to 15 points) 	<p><u>PTAC uses:</u> The same course code, similar course description, course exclusions in the academic calendar, similar syllabi, etc. is used as evidence of similarity</p> <p>Candidate’s CV, teaching dossier, letters of reference, and any other information specific to the posted, similar or substantially similar course including TA experience, online teaching and team-teaching</p> <p>More weight is given to full instruction of a course (in person or online) verses teaching assistant experience if a candidate’s only experience was as a TA</p>	<p>Candidates for a posting are ranked on a scale from 0 to 15 and relative to each other specifically for the posted, similar, or substantially similar course. While it is a scale and relative to other candidates, it would be expected that scores be approximately:</p> <p>15: For outstanding teaching including consistent institutional evaluations with medians of 7, and/or exceptional feedback from students outlined in a dossier or letters of reference. A teaching accolade/award specific to the posted or similar course. Documentation provides evidence of exceptional teaching.</p> <p>12: For excellent teaching including institutional evaluations with consistent medians of 6 or higher, and/or excellent feedback from students outlined in a dossier or letters of reference. Documentation provides evidence of excellent teaching</p> <p>8: For good teaching with consistent medians of 5 and 6 and/or good feedback from students outlined in a dossier or letters of reference.</p> <p>0: For teaching with consistent medians less than 5 and no other evidence of teaching feedback.</p>

	<ul style="list-style-type: none"> • Seniority points in the posted, similar of substantially similar course • (up to 5 points) 	*Seniority points ONLY for posted, similar or substantially similar courses	No rubric required
(c) Overall record of teaching	<ul style="list-style-type: none"> • Student evaluations • (up to 15 points) 	<p><u>PTAC uses:</u> The university student evaluations from any institution</p> <p>The rubric refers to scores relevant to WLU's evaluations but PTAC will convert candidates other institutional scores to their equivalents</p>	<p>Candidates for a posting are ranked on a scale from 0 to 15 and relative to each other regarding their overall teaching. While it is a scale and relative to other candidates, it would be expected that scores be approximately:</p> <p>15: For outstanding teaching with consistent institutional evaluations with medians of 7</p> <p>12: For excellent teaching with consistent institutional evaluations with medians of 6 or higher</p> <p>8: For good teaching with consistent institutional medians of 5 and 6</p> <p>0: For teaching with consistent institutional medians less than 5</p> <p><u>Note: for courses taught during the Covid-19 pandemic every effort will be made by the committee to balance scores with additional factors, including movement to remote teaching, family caregiving and other novel pandemic-related features that may have impacted teaching scores</u></p>
	<ul style="list-style-type: none"> • Teaching dossier or other supporting documents • (up to 20 points) 	<p><u>PTAC uses:</u> Candidate's cover letter, CV, teaching dossier and letters of reference as evidence</p>	<p>Candidates for a posting are ranked on a scale from 0 to 20 and relative to each other. While it is a scale and relative to other candidates, it would be expected that scores be approximately:</p>

			<p>20: For candidate demonstrating outstanding teaching with external teaching certificate(s)/degree, has undertaken teaching workshops, the recipient of teaching award(s), been nominated for teaching award(s), wide range of teaching experience, possibly scholarship in teaching and learning, teaching dossier supplied with evidence of exceptional teaching</p> <p>15: For candidate demonstrating excellent teaching with possibly external teaching certificate(s), some evidence of professional development in teaching practice such as workshops, possibly teaching award nominations, possibly scholarship in teaching and learning, a range of teaching experience, teaching dossier supplied with evidence of excellent teaching</p> <p>10: For candidate demonstrating good teaching with but limited professional development in teaching or in the distant past, and limited teaching experience, no scholarship in teaching and learning</p> <p>0: For candidate that does not submit a teaching dossier, or a poorly prepared dossier, has a very limited range of teaching experience, has no teaching workshops or external teaching certificates</p>
	<ul style="list-style-type: none"> • Total seniority points • (up to 15 points) 	All seniority points	No rubric required
(d) Relevant qualifications including scholarship in the field, professional experience, pedagogical development,	<ul style="list-style-type: none"> • Qualifications this section must be directly relevant to the position advertised 	<u>PTAC uses:</u> Candidate's cover letter and CV, submitted syllabi, teaching dossier, letters of reference and any other documentation	Candidates for a posting are ranked on a scale from 0 to 30 and relative to each other . While it is a scale and relative to other candidates, it would be expected that scores be approximately:

<p>development of course materials</p>	<ul style="list-style-type: none"> Indicate the candidate's qualifications and experience (up to 30 points) 	<p>provided that can be considered as evidence of relevant qualifications</p> <p>Publications can include but are not limited to: books, chapters, journal articles, newspaper articles, etc. Other relevant scholarship can include but are not limited to: conference presentations, guest-lectures, etc.</p>	<p>30: For candidate with an outstanding research profile, numerous recent publications/scholarship in relevant field, scholarships received, recent academic awards, member of academic society-ies, conference attendance/involvement, relevant professional experience, relevant pedagogical development, academic or scholarly leadership in the relevant area and/or relevant service and program development</p> <p>25: For candidate with an excellent research profile, a few recent publications/scholarship in relevant field, scholarships received, recent academic awards, member of academic society-ies, conference attendance/involvement, relevant professional experience, relevant pedagogical development, academic or scholarly leadership in the relevant area, and/or relevant service and program development</p> <p>20: For a candidate with a good research profile, some recent publications/scholarship in a relevant field, scholarships received, possibly academic awards even in distant past, member or academic society, and/or conference attendance/involvement</p> <p>15: For a candidate with a good research profile, some publications/scholarship in the relevant field and professional experience, and/or conference attendance</p> <p>10: For a candidate with a good research profile, some scholarship in the relevant field</p>
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