

Rubric for Appendix H - Lyle S Hallman Faculty of Social Work MSW

Assessment of CTF Candidates under 2019-2022 Collective Agreement

Article 13.6.1

Information used in the assessment:

List all sources of information used to assess the candidate, including curriculum vitae; teaching dossier; student evaluations from WLU; student evaluations from another institution(s); the Member's Official File, if applicable; evaluations of Member's performance under Article 10, if applicable; any other information provided by the candidate

a) Requisite Academic Qualifications, as per the Collective Agreement:

The applicant has the requisite academic qualifications for the position as posted, i.e., the relevant academic degree or certificate, education in the academic specialty, and/or the appropriate professional training and experience.

Minimum degree: Master degree in a relevant field (e.g. MSW, MEd, MA), PhD an asset

YES/NO

Does the applicant have the requisite academic qualifications for the appointment as posted, i.e., the relevant academic degree or certificate, education in the academic specialty, and/or the appropriate professional training and experience?

Departments shall specify, in the posting for the appointment, the minimum degree necessary for the appointment and specify the area or field for the required degree.

Departments may also specify recognized professional degrees or designations or specialized training (e.g., LLB, BEd, CA, language proficiency).

If the applicant does not have the requisite academic qualifications for the position as posted, they shall not be considered for the position.

b) Teaching experience in the posted course or similar or substantially similar courses(s) maximum 20 points

The assessment of the candidate's teaching experience shall be based on the candidate's university student evaluations under Article 19, or the equivalent from another institution, the candidate's CV, teaching dossier, and any other information submitted by the candidate.

Similar courses: to be determined by PTAC; experience in similar courses may also include TA experience, Online teaching [for online courses], and team-teaching.

Substantially similar courses(s) may include a course that appears in the Academic Calendar as course exclusion or a course that encompasses substantially similar subject matter with the same or similar assessment techniques.

***Similar course**

- If from other university or college, PTAC needs the course description and /or course outline of the course that is being considered similar
- Assessment will include how much material the course covered that is similar to the FSW course
- TA experience can count as 'some experience in similar course' if the TAship was for the same course as posted or a similar one

Other information (not student evaluations) to be included in teaching experience: candidate's CV, teaching dossier, and any other information submitted by the candidate.

Other Information	Points
Same or Similar course taught or TA'ed (information from cv, teaching dossier or any other information)	Up to 10
Teaching same or similar course in same delivery format	Up to 5

(I) student evaluations in the posted course or similar or substantially similar courses(s) (up to 15)

- Excellent scores: **Recent scores at WLU or elsewhere** are consistently well above department norms.
- Good scores: **Recent scores at WLU or elsewhere** are mostly above but not well above relevant norms.
- Satisfactory: **Recent scores at WLU or elsewhere** are mostly at the departmental average or slightly below, but not well below relevant norms.
- Non-satisfactory: **Recent scores at WLU or elsewhere** are mostly well below relevant norms.

Category	Recent scores	Points
Less than satisfactory performance	(less than 5.0)	0- 4
Satisfactory performance	(5.0 - 5.7)	5-9
Good Level of performance	(5.8 - 6.4)	10-14
Excellent performance	(6.5 - 7.0)	15

Note: Up to the last 4 years are considered 'recent'

(II) Seniority points in the posted course or similar or substantially similar course(s) **(up to 5) (should not be recounted for C (III) – total seniority points)**

c) Overall record of teaching (Max 50 points):

*The assessment of the candidate's teaching record shall be based on the candidate's university student evaluations under Article 19, or the equivalent from another institution, the candidate's CV, teaching dossier, and any other information submitted by the candidate. The candidate is invited to include in their teaching dossier **any relevant lived experience** related to the posted course.*

(I) Student evaluations: in overall previous/recent courses (up to 15)

- Excellent scores: **Recent scores at WLU or elsewhere** are consistently well above department norms.
- Good scores: **Recent scores at WLU or elsewhere** are mostly above but not well above relevant norms.
- Satisfactory: **Recent scores at WLU or elsewhere** are mostly at the departmental average or slightly below, but not well below relevant norms.
- Non-satisfactory: **Recent scores at WLU or elsewhere** are mostly well below relevant norms.

Category	Recent scores	Points
Less than satisfactory performance	(less than 5.0)	0-4
Satisfactory performance	(5.0 – 5.7)	5-9
Good Level of performance	(5.8 – 6.4)	10-14
Excellent performance	(6.5 – 7.0)	15

(II) Assessment of teaching dossier or other supporting documents (up to 20)

Assessment of Teaching Materials (brief teaching dossier, CV, students' written feedback, and other information submitted by candidate)

15-20 points: Excellent materials. Materials are clear and provide evidence the instructor has made effective attempts to engage and

challenge students and is teaching relevant, up-to-date content. Teaching materials explicitly address and fully reflect the FSW's emphasis on the integration of knowledge, theory and practice within a framework that promotes the advancement of equity, inclusivity, reflexivity and social justice. Ideally a 1-page statement that demonstrates engagement with equity, diversity and inclusion (EDI), Indigeneity and decolonization is included.

10-15 points : *Satisfactory materials.* Materials are clear and provide evidence the instructor has made attempts to engage and challenge students and overall is teaching relevant, up-to-date content. Teaching materials explicitly address and partially reflect the FSW's emphasis on the integration of knowledge, theory and practice within a framework that promotes the advancement of equity, inclusivity, reflexivity and social justice. Ideally a 1-page statement that demonstrates engagement with EDI, Indigeneity and decolonization is included.

0-10 points : *Unsatisfactory materials.* Materials are unclear and/or do not provide evidence the instructor has made attempts to engage and challenge students and is teaching relevant, up-to-date content. Teaching materials do not reflect the FSW's emphasis on the integration of knowledge, theory and practice within a framework that promotes the advancement of equity, inclusivity, reflexivity and social justice

(III) Seniority points in total (up to 15) Points will be equal to the seniority point listing up to a maximum of 15 points.

d) Relevant qualifications including: scholarship in the field and/or relevant professional experience, lived experience, pedagogical development, development course materials (maximum 30 points)

Qualifications under this section must be directly relevant to the position advertised. A candidate's CV, teaching dossier and any other relevant materials provided by the candidate may be considered in this category. Indicate the candidate's qualifications and experience. Award points cumulatively according to the following scoring system. Each item must be "directly relevant to the position/course advertised."*

'Professional qualifications' include paid and unpaid work experience representing the diversity of social work practice across the micro, mezzo and macro levels, including social justice/equity related activities

Category	Points/ item	Maximum points/ category
1) Academic Qualifications		
Book-scholarly monograph	10	20
Co-edited scholarly book	10	20
Peer-reviewed article	5	20

Category	Points/ item	Maximum points/ category
Book chapter	5	10
Doctoral dissertation	10	10
Comprehensive Paper	5	5
Conference presentation (per unique paper)	2.5	10
Arts-based/creative arts products	5	10
2) Professional qualifications		
Paid work experience in relevant field	10-20	20
Unpaid work in areas relevant to the course	5-10	10
Evidence of ongoing professional development	2-5	5
3) Teaching qualifications/contributions		
Development of course(s) : syllabus and full content	5	10
Development of pedagogical tools, e.g. class activities, lessons plans	5	10
Evidence of ongoing training, development of teaching skills	2-5	5
Other (relevant/ specific to course)	As assessed by the committee. Include description.	As assessed by the committee. Include description.

***While points will normally be awarded as indicated by the table above, the committee reserves the right to assign points other than those indicated by this rubric when this is justified by elements of the information used for assessment.**

TOTAL POINTS = 100 = a) + b) 50 +c) 20 + d) 30)

e) Comments for the Dean's consideration (optional)

Awarding of a course is subject to a Member's success in meeting the duties and responsibilities in Article 16. In this section, the PTAC may submit comments or express concerns regarding the candidate.

In the event of a tie, the collective agreement provides:

****The following is existing language and may be replaced with the revised equity process****

Tie Breaker Language: -

If all is equal:

1. Member who has taught the posted course before shall be offered the appt. If this is insufficient, then

2. Member with most seniority points in the course shall be offered the course. If this is insufficient, then

3. a candidate who has self-identified through the recruitment process, as a member of an equity seeking group (Indigenous, racialized, female, having a Disability, and/or a sexual or gender minority), shall be awarded the course. If this is insufficient, then

4. Dean shall make the appointment by lot

Move through 1 to 4 until the appointment is determined