

ALES Faculty Evaluation Committee Report for 2018/19 (July – June) Annual Reports

The ALES Faculty Evaluation Committee (FEC) met on January 29th and 30th, 2020. This report provides some reflections on this year's annual reporting process and summarizes the FEC process and outcomes. The report also outlines the changes to come for the 2019/20 reporting period (July 2019 to June 2020).

Reflections from the FEC Discussions

Every year the ALES FEC is impressed with the remarkable way that Faculty members engage in teaching, research and service. The enthusiasm and productivity of our Faculty is amazing. We are also struck by the diversity of ways that our Faculty strive to improve teaching, graduate student supervision, research outcomes and knowledge exchange processes. Being a member of FEC is an eye-opening experience that illustrates the excellence in creativity and scholarship.

This was ALES second year (and first full year) using the FAR online system of reporting. Once again, the system worked quite well in general. There are always a few things that don't function as well, and improvements to be made. However, our general impression is that the online reporting transition has been a success. There will be more changes in the coming year as the FAR system goes through a campus wide upgrade, and as ALES fine-tunes questions to our specific scholarly situations. As in previous years, FEC welcomes comments from Faculty members on the FAR system. Please send any comments to the FEC Chair, or any of the FEC members (listed at the end of this document).

This was also our first year of reporting on an academic year basis (rather than calendar year). And it was the first time we reviewed all tenure and promotion cases in the October meeting. From our perspective the process has gone well and we are now fully on the academic year reporting basis, as are almost all Faculties across campus.

Changes to FAR

As noted above, changes to FAR are being made by the university, and changes to FAR arising from the ALES FEC process will be incorporated.

- The FAR interface will look slightly different from previous years (although all your previous information should be retained).
- FAR will **only** use the ORCID ID (<https://orcid.org/>) to uniquely identify publications to include in the report. Having an ORCID ID will make it easier to list papers as the ORCID ID will facilitate search in Scopus and Web of Science.
- Manual entry of courses will no longer be supported. This means that all instructor information must be in Beartracks to be included in the regular course sections of FAR.

- USRI (Universal Student Ratings of Instruction) scores will be automatically included in the annual report. (Note that there will be no reports of USRIs for the winter term because of the COVID-19 situation that precluded collection of USRIs).

Regarding the “end of term questionnaires” that were offered to instructors for winter 2020, these cannot be used in evaluation. AASUA and the University made the following statement “*With respect to the use of the "End of Term Questionnaires", we have confirmed that the data collected by the University will be provided only to the Instructor and will not be provided to students nor used by Administration in any way nor used in any evaluation process. We further agreed that allowing some members to use this information would create an inconsistency with respect to evaluations if Instructors were able to selectively share comments and/or if Instructors were unaware that they could do so when their colleagues had.*”

Composition of FEC: As approved at Faculty Council, the composition of FEC has changed. Each department must have at least one member among the elected members of FEC, and there will be one additional member elected “at large.” Because two elected members will reach the end of their terms on June 30, 2020, there will be an election for new members. Appendix A of this report outlines the process for elections, and renewal of FEC members, for the coming year.

Areas for Faculty to Consider Prior to Completion of their Reports: Every year there are a number of issues that FEC observes in the completion of annual reports that could be improved upon. These items are described in Appendix B. Additional information will be provided in a revised guide for completion of annual reports.

Important: Due Dates for Annual Reports in 2020: In 2020 ALES will be reporting on the period July 1, 2019 to June 30, 2020. Individuals can begin filling in their annual reports as soon as the form is ready. FAR is expected to open in mid-May. Please watch for an email indicating that the reporting period has opened.

The expected due date for the 2019/20 July – June reports will be in September, 2020. Specific dates will be provided by your Department Chair.

Predatory Journals: This has been the subject of ongoing discussion at FEC. There continue to be concerns about publishing in journals that appear to be predatory, and being on editorial boards of such journals. However, identifying predatory journals is difficult. As mentioned last year: *At the least Faculty members should ensure that they are aware of the reputational risk associated with publishing in, or being an editor of, a predatory journal and make sure their students and postdoctoral fellows are also aware. Faculty members can also contact their Department Chairs or the FEC Chair for additional information.*

Evaluation of Teaching: This year FEC established a sub-committee to review the evaluation of teaching. The committee has reviewed materials from various other institutions, and some members have met with a representative from the Centre for Teaching and Learning regarding the development of a peer-evaluator system as one option for assessment. The impact of the COVID-19 crisis on teaching will also

be a factor that FEC will have to assess given the enormous effort required by faculty to change to online / remote teaching, and the fact that URSIs will not be available for the Winter 2020 term. ALES FEC will work with Faculty Relations and other groups on campus to ensure that assessment of teaching over this past year recognizes Faculty contributions and treats Faculty members fairly. The ALES FEC sub-committee will provide a report to FEC and Faculty Council with its findings.

Evaluation of Service: In addition to the evaluation of teaching, ALES FEC wishes to examine guidelines for the evaluation of service. A sub-committee was also established to review service and will provide comments back to FEC and Faculty Council.

FEC Processes and the COVID-19 Situation: At the time of writing, the impact of the COVID-19 situation on FEC processes has not been finalized. Changes to probationary periods and sabbaticals have been announced. However, there has been no announcement regarding “regular” FEC processes for merit evaluation. At this time we recommend that Faculty members continue to prepare for the submission of an annual report (on FAR) in the Fall. We will inform you of any updates as soon as possible.

If you have any questions or comments please feel free to contact Vic Adamowicz, FEC Chair.

2019 FEC Membership

Vic Adamowicz, Vice Dean, (FEC Committee Chair)

Ellen Macdonald, Chair, Renewable Resources

John Parkins, Chair, Resource Economics and Environmental Sociology

Ruurd Zijlstra, Chair, Agricultural, Food & Nutritional Science

Deanna Williamson, Chair, Human Ecology

Solina Richter, External Representative (President Review Committee)

Eric Flaim External Representative (FSO)

Kelly MacFarlane, External Representative (ATS)

Elected Members

Nat Kav, Professor, AFNS (until June 2020)

Scott Jeffrey, Professor, REES (until June 2020)

Rhonda Bell, AFNS (until June 2022)

Rhonda Breitzkreuz, HE (until June 2022)

Sylvie Quideau, RENR (until June 2022)

Administrative Support (ex officio)

Shayantani Sarkar, ALES Human Resources Manager

Rehana Bennett, ALES Executive Assistant

Process and Outcomes

The ALES FEC is made up of the Vice Dean (Chair), four Department Chairs, five elected members, a representative from the President's Review Committee (PRC), a Faculty Service Officer (FSO) representative and an Academic Teaching Staff (ATS) representative. The PRC, FSO and ATS representatives are not from ALES. The Dean also attends FEC to report on Faculty members for whom he has supervisory responsibility, and to participate in discussions about the FEC process and potential improvements. Two individuals from the Dean's office provide administrative support.

At the October FEC meeting, tenure and promotion cases were reviewed, as well as sabbatical applications. At the February meeting, FEC reviewed FSO and ATS annual reports and assistant, associate and full professor annual reports. This year there were:

- 3 Faculty members were granted tenure, and 6 were promoted to Full Professor – Congratulations!
- 10 Faculty Service Officer annual reports
- 1 Academic Teaching Staff annual report
- 10 Assistant Professor reports
- 34 Associate Professor reports
- 59 Full Professor reports
- The Dean also evaluated the 4 Department Chairs, 3 Associate Deans and one Special Advisor to the Dean; this evaluation is done outside of the regular FEC process, but the increments for this group are from the ALES allocation.

The increment pool available to ALES is calculated as the number of eligible Faculty member times 1.2 merit increments (Faculty members at ceiling are not included in the calculation). The same formula is applied to ATS and FSOs¹. Reports are assessed on all three areas (teaching, research and service/admin) based on the nature of the appointment (i.e., split of responsibilities) and rank/seniority, taking into account disciplinary differences.

When making initial increment recommendations, Chairs were asked to achieve a target of 1.18 increments per eligible Faculty member. Awards of one increment were given to 28% of faculty, 1.25 increments were awarded to 33% of faculty, 1.50 was awarded to 20% and 1.75 increments were awarded to 2.8% of faculty.² Some increments below 1.0 were also awarded. Relative to the initial recommendation from Department Chairs, FEC increased five increment awards and decreased six.

¹ Since there are only a small number of ATS and FSOs and some are at their salary (and increment) ceiling, this report will not provide statistics on the ATS and FSO increment allocation (to protect privacy).

² Faculty members at ceiling are not included in calculating these percentages.

APPENDIX A.

FEC Membership Election

In June 2020 two elected members from AFNS and REES will complete their terms. We thank Nat Kav (AFNS) and Scott Jeffrey (REES) for their outstanding service on FEC!

There will be an election for two FEC members. The new Faculty Guidelines state that FEC must have a total of five elected representatives, with at least one elected representative from each department. Following the completion of Scott Jeffrey's term there will be no representative from REES (but there will be members remaining from the three other departments). The election will be conducted as outlined below.

Election Process: There will be a call for nominations in mid May 2020. Any tenured faculty member can be nominated (and must agree to stand for election), or can self-nominate. All nominees must provide a short biography.

All eligible Faculty members will be asked to vote for **two** candidates. The candidate from REES with the highest number of votes will be elected to FEC. Following this, the candidate (from any department) with the highest number of votes overall will be elected to FEC. This will result in five elected members on FEC, with at least one from each department.

APPENDIX B.

Here are a few issues associated with the completion of annual reports that were identified during FEC discussions this year:

- When reporting on courses please report contact hours as the number of hours in the class / lab / seminar, and not hours outside of the classroom (e.g. advising students, etc.). In almost all cases the maximum contact hours possible is 39. Ensure that your contact hours are less than or equal to 39.
- Please report whether you supervised the lab sessions (or not)
- Please provide some reflection / evaluation of teaching. If there are student concerns or issues identified, speak to them in the reflections.
- Please check the committees that you are on and report the dates of committee membership.
- Do not include presentation abstracts in the report of presentations.
- Other than sabbatical reports, there should be no attachments included with the annual report unless requested by the Department Chair.
- For graduate students, please report if the committee met this reporting period, and report how often you, as a supervisor, have met with the student.
- Supplementary Professional Activities (SPA) should be reported for any activities that fall into the Faculty definition of SPA (see Faculty FEC Guidelines), such as formal consulting activities (paid or unpaid), teaching beyond allocated teaching, expert witness activities, etc.
- SPA should not include, for example, reviewing journal articles and extension presentations. These activities are scholarly activities that should be included in the annual report in the relevant sections.
- If parental, maternity or other leaves occur during the reporting period, please contact your Department Chair as soon as possible regarding whether the report will be evaluated by FEC or whether a non-adjudicated increment will be awarded.