



## **ALES Faculty Evaluation Committee Report for 2019-2020 (July – June) Annual Reports**

This was an unusual year for the ALES Faculty Evaluation Committee (FEC). FEC met on January 27th, 2021 to discuss the few cases that were not covered by the letter of understanding (LOU) on Covid Non-adjudicated Increments (CNAI). FEC met again on May 6 to address requests for review of CNAIs. Because the majority of individuals received a CNAI this year, this report will not discuss the FEC outcomes. The report will focus on suggestions for the 2020-21 reporting period and some changes to expect in the coming year.

### **Reflections from the FEC Discussions**

While FEC did not review all annual reports this year, tenure and promotion decisions were made and FEC met to discuss possible changes to the Faculty Guidelines and other processes. ALES continues to use the FAR online system of reporting. There are always a few “glitches” and this year was no different, but overall the system seems to be working quite well. There will be changes to FAR this year, but they will mostly be items that will not affect its use in reporting. There are plans in place to examine the format of the output from FAR (to make it more readable) and there are plans to include a method for faculty to report on how the Covid-19 pandemic has affected their scholarship. Faculty members will be notified of any significant changes. Substantive changes (like the statement of pandemic impacts) will be brought to Faculty Council. The process for the statement of pandemic impacts was approved by Faculty Council on June 10. 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).

Due Dates for Annual Reports in 2021: In 2021 ALES will be reporting on the period July 1, 2020 to June 30, 2021. Individuals can begin filling in their annual reports now as the form is ready and FAR is open. If you have any difficulties opening FAR or using the system, please contact the FEC chair.

The expected due date for the 2020/21 July – June reports will be in September, 2021. Specific dates will be provided by your Department Chair.

Evaluation of Teaching: FEC continues to explore the evaluation of teaching and developing updates to our faculty guidelines. We expect to bring a revised description of the evaluation of teaching to Faculty Council in the upcoming academic 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. The new updated version of the ALES Faculty Annual Report User Guide provides information for faculty members to support the completion of their reports. Please refer to this guide when completing your report.



## Teaching

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 classroom contact hours possible is 39. Ensure that your contact hours reflect the hours in the 13 week term that are spent in the class / lab / seminar.

Please provide reflections / evaluation of teaching. If there are student concerns or issues identified, speak to them in the reflections. Various methods of evaluation beyond student questionnaires (USRIs) are available. Please note that the collective agreement states: “The standards for evaluation of teaching performance shall be broadly based, including course content, course design and performance in the classroom. Such evaluation may take into account information such as statistical summaries of responses to student questionnaires, comprehensive reviews of student commentary; reviews by peers, reviews by administrative officials and reviews of teaching dossiers and other materials provided by the Academic Faculty member. Evaluation of teaching shall be multi-faceted and, in particular, shall not be based primarily on any one method of evaluation.”

If you are using self-evaluation of teaching, please provide an outline of the goals of the course taught, the methods of evaluation used, evidence used to evaluate whether goals were met, and outline any changes to be made to the course. Self-evaluations can be included as informal methods of evaluation. Please indicate the course name/number in each box.

When reporting on graduate student supervision, please report if the committee met this reporting period, and report how often you, as a supervisor, have met with the student.

## Research and Creative Output

### Journal Papers

Please do not include outputs that are submitted, under review, or in press (and not e-published) as a listing in the Journal Papers or related sections. Include a summary of papers in press, submitted, etc. in the Other Research Activities section.

Category of publication: Each journal paper must have a Category indicated. For papers published in scientific journals it is recommended that the Category of “Research Article” be used. This is a “regular” scientific publication. The category “journal publication” may include abstracts, proceedings papers, and other items that appear in journals.

### Presentations and Colloquia

Do not include presentation abstracts in the report of presentations.



Please do not include presentations / colloquia that are in submission, in revision or rejected. Summarize this information on presentations / colloquia and include this information in “Other Research Activity”.

### **Research / scholarly related community engagement and relationship management**

Please describe activities related to research relationship management, community engagement in research and professional development activities associated with research / creative outputs.

### **Other Research Activity**

This section should include ongoing research and creative activities that have not yet resulted in research and creative output, or have not been included in the other Research and Creative Output sections of the report, such as

- Papers that are under review, in press, submitted, etc.
- Presentations that are under review, etc.
- Development of research grants (under review or in preparation) or unsuccessful grant applications .

### **Funding and Engagement**

Please do not include unsuccessful or “in submission” grant applications in this section. Include a summary of such activity in the Other Research and Creative Output section above.

Please do not include startup funds, general research funds, lab accounts, or similar funds in this section.

### **Service**

Please try to list your service categories in your report so that, for example, department level service activities are grouped together, faculty level activities are grouped, etc. The system presents the activities in the order that they are entered into the report, and it does not appear that they can be sorted after they have been entered.

Please check the committees that you are on and report the dates of committee membership.

### **Supplementary Professional Activity**

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.



## **General**

Other than sabbatical reports, there should be no attachments included with the annual report unless requested by the Department Chair.

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.

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



## **2020/21 FEC Membership**

Vic Adamowicz, Vice Dean, (FEC Committee Chair)

Ellen Macdonald, Chair, Renewable Resources

John Parkins, Chair, Resource Economics and Environmental Sociology

Spencer Proctor, Interim 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

Rhonda Bell, AFNS (until June 2022)

Rhonda Breitzkreuz, HE (until June 2022)

Sylvie Quideau, RENR (until June 2022)

Heather Bruce AFNS (until June 2023)

Sandeep Mohapatra REES (until June 2023)

Administrative Support (ex officio)

Shayantani Sarkar, ALES Human Resources Manager

Rehana Bennett, ALES Executive Assistant