

Faculty of Agricultural, Life and Environmental Sciences

The University of Alberta

Guidelines for Evaluation of  
Academic Teaching Staff (ATS)

*Discussed at Faculty Council of the Faculty of Agricultural, Life and Environmental Sciences  
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**APPROVED BY Members of the Faculty - September 25, 2019**

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**1. Introduction**

In accordance with the Collective Agreement between the Board and the AASUA (specifically Schedule D – Academic Teaching Staff or ATS) it is required that the Faculty develop standards to assess the activity of individual ATS members to reach decisions about evaluation, salary increments, ranks, and promotions. This document is intended to establish these criteria, and also to provide guidelines to ATS members about expectations for career advancement.

**2. Overview: ATS Appointment Categories (Article D1.01)**

*a) “Academic Teaching Staff” (or “ATS Member”) means a person who has been appointed under Schedule D to a position with teaching and/or teaching-related responsibilities on the academic staff*

*of the University (where teaching shall involve University credit courses) and where the funding source permits payment of such responsibilities.*

- b) "Career Status" means an appointment to a full-time or part-time position without a fixed term, but is subject to layoff in accordance with Article D.8.*
- c) "Rank" means one of:
  - i. Full Lecturer; ii.*
  - Associate Lecturer; or*
  - iii. Assistant Lecturer.**
- d) "Fixed-Term Status" means an appointment to a position categorized as Term 12 ("T12"), Term Recurring ("TR") or Term, as those terms are defined herein.*
- e) "Term 12" or "T12" means an appointment to a full-time or part-time position for an appointment period from 12 months to a maximum of 6 years.*
- f) "Term Recurring" or "TR" means an appointment to a full-time position for an appointment period from 24 months to a maximum of 6 years, and where the appointment period consists of recurring active workload sessions of 8, 9, 10 or 11 months in duration within each year of the appointment period and recurring inactive sessions comprising the remainder of the months within each year of the appointment period.*
- g) "Term" means an appointment to a full-time or part-time position, and either within a single teaching term (Fall, Winter, Spring, or Summer), or within 2 or 3 consecutive teaching terms where the total appointment period is less than 12 months.*

### **3. Evaluation Process**

- a. ATS members appointed as Term (part-time) or Term (with an appointment period of 8 months or less) will be evaluated annually by their Department Chair who shall submit recommendations to the Dean. The ATS member will provide the Department Chair with a report based on the relevant sections of the FAR reporting system (e.g. teaching).
- b. ATS members appointed as Term (full-time for 9, 10 or 11 months), Term 12 or Career will be evaluated by the Department Chair who shall submit recommendations to an "Augmented FEC" (Article D6.02.1). These individuals will be included in an increment pool in accordance with D6.11. Details on evaluation of this group of ATS members is provided below.

#### Evaluation of Full Time TR members with appointments greater than 8 months, full-time T12 members and full-time Career Status members:

The ALES Faculty Evaluation Committee will conduct the evaluation of ATS members appointed as Term (full-time for 9, 10 or 11 months), Term 12 or Career. In accordance with Article D6.02.1, the FEC will be augmented through the addition of one internal and one external ATS member for the evaluation of ATS

members. The external ATS member will be appointed by the Office of the Provost through Faculty Relations. The internal ATS member will be elected by the ATS members of ALES who are eligible for review by the ALES Augmented FEC and who have been appointed to at least a one year term. The election of the internal member will be carried out by a nomination process and electronic ballot of currently appointed ATS members who are eligible for review by the Augmented FEC. The members of ALES Augmented FEC can be found [here](#).

ATS members evaluated by the ALES Augmented FEC will provide an annual report to their Department Chair. They must report on the relevant sections within the FAR annual reporting system (e.g. teaching, research – if applicable, service – if applicable). ATS members need only complete the sections of the report that are relevant to their duties as assigned in accordance with their appointment contracts, position profiles and any specific responsibilities assigned by the Department Chair in writing. The Department Chair will consult with the ATS member and advise them of the recommendation that they will make to FEC. The timelines for submission of annual reports, consultation, and review by the Augmented FEC will be provided annually by the Office of the Dean and the Department Chair. Details on the structure of the evaluation and criteria are outlined below.

#### **4. Merit Increments and Increment Pools**

Eligibility for increments will be based on the Collective Agreement sections D6.07 and D6.08

For lecturers in the merit increment pool, the pool will be 1.2 times the number of eligible lecturers. This merit pool will be allocated by FEC according to the Collective Agreement.

For those in the increment pool the Department Chair's recommendations will be based on Article D6.09.1:

*Subject to Articles D6.07 and D6.08, for an ATS Member who is eligible for an Increment, the Department Chair shall recommend to the Dean or ATSEC, whether the ATS Member should receive an Increment based on performance in the appropriate preceding period. The recommendation shall be one of the following: a) single Increment; b) multiple Increment which may be 1.25, 1.50, 1.75, 2.0, 2.25, 2.50, 2.75 or 3.0; c) partial Increment, which shall bring the salary to the maximum of the salary range for the Rank and which is either: i. greater than a single Increment but not a multiple Increment; or ii. less than a single Increment; d) an Increment of .50 or .75; e) no Increment.*

If the Dean or augmented FEC decision is to not award an increment, Article D6.10.1 applies:

*If no Increment is awarded, the decision shall be cited as one of the following: a) that maximum for Rank has been reached and standards for promotion have not been met but performance is satisfactory notwithstanding (0a); b) that performance requirements for an Increment have not been met but performance is acceptable notwithstanding (0b);*

*c) that academic performance while on authorized leave could not be properly evaluated (0c); or  
d) that academic performance is unsatisfactory and unacceptable (0d).*

Increments awarded to individuals who are not in the increment pool will be determined by the Department Chair with a recommendation to the Dean.

## **5. Evaluation Criteria**

Lecturers are expected to be primarily involved in teaching, but may also participate in research and service activities according to their appointment contract and position profile. The appointment letter must set out the percentage allocation to each of teaching, research and service responsibilities and these weights will be used in the annual evaluation.

### **a. Teaching**

Teaching responsibilities include:

- planning the content and delivery of courses,
- developing course materials, learning activities and evaluation devices,
- delivering lectures and other learning activities,
- evaluating student progress, including grading and maintaining ongoing contact with students,
- instruction beyond regularly scheduled contact hours with students,
- training of teaching assistants,
- and coordination of multi-sectioned courses.

Some of the attributes to be considered in the evaluation of teaching effectiveness are the ATS member's ability and willingness to:

- stimulate intellectual inquiry and foster learning;
- generate enthusiasm among the students for the subject;
- ensure that students are exposed to the major concepts of the subject and know how to find and use related information;
- stimulate students to think independently and critically in the quest for and application of knowledge;
- keep abreast of the most current information and be a valuable resource for both students and colleagues.

GFC Policy requires that the Faculty uses at least one method of evaluation beyond the student rating of instruction. The method(s) may include one or more of the following: self evaluation, peer evaluation of pedagogy, peer evaluation of course content, peer consultation, and administrative evaluation of teaching.

If the second method of teaching evaluation is self evaluation, then it is recommended that the evaluation be based upon the following questions:

- How did you address the goals of the course?
  - Outline the goals of the courses you taught. ○ Discuss the methods you used to evaluate whether the goals were accomplished.
  - Describe the evidence indicating that the goals were accomplished.
- What changes, if any, do you expect to implement next year to better meet the goals?

b. Research

If Lecturers have research included in their appointment letter and position profile, they will be evaluated using the same standards as ALES Faculty members (section 3.2 of the ALES Faculty FEC Guidelines). Research associated with teaching (e.g. pedagogy) will be evaluated in this category.

c. Service

If Lecturers have service included in their appointment contract and position profile, they will be evaluated using the same standards as ALES Faculty members (section 3.3. of the ALES Faculty FEC Guidelines). Teaching related service (e.g. peer evaluation of teaching) and department, faculty, university and external service will be considered in this category.

## 6. Timelines

The deadlines for submission of annual reports will coincide with the timelines for Faculty and FSO members in ALES. Each department will provide deadlines for submission of annual reports to the Department Chair, and the Dean's office will provide deadlines for submission of recommendations to the Dean or to the Augmented FEC.

## 7. Probation

- a. Probationary periods are as defined in Article D5 of the Collective Agreement.
- b. For ATS members who are evaluated by the Augmented FEC and whose appointments include a probationary period the following process applies to Probationary Decisions:  
Responsibilities of the Department Chair:

The Department Chair will meet with the ATS member to discuss performance.

On or before May 15, the Department Chair will forward a recommendation to continue or to terminate the appointment of the ATS member.

If the Department Chair recommends a negative probation decision, the Lecturer will be offered an opportunity to present his/her case to Augmented FEC. The Department Chair will notify the Dean if the ATS member will present his/her case to Augmented FEC.

#### Responsibilities of the Augmented FEC

The Chair of the Augmented FEC will invite both parties to appear before the Augmented FEC. The Augmented FEC must convey its decision to the ATS member and the Department Chair no later than May 31, or one month prior to the end of the probationary period.

### **8. Promotion**

Evaluation for promotion will be based on the performance of responsibilities described in each ATS member's appointment contract. General principles around promotion are outlined in the Collective Agreement sections D6.06.1 to D6.06.4. Promotion will be based on evaluation of teaching (and teaching related activities), research and scholarly activities (if included in the appointment), services (if included in the appointment), administration (if included in the appointment) and supplementary professional activity.

Promotion is normally initiated by the ATS member seeking promotion. Standards for promotion are detailed below.

Assistant Lecturer: Credentials at or above hiring minimums.

Promotion to Associate Lecturer normally requires 6+ years at the Assistant scale and the staff member must demonstrate a strong record of achievement in teaching and/or teaching-related responsibilities, and must demonstrate that they are capable of contributing effectively as a staff member in all areas of responsibility.

Promotion to Full Lecturer normally requires 4+ years at the Associate scale and the staff member must demonstrate excellence in teaching and/or teaching-related responsibilities and a strong record of achievement in all areas of responsibility. Excellence in teaching will be demonstrated by proven expertise and leadership as a teacher/scholar at this University, preferably with a national and international reputation. Excellence in research (if included in the appointment) will be demonstrated by expertise and leadership as a researcher/ scholar at this University, with a national, and international, reputation. The candidate must have made a significant contribution to their field through publications/exhibitions appropriate to the discipline.

#### **Notification of Eligibility for Promotion:**

The Dean's office will notify Lecturers of their eligibility to apply for promotion by March 15.

#### **Timeline:**

The timeline for the promotion process shall be distributed by the Dean's office and shall coincide with the timeline for ALES Faculty promotion and tenure cases. In general ATS members eligible for promotion should begin discussions with the Department Chair early regarding the preparation of their

promotion package. The staff member should provide a draft of their package and a list of suggested reviewers by April. Final packages will be sent to reviewers by May with an expectation of receiving review comments by August. The Department Chair must advise the ATS member whether they will support the promotion case or not within at least six weeks prior to the Augmented FEC meeting.

**Promotion Process:**

The ATS member shall prepare a promotion package that includes:

- A letter of application
- The ATS member's CV
- A teaching dossier that includes the following:
  - A teaching statement/philosophy
  - A list of courses taught
  - Available student ratings
  - Other teaching evaluation material (e.g. peer evaluations)
  - Major achievements in teaching
  - A list of any awards received
- Summary of service (if applicable)
- Summary of research (if applicable)
- Summary of advancements in teaching (and other areas as applicable)

The ATS member will also provide the names of three assessors who are arm's length from the staff member who would be suitable individuals to provide a review of the staff member's performance.

Responsibilities of the Department Chair:

The Department Chair will

- Consult with the ATS member regarding the promotion process and preparation of the promotion document / application
- Identify external reviewers based on the list provided by the ATS member as well as other qualified individuals.
- State whether, based on the promotion document and the reviewers' letters, whether the Department Chair will support the application for promotion or not.

Responsibilities of the Dean's Office / FEC Chair:

Timelines for actions regarding submission of documentation and notification of support of the promotion by the Department Chair will be developed by the ALES FEC Chair.

**9. Supplementary Professional Activity (SPA)**

SPA is governed by article D3 of the Collective Agreement which states that full-time ATS members with the appointment status of Career or Term 12 are eligible to participate in SPA.

Definitions of Major and Minor SPA, and guidelines for reporting and conducting SPA are equivalent to those in the ALES Faculty FEC guidelines, section 9.