

## **ALES Faculty Evaluation Committee Report for 2021-2022 (July – June) Annual Reports**

ALES FEC met on October 20 2022 to review promotion and tenure cases. FEC met again on January 19<sup>th</sup> and 20<sup>th</sup>, 2023 to review annual reports. 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 that may arise for the 2022/23 reporting period (July 2022 to June 2023).

### **Process and Outcomes**

The ALES FEC is made up of the Dean / 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 chaired FEC in the Fall to review tenure and probation decisions and the Dean oversees the FEC process and participates in discussions about the FEC process and potential improvements. The Dean's office provides administrative support.

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

- 2 Faculty members granted tenure, one FSO was promoted to FSO 4, and 6 Faculty members promoted to Full Professor – Congratulations!
- 8 Faculty Service Officer annual reports
- 2 Academic Teaching Staff annual reports
- 10 Assistant Professor reports
- 25 Associate Professor reports
- 70 Full Professor reports
- The Dean also evaluated the 4 Department Chairs; 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 FSOs<sup>1</sup>. 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 40% of faculty, 1.25 increments were awarded to 29% of faculty, 1.50 and above was awarded to 24%.<sup>2</sup> Some increments

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<sup>1</sup> 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).

<sup>2</sup> Faculty members at ceiling are not included in calculating these percentages.

below 1.0 were also awarded. Relative to the initial recommendation from Department Chairs, FEC increased nine increment awards and decreased five.

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

**FAR Reporting System:** ALES continues to use the FAR online system of reporting. There will be minor changes to FAR this year, but they will mostly be items that will not affect its use in reporting. One change that will arise is the reporting of Student Perspectives on Teaching (SPOT) – formerly referred to as University Student Ratings of Instruction (USRI). As per changes to the collective agreement, annual reports will no longer include averages of rating scales. Frequency distributions will be reported. The new FAR form is being designed to capture this change in the collective agreement.

Any substantive changes to Faculty Annual Reports will be brought to Faculty Council for discussion and approval. 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 2023:** In 2023 ALES will be reporting on the period July 1, 2022 to June 30, 2023. 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 2022/23 July – June reports will be in September 2023. 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 this year. This parallels the changes to the collective agreement and emphasis on multi-faceted evaluation, as well as evidence of the importance of a diverse set of evaluation methods for formative and summative evaluation.

**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. A new updated version of the [ALES Faculty Annual Report User Guide](#) will provide 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 contact hours possible is 39. Ensure that your contact hours are less than or equal to 39 per course.*
- *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 (SPOT) are available. Please note that the collective agreement states: "Evaluation of teaching shall be multi-faceted and, in particular, shall not be based primarily on any one method of evaluation. 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 reviews of teaching dossiers and other materials provided by the Academic Faculty member; reviews by peers and administrative officials; comprehensive reviews of student commentary; and the frequency distribution of responses to student questionnaires." (A6.03.4)

- 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 and any changes to be made to the course. Self-evaluations can be included as an informal method of evaluation. Please indicate the course name/number in each box.
- 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.

#### *Research and Creative Output*

- Please **do not** include outputs that are submitted, under review, rejected, 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.

#### *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".

#### *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 or similar funds in this section.

#### *Service*

- Please try to sort service categories in your report so that, for example, department level service activities are grouped together, faculty level activities are grouped, etc.
- 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.***

#### *Sabbatical applications*

- *Sabbatical plans, and corresponding reports, need to be more detailed / specific. There were difficulties in evaluating sabbatical year performance because there were challenges in matching the application with the report.*

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

### **2022/23 FEC Membership**

Vic Adamowicz, Vice Dean, (FEC Committee Chair)

Nadir Erbilgin, Chair, Renewable Resources

John Parkins, Chair, Resource Economics and Environmental Sociology

Heather Bruce, Chair, Agricultural, Food & Nutritional Science

Rhonda Breitzkreuz, Chair, Human Ecology

Duane Frose, External Representative (President Review Committee)

Eric Flaim, External Representative (FSO)

Karsten Loepelmann, External Representative (ATS)

### **Elected Members**

Catherine Chan, AFNS (until June 2024)

Anne Bissonnette, HE (until June 2024)

Scott Neilsen, RENR (until June 2024)

Spencer Proctor, AFNS (until June 2025)

Sandeep Mohapatra REES (until June 2023)

### **Administrative Support (ex officio)**

Byron Flores, ALES Executive Assistant

## **APPENDIX A.**

### **FEC Membership Election**

In June 2023 one elected member from REES will complete their term. We thank Sandeep Mohapatra (REES) for his excellent service on FEC!

There will be an election for an FEC member. The 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 Sandeep Mohapatra'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 May 2023. 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. The candidate from REES with the highest number of votes will be elected to FEC. This will result in five elected members on FEC, with at least one from each department.