



## **Faculty of Agricultural, Life & Environmental Sciences (ALES)**

### **Standards for Academic Teaching Staff (ATS) Evaluation**

Discussed at ALES Faculty Council  
December 16, 2024

Approved by ATS Members by eVote  
December 23, 2024

Approved by Provost and Vice-President (Academic)  
March 17, 2025

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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, incrementation, ranks, probation 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). ATS members will provide this report at least one month before the end of their appointment. The chair will provide a merit assessment based on the criteria outlined in section 5. Evaluation (below). Research and service are not components of this category of ATS appointment.
- b. ATS members appointed as Term Recurring, Term 12, or Career will be evaluated by the Department Chair who shall submit recommendations to an “Augmented FEC” (Article

D6.02.1b). These individuals will be included in an increment pool in accordance with D6.11. Details on evaluation of this group of ATS members are provided below.

Evaluation of TR members, T12 members and Career Status members:

The ALES Augmented FEC will conduct the evaluation of ATS members appointed as Term Recurring, Term 12, or Career in accordance with Article D6.02.1. The Augmented FEC consists of members of the regular FEC, 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 to a three-year term 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 each Fall/Winter in accordance with Article D6.04. 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 assess the annual report, offer to meet with the ATS member, and advise them of the tentative recommendation that they will make to Augmented FEC. The specific 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. Incrementation and Increment Pools**

Eligibility for incrementation 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 the Augmented 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 incrementation, the Department Chair shall recommend to the Dean or ATSEC, whether the ATS Member should receive incrementation based on performance in the appropriate preceding period. The recommendation shall be one of the following:*

- a) *an Increment;*
- b) *a portion of Incrementation up to 3.0, which will bring the salary of an ATS member to the salary maximum of the ATS member's present rank;*
- c) *Incrementation awarded in quarter Increments ranging from 0.50 to 3.00 inclusive.*
- d) *Zero Increment.*

If the Dean or Augmented FEC decision is to award a zero increment, Article D6.10.1 applies:

*If Zero Increment is awarded, the decision shall be cited as one of the following:*

- a) that performance requirements for Incrementation have been met but the maximum for Rank has been reached;*
- b) that performance requirements for Incrementation have not been met;*
- c) that academic performance while on authorized leave could not be properly evaluated;*  
*or*
- d) that academic performance is unsatisfactory and unacceptable.*

Procedures for contested cases and reconsideration are outlined in Schedule D (Article D7.03). of the collective agreement.

## **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.

Teaching and/or teaching related responsibilities include:

- planning the content and delivery of courses,
- developing course objectives and learning outcomes,
- 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;
- ensure course outcomes are consistent with requirements for the associated program;

- stimulate students to think independently and critically in the quest for and application of knowledge;
- develop and/or adopt innovative teaching methods and strategies;
- keep abreast of the most current disciplinary information and be a valuable resource for both students and colleagues.

Methods of evaluation of instruction will be equivalent to those described in the ALES Academic Faculty Standards. As outlined in those standards, UAPPOL Teaching, Learning and Evaluation Policy states that evaluation of teaching shall be multi-faceted. Evaluation of teaching by ATS in ALES will not be based on a single method of evaluation but will be multi-faceted in nature.

As per UAPPOL policy on Teaching, Learning and Evaluation, "Evidence to support a multifaceted approach to the evaluation of teaching will include feedback from students about their perspectives on their experience of teaching through surveys and commentary" and may include "(a) instructor self-assessment, captured in a teaching dossier or portfolio; (b) the use of available survey tools including, but not limited to, instructors assessing students, instructors assessing peers, instructors assessing themselves, and/or students assessing themselves; (c) instructor development through courses/conferences, and scholarly and service activities; (d). trained peer or expert assessment; and, (e) teaching awards and honours".

In most instances, student ratings will constitute one part of the evaluation. If self-assessment is also used, then it is recommended that it be based upon the following topics:

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

Evaluation of teaching also includes consideration of professional development courses / activities taken to improve teaching and learning, effective membership on committees related to teaching (e.g. Department teaching policy committees), and contributions to the improvement of teaching by other ATS members, Academic Faculty members, and others, including informal and formal peer evaluation, mentoring, etc.

#### Peer Evaluation

Formal peer evaluation involves interaction with trained evaluators or consultants. Formal peer evaluation is offered by the Centre for Teaching and Learning (<https://www.ualberta.ca/centre-for-teaching-and-learning/index.html>) and is intended to provide instructors with feedback and support to enhance their teaching. While the peer consultation process itself is non-evaluative the outcome of a peer consultation process will include a description of how the Academic Teaching Staff can enhance their teaching and aspire to improve teaching outcomes. Formal peer evaluation is not expected to be used every year, but it is recommended that early career ATS members engage in peer evaluation of their teaching early in their appointment and that all ATS members engage in peer consultation periodically (at least once every 5 years).

ATS members should engage in formal peer evaluation within their first period as an assistant lecturer. Assistant lecturers should also consider informal peer evaluations, teaching development courses, and other activities to support the development of teaching.

Associate lecturers are expected to engage in formal peer evaluation before promotion to full lecturer. The peer evaluation and other efforts in the development of teaching skills will contribute to the development of the teaching section of the promotion package.

Full lecturers should engage in formal peer evaluation every 5 years. Full lecturers are also expected to play a more significant role in mentoring and making contributions to teaching and learning committees at the Department and Faculty level.

Duties beyond teaching (e.g. research and/or service) will be associated with a specific percentage of the full-time appointment and will be described in the position profile and appointment letter.

#### Evaluation of 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.

#### Evaluation of 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. Service activities, if applicable, will be assigned by the department chair.

## 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.

The process for termination during the probationary period, or confirmation, extension or termination at the end of the probationary period, is outlined in Article D.5.04 and D.5.05 respectively.

## **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), service (if included in the appointment), administration (if included in the appointment) and supplementary professional activity. Promotion in fewer than six years may be considered in exceptional cases where candidates demonstrate significant teaching experience, quality outcomes, or other notable contributions

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 ATS 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 an ATS member in all areas of responsibility.

Promotion to Full Lecturer normally requires 4+ years at the Associate scale and the ATS 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 ATS 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 comprising a teaching philosophy, syllabi of courses taught, examples of exercises used during teaching, teaching evaluations, a summary of advancements in teaching, and other items thought relevant by the candidate. Note that the evaluation of teaching should be multifaceted and include, at a minimum, a teaching dossier and other materials provided by the ATS member including, for example, "self-evaluation" of teaching, reviews of teaching (formal and/or informal) by peers and the Department Chair, and the frequency distribution of responses to student questionnaires.
- A summary of service (if applicable) including a description of service as reflected in the quality and quantity of service activities, outcomes, and recognition for service
- A summary of research (if applicable) including a current Curriculum Vitae and a research dossier providing evidence of productive and original research.

The ATS member will also provide the names of three reviewers who are arm's length from the ATS member and can include reviewers internal and external to the University who would be suitable individuals to provide a review of the ATS 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 package.
- Identify external reviewers based on the list provided by the ATS member as well as other qualified individuals. A total of four external reviewers are required with at least two reviewers from outside the University of Alberta. The chair will review the full list of potential referees with the ATS member to identify any conflicts of interest and/or biases. The chair will then finalize the list – which will not be shared with the candidate. All referees should be "arm's length" to avoid conflicts of interest.
- Make a recommendation to the Augmented FEC, with a rationale based on the promotion document and the reviewers' letters, whether the chair supports the application for promotion or not. A copy of this report, which typically makes anonymized reference to the comments of the reviewers, will be shared with the ATS member.

Responsibilities of the Dean's Office / FEC Chair:

Timelines for actions regarding submission of documentation and notification of the Department Chair's recommendation will be developed by the ALES FEC Chair.

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

SPA is governed by article D3 of the Collective Agreement and Appendix D.4 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.

## 10. APPENDIX A: REPRESENTATIVE POSITION PROFILES<sup>1</sup>

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<sup>1</sup> The position profiles below are based on profiles originally developed by the Faculty of Science for their ATS standards.

## **ALES Lecturer Position Profile**

|                  |  |
|------------------|--|
| Position Titles: | Assistant Lecturer<br>Associate Lecturer<br>Full Lecturer  |
| Position Rank:   | Assistant, Associate or Full Lecturer  |
| Contract Status: | Career (full time or part-time)<br>Term 12 or Term Recurring multi-year appointment ( $\geq 2$ years)                        |
| Faculty:         | ALES   |
| Salary Range:    | as per established Salary Scale in Appendix D5 of Schedule D; refer to Article D6.08 of Schedule D for Increment Eligibility |
| Reports to:      | Department Chair or designate  |
| Evaluated by:    | ALES Augmented FEC   |
| Senior Officer:  | Dean   |

### **General Overview**

A staff member under Schedule D shall be a scholar who:

- has teaching and/or teaching-related responsibilities as their primary academic responsibility, such teaching shall involve University credit courses;
- shall demonstrate scholarship and remain current and competent in the discipline or profession;
- may have assigned duties related to service; and
- may have assigned duties related to research and other scholarly activities.
- If research and other scholarly activities and service responsibilities are not specifically included in this Position Profile, the degree of voluntary participation in such responsibilities may vary from staff member to staff member and from time to time. Such voluntary participation is not compensated and, as it has not been formally assigned, will not be considered for evaluation. The absence of such voluntary participation will not be considered as detrimental to the staff member's evaluation.

### **Faculty-Specific Overview**

- Incumbents will teach in undergraduate and/or graduate courses and may contribute to Faculty and community service.
- Ranks are as defined in the Agricultural, Life and Environmental Sciences guideline document.
- Definition of full-time teaching load is 7 three-credit course sections for the Fall-Winter-Spring-Summer terms or equivalent, over 12 months, in addition to other teaching-related duties. This may be adjusted for other responsibilities (mentioned in the "Other Duties" section below) and should be documented through the personal position-profile document.
- Any special conditions which are at variance with this position profile or the terms of the Schedule D shall be documented in the ATS member's personal position profile document and approved in accordance with Article D1.04 of Schedule D.

### **Academic and/or Professional Qualifications:**

(exceptions require a recommendation from the Chair and approval by the Dean)

- A PhD or equivalent degree in a relevant discipline is the normal qualification and is required to teach courses at the 300 or higher levels;
- A Masters or equivalent degree in a relevant discipline is normally the minimum required to teach 100 and 200 level courses;
- Demonstrates scholarship and remains current and competent in the discipline or profession.

### **Skills and Competencies**

- Recent experience and/or demonstrated ability in University Teaching at the undergraduate/graduate level.

- Ability to employ varied teaching strategies.
- Ability to design or select and administer effective assessments.
- Strong verbal and written communication skills, with the ability to adapt communication style.
- Ability to work effectively with colleagues.
- Critical thinking and organizational ability.
- Facilitation, negotiation and problem solving skills and an ability to handle challenging student situations.
- Technically proficient in skills as required by the discipline, for example in the relevant computer environments and applications.

*Duties Relevant to Teaching of University Credit Courses (80% - 100% depending on if other duties are outlined)*

- Demonstrates scholarship and remains current and competent in the discipline or profession to ensure that course content is up to date and relevant to the needs of students
- Provides instruction to students in ALES undergraduate and/or graduate courses as assigned by the Chair.
- Instruction may include laboratory, seminar or field instruction, as components of lecture courses, or as separate teaching assignments.
- Evaluates student performance progress and provides appropriate and timely feedback according to department protocols.
- Prepares, administers, and marks final exams/ term work (e.g., midterm exams, assignments, projects, presentations); completes records related to grades; may be required to prepare and/or administer deferred exams.
- May provide support or supervision for undergraduate or graduate student projects.
- Attends course-related orientations, meetings and other activities related to teaching assignments.
- Holds office hours as per department policy and handles email communications in a timely manner.
- Prior to the start of class: designs course syllabus; orders textbooks and other course materials as required.
- Ensures that course curricula are aligned with the requirements of the programs which may include alignment with accreditation requirements in some cases.
- Mentoring or supervision of teaching assistants where applicable.

#### Teaching-Related Duties

Normally, as the ATS member progresses through the ranks, they may be expected to carry additional teaching-related duties, as follows:

- May act as course(lab) coordinator in large multi-section courses(labs)
- May generate course content, such as course notes and lab manuals.

**Other duties outlined below and associated % of FTE will be stipulated in the Personal Position-Profile form or appointment letter.**

#### Service Contributions

Service may include, but is not limited to:

- Curriculum development, new course design or redesign of existing courses
- Participation in the governance of the Department or Faculty through committee membership.
- Serving in teaching-related Departmental Administrative positions.
- Service towards peer observation and feedback of teaching.
- Coordination of outreach, dissemination, and community events.
- Dissemination of knowledge to the general public, using expertise and knowledge of the discipline.

#### Research and Scholarly Activities

Research and scholarly activity is not a requirement of this position but may be included with the agreement of the ATS member and Chair and approved by the Dean. Such activities may include, but are not limited to:

- Pedagogical research and innovation.
- Research that ensures currency within the discipline
- Supervision and dissemination of original research with undergraduate or graduate students
- Applying as co-applicants and holding grants (requires a recommendation from the Chair and approval by the Dean)
- Professional Development.

*Approved by Dean / Augmented FEC Chair:*

Date:

### **ALES Instructor Position Profile**

|                  |  |
|------------------|--|
| Position Titles: | Assistant Instructor<br>Associate Instructor<br>Full Instructor  |
| Position Rank:   | Assistant, Associate or Full Instructor  |
| Contract Status: | Term 12 (< 2 years); Term 12 (part time); Term (full-time or part-time)  |
| Faculty:         | ALES   |
| Salary Range:    | as per established Salary Scale in Appendix D5 of Schedule D; refer to Article D6.07 and D6.08 of Schedule D for Increment Eligibility |
| Reports to:      | Department Chair or designate  |
| Evaluated by:    | Department Chair   |
| Senior Officer:  | Dean   |

### **General Overview**

A staff member under Schedule D shall be a scholar who:

- has teaching and/or teaching-related responsibilities as their primary academic responsibility, such teaching shall involve University credit courses;
- shall demonstrate scholarship and remain current and competent in the discipline or profession;
- may have assigned duties related to service; and
- may have assigned duties related to research and other scholarly activities

If research and other scholarly activities and service responsibilities are not specifically included in this Position Profile, the degree of voluntary participation in such responsibilities may vary from staff member to staff member and from time to time. Such voluntary participation is not compensated.

### **Faculty-Specific Overview**

- Incumbents will teach in the undergraduate degree programs and may contribute to Faculty and community service.
- Definition of full-time teaching load is 7 three-credit course sections for the Fall-Winter-Spring-Summer terms or equivalent, over 12 months. This may be adjusted for other responsibilities (mentioned in the "Other Duties" section below) and should be documented through the personal position-profile.
- Instructors will be evaluated by the Department Chair.
- Any special conditions which are at variance with this position profile or the terms of Schedule D shall be documented in the ATS member's personal position profile and approved in accordance with Article D1.04 of Schedule D.

### **Academic and/or Professional Qualifications**

(exceptions require a recommendation from the Chair and approval by the Dean)

- A PhD or equivalent degree in a relevant discipline is the normal qualification and is required to teach courses at the 300 or higher levels;
- A Masters or equivalent degree in a relevant discipline is normally the minimum required to teach 100 and 200 level courses;
- Demonstrates scholarship and remains current and competent in the discipline or profession.

### **Skills and Competencies**

- Recent experience and/or demonstrated ability in University teaching at the undergraduate or/and graduate level.
- Ability to employ varied teaching strategies.
- Ability to design or select and administer effective assessments.
- Strong verbal and written communication skills, with the ability to adapt communication style.
- Ability to work effectively with colleagues.
- Critical thinking and organizational ability.

- Facilitation, negotiation and problem solving skills and an ability to handle challenging student situations.
- Technically proficient in skills as required by the discipline, for example in the relevant computer environments and applications.

#### Duties Relevant to Teaching of University Credit Courses

Provides instruction to students in Faculty of ALES undergraduate and/or graduate courses as assigned by the Chair.

- Instruction may include laboratory, seminar or field instruction, as components of lecture courses, or as separate teaching assignments.
- Evaluates student performance progress and provides appropriate and timely feedback according to department protocols.
- Prepares, administers, and marks final exams/ term work (e.g., midterm exams, assignments, projects, presentations); completes records related to grades; may be required to prepare and/or administer deferred exams.
- May provide support or supervision for undergraduate student projects.
- Attends course-related orientations, meetings and other activities related to teaching assignment
- Holds office hours as per department policy and handles email communications in a timely manner.
- Prior to the start of class: designs course syllabus; orders textbooks and other course materials as required. Ensures that course curricula are aligned with the requirements of the programs which may include alignment with accreditation requirements in some cases.
- Mentoring or supervision of teaching assistants where applicable.
- Demonstrates scholarship and remains current and competent in the discipline or profession to ensure that course content is up to date and relevant to the needs of students

#### Teaching-Related Duties

Normally, as the ATS member progresses through the ranks, they may be expected to carry additional teaching-related duties, as follows:

- May act as course(lab) coordinator in large multi-section courses(labs)
- May generate course content, such as course notes and lab manuals.

**Other duties outlined below and associated % of FTE will be stipulated in the Personal Position Profile form or appointment letter.**

#### Service Contributions

Service may include, but is not limited to:

- Curriculum development, new course design or redesign of existing courses
- Participation in the governance of the Department or Faculty through committee membership.
- Dissemination of knowledge to the general public, using expertise and knowledge of the discipline.
- Serving in teaching-related Departmental Administrative positions.
- Coordination of outreach, dissemination, and collegial activities.

*Approved by Dean / Augmented FEC Chair*

Date