

ARTICLE 29
ASSESSMENT AND EVALUATION OF TEACHING

29.1 **General**

29.1.1 This Article applies to the assessment and evaluation of teaching for annual performance review, Renewal, Tenure, Continuing Appointment, Reappointment, and Promotion.

29.1.2 For purposes of annual performance review, Renewal, Tenure, Continuing Appointment, Reappointment, and Promotion, a Member's entire teaching contribution for the specified period under review shall be assessed and evaluated. For assessment and evaluation purposes, teaching includes all presentation whether through lectures, seminars and tutorials, individual and group discussion or supervision of individual students' work in degree-credit programs.

29.1.3 Assessment and evaluation of teaching shall be based on the effectiveness of the instructor, as indicated by command over subject matter, familiarity with recent developments in the field, preparedness, presentation, accessibility to students and influence on the intellectual and scholarly developments of students.



29.1.4 Any person or Committee reviewing a Member's teaching shall seek to balance all aspects of teaching as well as the Departmental/Faculty context within which the Member works.

29.1.5 Any person or Committee reviewing a Member's teaching shall consider all relevant information, including but not limited to

- (a) the quality and utility of the pedagogical materials prepared by the Member;
- (b) the quality of the supervision of essays and theses;
- (c) the Member's contributions in the areas of pedagogical development and innovation and the complexity and risk such innovation entails;
- (d) the size, type and level of course(s) taught;
- (e) the nature of the subject matter;
- (f) the experience of the instructor with the course(s) and the number of new course preparations assigned to the instructor;
- (g) the role of the instructor and the method of delivery;

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- (h) the ability and willingness of the Member to teach a range of subject matter and at various levels of instruction;
 - (i) assessments by students and/or colleagues as sought through formal procedures pursuant to this Agreement; and
 - (j) any issue related to Article 9.1.
- 29.1.6 Any Member whose teaching performance is being reviewed has the right to submit any information he/she believes to be relevant to the review, including a Teaching Dossier per Article 29.2.
- 29.1.7 An evaluation of teaching in a Graduate Course by one or more graduate students can be considered under Article 29.1.5 and added to the Official File so long as it conforms with the requirements of Article 29.1 and is the result of a process approved by the Unit for this purpose.
- 29.2 Member's Teaching Dossier**
- 29.2.1 Teaching Dossiers are intended to provide a description of a Member's major teaching accomplishments and strengths in a manner that conveys the scope and quality of the individual's teaching. Responsibility for gathering and collecting the evidence for a dossier is the Member's. The contents of the Teaching Dossier may include, but should not be restricted to, such items as the following:
- (a) A statement of the faculty Member's philosophy, objectives and methods of teaching, including reference to institutional and departmental teaching goals;
 - (b) A list of undergraduate and graduate courses, including directed studies and thesis supervisions, taught by the Member;
 - (c) Examples of course revision, curriculum development, and teaching methods such as evidenced by course outlines, assignments, final examinations and other materials the Member deems appropriate;
 - (d) A record of the faculty Member's role in curriculum and instructional developments such as administrative and committee service for the Department, Faculty, or Senate related to pedagogy, and including directing and coordinating programs, guest lectures, and other presentations;

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- (e) Data from students including USAT per Article 29.3 and the Member's Course Survey per Article 29.4, letters and testimonials;
- (f) A record of the faculty Member's special contribution to teaching including teaching awards, publications and presentations, instructional development grants, participation in conferences and seminars on education/pedagogy, and other such evidence as the Member deems appropriate.

29.3 University Survey of Student Assessment of Teaching (USAT)

- 29.3.1 **The current University Survey of Student Assessment of Teaching (USAT) (or another University-wide student evaluation scheme approved by the Parties) shall be used by the University in the assessment of Members' teaching performance until replaced by a new/revised instrument(s) as approved by the Parties.** A Committee created under the Memorandum of Agreement (Appendix E) shall conduct this review and make recommendations to the JCAA. Members may also submit results from any pilot test arising from the review of the USAT by the Committee. **The USAT shall comprise a set of standard questions, and the Member shall also have an opportunity to add questions to the quantitative section of the survey. All questions in the USAT shall conform to the requirements of Article 9 and Article 14.** The USAT shall also provide opportunity for signed written comments from students.
- 29.3.2 The USAT form, with the exception of any written comments, shall not be signed by the student.
- 29.3.3 The USAT shall be administered through the Office of the University Registrar, and in such a way as to afford all the students in a given course or class a reasonable chance to respond.
- 29.3.4 The USAT shall be conducted within the last three (3) weeks of the course and announced at least one (1) week in advance on a date determined by the faculty Member responsible for the course in consultation with the students. In courses with multiple instructors, a separate USAT survey shall be conducted for each instructor responsible for a major block of time. Such surveys may be grouped at the end of the course or administered at the end of the block given by an instructor to be assessed, as appropriate. The USAT form shall be distributed, received and submitted by someone other than the Member, who shall not be present during the surveying process. After the surveys have been completed and submitted, they shall not be reviewed or processed until the final marks for the class have been submitted to the appropriate administrative office.

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- 29.3.5 Quantitative responses to the questionnaires shall be sent to the Member, the Department Head (if applicable) and the appropriate Dean(s) after the data have been converted into a report and following the submission of final grades. **The report shall contain aggregated responses to each quantitative question, with the mean, standard deviation, frequency and number of eligible respondents calculated. Student responses to the University's questionnaire shall be aggregated in such a way as to present a fair and accurate picture of the opinions of the respondents. The report shall be placed in the Member's Official File.**
- 29.3.6 **The University shall provide an explanatory note of the statistical terms used in Article 29.3.5 to individuals charged with assessment and evaluation of a Member's teaching.**
- 29.3.7 Written comments shall be sent only to the Member, and the University will take the appropriate measures to ensure that only the Member receives such responses.
- 29.3.8 **Data and statistical measures derived from surveys which conform to the provisions of Article 29.3.5, and which have been placed in the Member's Official File, shall be used in the University's assessment of a Member's teaching performance.**
- 29.4 **Member's Course Survey**
- 29.4.1 In order to improve course design and/or teaching effectiveness, a Member may conduct a written survey in her/his classes, provided that the students consent to participate and provided that the procedures of the survey protect student confidentiality and are carried out in a way that prevents confusion with the USAT evaluation.
- 29.4.2 Member's course surveys are not for the same purposes as the USAT and shall not be used in its stead, in whole or in part. **Nonetheless, a Member may submit the Member's course survey as part of the material to be examined in the assessment and evaluation of the Member's teaching performance, provided that full details of the instrument and its administration are included.**