

Rubric for Appendix H (2023)

Department of Communication Studies, Cultural Studies Program

a) Is the candidate qualified?

- i. Does the candidate have the required academic and/or professional qualifications as posted? **Yes/No***

The applicant should have the required academic qualifications by offer of appointment date.

The Department requires:

- Minimum PhD for course teaching
- Minimum MA for tutorial teaching.

- ii. Does the candidate have the relevant qualifications and experience to teach the course? **Yes/No***

In addition to the required qualifications, the Department will require:

- Demonstrated teaching and or scholarly record in the area of the posting.

b) Competency to teach the posted course (max 50):

- i. currency and mastery of the subject matter (max 30)*

Additional degrees, past course syllabi, professional experience, scholarly activity, creative work, and other discipline-specific activities can be considered in this category. Each assessment factor must be relevant to the posted course and no assessment tool used to determine currency and mastery of the subject matter may rely exclusively on one criterion.

Items considered would be the total record such as subject of the dissertation, conferences, publications, grants, creative work, alternative media, professional experience such as the organization of conferences and symposia.

30	<i>excellent</i>
20	<i>very good</i>
15	<i>good</i>
10	<i>satisfactory</i>
0	<i>poor or no evidence</i>

- ii. previous teaching or tutorial or lab experience in the posted or similar or substantially similar course(s) (max 10)*

Note: The PTAC will award full points for Laurier seniority points in the posted course or substantially similar course and may award partial points for similar or substantially similar courses taught elsewhere. Partial points may also be awarded for relevant teaching in another delivery mode (e.g., tutorials, labs, online) taught at Laurier or elsewhere.

Points will be awarded as follows:

- 0.5 point will be awarded for each similar or substantially similar course taught elsewhere.
- 0.5 will be awarded for relevant teaching in another delivery mode (e.g., tutorials, labs, online) taught at Laurier.
- No points will be awarded for tutorial teaching when the application is for course teaching.

iii. ability to perform the duties of the course (max 10):

This may include an assessment of the candidate's ability, from courses taught at Laurier or elsewhere, to teach in a specific format (e.g., lecture, lab, tutorial, seminar) or modality (e.g., online, hybrid), various class sizes, or with specific equipment or platforms; and to develop course materials including learning objectives, student assessments, etc. such as student course surveys and peer review of teaching.

To simplify scoring and increase consistency, the following grid will be used:

10	excellent
7	good
4	satisfactory
0	poor or no evidence

c) Teaching qualifications (not specific to the course) (max 30):

i. teaching-related experience (max 15):

A. total WLU seniority points, other than in the posted course or a substantially similar course (only include seniority points not already counted in section b) ii), (max 15)

B. If A is less than 15:

I. Partial points for courses or tutorials and labs taught elsewhere (max 5)

Points will be awarded as follows:

0.5 point will be awarded for each similar or substantially similar course taught elsewhere.

No points will be awarded for tutorial teaching when the application is for course teaching.

II. teaching training (including but not limited to training related to pedagogy, equity, diversity, inclusivity, Indigeneity, anti-racism, anti-oppression, and accessible learning) (max 5)

ii. assessment of teaching skills, including teaching-related transferrable skills demonstrated outside a teaching context (max 15)

The assessment of the candidate's teaching experience shall be based on the candidate's CV, student course surveys under Article 19, or the equivalent from another institution, and any other information submitted by the candidate. No assessment of teaching qualifications may rely exclusively or primarily on student questionnaires or student opinions.

- 15 very good
 - i. Statement of teaching philosophy
 - ii. Discussion about classroom strategies
 - iii. Evidence of wide and varied range of teaching experience
 - iv. Evaluation of teaching scores, on Laurier's scale, should be mostly high 6s
 - v. Example syllabi
 - vi. Ongoing professional development
 - vii. Teaching award(s) or nominations
- 10 good
 - i. Statement of teaching philosophy
 - ii. Evidence of solid range of teaching experience
 - iii. Evaluation of teaching scores, on Laurier's scale, should be mostly 6s or comparable to department mean on Laurier's scale
 - iv. Example syllabi
 - v. Ongoing professional development
- 5 satisfactory
 - i. Limited range of teaching experience
 - ii. Evaluation of teaching scores, on Laurier's scale, should be mostly 5s
 - iii. Example syllabi

- iv. Little evidence of ongoing professional development or very outdated
- 0 poor or no evidence

d) Other qualifications and experience relevant to the course, for example (max 20)

Qualifications and experience under this section must be directly relevant to the course advertised. A candidate's CV, candidate application, and any other relevant materials provided by the candidate may be considered in this category.

- i. additional degrees or professional qualifications
- ii. community engagement
- iii. development of educational materials
- iv. equity, diversity, and inclusion experience
- v. Indigenous knowledge systems
- vi. pedagogical development
- vii. post-doctoral experience
- viii. professional development and/or experience

20	very good - most items
15	good - majority of items
10	satisfactory - approximately half of items
5	limited - some items
0	no evidence

(e) Comments for the Dean's consideration:

- i. *Awarding of a course is subject to a Member's success in meeting the duties and responsibilities in Article 16. In this section, the PTAC may submit comments or express concerns regarding the candidate. If the Member has failed to maintain a record of satisfactory teaching and/or has failed to satisfy all requirements under Article 16, it is expected that there will be evidence that progressive consultations with the Member have failed to address concerns.*
- ii. *Has the PTAC identified an anomaly or trend in student course survey results that has caused concern? If yes, provide details, including evidence of consultations with the Member, if applicable.*

NOTES

Assessment of an application shall be based on the candidate's CV, application, and any other materials listed as optional in the job posting and information submitted by the candidate.

Similar courses (determined by PTAC) may be defined as experience in similar courses taught at Laurier or elsewhere, and may also include TA experience, Online teaching, and team-teaching.

A substantially similar courses(s) may include a course that appears in the Academic Calendar as a course exclusion or a course that encompasses substantially similar subject matter with the same or similar assessment techniques. Substantially similar courses are identified by the Department.

When two or more candidates with the highest point totals have equal points under Appendix H, the PTAC will inform the Dean that the assessment under Appendix H has resulted in a tie and will send the names of all candidates with equal points to the Dean.