

Sociology Rubric for Appendix H

a) Is the candidate qualified?

CRITERIA	POSSIBLE SCORES	CANDIDATE'S SCORE	RATIONALE/COMMENTS
a) Is the candidate qualified?			
i. Does the candidate have the required academic and/or professional qualifications as posted?	YES/NO		
Appendix H Notes:	<p>Does the candidate have the required academic and/or professional qualifications for the appointment as posted, i.e., the relevant academic degree or certificate, education in the academic specialty, and or the appropriate professional training and experience?</p> <p>Departments shall specify, in the posting for the appointment, the minimum degree necessary for the appointment and specify the area or field for the required degree. Departments may also specify recognized professional degrees or designations or specialized training (e.g., LLB, BEd, CA, language proficiency).</p> <p>If the candidate does not have the required academic and/or professional qualifications and experience to teach the course as posted, they shall not be considered for the position.</p>		
Sociology Notes:	<p>Candidates who do not have the required academic qualification shall not be considered.</p> <p>Per the job posting, Sociology requires:</p> <ul style="list-style-type: none"> Qualifications – Required: Master’s Degree Qualifications – Discipline: Sociology or related discipline <p>Examples of related disciplines: Criminology (SY218, SY241, SY242, only); Social and Political Thought, Political Science, Human Geography.</p> <p>Examples of Exclusions: Economics, Business, Natural Sciences.</p>		
If No, then the PTAC is required to discontinue the evaluation.			
ii. Does the candidate have the relevant qualifications and experience to teach the course?	YES/NO		
Appendix H Notes:	<p>In addition to the required qualifications, does the candidate have experience or credentials directly relevant to the course? This may include qualifications that were listed as "preferred" on the posting (e.g., academic specializations, experience in the field). The PTAC is not required to continue the evaluation if it is determined that the candidate does not have these further qualifications.</p>		
Sociology Notes:	<p>Per the job posting, Sociology requires:</p> <ul style="list-style-type: none"> Qualifications – Other: Applicants must demonstrate professional training and/or experience relevant to the substantive content of the course. [Look at the position summary (course description from the Academic Calendar)]. <p>University teaching experience (course directorship; tutorial leadership not considered), evidence of explicit sociological orientation.</p>		
If No, then the PTAC is not required to continue the evaluation.			

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

CRITERIA	POSSIBLE SCORES	CANDIDATE'S SCORE	RATIONALE/COMMENTS
b) Competency to teach the posted course:	Maximum: 50	0	
i. currency and mastery of the subject matter	30-excellent 20-very good 15-good 10-satisfactory 0-poor or no evidence		
Appendix H Notes:	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.		
Sociology Notes:	<ul style="list-style-type: none"> *Within past 10 years Relevant discipline specific activity examples: <ul style="list-style-type: none"> Professional association activities (conference planning committee) Relevant community, NGO participation of more than 1 year Exclusions: Teaching a first-year survey course does not in itself qualify a candidate to teach an entire course based on a constituent part of that survey course <p>See Sociology's PTAC Guidelines for Appendix H document for additional notes for each point score in this category.</p>		
ii. Previous teaching or tutorial or lab experience in the posted or similar or substantially similar course(s) - <u>total</u> seniority points to a max of 10*	Maximum: 10		
Appendix H Notes:	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.		
Sociology Notes:	<ul style="list-style-type: none"> Sociology's Admin will pre-populate the Appendix H with any seniority points. Half seniority points are to be awarded for teaching the same course in OC format when applying for an intramural course. Half seniority points are awarded for an intramural course when applying for the same OC course. TA experience is not relevant when assessing teaching experience (0 points). <p>See Sociology's PTAC Guidelines for Appendix H document for a list of Laurier course exclusions/substantially similar courses.</p> <p>*For courses outside of Laurier not listed above, substantially similar status will only be declared if a student could reasonably be awarded an equivalent transfer credit for the class (e.g., SY332, not SY3xx).</p>		

iii. Ability to perform the duties of the course	Maximum: 10										
Appendix H Notes:	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. Refer to SY guidelines										
Sociology Notes:	<table><tr><th>Assessment</th><th>Points</th></tr><tr><td>Good</td><td>10</td></tr><tr><td>Satisfactory</td><td>5</td></tr><tr><td>Unsatisfactory</td><td>0</td></tr></table> <ul style="list-style-type: none">10 points awarded for teaching the exact course (same mode) at Laurier.5 points awarded to applicants who have taught a course in the same mode of delivery and at the same level of the posted course (first year, senior, i.e., 200- or 300-, or seminar).5 points awarded to applicants who have evidence of the development or delivery of innovative such assessments, group exercises, or other pedagogical practice.			Assessment	Points	Good	10	Satisfactory	5	Unsatisfactory	0
Assessment	Points										
Good	10										
Satisfactory	5										
Unsatisfactory	0										
Appendix H Notes:	<p>Assessment of the candidate's competency to teach the posted course 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.</p> <p>Similar courses (determined by the 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.</p> <p>A substantially similar course(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.</p>										
If the score after b) is less than 25, then the PTAC is not required to continue the evaluation.											

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

CRITERIA	POSSIBLE SCORES	CANDIDATE'S SCORE	RATIONALE/COMMENTS
c) Teaching qualifications (not specific to the course):	Maximum: 30	0	
i. teaching-related experience (seniority points <u>not already counted in section b) ii)</u> , including courses taught, tutorials, labs, training	Maximum: 15		
Appendix H Notes:	<p>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 points)</p> <p>B. If A is less than 15:</p> <p>i. Partial points for courses or tutorials and labs taught elsewhere (max 5 points)</p>		

	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 points)																					
Sociology Notes:	<ul style="list-style-type: none">Sociology’s Admin will pre-populate the Appendix H with any seniority points.1 point per unrelated course, 0.5 per tutorial taught elsewhere (maximum of 5 points)1 point per teacher training activity completed as a participant (maximum of 5 points)																					
ii. Assessment of teaching skills, including teaching-related transferrable skills demonstrated outside a teaching context	15-very good 10-good 5-satisfactory 0-poor or no evidence																					
Appendix H Notes:	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.																					
Sociology Notes:	<p>The final score of 15 very good/10 good/5 satisfactory/0 poor or no evidence shall be determined by combining the assessments of parts A and B below. See part C for the table to combine the scores to get the final outcome. Example: a candidate receives an ‘Excellent’ in part A and a ‘good’ in part B. Combined in part C, the final score would be a good (10).</p> <p>A. Assessment of Student Evaluation Scores (used under C.2)</p> <table><tr><th>Category</th><th>Recent Scores (WLU) Mean</th><th>Interpretation</th></tr><tr><td>Excellent</td><td>7</td><td></td></tr><tr><td>Good</td><td>6</td><td></td></tr><tr><td>Satisfactory</td><td>4-5</td><td></td></tr><tr><td>Unsatisfactory</td><td>Below 4</td><td>No teaching evaluation data or recent scores at WLU or elsewhere are mostly well below relevant norms.</td></tr></table> <p>Only evaluations in the last 5 years are to be included. Evaluations with fewer than 5 respondents and less than a 15% response rate (excluding OC courses) are excluded.</p> <p>B. Assessment of Teaching Materials and other evidence of teaching skill (used under C.2)</p> <table><tr><th>Category</th><th>Interpretation</th></tr><tr><td></td><td></td></tr></table>			Category	Recent Scores (WLU) Mean	Interpretation	Excellent	7		Good	6		Satisfactory	4-5		Unsatisfactory	Below 4	No teaching evaluation data or recent scores at WLU or elsewhere are mostly well below relevant norms.	Category	Interpretation		
Category	Recent Scores (WLU) Mean	Interpretation																				
Excellent	7																					
Good	6																					
Satisfactory	4-5																					
Unsatisfactory	Below 4	No teaching evaluation data or recent scores at WLU or elsewhere are mostly well below relevant norms.																				
Category	Interpretation																					

	Excellent (must have at least 3 of the criteria)	Materials are clear and provide evidence the instructor has: 1. is teaching relevant and up to date content, and 2. made effective attempts to engage and challenge students, and 3. Teaching related publication or leadership in pedagogy workshop facilitation or training) 4. has been involved in curriculum development within their course or contributed to program curriculum development. 5. Teaching award.
	Good (must have at least 2)	Materials are clear and provide evidence the instructor has: 1. is teaching relevant and up to date content, and 2. made effective attempts to engage and challenge students. 3. Teaching related publication or leadership in pedagogy workshop facilitation or training 4. has been involved in curriculum development within their course or contributed to program curriculum development. 5. Teaching award or nomination
	Satisfactory	Materials are clear and provide evidence the instructor: 1. is teaching relevant and up to date content.
	Unsatisfactory	No Materials provided. Or, provided materials are unclear and/or do not provide evidence the instructor is teaching relevant or up to date content.

Note: teaching materials can include the teaching dossier or other info submitted by candidate.

C. Assessment of Overall Teaching Record Matrix

B. Teaching Skills (other)	A. Teaching Evaluation Scores				
	Excellent	Good	Satisfactory	Unsatisfactory	None
Excellent	Very Good	Good		Unsatisfactory	Very Good
Good	Good	Satisfactory			Good
Satisfactory					Satisfactory
Unsatisfactory	Unsatisfactory				Unsatisfactory
No Evidence	No Evidence				

If the total score after b) and c) is less than 40, then the PTAC is not required to continue the evaluation.

d) Other qualifications and experience relevant to the course

CRITERIA	POSSIBLE SCORES	CANDIDATE'S SCORE	RATIONALE/COMMENTS
d) Other relevant qualifications	Maximum: 20*	0	
Examples: see "Appendix H Notes"	20-very good 15-good 10-satisfactory 5-limited 0-no evidence		
Appendix H Notes:	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. Indicate the candidate's qualifications and experience. <ul style="list-style-type: none"> 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 		
Sociology Notes:	<p>*If total score is not a multiple of 5, round up or down based on the extent of involvement and relationship to course.</p> <p>Qualifications considered above:</p> <ul style="list-style-type: none"> • community engagement (0 points): points already granted under B1 • professional development and/or experience (0 points): points already granted under B1 • development of educational materials (0 points): points already granted under B1 <p>Qualifications not considered above:</p> <ul style="list-style-type: none"> • PhD (5 points max automatically awarded) • additional degrees or professional qualifications (beyond PhD in previous item) • Indigenous knowledge systems • post-doctoral experience (5 points max) • equity, diversity, and inclusion experience • pedagogical development (workshops attended as participant, certificates earned): 1 point each. Note: points can only be awarded here if not considered in Cii above 		
TOTAL SCORE	Maximum: 100	0	

If the total score after b), c), and d) is less than 50, then the PTAC is not required to recommend the candidate for the course.

e) Optional

e) Optional

i. Comments for the Dean's consideration:

ii. Comments on Student Course Surveys:

e) Comments for the Dean's consideration:

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.

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.

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. The Dean will determine who will receive the offer according to the following procedures:

If two or more internal candidates have equal points under Appendix H:

- i. The Member who has taught the posted course before shall be ranked higher.
- ii. If this is insufficient to determine the appointment, a candidate who has self-identified as a member of an equity-deserving group (Indigenous, racialized, female, having a disability, and/or a sexual or gender minority), shall be ranked higher.
- iii. If this is insufficient to determine the appointment, the Member with the most total seniority points shall be ranked higher.
- iv. If this is insufficient to determine the appointment, the Dean shall make the appointment from among these candidates by lot.

If two or more external candidates have equal points under Appendix H:

- i. The candidate who has self-identified as a member of an equity-deserving group (Indigenous, racialized, female, having a disability, and/or a sexual or gender minority), shall be ranked higher.
- ii. If this is insufficient to determine the appointment, the candidate who has taught a similar course elsewhere most recently shall be ranked higher.
- iii. If this is insufficient to determine the appointment, the Dean shall make the appointment from among these candidates by lot.

When comparing the highest-ranking internal candidate with the highest-ranking external candidate, both of whom have the same number of points under Appendix H:

- i. The candidate who has self-identified as a member of an equity-deserving group (Indigenous, racialized, female, having a disability, and/or a sexual or gender minority), shall be ranked higher.
- ii. If this is insufficient to determine the appointment, the top ranked internal candidate shall be ranked higher.

