

Leadership Program

Part-time Appointment Committee (PTAC) Rubric for Appendix H (2026-2027)

This rubric provides the general guideline for the Leadership PTAC to use in the hiring process for Contract Teaching Faculty.

Appendix H				
Criteria	Possible Scores	Candidate's Score	Rubric	Rationale/Comments
a) Is the candidate qualified?				
i. Does the candidate have the required academic and/or professional qualifications as posted?	YES/NO		No rubric needed.	
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		Relevant qualification and experiences would include: >Academic degree >Course instruction in posted or similar course in mode of delivery for posted course >Publications related to leadership >Delivery of public/academic presentations on leadership topics >Involvement in leadership development initiatives (e.g., workshops) >Consultant experience in the field of leadership	
If No, then the PTAC is not required to continue the evaluation.				

b) Competency to teach the posted course:	Maximum: 50			
i. currency and mastery of the subject matter	30 – excellent 20-very good 15-good 10-satisfactory 0 – poor or no evidence		<p>30: Taught the posted course 3 or more times, strong course surveys (5 – 7 range); additional experience teaching leadership courses; published/presented work in the field.</p> <p>20: Taught the course once strong course surveys (5-7 range); additional experience teaching leadership courses; published/presented work in the field</p> <p>15: Taught the course once with strong course surveys (5-7 range) but no additional experience teaching leadership courses; published/presented work in the field</p> <p>10: Taught a similar course in another institution with good course survey results</p> <p>0: No experience teaching a similar course or any leadership courses</p>	
ii. previous teaching or tutorial or lab experience in the posted or similar or substantially similar course(s): total seniority points to a maximum of 10	Maximum: 10		No rubric needed.	
iii. ability to perform the duties of the course	Maximum: 10		<p>10: Taught the course 3 or more times in the mode of delivery posted; strong course surveys (5 – 7 range)</p> <p>7: Taught the course 1-2 times in the mode of delivery posted; strong course surveys (5-7 range)</p>	

			<p>5: Taught the course but not in the mode of delivery posted, strong course evals (5-7 range)</p> <p>3: Taught a similar course in the mode of delivery posted, satisfactory course evals (4-7 range)</p> <p>0: no experience teaching leadership courses</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			
i. teaching-related experience (seniority points not already counted in section b) ii) including courses taught, tutorial, labs, training	Maximum 15		No rubric needed.	
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		<p>15 – very good. Course surveys across multiple courses (6-7 range). Student notes of support in dossier or in cover letter. Teaching award/ nominations. Professional experience such as: Leading employee leadership development workshops; evidence of pursuing teaching development opportunities through TEI (for instance). Inclusion of a dossier/statement of teaching.</p> <p>10 - good. Course surveys across multiple courses (4.5 – 5.9 range). Student notes of support. Professional experience such as Leading employee leadership development workshops; evidence of pursuing teaching development opportunities through TEI (for instance). No dossier/statement of teaching.</p>	

			<p>5 – satisfactory; Course surveys across multiple courses (4.5 – 5.9 range). No additional information on pedagogical development approaches or student feedback.</p> <p>0 – poor or no evidence. No course surveys included from Laurier or other institutions.</p>	
<p>If the total scores after b) and c) is less than 40, then the PTAC is not required to continue the evaluation.</p>				
d) Other relevant qualifications	Maximum: 20			
	<p>20 – very good 15 – good 10- satisfactory 5 – limited 0 – no evidence</p>		<p>20 – very good. Information dissemination in the field such as publications (theoretical and/or practitioner-focused; podcasts, etc.), conference presentations; awards for professional accomplishments. Leadership roles in organizations.</p> <p>15 -good. Leadership roles in organizations. Professional recognition within the past 5 years. Additional leadership-related credentials earned in the past five years.</p> <p>10 – satisfactory. Leadership roles in organizations. Additional leadership-related credentials earned within past 5 years.</p> <p>5 – limited. Participated in leadership development initiatives, dated (>5 yrs old).</p> <p>0 – no evidence. No additional information provided by the candidate re: other relevant qualifications</p>	
TOTAL SCORE	Maximum 100			
<p>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.</p>				
<p>e) Optional</p> <p>i. Comments for the Dean’s Consideration</p> <p>ii Comment on the Student Course Surveys:</p>				