

HRHD Rubric for Assessing New Appendix H (May 2026)

Note: This rubric MUST be read in conjunction with the Appendix H Notes found in the latest CTF collective agreement and reproduced in the Excel evaluation form in a worksheet of the same title.

Assessment of the application will be based primarily on the Candidate Application Form (CAF) as per 13.5.1 and Appendix I. The Part-time Appointment Committee is only required to review the CAF, Curriculum Vitae, Official File, any documents listed as required in the job posting, and any specifically referenced pages in a supplemental document(s) to ensure fair assessment of each candidate.

STAGE I

a) is the candidate qualified?

After the application period has closed, the Program Coordinator (PC) will conduct a preliminary assessment of all applications.

Assessment of subsection i: This will be based upon whether each applicant possesses the required qualifications as set out in the job ad.

Assessment of subsection ii: This will be based upon whether each applicant possesses any qualifications identified as preferred in the job ad. If there are sufficient applicants who possess the preferred qualification(s), then the PC will recommend that assessment of applicants who do not possess the preferred qualification(s) stop here. If there are insufficient applicants who possess the preferred qualifications(s), then the PC will recommend that all applicants who met the basic qualifications be assessed further.

The PC will share his/her assessment with the other members of the PTAC who will review the files of the applicants who are being suggested for removal from further assessment. If there is any disagreement with the PC's assessment, the PTAC members will communicate to determine how to proceed.

At the end of this stage, the PC will inform the other PTAC members of the candidates who do not need to be assessed further for each course under consideration.

STAGE II

This stage will conclude with a PTAC meeting.

b) Competency to teach the posted course (50)

i. currency and mastery of the subject matter

PTAC members will assess evidence of currency and mastery of the subject matter *for each specific course under consideration* (e.g., additional degrees, past course syllabi, professional experience, scholarly activity, creative work, and other discipline specific activities) as demonstrated in the applicant's cv and CAF sections 1 and 2. Other relevant materials submitted

by the applicant will be consulted if this is deemed necessary to understand the contents of the cv and CAF.

Each PTAC member will assess this and assign one of the available scores (30-excellent, 20-very good, 15-good, 10-satisfactory, 0-poor or no evidence) before the PTAC meeting. The scores will be discussed at the PTAC meeting and a mutually agreed upon score entered into Appendix H at the PTAC meeting.

ii. previous teaching or tutorial or lab experiences in the posted or similar or substantially similar course (max 10)

One point will be recognized for each time the applicant has taught the course or a substantially similar course at Laurier. Offerings of the course in a different modality (e.g., in-person versus virtual) will be considered substantially similar. Other courses will only be assessed for substantial similarity if the applicant has indicated that they consider them to be so in their cover letter or PCAF).

Half-points (to a maximum of 5) will be awarded for each time:

- the applicant taught a similar course elsewhere and the applicant provided evidence of having taught the course (e.g., course syllabus, student survey results).
- a tutorial related to the course or a substantially similar course at Laurier or another institution elsewhere (if the applicant provided evidence of having taught the course (e.g., course syllabus, student survey results).

This will be calculated by the PC and verified by the other PTAC members at the meeting.

iii. ability to perform the duties of the course not addressed in b ii)(10)

What is being assessed here is the applicant's ability, as demonstrated in other courses taught at Laurier or elsewhere, but not already assessed in bii), to teach in a specific format/modality (e.g., large/small lecture, seminar, online), and to develop course materials including learning objectives, syllabi, student assessments, etc. as demonstrated in the applicant's cv, teaching evaluations, and CAF sections 2 and 3. Other relevant materials submitted by the applicant will be consulted if this is deemed necessary to understand the contents of the cv and CAF.

Points will only be awarded in this section for tutorials or labs taught at Laurier or elsewhere if i) the applicant has indicated they consider them relevant in their cover letter or PCAF and ii) the applicant provided evidence of having taught the tutorial or lab (e.g., course syllabus, student survey results).

Each PTAC member will assess this assign a score out of 10 before the PTAC meeting. The scores will be discussed at the PTAC meeting and a mutually agreed upon score entered into Appendix H at the PTAC meeting.

Section b): wrap-up

If the PTAC members assess that a sufficient number of applicants have scored 25 or higher in section b), assessment of all applicants scoring less than 25 will cease.

Section c) Teaching qualifications (not specific to the course) (30/80)

i. teaching-related experience (seniority points not already counted in section b) ii, including courses taught, tutorials, labs, training (15 points)

Laurier seniority points (excluding those already recognized in part b) will be recognized for each time the applicant has taught a course or tutorial at Laurier. (max 15)

Half-points will be awarded for each time the applicant taught a course or tutorial elsewhere (max 5).

One point will be awarded for each teaching training course/workshop taken. (max 5)

This will be calculated by the PC and verified by the other PTAC members at the meeting.

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

Assessment will be based on the applicant's cv, CAF section 3 and student course surveys. Other relevant materials submitted by the applicant will be consulted if this is deemed necessary to understand the contents of the cv and CAF section 3.

Each PTAC member will assess this and assign one of the available scores (15-very good, 10-good, 5-satisfactory, 0-poor or no evidence) before the PTAC meeting. The scores will be discussed at the PTAC meeting and a mutually agreed upon score entered into Appendix H at the PTAC meeting.

Section c): wrap-up

If the PTAC members assess that a sufficient number of applicants have scored 40 or higher in section b), assessment of all applicants scoring less than 40 will cease.

d) Other relevant qualifications (20/100)

Assessment will be based on the applicant's cv and CAF. Other relevant materials submitted by the applicant will be consulted if this is deemed necessary to understand the contents of the cv and CAF section 4.

Credit should only be given for evidence directly relevant to the course advertised. Evidence that may be considered are: additional degrees or professional qualifications, community engagement, development of educational materials, EDI experience, Indigenous knowledge systems, pedagogical development, post-doctoral experience, and professional development and/or experience.

Each PTAC member will assess this and assign one of the available scores (20-very good, 15-good, 10-satisfactory, 5-limited, 0-poor or no evidence) before the PTAC meeting. The scores will be discussed at the PTAC meeting and a mutually agreed upon score entered into Appendix H at the PTAC meeting.