

## APPENDIX H: ASSESSMENT OF CAS CANDIDATES UNDER 13.5.1

This form shall be used for the assessment of candidates for CAS positions under Article 13.5.1 and shall not be used to evaluate Members for any other purpose. A form must be completed for each candidate and appended to the minutes of the PTAC meeting(s).

### Assessment Form for CAS Candidates

<b>NAME</b>	
<b>Information used in the assessment:</b>	
List all sources of information used to assess the candidate, including teaching dossier; teaching evaluations from WLU; teaching evaluations from another institution(s); the Member's official file, if applicable; any other information provided by the candidate (specify).	
<b>(a) requisite academic qualifications (circle one)</b>	<b>yes      no</b>
<b>(b) satisfactory record of teaching</b>	/ 17
<b>(c) teaching experience in the posted course or similar course</b>	/ 16
<b>(d) total seniority points</b>	/ 15
<b>(e) other relevant qualifications</b>	/ 14
<b>TOTAL POINTS</b>	<b>/ 62</b>

**(a) Requisite Academic Qualifications:**

The applicant has the requisite academic qualifications for the position as posted, i.e., the relevant academic degree or certificate, education in the academic specialty, and/or the appropriate professional training and experience. Departments shall specify the minimum degree necessary for the position and they should 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). If the applicant does not have the requisite academic qualifications for the position as posted, he/she shall not be considered for the position.

**(b) Satisfactory record of teaching:**

The assessment of the candidate's teaching record shall be based on the candidate's university teaching evaluations under Article 19, or the equivalent from another institution, the candidate's teaching dossier, and any other information submitted by the candidate.

**17 points**

- less than satisfactory performance – 5 points
- satisfactory performance – 8 points
- above satisfactory performance – 11 points
- very good level of performance – 14 points
- excellent performance – 17 points

**(c) Teaching experience in the posted course or similar courses:**

**16 points**

- No experience in posted or similar course(s) – 0 points
- Some experience in similar course(s) – 4 points
- Extensive experience in similar course(s) – 8 points
- Has taught the posted course – 12 points
- Has taught the posted course more than once – 16 points

**(d) Total seniority points:**

**15 points**

- The applicant has accrued a total of ten (10) or more seniority points

**(e) Relevant qualifications including scholarship in the field and/or relevant professional experience:**

**14 points**

Indicate the candidate's qualifications and experience.

- Qualifications must be directly relevant to position advertised