

Part-time Appointment Committee Training Workshop

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Part-time Appointment Committee (PTAC) – Article 13.2

- New – names of members of PTAC must be posted on departmental websites (13.2.1)
 - A page should be set up for CAS in each sub-unit
 - Will include this and other information
- New – chairs of PTACs will attend annual training workshops (13.2.x)
- New – PTACs will keep minutes of their meetings and they will be available to the Dean, and to WLUFAs in the event of a grievance (13.2.y)

PTAC (cont'd)

- 13.2.2 - makes it explicit who serves on PTAC. It is chaired by the Chair of the sub-unit and has two full-time faculty elected by the D-I-C. The CA has no provision for the participation of other full-time faculty or CAS on PTAC.
- 13.2.y - PTAC has the sole responsibility to act for the sub-unit in posting courses under 13.3, reviewing applications for the same (13.4, 13.5) and evaluating CAS Members for seniority status (13.6). The Chair and the two elected Members are the only ones with authority and responsibility to act and they report directly to the Dean, not the D-I-C.

Posting of Positions – Article 13.3

- Appointments that are subject to the rights of Members with seniority status are exempt from posting requirements (13.2.7)
- Positions must be posted for at least 15 calendar days
- Email notification of all postings must be sent to Members on seniority list – i.e., Members who have done any teaching in the department within the last 36 months (13.3.1)

Postings (cont'd)

- New – on-line posting form
 - Contains all information listed in 13.3.2
 - Consistent from year to year
 - Clarity in academic qualifications
- Deadlines for posting are set out in CA (13.3.3)

Appendix X: Posting of Positions

Department:		Course Name/ #:	
Term:	Start/ End Dates	Day(s)/ Times:	
Location/ Type:	<ul style="list-style-type: none"> • Waterloo • Brantford • Kitchener • Online Learning 	Hours per Week/ Hours Total:	
Anticipated Class Size:		Additional Course Requirements:	<ul style="list-style-type: none"> • None • Lecture Attendance • Lab • Tutorial • Screening
Notes on Additional Course Requirements:		Hours for Additional Course Requirements:	
Salary:			

Appendix X (cont'd)

Qualifications:

Required:

- Doctoral Degree
- Master's Degree
- Bachelor's Degree

If Applicable:

- Discipline
- Area of Specialization 1
- Area of Specialization 2
- Professional Designation
- Other

Submit with Application:

- Cover Letter
- CV
- Letters of Reference
- Teaching Dossier

ADDRESS APPLICATIONS TO:

APPLICATION DEADLINE:

This appointment is in accordance with the Part-time Contract Academic Staff Collective Agreement, for which the Wilfrid Laurier Faculty Association (WLUFA) is the exclusive bargaining agent.

Posted On:

Posting Ends:

Application for a Position – Article 13.4

Roster– 13.4.3

- New – Members must complete a Roster Application Form to be considered as having applied for courses as they become available (Article 13.4.3.1)
- To exercise their first right of refusal under Article 13.6.3.1, Members with seniority are to submit a roster application (Article 13.4.3x)

Roster (cont'd)

- Members with seniority status who do not submit a roster application apply for courses as they are posted (Article 13.4.3x)
- Dean's notification of the Roster under Article 13.4.3.4 is to include the CAS Roster Application Form

Appendix AA – Roster Application Form

PERSONAL INFORMATION				
Name:		WLU ID Number:		
Department/Program:				
Email address:				
Telephone:				
Contact Information for May 1 to August 30 (if different from above)	Email: Telephone:		Dates Unavailable for Contact (if any):	
Materials Attached to this Application:	Current C.V. (Required)	List any other material(s): cover letter, teaching dossier, etc. (Optional)		
SENIORITY INFORMATION:			Total Seniority Points as of April 15	
List the courses in which you have seniority status				

Appendix AA (cont'd)

AVAILABILITY INFORMATION						
Workload:						
Number of courses preferred per term:	FALL		WINTER		Spring/ Intersession/ Summer	
Campus Availability:	Waterloo			Brantford		
Courses:						
Courses you are interested in teaching:						

Appendix AA (cont'd)

Section B: Music Faculty – Applicants for Hourly Instruction

AVAILABILITY INFORMATION			
Note below the Hour(s) per week in each term you are interested in teaching			
TERM	Fall	Winter	Spring
HOURS PER WEEK			

Section C: Applicants Returning to the CAS Bargaining Unit

List all courses (regular and overload) taught with the full-time bargaining unit since you left the CAS Bargaining Unit (c.f. 13.6.1.3)			

Section D: Applicants Entering the CAS Bargaining Unit

List all courses (regular and overload) taught with the full-time bargaining unit during this year and the previous academic year (c.f. 13.6.1.y)			

Roster (cont'd)

Important:

- An e-mail to your office listing the courses the Member would like to teach is not an application for the roster.
- An application to the roster is the completed “CAS Roster Application Form” with the current c.v. attached
- Members may also submit other materials (e.g., teaching dossier)

Criteria for Appointment – Article 13.5

- New – Assessment Form (13.5.x)
 - Will be used to assess all applicants except those with seniority in the course in question
 - Form will be attached to minutes of PTAC meetings
 - Criteria are the same as the old 13.5.1
 - Points-based system (except first criterion)

Appendix Y – Assessment of Candidates

NAME	
<p>Information used in the assessment: 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).</p>	
(a) requisite academic qualifications (circle one)	yes no
(b) satisfactory record of teaching	/ 17
(c) teaching experience in the posted course or similar course	/ 16
(d) total seniority points	/ 15
(e) other relevant qualifications	/ 14
TOTAL POINTS	/ 62

Assessment Form

(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.

Assessment Form (cont'd)

(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

Assessment Form (cont'd)

(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

Assessment Form(cont'd)

(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

Assessment (cont'd)

- A Member with seniority status and the most seniority points shall be offered the available courses for which he/she is entitled up to the maximum under 16.3.2 - that is 3 per term. However, if a Member has seniority and applies for more than 3 courses per term, it is up to the Member to select which 3 courses he/she wishes to teach. The PTAC will inform the Member that he/she is considered the top candidate for all of these courses and the Member will then have to choose which 3 courses he/she wants in each term. Likewise, if the Member has seniority and has applied for a course with multiple sections, it is up to the Member to select which 3 sections he/she wishes to teach. It is not up to the PTAC to select which courses the person with seniority shall be offered. The Members have right of first refusal.

Seniority – Article 13.6

Professional Development Evaluation

– Art. 13.6.2.8

- New – more than one visit to the class
- Additional visits are subject to mutual agreement of both parties

Questions About Process?

- If you have questions regarding PTAC processes please contact either Faculty Relations or WLUFA
 - Faculty Relations: Kendra Young, ext 2980, kyoung@wlu.ca
 - WLUFA: Sheila McKee-Protopapas, ext 2367, smckeeptopapas@wlu.ca
- It is best to ask for clarification or interpretation of the CA prior to making hiring decisions