

**LETTER OF UNDERSTANDING
Between**

**WILFRID LAURIER UNIVERSITY
And the**

WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION

RE: Evaluation of Field Supervisors

Whereas Articles 16.10 and 25.7 of the Collective Agreement for Part-time Contract Academic Staff and Part-time Librarians addresses the terms and conditions of the Field Supervisors in the Faculty of Education; and

Whereas Field Supervisors do not have a formal evaluation tool that can be used for assessment of teaching and review for seniority status;

The Parties agree to the following evaluation process for Field Supervisors:

There shall be a specific teaching evaluation form for Field Supervisors. Using the same format as the University Teaching Evaluations under 19.2, the statements that constitute the basis for the student's evaluation of the instructor shall be the following:

My Field Supervisor

- | | | | |
|----|--|-----|----|
| 1. | Consulted with my associate teachers. | Yes | No |
| 2. | Appeared for scheduled meetings or observations. | Yes | No |

For items 3-17 please use the following scale: 1=Strongly Disagree; 7=Strongly Agree

My Field Supervisor provided support in the area of

3. Teaching methods and strategies.
4. Instructional planning aligned with the Ontario curriculum.
5. Assessment of student progress.
6. Classroom management.
7. Matching instruction to student needs.

8. Achieving my identified Professional Learning Goals.

My Field Supervisor

9. Was knowledgeable about Laurier's teacher education program.
10. Made him/herself available to me for consultation.
11. Was helpful in addressing problems.
12. Reviewed my lesson plans and gave feedback.
13. Reviewed my teaching binder and/or materials and gave feedback.
14. Gave constructive feedback on my teaching.
15. Helped me to differentiate my instruction.
16. Supported my overall success.

Furthermore:

- a) Evaluations for Field Supervisors in Education shall not be on the basis of a course but upon the Field Supervisor student grouping. Evaluations shall take place online, given the nature of supervision placements, but shall otherwise be in accordance with 19.2.7. The University will not conduct an evaluation with fewer than five (5) students in any course grouping.
- b) Only data derived from teaching evaluations which conform to these provisions, and which have been placed in the Member's Official File, can be used in the University's assessment of a Field Supervisor's teaching performance.

For the University

For WLUFA



Deborah MacLatchy, President, WLU

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David Monod, President, WLUFA