



SFUFA and Academic Relations Workshop for Teaching Faculty

September 2012

Topics

- Probation
- Biennial Salary Review
- Promotion
- Study Leave

Teaching Faculty Policy (A12.01)

- Main policy for Teaching Faculty
- Covers appointment, promotion, salary, appeals processes and more

Teaching Faculty Categories

- **Lab instructor:** expert university teacher who assists faculty in teaching (may do some teaching on own)
- **Lecturer:** expert university teacher with full responsibility for teaching
- **Senior lecturer:** superior university teacher and leader in curriculum development and/or pedagogy

Initial Continuing Appointment: Probation

- 12 months probation
- End 2nd semester, review by TARC (TPC + teaching appointment rep)
- Satisfactory review = continuing position after 12 months & 1 career progress step
- Unsatisfactory review = probation extended 12 months with supplementary review after 4th semester & no career progress
- Can appeal a negative decision

Most Initial Assessments Positive. If not, Probation Extended 1 Year.

- If negative assessment, Chair must provide a written statement of
 - Unsatisfactory aspects of performance
 - Expected standard of performance
 - Criteria for measuring performance
- Contact SFUFA if negative decision received
- Can appeal to VPA if decision is negative or split at Chair/ Dean levels
- 2nd review (if required) at end of 4th semester

Evaluation Criteria: Teaching

Policy criteria include

- Preparation & instruction of classes
- Supervision of teaching assistants and laboratory instructors
- Curriculum development
- Development of programs
- Graduate supervision
- Other associated duties

General University Criteria: teaching effectiveness

- Mastery of Subject
- Generation of enthusiasm
- Maintenance of standards
- Openness to innovation
- Ability and willingness to teach a range of subjects at different levels

Methods of Assessment: teaching effectiveness

- Teaching effectiveness should be assessed through a combination of methods:
 - Student evaluations
 - Observations of faculty colleagues
 - Teaching dossiers or portfolios
 - Caliber of supervised dissertations or theses
 - Success of students/ student outcomes
 - Provision of assistance to students above and beyond formal teaching

Evaluation Criteria: Teaching Dossier

- Every teaching appointment is required to maintain a teaching dossier (or teaching portfolio) & update it each academic year

(A requirement honoured more in the breach than in the observance - but this could change & you could be penalized for not maintaining one)

- Resources:

<http://www.caut.ca/cuasa/dossier.html>

or

<http://www.academicrelations.sfu.ca/FacultyStaff/index.html> - under RTP

Why a Teaching Dossier/ Portfolio?

- Avoids total reliance on student evaluations
- Means of promoting your teaching and educating members of the TPC
- Means of drawing attention to growth and improvement in teaching (may be crucial for probationary reviews & promotion)

Currency in the Discipline

- Clarify in dossier how you maintain currency, list professional development activities, indicate how others draw upon your expertise
- Consider including your plans for an up-coming I-in-9 non-teaching semester and other professional development opportunities
- If you have them, include accomplishments that demonstrate your involvement in research and scholarship

Research & Scholarship

- Significant value to activities and publications related to the scholarship of teaching and learning
- Research activity in content area can be a double-edged sword; may be seen as positive OR as taking time away from teaching
- Link it back to teaching, how it enhances rather than detracts from teaching duties

Service

- Departmental service is generally expected; if you aren't being asked, volunteer (in writing)
- You should also receive credit for service to your Faculty, the University, your discipline, SFUFA, and relevant service to the community
- Bottom line is good collegial relations

A Final Word on Evaluation Criteria

- Every department has evaluation criteria for tenure and promotion that have been ratified by the tenure-track faculty
- This document may give insight into how the members of the TPC are likely to evaluate teaching and service
- Evaluated on criteria in place at time of hire unless you choose current criteria
- University criteria – A I I.05

Biennial Salary Review

- Every two years for continuing appointments and limited term appts over 2 years in length
- Documents (c.v. and teaching dossier) must be submitted by Jan 15 for previous two years
- 0.0, 0.5, 1.0, 1.5, or 2.0 steps awarded for each of two years (on Sep 1st)
- Vast majority of faculty receive 1.0 or 1.5
- Departmental average cannot be more than 1.3 steps, and steps awarded are affected by the performance of everyone in the cohort;
- Cohort includes tenure-track faculty
- Top of scale – steps earn NO salary, no banking

Teaching Appointments Review Committee (TARC)

- Comprised of Tenure & Promotion Committee (TPC) + 1 teaching faculty representative elected by the teaching faculty in the department
- Alternate elected in case of a conflict or apprehension of bias (if a potential issue, contact SFUFA for advice)
- Evaluation process according to Salary Policy A20.01 except for the following covered in A12.01:
 - Response to 0.5 or 0.0 merit step assessment
 - Performance probation (resulting from unsatisfactory biennial reviews)
 - Termination procedure (for successive unsatisfactory performance evaluations, including after probationary period)

After Chair/ Director Recommendation

- 10 days to respond to the Dean after receiving Chair/ Director recommendation
 - Opportunity to clarify, correct, add information, and/or make a case before Dean's decision
- 10 days to appeal to VPA if Dean or Dean and Chair/ Director recommend 0.0
- SFUFA and Academic Relations available for advice at all stages of the review process (Please contact us as soon as possible.)

In those rare cases where an assessment is less than 1.0 ...

- Contact Faculty Association for assistance
- If unsatisfactory assessment follows two consecutive satisfactory reviews, faculty expected to take steps to remedy
- If less than 1.0 in one or both previous reviews, faculty must receive written notice of unsatisfactory aspects, expected standards, and criteria for measuring performance

Performance Probation after Negative Reviews

- This form of probation is extremely rare.
- Teaching faculty who receive unsatisfactory reviews should be working with SFUFA long before this point is reached!

Promotion

- **To Lecturer:** when substantial portion of duties are full responsibility for instruction and can demonstrate ability as expert university teacher
- **To Senior Lecturer:** with at least 5 years experience as a Lecturer and demonstrated superior abilities as a university teacher across a range of courses, leadership in curriculum development or innovative pedagogy, and a satisfactory level of service

Promotion to Senior Lecturer

- Years of limited-term contracts immediately preceding continuing position count toward promotion and eligibility for study leave
- Can apply for early promotion with three years as a continuing Lecturer at SFU and three-years equivalent experience (at least half time) at another post-secondary institution
 - Revised memorandum of agreement November 2007
 - Written submission and full CV and teaching dossier TARC Chair & Dean by September 15
 - Dean's decision due by October 1

Time-line for Promotion

Sep 15	<i>Request for early promotion to Dean (copy to Chair) with full c.v., etc. Denial from Dean does <u>not</u> affect ability to apply the next year.</i>
Oct 15	Application to Chair with CV, teaching dossier, and whatever other docs considered relevant.
Feb 15 (ideally)	Chair's/ Director's recommendation to Dean; copy to faculty. Opportunity to respond.
April 15 (ideally)	Dean's recommendation to VPA; copy to faculty. Opportunity to respond.
No date	VPA reviews recommendations. Decision final. Promotion effective September 1. If no, must wait until second year to reapply.

Study Leave

- Teaching faculty's study leaves governed by policy A31.06 (different policy than for research faculty)

According to policy, study leave

- provides a period of time “to complete a project or course of study which will enhance his/her work at the University in the future.”
- is a “privilege” awarded “on the basis of demonstrated benefit to the University and the non tenure-track member.”

Study Leave Eligibility

- Time spent as a limited-term lecturer at SFU counts
- Must hold a continuing position & have a record of satisfactory assessments in recent performance reviews
- If previously had study leave, “must demonstrate that the previous study leave contributed to their performance” as teaching faculty
- Eligible after each 6 year period of employment
 - Time as a limited term may count
 - Time on maternity or parental leave counts
 - Can carry forward two years unused entitlement

Study Leave Options

- Up to 1 year at 100% for first study leave if after promotion to Senior Lecturer (does not apply if hired as a Senior Lecturer)

Otherwise:

- 100% for four months
 - 90% for eight months (can arrange salary deferral)
 - 80% for twelve months (can arrange salary deferral)
- May be taken consecutively with an earned non-teaching semester (such as 1-in-9 development semester)

Study Leave Conditions

- Normally starts at beginning of a semester
- Time spent on study leave does not affect timing of consideration for salary review or promotion
- Outside remuneration requires prior permission
- Must teach at least two semesters after study leave or pay back all or part of salary received during leave
- Report on activities and accomplishments required as part of next salary review (& condition for next leave)
- Faculty can request postponement of approved leaves for up to one year

Study Leave Application Process

- Form is Appendix I of policy A31.06
- Application deadlines:
 - October 1st for next September 1st
 - February 1st for next January 1st
 - June 1st for next May 1st
 - May be considered earlier under special circumstances
- Application must outline objectives and benefits
- Chair forwards recommendation to Dean; faculty has opportunity to submit comments directly to Dean
- If Dean does not recommend, faculty can “make an additional submission to the Study Leave Advisory Committee” – in practice, to the VPA

Preparing to Apply for Study Leave

- Study leave allows you to devote significant time to the scholarship of teaching and learning and/or to activities that enhance teaching and course delivery

Spend some time planning how best to use your time:

- Research your options and arrive at a firm plan that you are confident you can follow through on
- Be realistic about what you can hope to accomplish
- If you aren't sure if you have too many or too few activities, you could set your priorities and identify what you would also undertake if time allows

Preparing the Study Leave Application

- Identify specific activities and expected outcomes/deliverables
- Clarify how much time you anticipate spending on each activity
- Provide clear descriptions of how the activities you propose will enhance your work and benefit the department/University, students, and your career

Responding to a Negative Study Leave Decision

- You can appeal a negative decision
- Come to SFUFA for assistance; we can help!

Post Study-Leave Report

- Included in your next salary review
- Note your success in meeting the objectives outlined in your application
- Explain any change in plans or unfulfilled expectations
- Reiterate how your activities benefit the department/University, students, and your career

Know your rights; read your policies!

To access policies:

- Go to <http://www.sfu.ca/policies> & click on Academic Policies
- Scroll down the list to find
 - A10.01 Academic Appointments (continuing teaching appointments are category B appointments; limited-term are category C)
 - A12.01 Teaching Appointments
 - A20.01 Salary policy (salary scales are in the next policy, A20.02)
 - A31.06 Study leave policy for teaching faculty

If you have questions, suggestions, or need assistance:

SFUFA –

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