

**University of Alberta
Faculty of Science**

**ATS Members Expectations and Standards of Performance
and ATSEC Procedures and Timelines
ATSEC Terms of Reference**

**First Version Approved by
Provost and Vice-President (Academic) - December 20, 2019**

Revision Approved by the ATS Members of Faculty Council - May 22, 2023

**Revised Version Approved by
Provost and Vice-President (Academic) - September 27, 2023**

Table of Contents

1. Terms of Reference	2
1.1 Purpose and Context	2
1.2 Mandate	2
1.3 Composition of ATSEC	2
1.4 ATS Titles, Ranks and Evaluation	3
2. ATS Expectations and Standards of Performance	3
2.1 Overview	3
2.2 Attributes	4
2.3 Criteria for Teaching Effectiveness	4
2.4 Merit Incrementation	4
2.5 Criteria for Promotion	5
3. Procedures	5
3.1 Election Procedures	5
3.2 ATSEC Meeting Schedule	6
3.3 ATSEC Evaluation Procedures	6
3.4 Department Chair Evaluation Procedures	7
Appendix 1. Representative Position Profiles	7
Science Teaching Professor Position Profile	7
Science Instructor Position Profile	11
Max Wyman Assistant Professor Position Profile	13
Appendix 2. ATS Promotion Dossier Structure	16
Appendix 3. Personal Position-Profile Refinement Form	18
Appendix 4. Tentative Detailed ATSEC Schedule	18

1. Terms of Reference

1.1 Purpose and Context

Policies and Procedures governing the teaching-intensive career path is *Schedule D for Academic Teaching Staff of the Collective Agreement* ("[Schedule D](#)").

This document outlines the Faculty of Science (hereafter referred to as FoS) ATSEC terms of reference, evaluation and promotion standards approved by ATS members of the Faculty, procedures, and position profile templates. In the case of any conflict, Schedule D will be considered authoritative.

1.2 Mandate

The FoS ATSEC is responsible for annual review for merit incrementation and promotion of ATS members, as well as the development and oversight of all ATS employment practices (position profile templates, probationary periods, annual report formatting) in the Faculty. The ATSEC is responsible for ensuring the faithful application of Schedule D.

1.3 Composition of ATSEC

ATSEC is composed of five voting members:

- two ATS members elected among those who are evaluated by ATSEC (elected by ATS members),
- one tenured academic faculty member (elected by academic faculty members),
- one external ATS member (appointed from the Provost's Office) and
- the Vice Dean, who will serve as Chair of ATSEC.

In addition, membership includes a Human Resources officer (non-voting).

In addition, for promotion cases, the Chair of the Department (or their delegate) will attend the ATSEC meeting, as a non-voting member, to present the case.

Elected members will serve three-year terms, and will be elected in alternating years to assure continuity.

Quorum shall be 80% (4 of 5) of voting members. If more than one voting member is unavailable, the meeting of ATSEC shall be suspended until quorum is achieved.

1.4 ATS Titles, Ranks and Evaluation

ATSEC will review

- all ATS members in Science who have career or multi-year (≥ 3 years) T12 or T8R appointments (Assistant Teaching Professor, Associate Teaching Professor, and Full Teaching Professor), and
- Max Wyman Assistant Professors in the Department of Mathematical and Statistical Sciences.

All other Term Instructors will be reviewed by their department chairs (Assistant Instructor, Associate Instructor, Full Instructor).

Table 2. Titles, Contracts and Evaluation of ATS Appointments in the Faculty of Science

All ATS Members, regardless of their Title and Contract Status are categorized in accordance with Article D1.01.c as one of 3 Ranks - Assistant Lecturer, Associate Lecturer and Full Lecturer.

Title	Contract Status	Evaluation Method
Science Teaching Professor (Ranks: Assistant Teaching Professor, Associate Teaching Professor, Full Teaching Professor)	Career – full-time or part-time Term 12 or Term 8R – Multi-year appointment (≥ 3 years)	ATSEC
Science Instructor (Ranks: Assistant Instructor, Associate Instructor, Full Instructor)	Term 12 (< 3 years) Term 12 (part time) Term (full-time or part-time)	Department Chair
<i>(Those converted to Career, due to length of service, will be evaluated by ATSEC, as Teaching Professors with the associated position profile)</i>		
Max Wyman Assistant Professor (MSS only)	Term 12 (full time; 3-year appointment)	ATSEC

2. ATS Expectations and Standards of Performance

2.1 Overview

As staff whose primary duties fall in the teaching realm, ATS members will be evaluated for their teaching performance based on the criteria specified in the profiles included in Appendix 1, along with any other duties (e.g., research, service or leadership) that may be specified in their personal position-profile refinement form (Appendix 3).

This form will be completed by the Department Chair and the ATS member when the ATS member is appointed to their position. The form will be valid for a period of no less than two years, or the remainder of their appointment and it may be renewed and/or amended at the expiration of this period or by mutual agreement between the ATS member and the Chair.

The concept of teaching is not confined to classroom instruction but includes such items as participation in the supervision of laboratories, seminars, colloquia, tutorials, individual and group discussions, supervision of graduate and undergraduate students, and the development of innovative teaching methods.

2.2 Attributes

In evaluating the effectiveness of an ATS member as a teacher, some of the attributes to be considered are their ability and willingness to:

- organize and present lectures at a level appropriate for the course curriculum and modality;
- communicate effectively with students;
- stimulate intellectual inquiry and to foster learning in the students;
- present the latest research findings and debates in the discipline (where appropriate);
- make themselves available to students;
- participate in activities related to teaching such as advising students in selecting courses and assisting them in defining their long-range goals (see also 'Service');
- produce textbooks of high quality and have them published;
- develop high-quality audiovisual materials for instructional purposes, as necessary;
- develop and update course materials (lab materials, course notes, etc.); and,
- teach courses at various levels;
- manage and mentor teaching assistants.

2.3 Criteria for Teaching Effectiveness

There are several ways for a Chair to evaluate effectiveness in teaching, such as:

- assessment by students through the University's standard instruments;
- direct assessment of teaching delivery by the Chair or their designate;
- peer assessment of teaching delivery;
- assessment of lecture content, assignments, examinations and other course content, by the Chair or knowledgeable colleagues;
- assessment of the extent to which the educational goals of the department are met, by the Chair; and
- evaluation of course management effectiveness (managing teaching assistants, effective scaling) by the Chair or their designate.

It shall be the responsibility of the Chair to present multifaceted evidence of an ATS member's teaching effectiveness using the list above as a guide.

2.4 Merit Incrementation

The merit increment must be earned through meritorious achievements and is by no means an automatic right of the individual or based on the years of service. The award of merit increments is based on an individual's performance during the twelve-month period (July 1 – June 30) (or appropriate appointment period) defined by the Annual Report.

For Term 8R appointments, evaluation will consider only those portions of the twelve-month reporting period during which they carried out their duties.

Merit will be assigned on the basis of documented evidence that may include any or all of the criteria listed in the previous section. Additional contributions such as service/leadership activities will also be considered when assessing merit, as relevant to the elements of the individual's personal position-profile refinement form.

Current increment values can be found in Schedule D.

Increments for those considered by ATSEC will come from a fixed pool amounting to 1.2 x the total number of eligible ATS members under consideration. ATS members currently capped at the top of their salary scale will be ineligible for merit incrementation.

2.5 Criteria for Promotion

Following application by the ATS member, promotion to the next rank shall be recommended at the discretion of the Chair, based upon a multi-year record of excellent performance, as documented in a dossier prepared by the ATS member.

Normally, eligibility for promotion to the rank of Associate Teaching Professor will occur after 6 years of equivalent full-time employment and eligibility for promotion to Full Teaching Professor will occur after 10 years of equivalent full-time employment. Notwithstanding these guidelines, an application for promotion can be initiated at any time by the staff member or as recommended by the Dean.

The structure of the dossier is documented in Appendix 2.

Based on the submitted promotion dossier, the Chair will solicit several (normally 3) letters (either internal, external, or a combination) from knowledgeable experts.

The ATS promotion dossier, the received reference letters, and the Chair's recommendation letter (which

may address all relevant elements of performance, including teaching, research, and service to the department, faculty, or university) will be reviewed by ATSEC. Explicit comparison shall be made of the candidate's performance to that of others in the proposed new rank.

3. Procedures

3.1 Election Procedures

The election of ATS members to ATSEC shall take place during the fall term. All ATS staff in the Faculty of Science will be contacted with an invitation to nominate a colleague for consideration by a deadline no less than 2 weeks after the date of the notification. The nomination must also include confirmation that the nominee agrees to stand for election and serve if elected. Nomination shall be restricted to those ATS whose evaluation will be done by ATSEC (Career, multi-year Term 12 or Term 8R, and Max Wyman) and who will be available for the full 3-year term. Self-nomination is also permitted.

If two or more nominations are made for an elected spot on ATSEC, the office of the Dean will conduct an electronic vote, with participation of all ATS members regardless of their contract status. The results will then be disseminated to all ATS members. In the event that only one eligible nominee is available by the indicated deadline, that nominee shall join ATSEC by acclamation. If there are no eligible nominees by the time the deadline passes, it will be extended and additional canvassing of ATS members and Chairs will be conducted to identify suitable nominees.

Similar procedures will be followed for the election of the tenured academic faculty member, except that nominees will come from, and voting will be held within, the ranks of tenured and tenure-track academic faculty members. Ideally, this person will have significant involvement with teaching and ATS members.

3.2 ATSEC Meeting Schedule

Election or appointment of new ATSEC members shall be conducted during the Fall term. All meetings will occur in the Winter term to avoid conflict with Science FEC (which meets in early November (1 day for tenure and FSO continuing appointments), early December (1 week for merit and promotion cases) and late January (reconsideration).

Given the relatively small number of ATS members to be reviewed by ATSEC, all merit and promotion cases will be discussed at the same ATSEC meeting during the Winter term. A subsequent meeting for reconsideration cases will be scheduled for at least one month after the primary meeting, and held when required.

A detailed tentative schedule can be found in Appendix 4.

3.3 ATSEC Evaluation Procedures

ATS members going before ATSEC will complete an online annual report and submit to Chairs by the deadline specified in the final approved schedule. Those applying for promotion will prepare detailed dossiers documenting performance in teaching and service. The structure of the dossier is documented in Appendix 2. ATS members who intend to seek consideration for promotion in a given academic year must notify their Chair and the Vice Dean of this intent by July 1 of that academic year. Chairs will then be responsible for soliciting letters of reference and obtaining departmental feedback on the promotion case.

All merit cases will be reviewed by the appropriate Chairs, who will then prepare merit recommendations via the Faculty of Science Annual Report system. For promotion cases, Chairs will compose detailed recommendation documents summarizing the case and all internal and external feedback. All annual

reports, promotion dossiers, and Chair's recommendations will be made available to ATSEC at least three weeks prior to the scheduled meeting.

Staff may contest a negative promotion recommendation or a merit recommendation of less than 1.0 increments, as long as they notify the ATSEC Chair at least 2 weeks prior to the scheduled ATSEC meeting. Time will be scheduled during the ATSEC meeting to hear any contested cases. Consideration of contested cases shall follow the procedure in Schedule D. Decisions on contested cases will be voted on immediately after the presentation by the contesting ATS member.

The ATS Chair will communicate the results of all of the cases that were considered by ATSEC to the affected ATS members and their Chairs no more than one week following the conclusion of the meeting. Staff whose promotion decision received a negative vote or whose merit decision was reduced from a value of 1.0 increments or more to less than 1.0 increments may request reconsideration by ATSEC at a subsequent meeting to be held at least one month after the primary ATSEC meeting. Reconsideration by ATSEC will follow procedures in Schedule D.

Results of all merit and promotion decisions will take effect as of the following July 1.

3.4 Department Chair Evaluation Procedures

ATS members who are evaluated by the Chair will complete an online annual report, special purpose for Term ATS members, and submit to Chairs at least 4 weeks prior to the end of their appointment term. All merit cases will be reviewed by the appropriate Chairs, who will then prepare merit recommendations via the Faculty of Science Annual Report system for the consideration of the Vice Dean. The Vice Dean will communicate the results of an ATS member's merit decision at least 2 weeks prior to the end of their appointment term. The ATS member's ability to contest a Chair's recommendation and request reconsideration will be in accordance with Schedule D.

Those applying for promotion will prepare detailed dossiers documenting performance in teaching and service. The structure of the dossier is documented in Appendix 2. ATS members who intend to seek consideration for promotion in a given academic year must notify their Chair and the Vice Dean of this intent by July 1 of that academic year. Chairs will then be responsible for soliciting letters of reference and obtaining departmental feedback on the promotion case.

For promotion cases, Chairs will compose recommendation documents summarizing the case and all internal and external feedback. All annual reports, promotion dossiers, and Chair's recommendations will be made available to the Vice Dean. The ATS member's ability to contest a Chair's recommendation and request reconsideration will be in accordance with Schedule D.

Appendix 1. Representative Position Profiles

Science Teaching Professor Position Profile

Position Titles: Assistant Teaching Professor

Associate Teaching Professor

Full Teaching Professor

Position Rank: Assistant, Associate or Full Lecturer

Contract Status: Career (full time or part-time)

Term 12 or Term 8R Multi-year appointment (≥ 3 years)

Faculty: Science

Salary Range: as per established Salary Scale in Appendix D5 of Schedule D; refer to Article D6.08 of Schedule D for Increment Eligibility

Reports to: Department Chair or designate

Evaluated by: ATSEC

Senior Officer: Vice Dean

General Overview

A staff member under Schedule D shall be a scholar who:

- has teaching and/or teaching-related responsibilities as their primary academic responsibility, such teaching shall involve University credit courses;
- shall demonstrate scholarship and remain current and competent in the discipline or profession;
- may have assigned duties related to service; and
- may have assigned duties related to research and other scholarly activities.

If research and other scholarly activities and service responsibilities are not specifically included in this Position Profile, the degree of voluntary participation in such responsibilities may vary from staff member to staff member and from time to time. Such voluntary participation is not compensated and, as it has not been formally assigned, and will not be considered for evaluation. The absence of such voluntary participation will not be considered as detrimental to the staff member's evaluation.

Faculty-Specific Overview

- Incumbents will teach in undergraduate and/or graduate courses and may contribute to Faculty and community service.
- Teaching Professor ranks are as defined in Faculty of Science guidelines.
- Definition of full-time teaching load is 7 three-credit course sections (3-3-0-1 or 3-3-1-0 for the Fall-Winter-Spring-Summer terms) or equivalent, over 12 months. This may be adjusted for other responsibilities (mentioned in the "Other Duties" section below) and should be documented through the personal position-profile refinement document.
- As Career Status appointments, Teaching Professors will be evaluated by the Science ATSEC committee as per the ATSEC Evaluation Policies and Procedures.
- Any special conditions which are at variance with this position profile or the terms of the Schedule D shall be documented in the ATS member's personal position profile refinement document and approved in accordance with Article D1.04 of Schedule D.

Academic and/or Professional Qualifications

(exceptions require a recommendation from the Chair and approval by the Dean)

- A PhD or equivalent degree in a relevant discipline is the normal qualification and is required to teach courses at the 300 or higher levels;
- A Masters or equivalent degree in a relevant discipline is the minimum to teach 100 and 200 level courses;
- Demonstrates scholarship and remains current and competent in the discipline or profession.

Skills and Competencies

- Recent experience and/or demonstrated ability in University Teaching at the undergraduate/graduate level.
- Ability to employ varied teaching strategies.
- Ability to design or select and administer effective assessments.
- Strong verbal and written communication skills, with the ability to adapt communication style.
- Ability to work effectively with colleagues.
- Critical thinking and organizational ability.
- Facilitation, negotiation and problem solving skills and an ability to handle challenging student situations.
- Technically proficient in skills as required by the discipline, for example in the relevant computer environments and applications.

Duties Relevant to Teaching of University Credit Courses

- Demonstrates scholarship and remains current and competent in the discipline or profession to ensure that course content is up to date and relevant to the needs of students
- Provides instruction to students in Faculty of Science undergraduate and/or graduate courses as assigned by the Chair.
- Instruction may include laboratory, seminar or field instruction, as components of lecture courses, or as separate teaching assignments.
- Evaluates student performance progress and provides appropriate and timely feedback according to department protocols.
- Prepares, administers, and marks final exams/assignments; completes records related to grades; may be required to prepare and/or administer deferred exams.
- May provide support or supervision for undergraduate or graduate student projects.
- Attends course-related orientations, meetings and other activities related to teaching assignment
- Holds office hours as per department policy and handles email communications in a timely manner.
- Prior to the start of class: designs course syllabus; orders textbooks and other course materials as required.
- Mentoring or supervision of teaching assistants where applicable.

Teaching-Related Duties at Senior Ranks

Normally, as the ATS member progresses through the ranks, they may be expected to carry additional teaching-related duties, as follows:

- May act as course(lab) coordinator (“course captain”) in large multi-section courses(labs)
- May generate course content, such as course notes and lab manuals.

Other duties and associated % of FTE will be stipulated in the Personal Position-Profile Refinement form.

Service Contributions

Service may include, but is not limited to:

- Curriculum development, new course design or redesign of existing courses
- Participation in the governance of the Department or Faculty through committee membership.
- Serving in teaching-related Departmental Administrative positions.
- Service towards peer observation and feedback of teaching.
- Coordination of outreach, dissemination, and community events, such as poster exhibitions, hackathons, workshops and conferences, K-12 student visits to the University, etc.
- Dissemination of knowledge to the general public, using expertise and knowledge of the discipline.

Research and Scholarly Activities

Research and scholarly activity is not a requirement of this position but may be included with the agreement of the Teaching Professor and Chair and approval by the Dean. Such activities may include, but are not limited to:

- Pedagogical research and innovation.
- Research that ensures currency within the discipline
- Supervision and dissemination of original research with undergraduate or graduate students
- Applying as co-applicants and holding grants (requires a recommendation from the Chair and approval by the Dean)
- Professional Development.

Approved by ATSEC Chair:

Date:

Science Instructor Position Profile

Position Titles: Assistant Instructor

Associate Instructor

Full Instructor

Position Rank: Assistant, Associate or Full Lecturer

Contract Status: Term 12 (< 3 years); Term 12 (part time); Term (full-time or part-time)

Faculty: Science

Salary Range: as per established Salary Scale in Appendix D5 of Schedule D; refer to Articles D6.07 and D6.08 of the Schedule D for Increment Eligibility

Reports to: Department Chair or designate

Evaluated by: Chair

Senior Officer: Vice Dean

General Overview

A staff member under Schedule D shall be a scholar who:

- has teaching and/or teaching-related responsibilities as their primary academic responsibility, such teaching shall involve University credit courses;
- shall demonstrate scholarship and remain current and competent in the discipline or profession;
- may have assigned duties related to service; and
- may have assigned duties related to research and other scholarly activities

If research and other scholarly activities and service responsibilities are not specifically included in this Position Profile, the degree of voluntary participation in such responsibilities may vary from staff member to staff member and from time to time. Such voluntary participation is not compensated.

Faculty-Specific Overview

- Incumbents will teach in the undergraduate degree programs and may contribute to Faculty and community service.
- Definition of full-time teaching load is 7 three-credit course sections (3-3-0-1 or 3-3-1-0 for the Fall-Winter-Spring-Summer terms) or equivalent, over 12 months. This may be adjusted for other responsibilities (mentioned in the "Other Duties" section below) and should be documented through the personal position-profile refinement document.
- Science Instructors will be evaluated by the Department Chair.
- Any special conditions which are at variance with this position profile or the terms of the Schedule D shall be documented in the ATS member's personal position profile refinement form and approved in accordance with Article D1.04 of Schedule D.

Skills and Competencies

- Recent experience and/or demonstrated ability in University teaching at the undergraduate or/and graduate level.
- Ability to employ varied teaching strategies.
- Ability to design or select and administer effective assessments.

- Strong verbal and written communication skills, with the ability to adapt communication style.
- Ability to work effectively with colleagues.
- Critical thinking and organizational ability.
- Facilitation, negotiation and problem solving skills and an ability to handle challenging student situations.
- Technically proficient in skills as required by the discipline, for example in the relevant computer environments and applications.

Duties Relevant to Teaching of University Credit Courses

- Provides instruction to students in Faculty of Science undergraduate and/or graduate courses as assigned by the Chair.
- Instruction may include laboratory, seminar or field instruction, as components of lecture courses, or as separate teaching assignments.
- Evaluates student performance progress and provides appropriate and timely feedback according to department protocols.
- Prepares, administers, and marks final exams/assignments; completes records related to grades; may be required to prepare and/or administer deferred exams.
- May provide support or supervision for undergraduate student projects.
- Attends course-related orientations, meetings and other activities related to teaching assignment
- Holds office hours as per department policy and handles email communications in a timely manner.
- Prior to the start of class: designs course syllabus; orders textbooks and other course materials as required.
- Mentoring or supervision of teaching assistants where applicable.
- Demonstrates scholarship and remains current and competent in the discipline or profession to ensure that course content is up to date and relevant to the needs of students

Teaching-Related Duties at Senior Ranks

Normally, as the ATS member progresses through the ranks, they may be expected to carry additional teaching-related duties, as follows:

- May act as course(lab) coordinator ("course captain") in large multi-section courses(labs)
- May generate course content, such as course notes and lab manuals.

Other duties and associated % of FTE will be stipulated in the Personal Position-Profile Refinement form.

Service Contributions

Service may include, but is not limited to:

- Curriculum development, new course design or redesign of existing courses
- Participation in the governance of the Department or Faculty through committee membership.
- Dissemination of knowledge to the general public, using expertise and knowledge of the

discipline.

- Serving in teaching-related Departmental Administrative positions.
- Coordination of outreach, dissemination, and collegial activities.

Academic and/or Professional Qualifications

(exceptions require a recommendation from the Chair and approval by the Dean)

- A PhD or equivalent degree in a relevant discipline is the normal qualification and is required to teach courses at the 300 or higher levels;
- A Masters or equivalent degree in a relevant discipline is the minimum to teach 100 and 200 level courses;
- Demonstrates scholarship and remains current and competent in the discipline or profession.

Approved by ATSEC Chair

Date

Max Wyman Assistant Professor Position Profile

Position Title: Max Wyman Assistant Professor

Position Rank: Assistant Lecturer

Contract Status: 3-year term, with a possible 1-year extension

Faculty: Science

Salary Range: as per established Salary Scale in Appendix D5 of Schedule D Refer to Article D6.08 of Schedule D for Increment Eligibility

Reports to: Department Chair or designate

Evaluated by: ATSEC

Senior Officer: Vice Dean

General Overview

A staff member under Schedule D shall be a scholar who:

- has teaching and/or teaching-related responsibilities as their primary academic responsibility, such teaching shall involve University credit courses;
- shall demonstrate scholarship and remain current and competent in the discipline or profession;
- may have assigned duties related to service; and
- may have assigned duties related to research and other scholarly activities

If research and other scholarly activities and service responsibilities are not specifically included in this Position Profile, the degree of voluntary participation in such responsibilities may vary from staff member to staff member and from time to time. Such voluntary participation is not compensated.

Faculty-Specific Overview

- Incumbents will teach in the undergraduate and/or graduate courses within the Department of Mathematical and Statistical Sciences and may contribute to Faculty and community service.
- Max Wyman Assistant Professors are held only at the assistant lecturer rank, with qualifications as defined in Faculty of Science guidelines.
- Max Wyman Assistant Professors will normally teach an average of 2 three-credit courses per year.
- Max Wyman Assistant Professors will be evaluated by the Science ATSEC committee as per the ATSEC Evaluation Policies and Procedures.
- Any special conditions which are at variance with this position profile or the terms of Schedule D shall be approved in accordance with Article D1.04 of Schedule D.

Academic and/or Professional Qualifications

(exceptions require a recommendation from the Chair and approval by the Dean)

- A PhD or equivalent degree in Mathematics or Statistics.
- Demonstrates scholarship and remains current and competent in the discipline or profession.

Skills and Competencies

- Recent experience and/or demonstrated ability in University teaching at the undergraduate or/and graduate level.
- Ability to employ varied teaching strategies.
- Ability to design or select and administer effective assessments.
- Strong verbal and written communication skills, with the ability to adapt communication style.
- Ability to work effectively with colleagues.
- Critical thinking and organizational ability.
- Facilitation, negotiation and problem solving skills and an ability to handle challenging student situations.
- Technically proficient in skills as required by the discipline, for example in the relevant computer environments and applications.
- Strong research background in Mathematics or Statistics, with creative, feasible, and a well-articulated research plan.

Duties Relevant to Teaching of University Credit Courses

- Demonstrates scholarship and remains current and competent in the discipline or profession to ensure that course content is up to date and relevant to the needs of students
- Provides instruction to students in Faculty of Science undergraduate and/or graduate courses as assigned by the Chair.
- Instruction may include laboratory, seminar or field instruction, as components of lecture courses, or as separate teaching assignments.
- Evaluates student performance progress and provides appropriate and timely feedback according to department protocols.
- Prepares, administers, and marks final exams/assignments; completes records related to grades; may be required to prepare and/or administer deferred exams.
- May provide support or supervision for undergraduate or graduate student projects.
- Attends course-related orientations, meetings and other activities related to teaching assignment
- Holds office hours as per department policy and handles email communications in a timely manner.
- Prior to the start of class: designs course syllabus; orders textbooks and other course materials as required.
- Mentoring or supervision of teaching assistants where applicable.
- May act as course coordinator ("course captain") in multi-section courses

Other duties and associated % of FTE will be stipulated in the Personal Position-Profile Refinement form.

Service Contributions: 20%

Service may include, but is not limited to:

- May participate in the development of curriculum and design of courses.
- Participation in the governance of the Department or Faculty through committee membership.
- Dissemination of knowledge to the general public, using expertise and knowledge of the discipline.
- Serving in teaching-related Departmental Administrative positions.

Research and Scholarly Activities: 40%

Research and scholarly activity are a requirement of this position. Max Wyman Assistant Professors are expected to develop an independent research program and will be eligible to apply for federal research funds in accordance with University policies and procedures.

Such activities may include, but are not limited to:

- Pedagogical research and innovation.
- Research that ensures currency within the discipline
- Supervision and dissemination of original research with undergraduate or graduate students
- Professional Development.

Approved by ATSEC Chair:

Date:

Appendix 2. ATS Promotion Dossier Structure

Cover Letter:

It should highlight the major contributions of the ATS member in Teaching, Research, and Service. (1-2 pages)

CV:

- Education history
- Employment history
- Awards
- Publications
- Presentations
- Grants

Teaching dossier:

- A statement of teaching philosophy that details how particular pedagogical approaches/strategies are addressing the candidate's goals. (1-2 pages)
- A list of courses taught. This may take the form of a table and should include the course code, name, level, and number of students. (1 page)
- A statement about the course evaluations that reflects on how the candidate has responded to student feedback in relation to course design, teaching approaches, etc. (1 page)
- Representative course outlines and materials, reading lists, assignments, etc. (up to three courses)
- Additional teaching responsibilities, such as details of committees and services, including role of Course Captain, if applicable.
- Innovative teaching initiatives: A description of any teaching initiatives undertaken or planned by the candidate. For example, initiatives relating to teaching methods and materials, application and/or receipt of instructional development grants.
- Supervision of student projects, or course-based capstone work: Where appropriate, a list of undergraduate and graduate students for whom the candidate has been the primary supervisor, a second reader or committee member. A description of any course/curriculum development efforts and/or plans, for example the revision of existing courses or the development of new courses. (1-2 pages)
- Educational leadership and/or achievement: A description of any activities and/or plans for contributions in this area. For example, presentations at pedagogical conferences, publications on teaching, community outreach, engagement with professional teaching and learning organizations/centres.
- Pedagogical/professional development: A list of any pedagogical/professional development activities undertaken with specific reference to any efforts made to improve teaching skills. A statement about the candidate's pedagogical/professional development goals and plans.

Appendix 3. Personal Position-Profile Refinement Form

Personalized Position-Profile Refinement Form

The purpose of this form is to capture (in some detail) the actual duties of an individual ATS member, depending on the specifics of the courses they are teaching, the course activities (such as projects and labs, for example), the course enrolments, and coordination activities around courses and labs, and other duties beyond teaching (i.e., research and service).

Based on this more detailed description, the actual teaching load may be reduced below the normal 3/3/1/1 for 1.0 FTE mentioned in the ATS standard for the Faculty of Science.

The form should be filled out by the ATS and the chair (or ACU) and will be part of the ATS member's AR and visible to ATSEC.

The form should exist for each year that the ATS member is reviewed. It could be done annually (or it could be done for several years if there is a long-term plan for the ATS member's teaching load and other duties).

*** Required**

1. **Effective Period: Start Date** *
- (When is this position profile valid?)

Example: January 7, 2019

2. **Effective Period: End Date**
- (When is this position profile valid?)

Example: January 7, 2019

3. **Overview, Rationale of the Teaching Assignment Plan** *

Recent Teaching History

(Skip if the ATS member is new to the department.)

4. **PREVIOUS ACADEMIC YEAR:** How many DIFFERENT COURSES did the instructor teach in the last academic year? *
- (a number between 1 and 7 or N/A if this is the first year that this instructor teaches in the department)

5. **PREVIOUS ACADEMIC YEAR:** How many sections did the instructor teach in the last academic year? *
- (a number between 1 and 7 or N/A if this is the first year that this instructor teaches in the department)

Plans for The Current Period

Below, there are a list of considerations that could be taken into account in order to recommend a reduced teaching load (below 3/3/0/1 or 3/3/1/0).

Teaching-related duties

6. Check all teaching-related activities the instructor will be involved in during the academic year *

Check all that apply.

- ☐ Teaching a very large number of students (well above the median for the department)
- ☐ Managing a large number of TAs (well above the median for the department)
- ☐ Teaching a relatively large number of different courses (above 4)
- ☐ Coordinating with other instructors of multi-section courses (a duty typically assumed by senior ATS members)
- ☐ New course development
- ☐ Redesign of an existing course (minor, year-to-year updates)
- ☐ Redesign of an existing course (major redesign)
- ☐ Scaling of an existing course amid growing enrollment
- ☐ Authoring textbooks or chapters
- ☐ Filming instructional videos
- ☐ Creating innovative course assignments
- ☐ Serving in teaching-related administrative positions
- ☐ Driving teaching-related initiatives on Department level
- ☐ Mentoring current and onboarding new ATS members
- ☐ Other: _____

7. Provide additional information about the teaching-related activities listed above

Research-related activities

8. Check all research-related activities the instructor will be involved in during the academic year *

Check all that apply.

- ☐ Pedagogical research and innovation
- ☐ Research that ensures currency within the discipline
- ☐ Supervision and dissemination of original research with undergraduate students
- ☐ Supervision and dissemination of original research with graduate students
- ☐ Other: _____

9. Provide additional information about the research-related activities listed above

Service-related activities

10. Provide information about the service-related activities (if applicable)

Appendix 4. Tentative Detailed ATSEC Schedule

The dates below are approximate; they will vary from year to year based on which days weekends and holidays fall.

July 1: ATS members intending to apply for promotion must notify their department Chairs and the ATSEC Chair of their intent to apply

October 1: All ATS members contacted to nominate elected member(s) of ATSEC

October 15: Nominations closed unless insufficient candidates nominated, in which case further canvassing will take place

November 1: Electronic vote by all Science ATS members to elect ATS member(s) of ATSEC

November 1: FEC member of ATSEC appointed/reappointed by the Dean for a term of 1 year

November 1: Provost's office appoints/reappoints external ATS member to ATSEC

December 15: All ATS members must submit annual reports via eFEC detailing their performance during the previous academic year reporting period (July 1 to June 30).

January 31: Chairs complete all recommendations for merit and/or promotion via eFEC

February 7: Staff who wish to contest a negative promotion decision or merit recommendation of less than 1.0 increments must notify the ATSEC Chair

February 14: Staff who plan to bring a contested case to ATSEC must submit a detailed response to the Chair's recommendation

February 21: Chairs must provide any rebuttal to the contesting document provided by an ATS member who contests a negative promotion case or increment recommendation of less than 1.0

March 1: ATSEC meets to consider all merit and promotion cases and hear any contested cases

March 8: All results from ATSEC decisions communicated to affected staff and their Chairs by the ATSEC Chair; staff whose merit decision was reduced from 1.0 increments or more, or whose promotion decision received a negative vote, are notified of their right to seek reconsideration by ATSEC.

April 8: ATSEC meets (if necessary) to hear any reconsideration cases

May 1: ATS members who are eligible for promotion are notified.

July 1: All merit and promotion decisions by ATSEC take effect. Notifications are sent to ATS staff who, after their merit increment, become eligible for promotion.