

 <p>DALHOUSIE UNIVERSITY FACULTY OF HEALTH</p> <p>Process Guidelines:</p> <p>Reappointment of Continuing Instructors</p>	<p><i>Policy Sponsor:</i> Dean</p>	<p><i>Approval Date:</i> Faculty Council, 27 June 2019</p>
	<p><i>Responsible Unit:</i> Human Resources, Deans Office</p>	<p><i>Amendments:</i></p>

Continuing Instructors will be evaluated based on criteria with a focus on teaching effectiveness, as required by Article 12 of the Collective Agreement between the Board of Governors and the Dalhousie Faculty Association. As per the Collective Agreement the focus shall be on the effectiveness and general competence with which teaching and other assigned duties and responsibilities are carried out. In assessing teaching effectiveness, opinions of students (subject to Article 18) and other teaching staff (e.g. colleagues, tutors, teaching assistants, demonstrators, clinical preceptors, Centre for Learning and Teaching) will be considered.

Generally, appointments in the Continuing Instructor stream define responsibilities under two major criteria, most often in teaching and service/administration.

Reappointment procedures of the review should be made known to the candidate with the informal letter of offer from the Dean of the Faculty of Health.

Timing:

Please see Article 12 and Article 14 of the Collective Agreement with respect to timing of reappointment consideration.

Typically, an Instructor who is appointed to a probationary appointment at Dalhousie is considered for reappointment to a second probationary appointment in the fall term of their third year. If the Instructor is reappointed, then consideration for a continuing appointment at the rank of Senior Instructor normally commences in the fall term of their fifth year to conclude in the spring of their fifth year. If successful, the continuing appointment as Senior Instructor is effective the beginning of the following academic year (i.e. the following July 1). If not, the Instructor continues in the probationary appointment which will conclude as set out in the letter of appointment.

An applicant package (defined below) should be submitted to the School/College by the candidate for reappointment consideration on or before September 1 in the fall term of their third year and the fall term of their fifth year. A recommendation from the Director/Assistant

Dean to the Dean shall be received no later than September 30 with notice of reappointment status from the President no later than October 31.

Committee Membership:

As specified in the Collective Agreement (Article 12), applications for reappointment are considered by an appropriate School/College Appointments Committee. This Committee **must** include an Instructor as one of its members. Ideally, a Senior Instructor or University Teaching Fellow would sit on the Committee. Appointment Committees are established as per the DFA Collective Agreement. Indigenous and African NS applicants may elect to have an Indigenous or African NS non-voting representative on the committee.

Required Documentation:

1. Evaluation for teaching is based on the application package which includes from the candidate:
 - A cover letter - this letter will provide a summary of the assigned workload related to teaching and service under consideration since the initial appointment or previous reappointment. This letter should be written to the chair of the Appointments Committee and will serve as an executive summary of the application.
 - An updated C.V.
 - A teaching dossier, which speaks to the assigned duties (based on the job description and workload) and philosophy of teaching statement.
 - An account of the pedagogical/professional activity, which has been undertaken since the initial appointment.
 - Student evaluations of all courses taught by the candidate interpreted in accordance with the collective agreement.
 - Signed comments of individual students if these are available.
 - Written comments from colleagues formally or informally, such as peers or CLT staff, acquainted with the appointee's teaching or pedagogical/professional activity.
 - Account of contributions to student supervision, (Clinical supervision, co-supervision of honours and/or graduate thesis students). Instructors supervising Masters Thesis Students at Dalhousie must receive approval through Faculty of Graduate Studies.

2. Evaluation for service is based on the application package which includes from the candidate:
 - An account of the service activity which has been undertaken since the initial appointment.
 - Description and evidence of the impact of the service contribution to the school, or program, or university or community or profession.
 - An account of other innovative outreach activities or initiatives

- Letters of support from colleagues and / or internal or external stakeholders acquainted with the applicant's service activity.
3. Evaluation of other assigned workload activities as outlined in the Instructor Job Description or innovative contributions may be included.
- An account of the other assigned workload activities, e.g. scholarship, student supervision or research into educational curriculum matters relevant to the discipline.
 - Description of the materials and evidence of the other activities that impact or contribute to the school curriculum development or program development or university teaching and learning or profession or discipline.
 - An account of other innovative contributions to course development or delivery.

Review Criteria:

Continuing Instructors will be evaluated based on criteria with a focus on teaching effectiveness, as required by Article 12 of the Collective Agreement between the Board of Governors and the Dalhousie Faculty Association (as stated above). Schools/College can establish the norms within the review criteria, e.g. in consideration of the norms around the expected number of courses to be taught, the quality of the teaching established as per SRI averages, and service requirements.

Effectiveness and general competence must be demonstrated for all levels of reappointment as set out in the Collective Agreement between the Board of Governors and Dalhousie Faculty Association (Article 12).

Role of Appointments Committee:

The Committee will submit a recommendation to the Dean of the College/School/Program through the Chairperson (Director). Evidence in support of the recommendation should be cited in the written notification to the faculty member and the rationale for the recommendation should be given. If the Chairperson (Director) does not agree with the recommendation of the Departmental Appointments committee, they may submit a separate recommendation to the appropriate Dean. The Dean will submit a recommendation to the President who will make a recommendation on behalf of the Board of Governors as per the timelines cited above.