

Office of the Dean, Faculty of Arts, Humanities and Social Sciences
Renewal, Promotion and Permanence Criteria for Ancillary Academic Staff Members (AAS)

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Introduction:

The Faculty Association Collective Agreement articles 12:19 to 12:26 and 13:22 to 13:28 govern the responsibilities and procedures that are to be followed for AAS members within the University.¹ This document intends to be consistent with these clauses.

Within the Dean's Office for the Faculty of Arts, Humanities and Social Sciences there are Ancillary Academic Staff members, cross-appointed between the Dean's Office and an AAU within FAHSS, that carry out some or all of the following University related activities as described in each AAS member's job description:

- Teaching
- Curriculum/Program Design and Development and Coordination
- Student counselling, support and advising (referred to as Learning support throughout document)
- Other Service (including committee and council membership and participation and other administrative duties as assigned)
- Recruitment activities

This document is intended to serve as *general* criteria appropriate for assisting AAS members in establishing objectives to meet their professional goals in the Dean's Office. The paramount consideration for such confirmation for renewal, promotion and/or permanence shall be the candidate's performance and service in their assigned position taking into account, where relevant according to the terms of the member's job description, contributions in support of teaching and learning, the profession, and service to the specific AAU, faculty, campus, and broader community.

It is the candidate's responsibility to make the best case in support of their application for renewal, promotion and permanence.

Evidence:

The evidence that will be reviewed when assessing the performance of the AAS position candidate may include, but is not limited to, the following:

- Electronic curriculum vitae (eCV)
- Teaching dossier
- Student Evaluation of Teaching (SET) scores
- Representative examples of teaching and outreach materials (e.g., course syllabi, rubrics, exercises, project guidelines)
- Performance reviews

¹ Other resources consulted in preparation of these criteria include: FAHSS AAS job descriptions; Senate Bylaw 22; UCAPT Research and Teaching Evaluation Frameworks; UCAPT Resource materials; Faculty of Science (School of the Environment) RPP Criteria for EL-AAS members (May 7, 2020).

- Feedback (e.g., student, peer)
- Letters of reference or commendation
- Teaching or service awards

Evaluation criteria:

Appointment renewal, promotion, and granting of permanence of the AAS member is based on the performance of the individual as determined on the basis of job-derived criteria. The essential criteria to be considered are:

- Performance of the candidate in their assigned position taking into account, wherever relevant, professional and related academic contributions to the University, professional and related academic achievement, and service to the campus community.
- Evaluation of the candidate shall be in comparison with the normal activity and quality of performance appropriate to the position and will be based on:
 - Professional competence as demonstrated by the effective and efficient application of knowledge in the position.
 - Ability to communicate and interact effectively and cooperatively with colleagues, students, and others (e.g., community members).
 - Ability to relate their functions effectively to the objects and purposes of the University.
 - Ability to take initiative and to be innovative in performing their assigned responsibilities.
 - Special skills and aptitudes that are used in the performance of their duties.

The specific responsibility categories and proportions for the AAS positions in the FAHSS Dean's Office vary as noted above. Specific details regarding the position responsibilities are provided in the job description for each AAS member. Renewal, promotion, and granting of permanence will be determined in the context of candidate performance with respect to the terms described in the job description and in accordance with the following criteria.

1. Teaching

- SET scores in the good to excellent range on average over the period under review
- Detailed course outlines appropriate to the level of the course and learning outcomes of the program
- Appropriate and clear availability to students in and outside of the classroom
- Advanced AAS ranks may participate in honours and graduate supervision
- No unusual record of student complaints or large student withdrawal rates in courses

2. Curriculum/Program Design and Coordination

- Advanced AAS ranks should normally contribute to design and development of new or renewed (refined) courses to improve and enhance program delivery
- Effective and student-focussed coordination of program delivery
- Effective and regular maintenance of relevant program websites, program checklists, advising contact information/hours
- May include incorporation of experiential learning opportunities, as appropriate
- CTL/OOL and other professional development engagement

3. Student Counselling, support and advising/Learning support

- Regular availability and effectiveness of in-person and online student academic advising
- Regular availability and effectiveness of in-person and online student counselling, support and mental health promotion
- Support and monitoring of student program and course success initiatives
- Advanced AAS ranks may develop and maintain community-based experiential learning opportunities for students

4. Other Service

- Regular, effective and collegial participation in AAU governance structures (council, committees, etc.)
- Regular, effective and collegial participation in Faculty governance structures (council, committees, etc.)
- Advanced AAS members should also include regular, effective and collegial participation in University governance structures (councils, committees, etc.)
- Relevant and effective academic community/professional service engagement
- Relevant and effective non-academic community/professional service engagement
- Relevant and effective engagement with AAU, Faculty and/or University Strategic planning processes
- Effective and collegial performance in other relevant service assignments and duties, as assigned in the Dean's Office

5. Recruitment and Retention Activities

- Relevancy, intensity, and consistency of FAHSS outreach activities for local school boards and community groups (e.g., scheduling, attending events, developing new activities, creating promotional materials for outreach and experiential learning programs)
- Organization and co-ordination of campus events, programs, and outreach activities for the general public, local school boards, students and teachers
- Provision of events-related training and direction to volunteers (typically undergraduate University students)
- Adherence with University health and safety protocols
- Efficacy and efficiency of coordination of event logistics with relevant campus departments and facilities
- Quantity and quality of outreach marketing plans and materials
- Nature and extent of assistance provided to others in student engagement and professional development activities (including participation in university, faculty and AAU recruitment events)
- Efficacy and efficiency of solicitation, compilation, and assessment of feedback from faculty and students regarding recruitment and outreach events (e.g., event priorities and needs)
- Success in applying for and obtaining external grants in support of recruitment and retention activities and experiential learning opportunities
- Support and potential design (Advanced AAS) of student retention initiatives in the Dean's Office

6. Research (where relevant to AAS specific job description)

- Quality and quantity of relevant peer-reviewed refereed publications (for e.g. in refereed journal articles, creative writing published in quality journals or books. Does not normally include book reviews)
- Presenting/attending at relevant conferences, particularly teaching-focused or service-related conferences
- Applying for and receiving relevant grant funding
- Serving as reader on graduate student thesis and dissertation committees
- Relevant research collaboration
- Externally representing the University at relevant conferences, presentations, invited talks, and or serving on external committees

In accordance with Article 13:27 the four categories of AAS members, a broad description of their roles and general bases for promotion for AAS is as follows (excerpts from Collective Agreement):

- AAS I
- AAS II
- AAS III
- AAS IV

AAS I:

This rank is for those with professional experience and academic potential but lacking full professional qualifications. To qualify for appointment or reappointment at this rank, the candidate shall have met appropriate professional requirements, and show potential for further successful performance, and promise of future professional activity and related academic activity as may be required.

AAS II:

It is at this rank that a professional career usually begins. As a primary criterion for appointment, reappointment or promotion to this rank, a candidate shall have the appropriate professional qualifications and/or a record of successful performance as an ancillary academic staff member. The nature of the candidate's responsibility is to be considered, and it is expected that successful candidate(s) will have shown the capacity to develop and extend their professional and related academic expertise.

AAS III:

To qualify for appointment, reappointment or promotion to this rank, the candidate must submit evidence of continuing effective and efficient performance at the University or other relevant job position. Primarily this would encompass demonstrated ability to handle increased responsibilities in areas of specialization and/or in an administrative capacity. However, one or more of the following criteria should also be considered: academic achievement and activities, including additional formal professional degrees, programs of continuing education, involvement of professional and related academic activities and participation in professional organizations, including serving on committees, the presentation of papers, organization and participation in

conferences, seminars, workshops; service to the AAU and the University. This rank is the normal career rank for ancillary academic staff members.

AAS IV:

This rank is not awarded as a recognition of long service, but rather as a recognition of distinguished service and for high professional or related academic achievement. Appointment, reappointment or promotion to this rank requires evidence of a record of outstanding performance, with demonstrated initiative, leadership, and creativity at the university or other relevant job position. As well as making an outstanding contribution to the AAU and to the University, the candidate must submit evidence of outstanding achievement in one or more of the following areas: professional endeavours, including significant involvement in professional organizations; additional service to the AAU and/or the University community. Besides having attained a high level of professional achievement, the candidate should be considered likely to continue to fulfill a vital role in the institution.

For renewal, the candidate must demonstrate a record of consistently meeting the expectations of their current AAS position rank. For promotion, the candidate must demonstrate a record of consistently exceeding the expectations of their current AAS position rank, as well as having shown the capacity to develop and extend their professional and related academic experience as described in the AAS position rank descriptions presented above. The expected standards of performance for the AAS position for renewal, which are based on language from the UCAPT ranking scores and WUFA Collective Agreement, are provided in the following table.

Rank	Minimum Performance Score for Renewal at this Rank
AAS I	Adequate (UCAPT Score > 3.0)
AAS II	Good (UCAPT Score > 4.0)
AAS III	Very Good (UCAPT Score > 5.0)
AAS IV	Outstanding (UCAPT Score > 6.0)

Hybrid Appointments:

AAS appointments in the FAHSS Dean’s Office are hybrid in nature with members crossed appointed to the Dean’s Office and an AAU within the Faculty of Arts, Humanities & Social Sciences or University. Expectations regarding teaching, learning support and service per an AAS member’s specific job will be jointly recognized and assessed by both areas. As such, performance reviews and RPP will be conducted jointly between the Dean and AAU Head/Director to reflect the candidate’s time committed to both areas.

Permanence:

Procedures followed by the FAHSS RTP committee with respect to Senate Bylaw 22 apply to renewal of appointments, promotions, and granting of permanence of AAS members. Any AAS without permanence can be considered for permanence after two full years of employment in a probationary appointment at the University. In cases of AAS permanence and promotion, the candidate shall initiate the process by making an application by June 15. If this permanence application is unsuccessful, the AAS will continue in the probationary appointment according to the normal timelines and the unsuccessful permanence application

will default to a review for renewal of contract. In such cases, a separate submission by the faculty member will not be required. Otherwise, AAS members without permanence shall be considered for renewal by the AAU RPP committee after the third full year of their probationary period. The maximum length of employment at the probationary level is six full years of employment. A successful permanence application by an AAS I or AAS II will automatically result in promotion to AAS II or AAS III, respectively.