

Office of the Dean, Faculty of Engineering
Renewal, Promotion and Permanence of Ancillary Academic Staff Members (AAS)
As of May 24, 2018

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. This document intends to be consistent with these clauses.

Within the Faculty of Engineering, there are Ancillary Academic Staff members that carry out the following University related activities:

- Teaching
- Curriculum/Program Design and Development
- Student counselling and advising (referred to as Learning support throughout document)
- Service – Committee membership
- Recruitment Activities

Contract Renewal, Promotion and Permanence awards are measures of recognising and protecting the AAS member during their career at the University of Windsor. 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 or permanence shall be the candidate's performance and service in his/her 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 campus and broader community.

In accordance with Article 13:27 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.

Hybrid Appointments:

Within the Dean's Office and the University, there is increasing interest in hybrid appointments. These appointments enrich the faculty and University. In the case of hybrid appointments, expectations regarding teaching, learning support and service will be jointly recognised by both areas. Performance reviews and RPP will be conducted jointly between the Dean and AAU Head/Director or external department to reflect the candidate's time committed to both areas.

In assessing the expectations of an AAS Member's file the following list recognises the positions' duties:

Teaching and Learning Support:

- Number of students
- Program development, planning, coordination, administration, and evaluation
- Community collaborations
- Recruitment activities
- Professional development initiatives
- Curriculum development
- Academic activities

Service:

- Professional activities within the University and Dean's Office
- Professional activities within the Community
- Committee membership – internal and external
- Strategic Planning

Some key indicators for applying the confirmation and promotion criteria to AAS may include:

- Self-evaluation
- Peer evaluations by the Dean and or AAU Head
- Performance Review by the Dean and or AAU Head
- Personal Dossier
- Overseeing student work and counselling of students
- Indications of exceptional student accomplishment (e.g., student work recognized)
- Good departmental citizenship (e.g., such as handling increased responsibilities in area of specialization and/or in an administrative capacity)
- Relevant awards and recognition received
- Innovations (e.g., assisting in the development and design of new teaching methods, courses, instructional materials, topical readings)
- Leadership qualities as outlined in the Adjudication Process (pages 1 & 2 of this document)
- Participation in academic conferences geared towards pedagogical enhancement and innovation
- Any other appropriate evidence of excellence in teaching and learning support

TEACHING:

Teaching will be based on the University of Windsor student evaluations of teaching scores, course outlines, and communication with students and organisation of course work using the following scale:

COMPETENT:

Teaching scores usually fall between the 4.4 to 5.2 range.

Office Hours comply with the CA and clearly stated on course outline. Availability is posted and observed on office door and course outline. Obligation to attend office hours fulfilled.

Course outline comply with relevant Senate, University and FAHSS policies (pertaining to evaluation procedures, syllabi requirements, etc.)

Contributes to honours & graduate student supervisions (only when appropriate and feasible, including as 2nd reader)

Classroom teaching performance judged as competent by a set of criteria (organisation, clarity, presentation, enthusiasm, knowledge, engagement with students in the classroom) by SETs scores, peer evaluation (with consent of instructor), unsolicited student comments/feedback.

Teaching Portfolio, including statement of teaching philosophy.

SUPERIOR:

Teaching scores fall between the 5.3 and 6.1 range.

Includes those items listed under Competent plus moderate availability beyond required office hours including by e-mail and/or telephone. Course outlines include a detailed description of assignments, evaluation guidelines, readings, class topics, etc.

Willing and able to participate in honours and graduate supervision and/or on graduate thesis committees (only when appropriate and feasible, including as 2nd reader).

Classroom teaching performance judged as superior by a set of criteria (organisation, clarity, presentation, enthusiasm, knowledge, engagement with students in classroom) by SETs scores, peer evaluation (with consent of instructor) unsolicited student comments/feedback, etc.

Designing and development of a new course in a four-year period.

EXCELLENT:

Teaching scores fall between 6.2 to 7.0 range.

Course outlines provide detailed descriptions of assignments, evaluation guidelines, readings, class topics and use of such things as course manuals, reserved readings, bibliographies, websites, etc.

Substantial contribution (quantity and quality) in honours & graduate thesis supervision/committee involvement (only when appropriate & feasible, including as 2nd reader).

Classroom teaching performance judged as excellent by a set of criteria (organisation, clarity, presentation, enthusiasm, knowledge, engagement with students in classroom) by SETs scores, peer evaluation (with consent of instructor) unsolicited student comments/feedback, etc.

Designing and development of two new courses in a five-year period as appropriate.

SERVICE:

This category includes all forms of professional service performed for the benefit of the Faculty of Engineering, the University of Windsor, the profession, and the community. The AAS members of the Dean's Office recognize a continuous obligation to provide service through professional knowledge and skills.

A rating of AAS I would indicate that the candidate has shown a spirit of willing cooperation by actively participating in a normal number of committee assignments each year, and serving on or Membership in at least one professional organisation. Fulfilling teaching assignments when relevant to position.

A rating of AAS II would indicate that the candidate has shown a spirit of willing cooperation by actively participating in a normal number of committee assignments, plus evidence of commitment to participate in recruitment or alumni initiatives and events and serving on or Membership to at least two professional organisations. Fulfilling teaching assignments when relevant to position.

A rating of AAS III would indicate that the candidate has shown a spirit of willing cooperation by actively participating a normal number of committee assignments, extensive involvement and commitment to participate in recruitment and or alumni initiatives and events, delivery of large courses and or coordination of large introductory courses and or required courses. Serving on or Membership to at least three professional organisations. Fulfilling teaching assignments when relevant to position.

A rating of AAS IV would be demonstrated by the candidate's showing evidence of more than a routine amount, range, or depth of involvement in service and an assessment of the outstanding quality or effectiveness of that involvement. Evidence of excellence in professional service beyond the local level should be presented. A distinction should be drawn between routine service, or citizenship, and service projects that relate to innovation, creativity and leadership. To be considered at this level, service activities should be tied directly to the discipline's field of practice knowledge and in turn this knowledge should relate to professional activity for the betterment of the profession in the Dean's Office, Faculty or University. An evaluation of AAS IV could also come from having done an outstanding job in the following activities: assuming a leadership role, or being very active and supportive in the early stages of building a significant new academic program or having done an exceptional job in significant positions of service responsibility within the Faculty or community. Chairing a committee with a particularly important mandate of change and innovation would also merit a rating of AAS IV. Showing evidence of a commitment to participate in recruitment and or alumni activities and events, delivery of large courses and or coordination of large introductory courses and or required courses that include labs/tutorials. Serving on or membership to at least three or more professional organisations. Fulfilling teaching assignments when relevant to position.

RESEARCH OPTIONAL

Although research is considered not pertinent to AAS positions as noted in the Windsor Faculty Association Collective Agreement the following will be considered on request by the applicant in relation to their case for permanence.

- Presenting/attending at conferences, particularly teaching-focussed or service related conferences
- Applying for and receiving grant funding
- Serving as reader on graduate student thesis and dissertation committees
- Research collaboration
- Externally representing the University at conferences, presentations, invited talks, and or serving on external committees