**Page #1**

**Name:**

**AAU:**

University of Windsor

UCAPT Rating and Evaluation Form

**I. EVALUATION OF TEACHING ABILITY AND PERFORMANCE**

**List the RTP Committee's principal sources and bases of information for the evaluation below:**

[For example, for sources: personal observation, videos, AAU or other seminars, SET reports and other feedback, alumni surveys, clinical/field reports, and for information: teaching dossier, number and average size of courses evaluated, the number of different courses taught, the levels of instruction provided, the period of time in years covered by this evaluation, and a summary of the professor's teaching evaluation scores in relation to a profile of comparable evaluations from the Program. If the Optional UCAPT Teaching Dossier is provided, please refer to relevant contents specifically. Also, see Article 5:08 (c)(i)-(xiii) of the Collective Agreement.]

**I. A)** The RTP Committee evaluates the candidate's teaching as follows:

Use numeral symbols: (7) Outstanding (6) Very Good (5) Good (4) Adequate

 (3) Poor (2) Very Poor (1) Extremely Poor N/A (Not Applicable)

 **Overall Assessment:**

(a) Course Outlines \_\_\_\_

(b) Organization of class \_\_\_\_

(c) Preparation for classes \_\_\_\_

(d) Clarity of communication \_\_\_\_

(e) Ability to stimulate students' interest \_\_\_\_

(f) Responsiveness to students' questions and suggestions \_\_\_\_

(g) Quality of evaluation procedures \_\_\_\_

(h) Quality of instructional materials \_\_\_\_

(i) Competency in course subject matter \_\_\_\_

(j) Appropriateness of material presented (volume and level) \_\_\_\_

(k) Availability to students \_\_\_\_

(l) Availability and effectiveness as student counsellor \_\_\_\_

(m) Performance in elementary courses (100 and 200 level courses) \_\_\_\_

(n) Performance in senior and graduate courses (300 level and higher) \_\_\_\_

(o) Performance in Supervision of Graduate and Senior (Thesis) Undergraduate students \_\_\_\_

**Overall Evaluation of Teaching Ability and Performance** **\_\_\_\_**

*(****include a clear statement of how the applicant meets specific AAU RTP criteria)***

***(this space expands)*Page #2**

**Name:**

**AAU:**

**I. B) AAU Head’s Evaluation:**

From Senate Bylaw 23.3.1 in all cases: The AAU Head’s **overall** evaluation of the candidate must include a detailed assessment of the candidate’s commitment to and ability in teaching. The AAU head’s report will be derived from the candidate’s performance review and will comment explicitly on the following points:

(i) the candidate’s effectiveness in promoting students’ academic pursuits and where appropriate stimulating interest in continued study of the discipline;

(ii) the candidate’s day-to-day availability to students; and the “demands” placed on him/her by students and the candidate’s willingness to assist students outside of formal class hours;

(iii) investigated student complaints;

(iv) unusual patterns of withdrawal from the candidate’s classes

**~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~**

Use numeral symbols: (7) Outstanding (6) Very Good (5) Good (4) Adequate

 (3) Poor (2) Very Poor (1) Extremely Poor N/A (Not Applicable)

  **AAU Head’s**

 **Overall Assessment**

(i) the candidate’s effectiveness in promoting students’ academic pursuits

 and stimulating interest in continued study of the discipline \_\_\_\_

(ii) the candidate's day-to-day availability to students; and the "demands"

 placed on him/her by students and the candidate's willingness to assist

 students outside of formal class hours \_\_\_\_

**AAU Head’s Written Overall Teaching Evaluation (Comment explicitly on i-iv above):**

***(this space expands*)**

**List the AAU Head's principal sources and bases of information for the evaluation:**

**(*this space expands*)**

[For example, for sources: personal observation, videos, AAU or other seminars, student evaluations, alumni surveys, clinical/field reports, and for information: teaching dossier, number and average size of courses evaluated, the number of different courses taught, the levels of instruction provided, the period of time in years covered by this evaluation, and a summary of the professor's teaching evaluation scores in relation to a profile of comparable evaluations from the Program. If the Optional UCAPT Teaching Dossier is provided, please refer to relevant contents specifically. Also, see Article 5:08 (c)(i)-(xiii) of the Collective Agreement.]

**Page #3**

**Name:**

**AAU:**

**II. EVALUATION OF RESEARCH AND SCHOLARLY ACTIVITY**

***(Please note that for AAS members these pages would only apply if the AAS member has research, scholarly and/or creative activity in their job description -- If there is none of the above, then the evaluation should indicate N/A)***

The Committee evaluates the candidate's research, scholarly and/or creative activity as follows:

Use numeral symbols: (7) Outstanding (6) Very Good (5) Good (4) Adequate

 (3) Poor (2) Very Poor (1) Extremely Poor N/A (Not applicable)

(a) Commitment to research and scholarly activity as evidenced by output \_\_\_\_

(b) Record of research grants received \_\_\_\_

(c) Record of research contracts received \_\_\_\_

(d) Record of unfunded research activity \_\_\_\_

(e) Quantity of published research \_\_\_\_

(f) Quality of published research \_\_\_\_

(g) Potential for continuing future research & publication \_\_\_\_

 (Comments:)

…………………………………………………………………………………………….………………………………..

(h) Commitment to creative output within the discipline \_\_\_\_

(i) Quality of performances, exhibitions, creative dramatic

 efforts, *etc.*, recognized throughout the discipline as

 equivalent to research and publication \_\_\_\_

(j) Potential for continuing future output as in (i) \_\_\_\_

**Overall Evaluation of Research and Scholarly Activity** \_\_\_\_

The Committee's principal sources of the above evaluation were:

**~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~**

**Research and Scholarly/Creative Evaluation by AAU Head( include a clear statement of how the applicant meets specific AAU RTP criteria):**

***(this space expands)***

**List the AAU Head's principal sources of the above evaluation:**

***(this space expands)***

**Page #4**

**Name:**

**AAU:**

**III. CONTRIBUTIONS TO THE UNIVERSITY AND TO THE ACADEMIC PROFESSION**

**IN AREAS EXCLUSIVE OF TEACHING AND RESEARCH**

AAU RTP committee’s assessment of the candidate's principal contributions to the 1) University and to the AAU; and 2) the academic profession, with references to information provided by the candidate. Contributions to the activities of learned and professional societies and other community services utilizing professional expertise will be taken into account.

**~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~**

For the candidate's principal contributions listed in the box above, the AAU Committee

evaluates the candidate's contributions as follows:

Use numeral symbols: (7) Outstanding (6) Very Good (5) Good (4) Adequate

 (3) Poor (2) Very Poor (1) Extremely Poor N/A (Not applicable)

(a) Contributions to the University \_\_\_\_

(b) Contributions to the AAU \_\_\_\_

(c) Willingness and availability for committee work \_\_\_\_

(d) General effectiveness in such work \_\_\_\_

(e) Contributions to the Academic Profession \_\_\_\_

(f) Contributions to the activities of learned and professional societies and other \_\_\_\_

community services utilizing professional expertise

**~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~**

**Assessment of candidate's contributions by AAU Head:**

***(this space expands)***

**List the AAU Head's principal sources and bases of information for the above evaluation:**

**(*this space expands)***

**Page 5**

**Name:**

**AAU:**

**SUMMARY**

Final overall assessment of the candidate by the AAU RTP Committee, as summarized by the AAU Head and **reviewed** **by the AAU RTP Committee:**

**(*this space expands)***

**~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~**

Overall assessment by the AAU Head (**include a clear statement of how the applicant meets the AAU RTP criteria)**:

**(*this space expands)***

**~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~**

In departmentalized faculties, overall assessment by the Dean (**include a clear statement of how the applicant meets the AAU RTP criteria)**::

**(*this space expands)***