

**University of Windsor
School of the Environment**

**Renewal, Permanence and Promotion Criteria
Experiential Learning Specialist – Ancillary Academic Staff**

Approved by SoE Council April 30, 2020

Approved by Faculty Council May 7, 2020

Approved by UCAPT July 22, 2020

Position Description

The Experiential Learning Specialist (ELS) Ancillary Academic Staff (AAS) candidate works in conjunction with the Dean, Associate Deans, Department Heads, Program Directors and Faculty members in the Faculty of Science to enhance experiential learning (EL) opportunities and programming, including undergraduate research, internship, service learning, and clinical and field placements. The ELS-AAS works with instructors and departments to develop new EL opportunities that incorporate best practices, and with employers and community members in developing strong collaborative partnerships. This is the sole position of its kind in the Faculty of Science and regularly reports to the Director of the School of the Environment (SoE) and the Dean of the Faculty of Science.

Resources

The following resources were used to develop the ELS-AAS Renewal, Permanence and Promotion (RRP) criteria:

- ELS-AAS job description (dated September 12, 2019)
- WUFA Collective Agreement (Articles 12:19 to 12:26 and 13:22 to 13:28)
- Senate Bylaw 22
- University Committee on Advancement, Promotion, and Tenure (UCAPT) Research and Teaching Evaluation Frameworks
- UCAPT resource materials (e.g., AAS RPP criteria developed by other units)
- Input from SoE Council

Evidence

The evidence that will be reviewed when assessing the performance of the ELS-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
- 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 ELS-AAS 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 her/his 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 her/his functions effectively to the objects and purposes of the University.
 - Ability to take initiative and to be innovative in performing her/his assigned responsibilities.
 - Special skills and aptitudes that are used in the performance of her/his duties.

The specific responsibility categories and proportions for the ELS-AAS position are: 1) student recruitment and retention (40%), 2) teaching (40%), service (15%), and 4) other duties (5%). Additional details regarding the position responsibilities are provided in the job description. 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. Student Recruitment and Retention (40%)

- Relevancy, intensity, and consistency of science 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 large-scale campus events, programs, and outreach activities for the general public, local school boards, students and teachers (e.g., Science Rendezvous, Science Olympiad, Science Academy).
- 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 (e.g., USci Network).
- 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.

2. Teaching (40%)

- Efficacy and efficiency in the development and delivery of Service Learning (SCIE-3800) and Internship (SCIE-3990) courses including: working with community partners to identify student placements, monitoring and supporting students in placements, assessing and grading written reflections, collection and recording of placement supervisor assessments, calculating and tabulating term grades, and ensuring appropriate paperwork is completed for off-campus placements (e.g., WSIB).
- Coordination of extracurricular experiential service-learning programs, including: mentoring, training and supporting student volunteers; monitoring expenditures; compliance with budgets; communicating and coordinating with educators and community partners; monitoring outreach metrics (e.g., students contacted); and developing new outreach activities for K to 12 students.
- Assisting faculty in development and delivery of experiential learning opportunities for existing courses.
- Development and refinement of courses (e.g., placement durations, online modules).

3. Service (15%) and Other Duties (5%)

- Participation on internal and external committees (e.g., Take Our Kids to Work, First Robotics, Build a Dream, appointments)
- Preparation for and participation in University outreach and retention activities (e.g., OUF, pen House, CWSF, PALS).
- Performance in other relevant service assignments and duties.

Performance Standards

The performance of the candidate will be evaluated by the RPP Committee in the context of the criteria described above, the job description, and the AAS position ranks defined in the WUFA Collective Agreement (Article 13:27). Evidence provided by the candidate and obtained from other sources (described above) will be assessed by the RPP Committee to determine whether the performance of the candidate is below (i.e., is unacceptable), meets (i.e., is acceptable) or exceeds (i.e., is exceptional) the expectations of the position and relevant AAS position rank.

Four AAS position ranks (AAS I through AAS IV) are defined in the WUFA Collective Agreement. Each rank has specific requirements for appointment, reappointment or promotion, which are summarized below.

- **AAS I** – Candidate has professional experience and academic potential but lacks full professional qualifications. To qualify for appointment or reappointment, the candidate shall have met appropriate professional requirements and show potential for further successful performance and promise of future professional activity as required.
- **AAS II** – For appointment, reappointment or promotion to this rank, the candidate shall have the appropriate professional qualifications and/or record of successful performance as an AAS. The candidate will have shown the capacity to develop and extend their professional and related academic experience.
- **AAS III** – 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. This would encompass demonstrated ability to handle increased responsibilities in areas of specialization and/or in an administrative capacity. One or more of the following should also be considered: academic achievement and activities (e.g., additional formal professional

degrees, programs or continuing education), involvement in professional and related academic activities and participation in professional organizations (e.g., committees, presentations, organization and participation in conferences, seminars, workshops), and service to the AAU and the University.

- **AAS IV** – To obtain this rank, the candidate must have demonstrated distinguished service and high professional or related academic achievement. For appointment, reappointment or promotion to this rank, the candidate must provide evidence of a record of outstanding performance with demonstrated initiative, leadership, and creativity at the University or other relevant job position. In addition, the candidate must submit evidence of outstanding achievement in one or more of: professional endeavors (including significant involvement in professional organizations), and additional service to the AAU and/or the University community. The candidate should also 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 ELS-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
ELS-AAS I	Adequate (UCAPT Score > 3.0)
ELS-AAS II	Good (UCAPT Score > 4.0)
EES-AAS III	Very Good (UCAPT Score > 5.0)
EES-AAS IV	Outstanding (UCAPT Score > 6.0)

Permanence

Procedures followed by the SoE RPP 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 to the SoE Director by September 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.