EVALUATION POLICY
FACULTY OF LAW
(Approved: April 20, 2001)

1. Proviso, Review and Revision
   (a) This Policy is subject to the Framework Agreement and in the event of a conflict the Framework Agreement prevails.
   (b) This Policy shall be reviewed and, where appropriate, revised, by the Dean and faculty in 2002.
   (c) In the event of a revision of the Framework Agreement, this Policy shall be reviewed and revised by the Dean and faculty within 6 months of the effective date of the revision.

PART I: SALARY ADJUSTMENTS

2. Application and Eligibility
   (a) This Part applies to the award of Career Progress Increments (CPI) and Merit Increments (MIs) to members of the Faculty of Law who are represented by the Faculty Association.
   (b) Regular faculty members (tenure and tenure-track) and senior instructors are eligible for a CPI and MIs.
   (c) Faculty members who hold a Limited Term appointment for a term of more than one year or a Limited Term appointment under Appendix F pursuant to article 11.5.1 of the Framework Agreement, are eligible for a CPI. They are not eligible for MIs.

PROCEDURES AND DOCUMENTATION

3. Notice for Application
   (a) On or before April 1 of each year, the Dean shall invite each member of the Faculty to submit an application for a CPI/MI award.
   (b) The notice shall specify the total number of MIs available for distribution within the Faculty.
   (c) The deadline for an application is April 15th.
   (d) Where a member fails, without reasonable explanation, to submit an application and a Teaching Dossier* by the deadline, the member is deemed to have waived the right to a CPI/MI award for that year.

4. Form of Application
   (a) The application must be in the form set out in Appendix A and must be accompanied by the member's Teaching Dossier.
   (b) A member may attach any other documentation that the member considers relevant.

* The provision of a copy of the member's Teaching Dossier does not apply to CPI/MI applications for 2000-2001.
ENTITLEMENTS: GENERALLY

5. Career Progress Increment (CPI)
   (a) The award of a CPI is based upon satisfactory career progress.
   (b) A regular faculty member is entitled to a CPI when either:

   - the member’s teaching effectiveness (Article 8) and scholarly and professional achievements
     (Article 9) satisfy the expected standards; or
   - the member’s teaching effectiveness (Article 8) satisfies the expected standards and the other
     contributions (Article 10) have been substantial.
   (c) A senior instructor is entitled to a CPI when either:

   - the member’s teaching effectiveness (Article 8) satisfies the expected standard, or,
   - the member’s teaching effectiveness (Article 8) is satisfactory and the other contributions (Article
     10) have been substantial.
   (d) A faculty member who holds a general Limited Term appointment for a term of more than one year
     is entitled to a CPI when the member’s performance satisfies the requirement set out in subsection
     (b) above.
   (e) A faculty member who holds a Limited Term appointment under Appendix F pursuant to article
     11.5.1 of the Framework Agreement is entitled to a CPI when the member’s performance satisfies
     the expected standards of the position.

6. Merit Increments (MI)
   (a) The award of MIs is based upon meritorious performance beyond that required for a CPI.
   (b) A regular faculty member or a senior instructor may receive a maximum of 4 MIs.
   (c) Regular Faculty

   A regular faculty member’s entitlement to MIs is to be based upon the following criteria in
   accordance with the designated weight:

   Teaching Effectiveness: 40%
   Scholarly and Professional Achievements: 40%
   Other Contributions: 20%

   Where the regular faculty member’s anticipated workload will not reflect the normal distribution of
   teaching, administrative and scholarly expectations in the Faculty, the member and the Dean may
   agree, in advance, to an alternative configuration, but in no event is any criterion to be weighted
   less than 20%.

   (d) Senior Instructor

   A senior instructor’s entitlement to MIs is to be based upon the following criteria in accordance with
   the designated weight:

   Teaching Effectiveness: 80%
   Other Contributions: 20%

   Where the senior instructor’s anticipated workload will not reflect the normal distribution of teaching
   and administrative expectations in the Faculty, the instructor and the Dean may agree, in advance,
   to an alternative configuration, but in no event is any criterion to be less than 20%.
7. **Review Period**

(a) Subject to the following, the award of CPIs and MIs is to be assessed on the basis of the member’s performance in regard to the relevant criteria over the three years preceding March 31st of the year in which the review is undertaken.

(b) The review period in subsection (a) applies to a member who has been on leave without pay in any of the three preceding years.

(c) Where a member has been on paid study leave for more than one teaching term during the preceding three years, the review period for assessment of the member’s Teaching Effectiveness and Other Contributions, shall be extended to include the year preceding the three year period.

(d) Any adverse impact of sick leave, maternal or paternal leave shall be taken into account in the evaluation process.

Comment: the immediately preceding paragraph recognizes that the impact of the leave may vary depending upon whether the leave fell primarily on a member’s "teaching" or "research" terms and also that the impact of the leave on research cannot be dealt with simply by extending backwards the evaluation period.

**ASSESSMENT CRITERIA**

8. **Teaching Effectiveness**

(a) Teaching effectiveness means the effectiveness of all of a member’s methods and forms of teaching and student supervision. While the principal focus is on the member’s performance in the discharge of specific teaching responsibilities, consideration will also be given to other efforts and contributions in relation to teaching in the Faculty generally.

(b) It is recognized that there are innumerable factors that are relevant to teaching effectiveness in terms of specific teaching responsibilities. These include:

- knowledge of substantive content,
- the selection or development of appropriate and effective course materials,
- identification and communication of clear and appropriate objectives and expectations,
- preparation,
- selection of appropriate teaching methodologies,
- the creation of a respectful learning environment,
- appropriate interaction with students (both in the classroom and beyond),
- accessibility to students, and
- the use of appropriate evaluation techniques (including the provision of effective feedback).

It is also recognized that in assessing these factors, there are innumerable circumstances which should be taken into account. These include:

- years in service,
- years teaching the current course(s),
- course content,
- student enrolment, and
- the member’s overall course load.

(c) Evaluation of a member’s teaching effectiveness must include, but is not restricted to, the member’s Teaching Dossier.

(d) A member’s Teaching Dossier must contain the following:

i. Statement of Teaching Philosophy
ii. Description of Teaching Responsibilities

Courses

For each course, the Dossier must include the following information:

- Course title including unit value and enrolment
- Objectives
- Course Materials (where developed by the member)
- Instructional Methodology
- Evaluation Techniques
- Statistical Summary of Student Evaluations (Min.: 4 preceding years)
- At the member's option, student comments (If such case, all student comments must be included).

Other Teaching Responsibilities

These may include such responsibilities as:

- course or programme development or modification,
- supervision or review of papers (both within the Faculty and other faculties),
- supervision of moots, and
- serving as a course director.

For each responsibility the dossier shall contain a brief description of the activities and such other information as the member considers relevant.

iii. Additional Information

This may include:

- informal teaching responsibilities (eg. "guest lectures" in colleagues courses or advising or mentoring individual students),
- steps taken to improve teaching effectiveness (eg. attendance at seminars or the adoption of innovative methodologies not otherwise discussed),
- other evidence of teaching effectiveness (eg. awards or peer evaluation), and
- general contributions to teaching in the Faculty (eg. peer mentoring or seminars regarding teaching methodologies).
9. **Scholarly and Professional Achievements**

(a) Scholarly and professional achievements includes continuing mastery of one's field of knowledge and the awareness of current scholarship in one's own and closely related fields, and is to be assessed in terms of the nature, quality and extent of one's research, professional and creative activities.

(b) It is recognized that scholarly and professional achievement can take many forms.

Scholarly activities include:

- books (including co-authored and edited),
- journal articles,
- chapters,
- monographs,
- conference papers,
- book reviews,
- academic notes,
- editorial activities, and
- papers, submissions or reports of a scholarly nature related to law reform.

Professional activities means professional activities related to a member's scholarly activities and include:

- membership on academic and professional bodies,
- membership on editorial boards,
- conference activities (organizer, presenter, reviewer),
- refereeing activities,
- media commentaries,
- public appearances, and
- other professional activities in relation to the University, community organizations, NGOs, government and the legal profession.

(c) Assessment of scholarly and professional achievements includes the following considerations:

- the quantity and quality of scholarly output,
- solicitations for scholarship or editorship,
- research grants,
- awards and fellowships,
- recognition by learned or professional societies, and
- general reputation for scholarly and professional achievements among colleagues both within the Faculty and in other faculties.

10. **Other Contributions**

(a) This refers to a member's contributions to the University, the legal profession and the general community.

(b) Service to the University includes administrative contributions within the Faculty and the general university community.

Administrative contributions within the Faculty include:

- participation in meetings of Faculty Council,
- service on Faculty committees,
- preparation of Faculty proposals (eg. funding applications or chair proposals),
- liaison or representative work with other bodies (eg. other faculties, community organizations, business organizations, NGOs, governments), and
• contributions to student life (eg. participation in Student Legal Advice Programme or extra-curricular programmes for students).

Contributions to the general university community include:

• service on university bodies and committees,
• service on university tribunals,
• the provision of assistance to university decision-makers, and
• advocacy efforts in relation to university issues or proceedings.

(c) Service to the legal profession includes:

• membership on boards or committees,
• C.L.E. activities, and
• assistance to members of the profession.

(d) Service to the community includes:

• assistance to members of the public,
• membership on community boards or organizations, and
• work with NGOs or government.

11. Recommendation

(a) The assessment of applications, and the provision of recommendations, shall be made by the Dean.

(b) The Dean may seek the advice of the Associate Dean or such other person as the Dean considers appropriate.

(c) The Dean’s recommendations must be submitted to Vice-President Academic and Provost no later than April 30th.

(d) As soon as possible thereafter, the Dean shall notify each member of the Dean’s recommendation concerning that member’s application.

12. Decision, Reconsideration and Appeal

(a) Decisions regarding salary adjustments shall be made by the Vice-President Academic based on the recommendations of the Dean.

(b) A member may request the Vice-President Academic to reconsider his or her decision in accordance with the time limits and procedures set out in Article 73.9.2 of the Framework Agreement.

(c) A member may appeal the reconsideration decision of the Vice-President Academic to the University Review Committee in accordance with the time limits and procedures set out in Article 73.9.3 of the Framework Agreement.
PART II: REAPPOINTMENTS, TENURE AND PROMOTION

13. **Application**

This Part applies to applications for reappointment, tenure and promotion.

14. **Regular Faculty**

(a) Regular faculty members are eligible to apply for reappointment, tenure and promotion in accordance with Articles 15, 16 and 18 of the Framework Agreement respectively.

(b) Such applications shall be assessed on the basis of the criteria set out in Articles 8, 9 and 10 of this Policy.

15. **Senior Instructors**

(a) Senior instructors are eligible to apply for reappointment in accordance with Articles 14.3 and 15.2 of the Framework Agreement.

(b) Such applications shall be assessed on the basis of the criteria set out in Articles 8 and 10 of this Policy.

16. **Limited Term Appointees**

(a) Faculty members who hold a Limited Term appointment for a term of more than one year or a Limited Term appointment under Appendix F pursuant to article 11.5.1 of the Framework Agreement, are eligible to apply for reappointment in accordance with Article 15.3.

(b) Such applications shall be assessed on the basis of the criteria set out in the expected standards of the position.

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APPENDIX A
CPI/MI APPLICATION FORM

Year: _______     Name:_________________________  Rank: ________________

(Point form summary of activities, accomplishments and contributions)

Teaching Effectiveness  (Highlights from Teaching Dossier including summary of student evaluations)

Scholarly and Professional Achievements

Other Contributions

______________________________________________________________________________________

Award:  CPI:  ___ MI-1:____   MI-2:____ MI-3:____   MI-4:____

Date: __________________    _________________________________

(Dean’s signature)