Please have your Dean/Chair/ Academic Leader complete this form and attach it to the COVID-19 Physician’s Certificate.

**Name of Faculty Member**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Faculty/Department**: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Faculty Appointment (please check box)** | |
| Research Stream | ❑ |
| Teaching Stream | ❑ |

|  |  |
| --- | --- |
| **Balance of Responsibilities as a % of commitment**: | |
| Teaching | % |
| Research/ Scholarly | % |
| Service | % |

**General Obligations** (Article 12, Collective Agreement)

(Article 12.5)In fulfilling Academic or Professional Responsibilities, Members shall:

1. remain current in their discipline in the areas of Teaching and Scholarship;
2. adhere to Teaching schedules and fulfil Teaching obligations;
3. establish a record of performance reflecting high quality, excellence and high standards, as appropriate to the Member’s Academic or Professional Responsibilities;
4. adhere to the University’s policies, procedures and regulations;
5. be accessible to students for academic consultations during suitable, publicized times;
6. be available to participate in Teaching, Research or Professional Performance activities, and contribute to the Department, Faculty, Library and University through Service.
7. undertake training and development offered by the University;

**Required Functional Abilities**

1. Understand, remember and carry out detailed plans.
2. Apply judgement and critical thinking skills.
3. Maintain attention and concentration for extended periods.
4. Make complex decisions.
5. Solve complex problems.
6. Communicate effectively with internal and external stakeholders.
7. Effective planning and organizational skills.
8. Manage frequent interruptions and distractions.
9. Set realistic goals and meet deadlines.

**Teaching**

This Member is normally expected to teach \_\_\_\_\_\_\_ courses per year.

|  |  |  |
| --- | --- | --- |
| **Assigned courses for September – December 2021** | | |
| Course Name & Number | Maximum number of students | Comments |
|  |  |  |
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|  |  |  |
| **Assigned courses for January – April 2022** | | |
| Course Name & Number | Maximum number of students | Comments |
|  |  |  |
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Dean/Chair/Academic Leader comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Research, Scholarship and Creative Activity (Applicable for Research Stream only)**

The continuing mastery of one’s field of knowledge and the awareness of current scholarship in one’s own and closely related fields, and the nature, quality, and extent of one’s research, scholarship and creative activity.

**Scholarly Activity (Applicable for Teaching Stream only)**

Activities which enhance teaching ability or effectiveness including continuing mastery of one’s field of knowledge and the awareness of current Scholarship in one’s own and closely related fields and the nature, quality, and extent of one’s own work; independent research on the scholarship of teaching and learning; and activities enhancing one’s ability to engage in research-enriched teaching, as described in the FEP *(Faculty Evaluation Policy)* and Unit Standard applicable to the Faculty Member.

Dean/Chair/Academic Leader comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Service**

Contributions to the Department, Faculty, University, a profession, or the community. Service may include, but is not limited to, the following:

a) contributions through Service to or development of the Faculty Member’s Academic Unit;

b) Service in a defined administrative position within the Department or School, Faculty, or a centre or institute;

c) contributions through Service to the University or the Association;

d) contributions to student life in relation to their academic success;

e) attainment of extra-University recognition of a Faculty Member’s University related activities;

f) contributions to the Faculty Member’s profession or community, including membership on boards or councils devoted to research and professional affairs, and in certain fields the extent to which the Faculty Member’s professional services are in demand by academic, professional and community organizations outside the University.

Dean/Chair/Academic Leader comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_