

# FACULTY OF THEOLOGY: CONDITIONS OF APPOINTMENT

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Revised: June 2005; May 22, 2008; March 14, 2016

(Regulations concerning appointment, reappointment, termination and suspension of contract, promotion and Tenure of faculty members.)

## I. POSITIONS

The authority for the creation or continuation of positions or for the making of appointments lies with the Executive Board of Huron University College acting on the recommendation of the Principal through the Human Resources and Program Planning Committee of the Executive Board.

### A. Existing Positions

In every case where an appointment is due to terminate within the academic year without a recommendation for the reappointment of a **Probationary** incumbent, the continuation of the position in its present form or in any form must be justified at the Faculty of Theology Committee ["FTC"], which recommends to the Dean, who recommends to the Principal. Neither the Dean nor the Principal shall be bound by the recommendations coming forward, but in the case of disagreement, the Principal shall meet with the FTC in an attempt to resolve the differences. The final decision shall be that of the Principal. Where a position is to be continued, the Principal shall so recommend to the Human Resources and Program Planning Committee of the Executive Board.

### B. New Positions

1. New positions shall be initiated at the FTC.
2. Recommendations on a new position shall include a description of the position in terms of subject areas or courses to be taught, typically specifying both an 'Area of Specialization' ['AOS'] and 'Area of Competence' ['AOC'], the type of contract (Limited Term, Probationary, Tenure, or Part-time), qualifications an appointee will be expected to satisfy, and the duration of the appointment. Advertisements for Probationary appointments shall normally be stated to be for 'Probationary or Limited Term' appointment in order to allow for the case in which a search fails to produce a candidate who meets all the requirements for a Probationary appointment (see II.C.3.d.(3)).
3. The FTC shall recommend to the Dean, who shall recommend to the Principal. Neither the Dean nor the Principal shall be bound by the recommendations coming forward, but in the case of a disagreement, the Principal shall meet with the FTC in an attempt to resolve the differences. The final decision shall be that of the Principal. Where a position is to be introduced, the Principal shall so recommend to the Human Resources and Program Planning Committee of the Executive Board.

## II. APPOINTMENTS

**A. Definitions** [rev'd. March 14, 2016]

1. "**Appointment**" in the main body of this document shall mean Full-time Appointment by written Limited Term, Probationary, or Tenure contracts to the ranks of Lecturer, Assistant Professor, Associate Professor, or Full Professor. For **Part-Time** appointments see Appendix II and for Sessional appointments see Appendix VII.
3. At Huron University College, "**Full-time appointment**" shall imply ongoing participation in scholarly activity, regular participation in the life of the College, and normally the teaching of three (3) full-year courses or their equivalent ["full-time load"].
4. "**Continuous years on Full-time Appointment**" shall mean:
  - a. years not interspersed by Leaves of any kind, excepting sabbaticals, or those years for which the College has agreed in writing that the Leave requested does not affect the residence requirements for consideration for appointment with **Tenure** or for consideration for Promotion. [See Huron University College Leave Policy]
  - b. that between the first day of the first contract and the last day of the last contract there is no period of time in which the person in question is not on full-time Appointment at the College; and
  - c. that in each year a Full-Time load was taught within the College unless this requirement for consideration for appointment with **Tenure** was waived in writing by the College.
5. A "**Limited Term**" appointment is given for a fixed period of time and is such that on its termination the position either ceases to exist or is re-advertised. An appointment held for a **Limited Term** shall carry no implication of renewal or continuation beyond that term and no implication that the appointee will be considered for a **subsequent** appointment.
6. A "**Probationary**" appointment requires that, at the prescribed time [see II.C.3.e], the College will on application by the appointee consider him or her for a reappointment under Probationary contract without re-advertising the position, or for an appointment with **Tenure**. On the basis of this consideration the College will opt for one of the following: a reappointment under **Probationary** contract, an appointment with Tenure, or no action in which case the **Probationary** appointment will terminate at the expiry of the contract.
  - a. A **Renewable Appointment (non-tenure)** shall be treated as a Probationary Appointment except in all matters related to tenure. As well, a Renewable Contract (non-tenure) may be continually renewed upon the mutual agreement of the appointee and HUC. An appointee to a **Renewable Appointment** (non-tenure) may seek promotion to the Rank of Associate Professor, normally following six consecutive years at the rank of Assistant Professor. NOTE: *The Renewable Appointment (non-tenure) is generally used only for the appointment of the Professor of Contextual Theology & Field Education/Director of Field Education.*<sup>1</sup>
7. "**Tenure**" appointments (See sect. II:C:4).
8. "Sessional Appointment" shall have the meaning as set forth in, and be governed by

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<sup>1</sup> Appointment of an Assistant/Associate/Full Professor of Contextual Theology and Field Education is made when the candidate possesses a doctorate degree in Theology or Ministry. Such an appointment will be a Probationary Appointment.

the provisions of, Appendix VII attached hereto.

**B. General Rules of Duration and Sequence**

1. Initial appointments normally shall be of the **Limited Term, Renewable (non-tenure)** or **Probationary** kind.
2. Initial Limited Term appointments other than Leave replacements shall normally be for a period of two years with a possibility of an unadvertised third year where it is requested in writing by the incumbent and where there is agreement by the majority of tenured members of the Faculty, the Dean, and the Principal.
3. All Lecturers normally shall be appointed annually on **Limited Term** contract, unless otherwise stated in writing.
4. Assistant Professors whose first appointment at Huron University College is under a three-year Probationary contract shall at the time prescribed in the contract be eligible to apply only for reappointment under **Probationary** contract, except where specifically exempted from this provision in their letter of appointment.
5. All appointments of faculty who have spent at least six years at the College under continuous Full-Time non-leave replacement **Limited Term** contract, at least three of which were at the rank of Assistant Professor, shall be of the **Probationary** kind.<sup>2</sup>
6. All appointments of faculty who have spent at least six years at the College under continuous Full-time non-leave-replacement **Probationary** contract shall be of the **Tenure** kind.
7. All appointments of faculty who have spent at least nine years at the College under continuous Full-time non-leave-replacement contract at the rank of Assistant Professor or above, at least three (3) years of which were under **Probationary** contract, shall be of the **Tenure** kind.
8. The negotiable terms in the making of academic appointments at the College may include the following:
  - a. duration and type (**Limited Term** or **Probationary**) of contract (see II.C.3.d.(3)),
  - b. salary,
  - c. rank, and
  - d. credit for prior years of service (within or without the College).
9. All Appointments require that
  - a. a position for which the applicant qualifies exists,
  - b. the applicant has satisfied the academic requirements for the position, and

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<sup>2</sup> Years on academic appointment at other Universities or Colleges may be counted toward the Huron College residency requirements for consideration for Tenure or Promotion. Such credit for prior service is to be negotiated at time of appointment or contract renewal and is to be clearly stipulated in letters of appointment.

- c. both the applicant and the College are agreed on the negotiable terms of the contract for the appointment.

**C. Procedures and Criteria**

1. Hiring

- a. The Dean and the Principal shall have the authority to approve all advertisements, solicitation of applications, and to review all applications. Advertisements for Probationary or appointments shall normally be stated to be for 'Probationary or Limited Term' appointment in order to allow for the case in which a search fails to produce a candidate who meets all the requirements for a Probationary appointment (see II.C.3.d.(3)).
- b. The Dean and the Principal shall have the authority to approve the short-list of candidates, and interview all candidates invited to the College.
- c. The FTC shall advise the Dean on new appointments, who shall recommend to the Principal. Neither the Dean nor the Principal shall be bound by the advice or recommendation preferred, but in the case of disagreement the Principal shall meet with the FTC in an attempt to resolve the differences. The final decision will be that of the Principal.
- d. Recommendations on new appointments shall typically include specification of the type of contract (Limited Term, Probationary, Tenure, or Part-time), its duration, a listing of the courses to be taught, and a justification in terms of the candidate's qualifications relative to the approved position definition. The recommendation will have attached, where the position was advertised, a copy of the advertisement and the candidate's c.v.

2. Limited Term Contract

- a. In the case of **Limited Term** contracts, the employment obligations of the College to the appointee cease with the expiry of the contract.
- b. When a **Limited Term** contract expires, its holder may be reappointed (to either another **Limited Term** contract or to a **Probationary** contract) by succeeding in an advertised competition. When the holder of a terminating Limited Term contract becomes a candidate in an advertised competition for another appointment, the policies and procedures that apply shall be those listed above as C. 1. a and b.
- c. The College may, in special circumstances and at the exclusive initiative of the Principal, convert a **Limited Term** contract to a **Probationary** contract. Such a conversion requires the consent of the holder of the **Limited Term** contract, but cannot be solicited through application nor requested through the College Review Process.
- d. **Limited Term** appointments will normally be made
  - (1) to bring distinguished visitors to the College;
  - (2) for exchange appointments;
  - (3) to provide for faculty full-time leave replacements;

- (4) to fill a position for which there has been inadequate opportunity to conduct a satisfactory search;
- (5) to fill a position for which a search has failed to produce a candidate who meets all the requirements for appointment to a **Probationary** contract (see II.C.3.d.(3));
- (6) to respond to specific academic needs (for example, programs or courses of a trial nature), to which the College has not yet committed permanent funding (see II.C.3.d.(1)); and
- (7) to accommodate enrolment fluctuations of possible short duration.

### 3. **Probationary Contract**

- a. In the case of a **Probationary** contract, the employment obligations of the College to the appointee cease with the expiry of the contract.
- b. The criteria for reappointment under **Probationary** contract shall include those listed as II.C.3.d.(3) below and those described in Appendix I. Demonstrable excellence in teaching is a necessary condition for appointment or reappointment under Probationary contract.
- c. The purpose of a **Probationary** appointment is to provide a period of mutual appraisal for the College and the candidate. **Probationary** appointment does not imply inevitable reappointment under Probationary contract or eventual appointment with Tenure. It implies that the case of a candidate for **Tenure** or for reappointment under **Probationary** contract shall be the subject of an academic assessment based on the criteria listed as II.C.3.d.(3) below and in Appendix I.
- d. **Probationary** appointment will normally be offered where
  - (1) it has been demonstrated at the initial FTC position review that a position as defined in terms of Area of Specialization and Area of Competence is essential to the programs being offered by the Faculty of Theology and is extremely unlikely to require change; and
  - (2) the majority of tenured members of the Faculty, the Dean, and the Principal are in agreement that the position should be advertised as including the possibility of Probationary appointment;
  - (3) and where the candidate
    - (a) has a completed Ph.D. or its equivalent;
    - (b) has at least one full year of teaching experience or its equivalent;
    - (c) submits teaching evaluations that constitute evidence for demonstrable excellence in teaching (see II.C.3.b);
    - (d) has a dossier providing evidence, preferably in the form of refereed publications [see Appendix I, section II], that he or she is very likely to engage in regular and ongoing scholarly activity; and

- (e) has Areas of Specialization and Competence that fit the position definition.
- e. Application for renewal of **Probationary** appointment may only be made in September of the final year of the **Probationary** contract.
- f. The procedures relating to application for and consideration of the renewal of **Probationary** appointment shall be the same as those for appointment with Tenure (II.C.4.e below) with the exception that the Principal may not refer the case for review and recommendation of the Academic Council Review Board [ACRB]. Where the application for renewal is for the renewal of the applicant's first **Probationary** appointment at Huron University College, the decision of the Principal is final and is not subject to Review by the ACRB<sup>3</sup>.
- g. Where, in the case of an application for renewal of **Probationary** appointment, the Principal does not recommend renewal, the Principal shall provide the Human Resources and Program Planning Committee with a complete report documenting the recommendations of the FTC and the Dean.

#### 4. **Tenure Contract**

- a. In the case of a **Tenured** appointment, the appointee acquires the right not to be dismissed except for cause or necessary termination of position (see II:D:1:d and e).
- b. The criteria for **Tenured** appointment shall be those described in Appendix I. Excellence in teaching is a necessary though not sufficient condition for appointment with **Tenure**.
- c. Appointments with **Tenure** normally will be conferred only after a candidate has accumulated six continuous years of Full-time teaching at the College at the rank of Assistant Professor, at least three years of which were under **Probationary** contractual appointment.
- d. While Tenure normally shall be conferred with the rank of Associate Professor in cases of internal promotion **Tenure** is distinct from promotion and shall be specifically requested in the candidate's letter of application.
- e. **Procedures**

The following process relates to an appointment with tenure/reappointment to the rank of Associate Professor and Full Professor:

- (1) The candidate will be responsible for compiling a dossier and submitting it along with a formal letter of application to his or her Dean (or Principal if the applicant is the Dean) by the last day of September in the year of application.
- (2) The Dean will submit the dossier and letter of application to a committee consisting of the Tenured members of the Faculty who shall review the application, evaluate the candidate's qualities with respect to the established criteria.

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<sup>3</sup> This clause shall not apply to persons currently under three-year Limited Term contracts entered into prior to July 1, 1993 who are subsequently appointed under Probationary contract.

- (3) The Committee shall have the right to interview, to seek additional information from the candidate, and to solicit the best available opinion as to the value of the candidate's teaching and other contributions.
- (4) The Committee shall recommend to the Dean (or Principal where the Dean is the applicant) by November 15, one of the following:
  - a. an appointment with Tenure
  - b. the reappointment of the candidate under Probationary contract for no more than three (3) years (leaves included)
  - c. allowing the candidate's contract to lapse
- (5) The Dean shall report in writing to the Principal the recommendation of the Committee and the Dean's own recommendation, with a copy to the candidate, who shall have seven (7) days following receipt of those recommendations to submit additional materials to the Principal.
- (6) The Principal shall review the complete file including any additional information supplied by the candidate. The Principal shall have the authority to request that the Committee reconsider its recommendation(s), such a request being stated in writing, detailing his or her concerns (copy to the candidate) and submitted to the Committee no later than December 7. In such cases, the Committee shall have until the end of the second week of January to report back to the Principal in writing (copy to the candidate).
- (7) The Principal, upon receipt of the final recommendation of the FTC and of the Dean shall either:
  - (a) prepare a report and recommendation for submission to the Executive Board (copy to the candidate), or
  - (b) refer the case for review and recommendation to the Academic Council Review Board (ACRB) [see sect. IV:B]

**D. Termination and Suspension of Appointment**

**1. An appointment may be terminated as follows:**

- a. By the expiration of a term where the appointment is for a term.
- b. By resignation at the end of the academic year. Such notice shall be given in writing at least six (6) months before the date of termination.
- c. By the mutual consent of the faculty member and Huron University College, given at any time.
- d. By the dismissal of the faculty member for cause (see below, Sect. V). Notwithstanding anything else in this paragraph, where such cause is determined to be moral delinquency, the termination shall take effect as of the last day of a two-month period after notice or as of the last day of the academic

year, whichever shall come first.

e. By necessary termination of position as when

- (1) The Academic Council of Huron University College determines that it is no longer academically desirable for Huron University College to retain the position to which the teacher or faculty member has been appointed;
- (2) The Executive Board of Huron University College determines that it is no longer financially feasible for Huron University College to retain the position to which the faculty member has been appointed.

## 2. **Suspension**

A faculty member may be suspended at any time by the Principal, in consultation with the Dean, when continuance of teaching duties threatens immediate harm to the faculty member, to others, or to the College.

The FTC shall be convened within seven (7) days of this suspension and shall make appropriate recommendations to the Dean as soon as possible.

### III. **PROMOTION**

#### A. **To Assistant Professor**

Promotion to Assistant Professor comes to faculty under full-time contract at the College with completion of the Doctorate or equivalent degree<sup>4</sup>. If the candidate receives the degree in the Fall Convocation, the promotion is retroactive to the prior July 1, while if the commencement is in the Spring, the candidate is promoted for the following July 1, if under contract at that time. This rule applies as well to Leave replacements as to ongoing full-time faculty.

#### B. **To Associate Professor**

1. Promotion to Associate Professor will require that the following conditions have been met, unless otherwise stated in writing:
  - a. The candidate normally has completed at least six continuous years on full-time appointment at Huron University College at the rank of Assistant Professor, at least three of which were under **Probationary** contract [consideration for promotion to Associate Professor shall normally coincide with consideration for Tenure, but shall be treated as a separate and subsequent matter];
  - b. the candidate has successfully met the College requirements for receiving a **Tenured** appointment at the College;
  - c. the candidate has successfully met the College requirements for promotion.

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<sup>4</sup> In the case of the Professor of Contextual Theology & Field Education/Director of Field Education, Academic qualifications such as M.Ed., MRE and related work and research in the area of education may, in extraordinary circumstances, be considered appropriate for the rank of Assistant and Associate professor. The Professor of Contextual Theology & Field Education/Director of Field Education must possess a doctorate degree in Theology, Ministry or Education to be considered for the rank of Full Professor.

## 2. Criteria and Procedures

The Criteria and Procedures for promotion to the rank of Associate Professor are identical **mutatis mutandis** to those for **Tenured** appointment, except that the requirements are more demanding in the areas of Scholarly Activity and Community Service. Responsibility for compiling a dossier and making application for promotion rests with the candidate. Promotion to this rank will presuppose evidence of the kind listed in Appendix I indicating a level of scholarly activity in keeping with Faculty and disciplinary norms within the rank of Associate at the College. Exceptional service of an ongoing kind in terms of either teaching load or community service may be taken into account by the FTC.

### **C. To Full Professor**

1. Promotion to the rank of Full Professor will require that the following conditions have been met, unless otherwise stated in writing:
  - a. the candidate normally has completed at least six continuous years at the College under Full-Time non-leave-replacement contract at the rank of Associate Professor;
  - b. the candidate has successfully met the College requirements for promotion.

#### 2. Criteria

The criteria for promotion to Full Professor are those outlined in Appendix I and Ia. As in all cases, demonstrable excellence in teaching shall be a precondition for promotion. In addition, it shall be necessary that the combined weight of the candidate's performance in Scholarship and Community Service be demonstrably above the College norms for the rank of Associate Professor in the candidate's discipline. It shall also be necessary that the evidence introduced in support of the application include evidence that is recent and distinct from the evidence introduced for promotion to the rank of Associate Professor. Should little or no new evidence be provided, the FTC shall not proceed further in the process of evaluation and shall so inform the candidate. In these deliberations, as in all others, scholarly achievement and activities shall be given more weight than community service.

#### 3. Procedures

- a. Where the candidate is not a senior administrator (e.g., Dean or Principal)
  - (1) As in all other cases, initiation is the responsibility of the candidate who provides the Dean with his or her dossier and letter of application. The procedures and timetable to be followed are as follows:
  - (2) The Dean will submit the dossier and letter of application to a committee consisting of the Tenured members of the Faculty who shall review the application, evaluate the candidate's qualities with respect to teaching, scholarship, community service and service to the profession of ministry, and recommend to the FTC by October 15.

The Chair shall then report the recommendation of the Faculty committee and his or her own to the FTC in writing, providing copies to the candidate, who shall have the option of submitting additional material to the FTC and/or requesting an interview with the FTC. In the case where there is no Department, the report shall be made by the Deputy Dean.

- (3) The FTC will evaluate the candidate's dossier and, on the basis of the evaluation, recommend either that the candidate withdraw his or her application or that the FTC proceed with a full assessment of the candidate. Where the FTC recommends that the application be withdrawn, the candidate will be supplied with a written statement of the FTC's reasons. The candidate will have fourteen days in which to notify the Principal and the FTC of his or her decision to seek a formal review.
- (4) Where the FTC judges there to be sufficient new grounds for promotion, it will proceed to conduct a detailed assessment of the candidate's Teaching, Scholarship and Service to the College on the basis of the following evidence:

Teaching:

- (a) the candidate's teaching evaluations from previous years to the present.
- (b) such peer evaluations of teaching as are available for recent years.
- (c) retrospective evaluations of the candidate's teaching performance, these retrospective evaluations to be gathered in the following way: the Chair of the candidate's Department shall compile a list of no more than 75 and no fewer than 15 of the candidate's former students who have been away from the College for at least two years. The list shall be submitted to the candidate for review. The candidate shall have the right to strike the names of up to 20% of the potential referees from the list. The Chair shall write a standard letter (Appendix III) to each former student whose name remains on the list requesting a retrospective evaluation.
- (d) such other materials that the candidate considers to be relevant.

Scholarship:

- (e) available book reviews and other published materials that judge the quality of the candidate's scholarly performance.
- (f) copies of peer assessments generated by the candidate's SSHRC and other grant or publication proposals (where applicable and available).
- (g) Solicited peer evaluations of the candidate's scholarly activities to be gathered in the following way:

The Dean, in consultation with the candidate and an established scholar in the candidate's field, shall compile a list of no more than 15 and no fewer than 10 potential referees. This list shall be submitted to the candidate for review. The candidate shall have the right to object with grounds to up to 40% of the potential referee list. Where the objections are reasonable, the names shall be struck from the list. Of the names remaining, five shall be selected by the Dean and their names not revealed to the candidate or to the members of the FTC. The Dean shall send the five referees a standard letter (Appendix IV) requesting their assistance and the required number of Huron University College Scholarly Appraisal Forms (Appendix V). Normally, referees will not be asked to evaluate book reviews of less than 1000 words, short bibliographies, brief laboratory manuals, or short edited documents.

Service to the College:

- (h) a list of the relevant activities drawn from the candidate's curriculum vitae.
  - (i) written evaluations of the candidate's performance as a member or Chair of College committees and, where relevant, University bodies and other organizations. These may be solicited by the candidate, or the Dean on the behalf of the FTC.
- (5) The FTC shall recommend to the Dean, by the end of February, either to promote the candidate to Full Professor or not to promote.
  - (6) The Dean shall report in writing to the Principal the recommendation of the FTC and the Dean's own recommendation, with a copy to the candidate, who shall have seven (7) days following receipt of these recommendations to submit additional material to the Principal.
  - (7) The Principal shall review the complete file including any additional information supplied by the candidate. The Principal shall have the authority to request that the FTC reconsider its recommendation, such a request being stated in writing, detailing his or her other concerns (copy to the candidate) and submitted to the FTC no later than March 15. In such cases, the FTC shall have until April 15 to report back to the Principal in writing (copy to the candidate).
  - (8) The Principal, upon receipt of the final recommendation of the FTC and of the Dean shall either
    - (a) prepare a report and recommendation for submission to the Executive Board (copy to the candidate), or
    - (b) refer the case for review and recommendation to the Academic Council Review Board [see Sect. IV:B]
    - (c) Where the candidate is a senior administrator other than the Principal, the procedure shall be the same as above, except that i) if the administrator is Dean, he or she shall remain absent from the FTC as it considers his or her application, and ii) it shall be the responsibility of the Principal, as the administrator's immediate supervisor, to assess the candidate's community service. In doing this, the Principal shall seek the opinion in writing of other administrators within the College (Registrar, College Administrator, etc.) as well as any other referees in a position to provide reliable opinion. In all cases, the candidate shall be told whose opinion is being sought and given the opportunity to object or comment in writing. The FTC shall provide the candidate with a statement of its recommendation together with a brief statement of its reasons.

**IV. FORMAL REVIEW PROCEDURES**

Deadline

- A. Upon receipt of the recommendation of the FTC with respect to his or her application for promotion to Full Professor or the Principal's report or recommendation to the Human Resources and Program Planning Committee Board with respect to consideration for renewal of Probationary appointment, appointment with **Tenure**, and/or **Promotion**, the candidate will have fourteen days in which to notify the Principal and the Chair of the Human Resources and Program Planning Committee of his or her decision to seek a formal

review.

- B. Formal reviews will be conducted by the Academic Council Review Board ["ACRB"] consisting of three tenured members of the Huron University College faculty, at least two of whom shall hold the rank of Full Professor:
- one to be the faculty member elected to the Executive Board from the Faculty of Theology,
  - one to be elected by the full-time faculty of the Faculty of Theology,
  - one to be appointed by the Principal.

The Principal's appointee shall serve as Chair.

- C. The ACRB shall be appointed/elected annually after September 30<sup>th</sup>, The Principal shall circulate a ballot to eligible faculty indicating the Principal's appointee to the ACRB, and the names of faculty members eligible for election. Following the election the Principal shall announce the name of the faculty members elected. Elected or appointed faculty shall be disqualified from participating in FTC deliberations relating to recommendations for Tenure, Promotion, or renewal of Probationary Contract.

#### ACRB Mandate

- D. The ACRB is empowered to review cases referred to it by the Principal, by candidates seeking review of the Principal's report or recommendation to the Human Resources and Program Planning Committee with respect to consideration for renewal or Probationary appointment (with the exception of applications for the renewal of a first Probationary appointment - see II.C.3.f. above), appointment with Tenure, and/or Promotion, and by candidates seeking review of the recommendation by the FTC that an application for promotion to Full Professor be withdrawn.
- E. In the review of cases where the FTC has recommended that applications for promotion to Full Professor be withdrawn, the FTC is responsible for providing the members of the ACRB with the candidate's complete file with respect to the case under review. In these cases the mandate of the ACRB is restricted to one of the two decisions: either to uphold the recommendation of the FTC or to order the FTC to proceed with a full assessment of the candidate.
- F. In the review of cases referred to it by the Principal or by candidates seeking review of the Principal's report or recommendation to the Human Resources and Program Planning Committee with respect to consideration for renewal or Probationary appointment, appointment with Tenure, and/or Promotion, the Principal is responsible for providing the members of the ACRB with the candidate's complete file with the respect to the case under review. In these cases the mandate of the ACRB is to recommend or not to recommend the renewal of Probationary appointment or appointment with Tenure, and/or Promotion, as appropriate to the application under review.
- G. Procedures:
1. The Chair shall invite, in writing, the candidate, the candidate's Departmental Chair and Dean, the Principal, and other such persons it chooses, to meet individually, in camera, with the committee.
  2. The candidate, Departmental Chair, Dean and Principal shall accept or reject this invitation in writing.
  3. On the basis of these interviews and its review of the documentation submitted, the

ACRB shall forward a recommendation (copies to the candidate and Principal) to the Chair of the Human Resources and Program Planning Committee within one month of receipt of referral from the Principal or application for formal review by the candidate.

4. Decisions by the ACRB shall be by majority vote and shall be binding on all parties except the Executive Board and its committees.
5. In the review of cases where the FTC has recommended that applications for promotion to Full Professor be withdrawn, the procedures shall be modified accordingly. Invitations to appear before the ACRB shall be limited to the candidate, Departmental Chair and representative from the FTC, and the ACRB shall forward its recommendation (copies to the candidate, Dean and Principal) to the FTC.

## **V. DISMISSAL FOR CAUSE**

### **A. Notice and Hearings**

A faculty member receiving a notice terminating his or her teaching appointment for cause shall be entitled, on application, to a hearing before the Advisory Committee. The Principal shall chair the Advisory Committee which shall consist of the Dean of the Faculty in which the faculty member is primarily a member and two faculty members elected by the Academic Council of equal or higher rank than the person subject to notice of dismissal. This committee shall attempt to find and achieve a just settlement. An application to the Advisory Committee shall be made within thirty (30) days of having received notice of dismissal, and subsequent to the committee's decision the faculty member may, on application, appeal the decision to the Appeal Committee. The Appeal Committee shall consist of the Chair of the Executive Board (as Chair) and three other members from the Executive Board and three faculty members from the Faculty to which the dismissed person belongs. The positions on the Appeal Committee will be filled by individuals appointed by the Chair of the Corporation. The findings of the Appeal Committee on all matters in dispute, and as to all questions as to cause, shall be final, and not renewable in any manner whatsoever. The Appeal Committee may give reasons for any decisions it may make but is under no obligation to do so.

In determining whether cause for dismissal exists the Appeal Committee must limit its consideration of causes to the following matters:

1. Moral delinquency
2. Failure to perform assigned duties properly
3. Incompetence.

### **B. Procedure on Hearings Before Appeal Committee**

1. The procedure before the Appeal Committee shall be as follows:
  - a. The Appeal Committee will examine the stated grounds for dismissal, the written defence by the person under notice of dismissal, and the testimony of witnesses if facts are in dispute;
  - b. The person under notice of dismissal is to have the option of assistance by counsel, the aid of the committee in securing witnesses, the right to require the production of adverse witnesses on whose testimony the Appeal Committee will base their decision.

- c. Both the administrator and the person under notice of dismissal or their representatives are to be given opportunity for presenting briefs and arguing the case orally before the Committee;
- d. Stenographic records are to be made of hearings and to be available to both parties.

## **VI. SALARY**

Salaries for members of the Huron University College Faculty Association shall be set in accordance with agreements negotiated between the Association and the College. Salaries for non-members will be negotiated on an individual basis between the faculty member and the Dean concerned.

## **VII. PENSION**

### **MEMBERSHIP IN THE UWO PENSION PLAN FOR MEMBERS OF THE HURON UNIVERSITY COLLEGE FACULTY**

*The statement below is from the "UWO Pension Plan for Members of Academic Staff," of which Huron University College is a participant. Within this document, the term "academic employee" refers to a person who is employed by Huron University College in a faculty position at or above the rank of instructor.*

1. Every Full-Time Academic Employee is required as a condition of employment to become a Member of the Plan as of the first day of the month coincident with or next following the date of employment as a Full-Time Academic Employee.
2. An Academic Employee other than a Full-Time Academic Employee may elect to become a member of the plan on any January 1 provided that, in each of the two preceding calendar years, his or her pensionable earnings were at least equal to the "Minimum Earnings" for the year. Minimum Earnings is 21% of the Canada Pension Plan earnings (about \$9,400 in 2008).
3. A faculty member who is not on full-time appointment may elect to become a member of the plan on the first day of any month provided that on that date the following conditions have been satisfied:
  - (a) the faculty member has been continuously employed for at least twenty-four months
  - (b) in each of two consecutive calendar years, the Academic Employee had pensionable earnings at least equal to the Minimum Earnings for the year.
  - (c) For purposes of this Section,
    - (i) a person's period of continuous employment shall not be broken by a period of temporary suspension of employment or lay-off from employment;
    - (ii) where a person's appointment was for a fixed term, the person's period of continuous employment shall be broken at the end of that term; and
    - (iii) a person's period of continuous employment shall be broken when the person's employment is terminated.

If the faculty member is a contributing member of the Ontario Teachers' Pension Plan, he or she is not eligible to enroll in the Pension Plan.

A "Regular Account" is established in the faculty member's name by the administrators of the Pension Plan. All required contributions from the faculty member and from the College are made to the faculty member's Regular Account. Huron University College contributes 7% of regular earnings to the Regular Accounts of Huron University College faculty. Huron University College employees contribute 7% of earnings.

Copies of the Pension Plan agreement can be found at [Pension Plan for Members of the Academic Staff](#) or obtained from the Chief Administrative Officer of Huron University College. A summary of the plan can be found at [UWO Pension Plan Summary](#)

## **VIII. GROUP INSURANCE**

1. All full-time tenured or tenure-track faculty members are required to be insured under the College's Group Insurance Policies for the following coverages:
  - a. Life insurance
  - b. Long Term Disability Insurance
  - c. Accidental Death and Dismemberment

Coverage under the Group Insurance Policies for extended health and dental benefits is also compulsory unless the faculty member has alternative coverage.

Premiums will be deducted each month from salary.

2. All sessional or limited-term faculty with a continuing appointment of two or more years may enroll in Group Insurance Plans under the same arrangement as full-time tenured or tenure-track faculty, subject to the following:
  - a. If the sessional faculty requests salary payment over an 8 month period, the faculty member will be unable to remain in the benefit plan for 12 months. The member, however, may re-enrol each September 1.
3. Those on appointments of one year or less will not be able to enrol in the Group Insurance Plans.

## APPENDIX I

### CRITERIA FOR APPOINTMENT, CONTRACT RENEWAL, PROMOTION AND TENURE

#### **I. Excellence in Teaching**

Evidence of excellence in teaching shall include items such as:

- A. formal student evaluations together with a record of grade distributions and courses taught;
- B. peer review of teaching and instructional materials and documented reports by colleagues and/or independent assessors;
- C. A self-evaluation of teaching strengths indicating one's plans for growth and change in this area;
- D. the production of cases, texts or other pedagogical materials subject to peer review and which provide original or improved articulations of the theological subject matter, whether in traditional format or electronic media.
- E. sustained research for pedagogical purposes coupled with application in the teaching situation through intentionally planned group/team learning techniques;
- F. pedagogical materials which demonstrate responsiveness to student concerns as expressed in oral or written evaluations;
- G. teaching awards and grants within the relevant time period.

#### **II. Involvement in Scholarly activity**

Evidence of scholarly activity shall include items such as:

- A. publication of books, by academic publishers, in either traditional or electronic format, together with available reviews within the relevant time period;
- B. publication of articles and reviews which have been subject to peer adjudication, defined as assessment either through the process of pre-publication peer review and/or through post publication peer evaluations within the relevant time period;
- C. development of textbooks and other pedagogical materials subject to peer review which provide original or improved articulations of a subject matter, whether in traditional format or electronic media within the relevant time period;
- D. receipt of significant research grants and scholarly awards within the relevant time period;
- E. invited lectures given at scholarly occasions within the relevant time period;
- F. substantial scholarly citations and other testimony of scholarly influence.

#### **III. Leadership within the College and University Community**

Evidence of leadership in the college and university community shall include items such as:

- A. effective discharge of normal appointed committee obligations based on the candidate's record and self-report of administrative involvements in the Faculty of Theology, college and university;
- B. effective discharge of elected positions including vigorous and effective committee chairmanship;
- C. effective discharge of Faculty Counsellor commitments;
- D. willing participation in the College life as in, e.g. Fall Gathering, Faculty Workdays, Quiet Days, festal occasions, Founder's Day, Convocation, Alumni Events, etc.
- E. a profile analysis of the candidate's leadership style on the measurement instruments available from the office of the Dean of Theology.

**IV. Service to the Profession of Ministry**

Evidence of service to the profession shall include items such as:

- A. formal records of the candidate's ordination and professional ministerial experience;
- B. a self-report on specific involvements in ministerial activities;
- C. written assessments or evaluations from supervisors or other ecclesial authorities sponsoring professional service programs;
- D. verbal/written documentation from professional colleagues;
- E. evaluations from other recipients of the candidate's professional ministerial service.

## **APPENDIX Ia**

Revised: April 26, 2001 [Approved by Executive Board]; Rev'd. March 2016

### **CRITERIA FOR APPOINTMENT, CONTRACT RENEWAL, PROMOTION AND TENURE**

#### **Huron-Lawson Chair in Pastoral Theology & The Professor of Contextual Theology & Field Education/Director of Field Education**

##### **I. Excellence in Teaching**

Evidence of excellence in teaching shall include items such as:

- A. formal student evaluations together with a record of grade distributions and courses taught, contextualized historically as possible;
- B. peer review of teaching and instructional materials and documented reports by colleagues and/or independent assessors;
- C. a self-evaluation of teaching strengths indicating one's plans for growth and change in this area;
- D. sustained research for pedagogical purposes coupled with application in the teaching situation through intentionally planned group/team learning techniques;
- E. pedagogical materials which demonstrate responsiveness to student concerns as expressed in oral or written evaluations;
- F. teaching awards and grants within the relevant time period;
- G. development of teaching and learning materials faithful to the academic discipline, that nurture either the student of ministry or the wider church community;
- H. course design reflecting critical engagement of the theological disciplines and the practice of ministry.

##### **II. Involvement in Scholarly Activity**

Evidence of scholarly activity and pastoral leadership expertise shall include items such as:

- A. the development, production, and diffusion of books, cases, texts, worship materials, retreat or conference materials, or other pedagogical materials subject to peer review and which provide original or improved articulations of the theological or spiritual subject matter, whether in traditional format or electronic media;
- B. receipt of significant research grants or scholarly awards within the relevant time period;
- C. invited lectures, presentations, retreats or educational gatherings either within the church or the scholarly environment within the relevant time period;
- D. development of materials of academic inquiry that relate to the pastoral discipline and engage the ministry of the church.

**III. Leadership within the College and University Community**

Evidence of leadership in the college and university community shall include items such as:

- A. effective discharge of normal appointed committee obligations based on the candidate's record and self-report of administrative involvements in the Faculty of Theology, college and university;
- B. effective discharge of elected positions including vigorous and effective committee chairmanship;
- C. effective discharge of Faculty Counsellor commitments;
- D. willing participation in the College life as in, e.g., Fall Gathering, faculty workshops, Quiet Days, festal occasions, Founder's Day, Convocation, Alumni Events, etc.;
- E. a profile analysis of the candidate's leadership style on the measurement instruments available from the office of the Dean of Theology.

**IV. Service to the Profession of Ministry**

Evidence of service to the profession shall include items such as:

- A. formal records of the candidate's ordination and professional ministries experience;
- B. a self-report on specific involvement in ministerial activities;
- C. written assessments or evaluations from supervisors or other ecclesial authorities sponsoring professional service programs;
- D. verbal/written documentation from professional colleagues;
- E. evaluations from other recipients of the candidate's professional ministerial service.

**Weighted evaluation: Section I, 50%; Section II, 25%; Section III, 15%; Section IV, 10%**

## APPENDIX II

### PART-TIME APPOINTMENTS

#### **I. Definition**

- A. "Part-time Appointment" shall mean appointment by written contract for the teaching of one or more courses specified by name and number for a single specified period and remunerated on a per course basis. Further, part-time appointment shall carry with it no College administrative obligations.

(Persons with the necessary qualifications and professional expertise required for part-time appointment to the Faculty of Theology are known as sessional or adjunct faculty. This designation does not include Group Formation Leaders, professional consultants, field supervisors, guest lecturers or retreat/conference leaders.)

- B. Sessional or adjunct faculty will meet the normal qualifications for appointment to the Faculty of Theology. In cases where these qualifications are not met, it is expected that the persons appointed will have the normal qualifications of their profession with the necessary endorsement or approval of their professional body or ecclesial authority.
- C. Sessional or adjunct faculty persons do not have voting rights on the Faculty of Theology Committee nor are they expected to engage in administrative involvements with the Faculty.
- D. Sessional or adjunct faculty are bound by the document "Ethical Responsibilities of Theological Teachers."

#### **II. General Rules of Duration and Sequence**

- A. All Part-time Appointments shall be of the Limited Term kind unless otherwise stated in writing.
- B. In the case of Part-time Appointments the employment obligations of the College cease with the expiry of the contract.
- C. All Part-time Appointments shall be for no more than one year unless otherwise stated in writing.

#### **III. Procedures and Criteria**

- A. Recommendations with respect to Part-time appointments
1. May be initiated by full-time members of the Faculty of Theology or by the Dean.
  2. Shall be approved, whenever possible, by the FTC, which shall in every case consider the need for the position prior to considering the qualifications of the candidate.
  3. Shall be based as far as possible on the criteria for teaching described in Appendix I.
  4. Shall be brought to the Principal by the Dean together with justification for the position involved.
  5. Where there exist differences in the recommendation(s) coming to the Principal or the Principal disagrees with the recommendation(s) coming forward, he shall meet with the

FTC and the Dean in an effort to resolve the differences. The final decision shall be that of the Principal.

- B. Where the Principal approves of a recommendation for Part-time appointment, he shall issue a letter of contract to the candidate that shall specify the individual course(s) involved, the duration of the appointment, and the remuneration agreed upon.

### **APPENDIX III**

Dear :

I am writing to you in my capacity as Dean of the Faculty of Theology at Huron University College. The College is in the process of considering ..... 's application for promotion to the rank of Full Professor. It is part of the College's assessment process for this rank to solicit retroactive teaching evaluations and your name is included among those taught by ..... Your evaluation of ..... would be very much appreciated.

A copy of Huron's current Course/Professor evaluation is included to guide your comments as well as a stamped, self-addressed envelope for your convenience and to facilitate a prompt reply.

Thank you very much for your attention to this request.

Sincerely,

#### APPENDIX IV

Dear :

I am writing to you in my capacity as Dean of the Faculty of Theology at Huron University College. The College is in the process of considering ..... 's application for promotion to the rank of Full Professor and your name is included in the list of thirteen referees we have compiled whose areas of competence seem appropriate to his application. In order to both allow the candidate access to referees' reports and to protect their anonymity, no more than four reports are being solicited and their names will be edited from their reports.

If you are willing to serve in this capacity, please scrutinize the enclosed description of ..... 's activities and fill out the assessment forms which are also enclosed; you should find with this letter one complete listing of ..... 's work, a separate form for each book and article, and one form for his remaining 'miscellaneous' scholarly activities.

If you find yourself unable for any reason to serve, please let me know as soon as possible. If you are willing to serve, would you be so kind as to return your report by Registered Mail; the College will provide a token honorarium of \$50.00 to defray any costs you might incur.

Your help in this matter would be very much appreciated.

Sincerely,

**APPENDIX V**

**HURON UNIVERSITY COLLEGE SCHOLARLY ACTIVITIES APPRAISAL FORM**

Name of Candidate:

Date:

Name of Work:

Name of Publisher/Journal:

To be filled out by referee:

Name:

Position:

I am familiar with the above work: Yes ( ) No ( )

If you answered 'Yes' above, please rate the candidate on a scale of 1 to 10, 10 being 'best', with respect to each of the parameters listed. By 'contribution' is meant the written work itself and by 'field' is meant the candidate's area of special interest within his or her discipline (e.g. field: Logic; discipline: Philosophy).

- 1) Quality of publisher or journal  
(How respected is it in the discipline?):
- 2) Quality of contribution  
(How well written is it and researched?  
How original?):
- 3) Importance of contribution to the field  
within the discipline  
(How significant is the contribution  
considered by those in the same field?):
- 4) Importance of the field to the discipline  
(How important is the contribution's field  
generally considered to be within the  
discipline as a whole?):

Additional Comments:

(Please feel encouraged to expand on any of the above onto the back of this page or to additional pages)

\* If 'Name of Work' is listed as 'Miscellaneous', please rate the candidate on a scale of 1 to 10, 10 being 'best', on the quality of their remaining scholarly activities (book reviews, papers read, public lectures, administrative roles in scholarly societies, etc.) as listed on the sheet attached to the form.

Signature:

## **APPENDIX VI COMPLEMENTARY APPOINTMENT AT HURON UNIVERSITY COLLEGE**

### PURPOSE OF COMPLEMENTARY APPOINTMENTS

Academic units (The Faculty of Arts and Social Science, a Department, the Centre for International Studies, the Bentham Research Centre, the Faculty of Theology) may make academic appointments to facilitate learning and provide support to their operations or to host academic colleagues. Faculty holding complementary appointment may participate in one or more of research, mentoring students, thesis supervision, and lecturing. Appointments may be made at any rank or title for periods of 12 months to three years and are renewable. Normally, individuals in this category are employed by another institution or agency or are retired from such employment, but they also contribute to the academic activities of Huron University College. The appointment recognizes an individual's contributions to academic activities external to Huron, and his or her commitment to Huron University College and its academic mission.

### CATEGORIES OF COMPLEMENTARY APPOINTMENT

Appointments that are purely for purposes of engaging in research shall normally be Research Fellow. Appointments involving more than research or other than research shall normally be Adjunct. Nothing in the following precludes an individual from holding a part-time appointment at Huron University College.

### CRITERIA AND PROCEDURES

The conditions governing appointment as Adjunct Faculty or Research Fellow at Huron University College shall be as follows:

1. "Research Fellow" shall be construed as rank and Research Fellows shall not have any of the standard professorial ranks associated with their appointment. Appointment as Adjunct Assistant Professor rank will require completed PhD. (Higher rank is possible, subject to qualifications (for example, tenured appointment at another University.) Faculty without PhD will be appointed as Adjunct Colleague.
2. Appointment of Adjunct Faculty and Research Fellows shall require the recommendation of the Principal to the Huron University College Executive Board in keeping with all other appointments at the College
3. The position of Adjunct Faculty or Research Fellow is exceptional and does not fall under the general provisions of the Huron University College Conditions of Appointment document except for the application of the provisions for Termination and Suspension of Appointment as set out in II D of the Conditions of Appointment Document and as the position is described in this Appendix VI
4. All appointments shall be for a fixed term not to exceed three years. Appointments expire at the end of their term and are renewable subject to a review.
5. Post-retirement appointments are permitted
6. There shall normally be no stipend associated with the position of Adjunct Faculty or Research Fellow. Appointees are entitled to library privileges and an email account. They may request additional privileges from the Dean of the Faculty of appointment.
7. Adjunct Faculty and Research Fellows have no duties other than those specified in a letter of appointment and shall not sit on any College Committees as voting members
8. Huron University College shall take responsibility for the administration of research grants awarded to Adjunct Faculty or Research Fellows for the period of his/her appointment at the College, if requested by the appointee.



## APPENDIX VII

### SESSIONAL APPOINTMENT

The conditions and terms governing Sessional appointment at Huron University College shall be as follows:

- I. Sessional Appointment shall require the ratification of the Executive Board of Huron University College (as do all other appointments at the College).
- II. Sessional Appointment is exceptional and does not fall under the general provisions of the Huron University College Conditions of Appointment Document except as it is described in this Appendix (VII) and except for "Paragraphs II. D. 1 (a), (c), (d)," and "Section V" above.
- III. Sessional Appointments shall normally be given for the 8-month period during which Fall and Spring classes and examinations are normally held (September 1 - April 30) and shall be considered a special case of Part-time appointment.

The College may contract with an individual for up to three successive Sessional Appointments at one time.

- IV. Persons on Sessional Appointment, or on successive Sessional Appointments, are required to give at least three (3) months notice of termination of appointment. Such notice is required as of the date the candidate accepts the offer of Sessional Appointment.
- V. Neither the College nor the Sessional appointee shall have any employment associated obligations towards each other during periods outside of the teaching term or after the termination of a contract for one or more Sessional appointments except for such as are explicitly indicated in writing within the terms of the contract. Notwithstanding, on the appointee's request, the eight month salary may be paid in equal instalments across a twelve-month period.
- VI. Sessional Appointments shall normally carry a three full-course or equivalent teaching load and shall have no obligations of community service or scholarly activity attached to them.
- VII. Sessional Appointments shall be granted academic rank commensurate with their qualifications. A doctoral degree or its equivalent shall normally be required for Assistant Professor rank or higher.
- VIII. Successive Sessional Appointments shall be contingent on satisfactory annual review.
- IX. Years spent at Huron University College on Sessional Appointment shall not normally qualify for later use in satisfying residence requirements respecting full-time academic appointment, promotion, salary, or sabbatical leave.
- X. Faculty on Sessional Appointment shall have access to internal research funds only on a lowest priority basis and shall not qualify for a Research Stipend.
- XI. Faculty on Sessional Appointment shall normally not sit on any College committees as voting members.

## REPORT OF THE STANDARDS COMMITTEE

### I. PREAMBLE

Schedule A of the Agreement Between the Huron University College Faculty Association and Huron University College Executive Board, May 1, 1990 to June 30, 1993 (hereafter referred to as the Agreement), describes the composition and responsibilities of an ad hoc Committee to establish the standards to be applied in the implementation of Sections 2.iv and 3.iv of the Agreement. The Committee ("the Standards Committee") was composed of the following members:

Trish Fulton, Acting Dean of Arts and Social Science  
Russell Hatton, Dean of Theology  
Anthony Willing, faculty member appointed by the Principal  
Dermot McCarthy, faculty member appointed by the Principal  
Doug Leighton, faculty member elected by the Huron University College Faculty Association (HCFA)  
Nelson Heapy, faculty member elected by the Huron University College Faculty Association (HCFA).

Schedule A of the Agreement instructs the Committee to report to the Faculty of Arts and Social Science, the Faculty of Theology Committee, the HCFA and the Academic Committee of the Executive Board, on or before November 30, 1990. The Report of the Committee must be approved by each body before proceeding to the Executive Board for ratification. If no agreement is reached, the Agreement expires on April 30, 1991.

### II. MANDATE

According to Schedule A of the Agreement, the Standards Committee is to establish:

- i) the "minimum acceptable standard" of performance in teaching and student counselling;
- ii) the "overall minimum acceptable standard" in the combined performance areas of teaching and student counselling, community service, and scholarship/instructional development; and
- iii) "above average" performance standards for each of the three performance categories.

It must be understood that the application of these standards is strictly limited. The standards and any procedures described in the Report are not to be used for any purpose other than that of determining eligibility for YathC and PTR salary increments as described in Section 2.iv, and Section 3.iv of the Agreement; furthermore, the standards and any procedures described in this Report expire with the expiry date of the Agreement.

### III. CONSULTATION

The Committee adopted as its goal a set of standards and procedures which will be helpful and acceptable to all faculty and members of Huron University College, and which will be flexible enough to acknowledge the variety, scope and quality of the contributions made by members of different disciplines and faculties.

The Committee felt that it was important to develop an instrument suited to the specific character of Huron University College but also thought that information on standards and procedures used elsewhere might be helpful. After a review of relevant materials obtained from a selection of appropriate institutions throughout Ontario and, to a lesser extent the United States, it appears that,

while other institutions require faculty members to submit annual reports concerning academic and related activities, evaluations of the type which we are contemplating are generally conducted only for appointment, promotion and tenure decisions and/or in relation to some form of "merit" pay increments. In most instances they are not used to determine eligibility for annual salary increments. Although faculty performance is generally assessed for other purposes at other institutions, our survey did provide us with a considerable amount of information regarding the types of activities which are evaluated under the general headings of teaching, community service and scholarship. This information is reflected in the lists of activities developed by the Committee (see Appendix A, Value Assignment Chart).

#### IV. RECOMMENDATIONS CONCERNING PERFORMANCE EVALUATION

The Standards Committee considered performance evaluation schemes which incorporated a great deal of discretion. In such schemes, the person assessing the performance is asked to label an individual's performance in a category with terms like "satisfactory", "inadequate", and "excellent". One obvious disadvantage of such schemes is that the level of performance associated with each of the labels is often unclear, leaving the individual faculty member poorly informed of specific expectations concerning his or her performance. Another drawback is that different assessors may have different ideas about what constitutes a satisfactory performance in a category. This can lead to inconsistencies in the way the same person is assessed over time.

The Committee also considered performance evaluations schemes in which every type of achievement is assigned a numerical value. Numerical schemes have the appearance of being more straightforward than discretionary schemes. But the use of a numerical scoring system presumes a great deal of homogeneity in the achievements of the persons being assessed. For example, a purely numerical scheme might pre-judge the significance or quality of achievement of all "books" to be the same; or a numerical scheme might assign a higher value to a "book" than to an "article", assuming that this hierarchy obtains across all disciplines and between faculties, when that may not be the case. Any purely numerical scheme, therefore, is a blunt instrument with which to assess the variety, scope and quality of the achievements of the members of different disciplines and faculties.

Consequently, it is the view of the Standards Committee that a hybrid scheme with both a numerical component and a discretionary component is the best instrument for evaluating faculty performance between and across all disciplines and faculties at the College as demanded by the Agreement. The numerical component allows for a straightforward computation of individual performance ratings in the three categories of "Teaching/Student Counselling", "Scholarship/Instructional Development", and "Community Service" (see Appendix A, Value Assignment Chart). But in each performance category there is an entry listed as "Other", with no specific value assigned, which represents the Committee's view that no list of achievement-types could identify or anticipate the full range of creditable activities and contributions made by faculty at the College. The "Other" category allows discretion to be used by a Dean to the benefit of a faculty member, when a case can be made that the pre-assigned value of an activity is inappropriate in light of specific information about an event, or when a faculty member is deemed to have achieved credit through some particular activity or contribution not identified on the Value Assignment Chart. In each performance category, the achievement "Other" permits additional points to be credited, at the discretion of the Dean, after consultation with the faculty member involved and the member's Chairperson.

In developing the scheme, the Committee had to interpret the terms "minimum acceptable standard", "overall minimum acceptable standard", and "above average performance standards" as they appear in the Agreement. It should be clear from the above that while the Committee is proposing a scheme which has a numerical component, the Committee does not believe that such a scheme is anything more than a blunt albeit convenient measuring rod. Therefore the Committee did not adopt a strictly numerical interpretation of the terms "minimum" and "average".

The Committee members agreed that a minimum acceptable standard of performance at Huron University College is a level of performance which, when assessed by one's peers, would be a matter of indifference or unambiguous neutrality. The inclination would be to give an evaluation of that level of performance which was neither a negative comment nor a positive comment. A person performing at this level would be considered competent, nothing more, and nothing less.

The Committee is proposing that the number scale up to the number 5 be used in all three performance categories. The "minimum acceptable standard" of performance, in each category, is in our minds associated with the number 3 on this scale, and we have assigned the values on the Value Assignment Chart such that a 3 is earned by a level of performance which should elicit neither criticism nor special recognition. In any category, levels of performance associated with values greater than 3 therefore elicit a non-neutral response: that is, they should be considered to represent something more than competence and thus to denote a level of performance which is "above average".

The Committee recognized the special status assigned to teaching at Huron University College. The Agreement stated that "Faculty members will receive YathC increments except where a faculty member's performance in the area of teaching and student counselling falls below the minimum acceptable standard" [Section 2.iv) a)]. The Agreement also states that "above-average performance in one area may offset a below-minimum standard of performance in another with the exception of teaching and student counselling where below-minimum standards of performance will disqualify faculty members for half of their ascribed PTR increment" [Section.iv) c)].

The importance attached to teaching is reflected in the role played by the actual score on student evaluations in this proposal. The "minimum acceptable standard" proposed in the area of teaching and student counselling is an average score of 3.0 on the student evaluations over a two-year period.

The Agreement indicates that a longer time horizon should be used to assess eligibility for PTR. The Committee's proposal reflects this in the Scholarship/Instructional Development category (see Appendix A, Value Assignment Chart) where three years is the assessment period for activities in these categories.

The Committee suggests that a faculty member on sabbatical leave in a given year be assigned the value 3 for Teaching/Student Counselling and the value 3 for Community Service for that year.

Lastly, the Committee proposed that the "overall minimum acceptable standard" should be the sum of the minimum scores allowed in the three performance categories, or 9.

The Standards Committee recommends the following:

1. that the Dean of Arts and Social Science and the Dean of Theology use a numerical scale (with 0.5 being the lowest and 5 being the highest ratings possible) to evaluate faculty in each of the following categories of performance: teaching and student counselling; scholarship/instructional development; community service;
2. that in a case where the Dean determines, on the basis of the Value Assignment Chart (see Appendix A), that a faculty member's score in each of the three categories is 3 or higher, the faculty member will be regarded as having achieved the "overall minimum acceptable standard" of performance called for by the Agreement [Section 2.iv) c)];
3. that in the area of teaching and student counselling, the "minimum acceptable standard" called for by the Agreement [Section 2.iv) a)] be that associated with an average of 3 based on the actual scores on student evaluations of teaching effectiveness over a two-year period;

4. that in the case where a Dean determines, on the basis of the Value Assignment Chart, that the Faculty member's score in one or more of the three categories falls below 3,
  - a) the Dean will arrange an interview with the faculty member and the member's Chairperson as soon as feasible: (in what follows, it is understood that in the Faculty of Theology where there are no department chairpersons, the interview will be between the Dean and the faculty member);
    - i) to draw to the attention of the faculty member the fact that the score(s) is (are) below 3; and
    - ii) to allow the faculty member and chairperson the opportunity to provide any further information that they deem relevant to the assessment of the faculty member's performance in any of the three categories; and,
  - b) in consultation with the Department Chairperson, the Dean will then review the initial assignment of scores and make any revisions that are deemed appropriate in the light of any new information acquired in the interview with the faculty member and Chairperson. If revisions are made, and the revised score in each category is 3 or higher, the faculty member will be regarded as having achieved the "overall minimum acceptable standard" of performance. If no revisions are made, or if revisions are made but still leave the faculty member with a score of less than 3 in one or both of community service and scholarship/instructional development, but a score of 3 or more in teaching/student counselling, the faculty member will be regarded as having achieved the "overall minimum acceptable standard" of performance if and only if the sum of the scores in the three categories is 9 or higher;
5. that in implementing Section 3.iv of the Agreement
  - a) the Dean will take the average of the scores on teaching evaluations achieved by a faculty member in each of the previous two years. If this average is less than 3, the level of performance in "Teaching/Student Counselling" will be deemed to be "below the minimum acceptable standard over a two year period".
  - b) the Dean will take the average of the score in the Community Service category in the current year and the previous two years. The Deans will take the average of the score in Teaching/Student Counselling in the current year and previous two years. These two averages will be added to the score in Scholarship/Instructional Development. If this sum is less than 9, the faculty member's overall performance is deemed to be below "an overall minimum acceptable standard" of performance over a three year period.

## APPENDIX A

### Value Assignment Chart

Category	Achievement-Type	Value
<b>Teaching Student Counselling</b>	Student Evaluations <sup>5</sup>	actual score <sup>6</sup>
	Teaching course in new area <sup>7</sup>	.5 max = 0.5
	Development of new teaching aid/instruction manual <sup>8</sup>	.5 max. = 0.5
	Independent student course/reading course/undergraduate thesis supervision	.5 max. = 0.5
	Teaching Award	.5 max. = 0.5
	Other	undef.
	SUM IN THIS CATEGORY ...	(Max. is 5)
<b>Scholarship/ Instructional Development</b>	Book accepted <sup>9</sup>	5.0
	Article accepted <sup>10</sup>	4.0
	Presentation of unpublished refereed paper/invited lecture/solicited paper <sup>11</sup>	3.0

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<sup>5</sup> "Student evaluations" refers to the formal student evaluations conducted in accordance with the regulations of the Huron College Supervision and Assessment Document.

<sup>6</sup> The "actual score" for student evaluations is the mean of all the responses to question number 8 on the official Huron College student evaluation forms.

<sup>7</sup> This type of achievement includes only cases in which, in a given year, a faculty member teaches a course that involves substantial new research.

<sup>8</sup> External assessment of the aid/manual or evidence of its implementation in a course must be provided. As indicated on the Value Assignment Chart, this achievement may be used either in Teaching/Student Counselling or in Scholarship/Instructional Development but not in both.

<sup>9</sup>One must provide evidence of final acceptance for publication - not merely acceptance subject to revisions. This activity may include creative writing such as a novel, collection of poetry or short stories, etc.

<sup>10</sup> One must provide evidence of final acceptance for publication - not merely of acceptance subject to revisions. If one has more than one article accepted for publication in a given year, the achievement is assigned the maximum value of 5.

<sup>11</sup> If more than one unpublished refereed paper, invited lecture or solicited paper is given, the maximum of 5 is given if and only if the items are substantially different in content.

Commentator/discussant/chair at conference	1.0 max. = 2.0
Presentation of unpublished refereed paper <sup>12</sup>	2.0
Minor publications (notes, reviews, etc.)	1.0 max. = 2.0
Attendance at conference <sup>13</sup>	0.5 max. = 1.5
External research grant/fellowship	3.0 max. = 3.0
Editorial/refereeing services	1.0 max. = 2.0
Development of new teaching aid/instruction manual <sup>14</sup>	3.0 max. = 3.0
Graduate thesis supervision and examining	0.5 max. = 0.5
Other	Undef.

SUM IN THIS CATEGORY ... (Max is 5)

\* **In this category, any instance of an achievement during the three years up to and including the year of assessment is counted.**

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<sup>12</sup> A copy of the paper given must be available. Credit to a maximum of 5 for additional papers requires that the papers be substantially different in content.

<sup>13</sup> The conference attended must be one for which no other points have been assigned (e.g. for being a commentator, discussant, or chair of a session).

<sup>14</sup> See note 4 above. The faculty member may list this achievement in either the Teaching/Student Counselling category, or in the Scholarship/Instruction Development category; however, the decision as to whether such an aid or manual receives a value of 0.5 in the teaching category or of 3 in the scholarship category rests with the Dean who will consult with the appropriate chairperson in the case of a members of FASS.

### Value Assignment Chart

Category	Achievement-Type	Value
<b>Community Service</b>	Chair of Department	4.0
	Member of one College committee <sup>15</sup>	3.0
	Member of additional committee <sup>16</sup>	0.5 max. = 2.0
	Administrative contributions(s) to professional organization(s) <sup>17</sup>	0.5 max. = 2.0
	Contributions to non-scholarly group/program <sup>18</sup>	0.5 max. = 2.0
	Other	Undef.
	SUM IN THIS CATEGORY ...	(Max is 5)

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<sup>15</sup> This includes elected or appointed membership on standing or ad hoc committees of a department or the College or UWO Senate. However, membership on the following Committees does not qualify for points: Nominating Committee, the Admissions Appeals Committee, the Honorary Fellows Committee, the Admissions Committee (for the Faculty of Arts and Social Science), the Occupational Health and Safety Committee, the Residence Consultative Council, or any other Committee which meets infrequently and/or whose requirements of its members clearly do not rate the achievement of the "minimum acceptable standard". If a faculty member in the Faculty of Arts and Social Science finds that by virtue of the operation of the "stack" he or she is without any duties on a standing committee or as a representative to some other body, the Dean will determine the precise reason for that member's situation in this area of performance. If appropriate, a score of 3 may be awarded.

<sup>16</sup> The same exclusions noted in 11 apply here.

<sup>17</sup> Included in this type of achievement is election or appointment to the executive of a professional organization; service on behalf of a professional or scholarly association (e.g. planning a conference, seminar, workshop); adjudication of scholarship/fellowship applications, etc. (for institutions other than Huron College); other contributions.

<sup>18</sup> Credit under this achievement type is restricted to instances in which a faculty member is officially representing the College or acting in his or her capacity as a professional academic. This type of achievement includes a reading, performance, guest lecture, sermon, speech to a non-scholarly group; contributions to the media (published or broadcast); non-profit consulting for a non-scholarly group; planning or involvement in continuing education or an outreach program (provided that such involvement is not part of one's normal teaching or administrative responsibilities); other contributions.