

# STANDARDS FOR CONTRACT INSTRUCTOR EMPLOYMENT

## Department of English and Film Studies

The basic policies regarding contract instructor hiring and course assignment in the Department of English and Film Studies are laid out in its annually updated “GTA and Contract Instructor Teaching Preferences” form. All Department of English and Film Studies standards, policies, and conditions pertaining to contract instructor hiring and course assignments are subject to the *Contract for Academic Staff: Teaching* as negotiated by the University with the AAS:UA, and to any other relevant University and Faculty of Arts policies and definitions.

### Application and Assessment Process

Teaching assignments are allocated based on categories of eligibility as follows:

**Category 1: Graduate Teaching Assistants (Principal Instructors): 2 HCE**

**Category 2: Graduate Student Scholarship Paybacks: 2 HCE**

**Category 3: PhD Students holding Major Awards: 1 HCE**

**Category 4: PhD Students in Years 5 and 6 +: 2 HCE**

**Category 5: Postdoctoral Fellows: normally 1 HCE**

**Category 6: EFS PhD Graduates (first 2 years post-degree): normally 4 HCE**

**Category 7: Contract Academic Staff with 3-year Appointments: 1-6 HCE**

**Category 8: Contract Academic Staff: 1-6 HCE**

All persons seeking a Category 8 Fall/Winter appointment or reappointment must submit a formal **application** consisting of: (1) a curriculum vitae (up to 2 pages in length) and (2) a letter of application (normally 2-3 pages in length) which summarizes previous teaching experience; describes ways in which their professional development, especially over the past three years, has informed their teaching; and which provides a self-evaluation of teaching, including comments on student evaluations and faculty teaching reviews. Applicants who are within the first 3 years of department teaching must also submit a letter from a faculty member who has observed their teaching during the past year. Applicants with more than 3 years of department teaching experience should ensure that their teaching is observed and documented on a regular basis (every other year or every third year).

These applications will normally be **assessed** by the GTA and Contract Instructor Appointments Committee on the basis of the following criteria and weightings. These criteria and weightings are designed to give equitable consideration to all candidates for contract instructor appointments, diverse as their backgrounds and potential contributions to undergraduate teaching are likely to be.

**Seniority** calculated according to the number of years served in the Department of English and Film Studies as a Principal Instructor GTA and/or Contract Instructor as defined by the UofA Graduate Assistantships Collective Agreement or the UofA Collective Agreement for Academic Staff: Teaching. Service need not be continuous. **Weighting: 15%**

**Experience** which includes the number of courses (half-course equivalents) taught at UofA and other post-secondary institutions, with consideration for both depth (course concentration in a particular area or course) and breadth (number of different areas or courses) of teaching. **Weighting: 15%**

**Teaching Merit**, assessed on the basis of student evaluations for the past five years, teaching awards, faculty teaching reviews, and the instructor's self-evaluation, including comments on student assessments and faculty teaching reviews. **Weighting: 35%**

**Professional Development:** Instructors are expected to be able to describe the ways in which their professional development, especially over the most recent three years, has informed their teaching. Professional development may include any one or more of the activities on the following list. However, it is not limited to these activities, and none of them is either required or strongly preferred over any other: what is important is the relevance and contribution of the specified activity or activities to an instructor's teaching. **Weighting: 35%**

Non-inclusive list of PD activities: artistic performance or practice, or arts administration; course, curriculum, or textbook development; development of teaching materials and resources; creative, journalistic, or scholarly publication; formal or informal mentoring of other instructors; participation in academic or other relevant conferences; participation in collaborative research projects; participation in departmental, UTS, or similar teaching workshops or seminars; presentation of scholarly or creative work; research or study not intended for publication; teaching in areas outside post-secondary education (e.g. adult literacy programmes); technology training; participation in academic organizations or other professional associations; editorial activities including work on book-length publications, scholarly or creative journals.

### **Appointment Limitations and Exceptions**

1. Emeriti professors are entitled to apply for contract instructorships, and will be ranked by the same criteria as other applicants, but can be offered only a maximum of 2 HCE each term, whatever their position in the rankings.
2. Appointments may be exempted from the ranking process due to special limited term commitments made by the Chair of the Department or the Dean of the Faculty (e.g., spousal hiring at the rank of contract instructor). The renewal after this initial period will revert to the usual application/ranking process.

### **Course Assignments Resulting from Ranking**

Course assignments will be determined by the GTA/Contract Instructor Appointments Committee. Members of the committee will individually assess each application based on the above weightings before meeting to jointly determine overall rankings. Once applicants have been ranked by the committee, the assignment of courses will respond to each applicant's preferences and expertise, subject to matters of timetabling and course availability.

Assignments distributed to the ranked applicants will follow their preferences in regards to the number of HCEs requested. Course assignments will be distributed in accordance with the ranking of applicants and will proceed until the stock of available courses has been exhausted. Should additional course assignments become available following the initial offers of employment, the Associate Chair (Academic) will adhere to the ranking of applicants as determined by the GTA/Contract Instructor Appointments Committee, subject to the expertise required by the assignments in question. Upon request, individual applicants may obtain their own rank which resulted from the assessment process. Late cancellation of an assigned course and late assignment of an additional course will carry payments to the affected instructors as described in Article 6 of the Agreement for Contract Academic Staff: Teaching.