

TEACHING ASSESSMENTS

Classroom visits, in the tradition of our Department, are intended to reflect our collegial approach and commitment to teaching. Both those who visit and those who are visited should remember that this can and should be a helpful learning experience for all involved.

Teaching assessments are also a requirement agreed to by the University and the various bargaining units, so there are contractual obligations that must be respected.

The following suggestions may be helpful:

1. The class to be visited should be mutually agreed upon, however, if an instructor teaches more than one course, and a second assessment is required in the semester, it is advisable that inspections be in different courses or sections.
2. No assessment visits may be conducted during the first two or the last two weeks of the teaching semester.¹
3. Assessment classes/dates/times are to be arranged at least one week in advance for CUPE contract lecturers² and notice of inspection must be provided at least one week in advance for RFA members.³
4. A “letter of assessment” resulting from the assessment of probationary faculty (RFA) must be submitted within three (3) weeks of the date of assessment.⁴ The “letter of assessment” should contain the following information⁵
 - Name of instructor visited
 - Course number, section and name
 - Topic considered by class under assessment
 - Date, Time and Location of class
 - Number of student present
 - date letter of assessment and advice submitted
 - name of assessor
 - signature of assessor
5. A completed “[Contract Lecturer Assessment Form](#)” resulting from the assessment of part-time, sessional, and Continuing Education contract lecturers must be submitted within two (2) weeks of the date of assessment.⁶
6. Continuing Education contract lecturers are represented by Unit 2 of CUPE3904. CE contract lecturers are not covered by the assessment provisions of the Unit 1 Collective Agreement, however the union has agreed that assessments of Unit 2 contract lecturers that are conducted using the Unit 1 form may be counted toward the total number of assessments required in Unit 1. As many contract lecturers have contracts in both units, it is advantageous to complete and track Unit 2 assessments in the same way.

¹ Article 5A.5.J (RFA Collective Agreement); Article 18.2.d (CUPE 3904 Unit 1 Collective Agreement).

² Article 18.2.d (CUPE 3904 Unit 1 Collective Agreement)

³ Article 5A.5.J (RFA Collective Agreement).

⁴ Article 5A.5.I (RFA Collective Agreement).

⁵ A template for the “Letter of Assessment and Advice,” for use in the Department, is available in the “[Forms](#)” section of the INTERNAL unit of the Dept website.

⁶ Article 18.2.e of the CUPE 3904 Unit 1 Collective Agreement.

7. A completed “Performance Evaluation” form⁷ resulting from the assessment of **Graduate Assistants** must be completed prior to the end of the term in which the GA is employed.⁸ A “Performance Evaluation” form⁹ must be completed for **Invigilators only** when the overall rating is “unacceptable.”¹⁰
8. For both RFA and CUPE assessments, assessors must submit **one** hard-copy, signed in ink, to the Department Administrator, who will circulate it as required. Please note that the CUPE “Contract Lecturer Assessment Form” and the “Performance Evaluation” for GAs must be signed by the person being evaluated as well, and that it provides space for their feedback. Wherever possible, please ensure that any feedback is entered electronically on the form before signature. An electronic version (unsigned) should be submitted to evaluations@politics.ryerson.ca, with the electronic file named following standard naming convention: Term-AssesseeSurname-AssessorSurname-Assessment.docx (e.g., “F17-Smith-Jones-Assessment.docx”). Given the volume of assessments conducted each semester, this is very important!
9. RFA members may respond, within six (6) weeks, to any assessment.¹¹ Similarly, part-time, sessional, and Continuing Education contract lecturers may, within two (2) weeks of receipt of the evaluation, respond to their “Contract Lecturer Assessment Form” for inclusion in their Service Record File.¹²
10. The following criteria should guide all assessments conducted within the Department of Politics and Public Administration and shall, together with the criteria contained in the “Contract Lecturer Assessment Form” constitute the criteria to which Article 18.2.c of the CUPE 3904 Unit 1 Collective Agreement refers.

TEACHING EVALUATION CRITERIA

1. **Knowledge of Subject Matter**
The instructor should demonstrate sufficient breadth and depth of knowledge to accomplish the goals of the courses taught.
2. **Organisation and Preparation**
Organisation and preparation for the class should be evident in areas such as:
 - an introduction with some delineation of goals or objectives for the lesson, with reference to the continuity of the course, if appropriate;
 - a coherent and logical sequencing of material, incorporating appropriate examples and reflecting some sensitivity to students’ programme areas;
 - a summarising conclusion if possible.These criteria should not preclude flexibility in responding to student questions and following through on related issues arising from student participation.
3. **Presentation of Material**
Material should be presented with clarity and enthusiasm, with adequate emphasis on key points, and use of appropriate visual aids.
4. **Interaction with Students**
The instructor should encourage participation, be willing to explore tangential issues relevant to topic discussed, and be sensitive to student response and degree of interest. The assessor should take into account the size and format of the class.

⁷ Appendix A, [CUPE3904 Unit 3 Collective Agreement](#). A version of the standard form, customised for use in the Department, is available in the “Forms” section of the INTERNAL unit of the Dept website.

⁸ Article 15.01.b of the CUPE 3904 Unit 3 Collective Agreement.

⁹ Appendix B, [CUPE3904 Unit 3 Collective Agreement](#). A version of the standard form, customised for use in the Department, is available in the “Forms” section of the INTERNAL unit of the Dept website.

¹⁰ Article 23.09 of the CUPE 3904 Unit 3 Collective Agreement.

¹¹ Article 5A.6.E (RFA Collective Agreement).

¹² Article 18.2.f (CUPE 3904 Unit 1 Collective Agreement).