**Part-Time Members**

**ANNUAL REPORT: FORMAT**

**(Revised October 2019)**

**Preamble.** The Annual Reports that Members are required to submit according to the *Annual Performance* *Evaluation* Article shall follow the minimal format described in this outline. In accordance with the *Annual Performance Evaluation* Article of the Collective Agreement, it is the Member’s responsibility to provide in the Annual Report sufficient detail of activities and their outcomes. In the absence of an Annual Report, or of sufficient detail within it, the Annual Performance Evaluation Committee shall send a request to the Member to submit an Annual Report or additional detail within five (5) working days. If the Member does not respond to this request, the Annual Performance Evaluation Committee shall base its assessment of the Member’s performance in the preceding three academic years on the relevant documents in the Member’s Official File. Where information remains insufficient for an assessment, the Annual Performance Evaluation Committee may assess the Member’s performance as below the acceptable level. The Reports submitted in any Unit may follow an expanded format suitable to the needs of that Unit and may use a standard form for that Unit; however, the information required to be submitted shall in every case be limited to that which is specifically required by the Collective Agreement.

**Date:**

**Name:**

**Rank:**

**Qualifications (attained or in progress):**

Degree University Department Year

**Record of Performance in Teaching:** (preceding three academic years, to include the following as applicable).

Part-Time Members shall submit a simplified Annual Report which includes teaching evaluations and any other material the Member considers appropriate in the evaluation of Teaching, such as, but not limited to:

(i) a list of the graduate and undergraduate courses taught, whether in the classroom, online or off campus, including enrolment in the Member's section(s) and the number of timetabled student contact hours per course, and any other information relevant to an assessment of the Workload associated with courses taught, as set out in Clause 4 of the Article *Workload*;

(ii) information about student experience in the classroom as reflected by data from Student Questionnaires on Courses and Teaching for all courses taught by the Member, where available**.** For each course, such data shall consist of class size, response rates,andthe distribution ofratings,as well as other factors the Member would like to comment on, for example, course characteristicssuch aselective or required status and mode of delivery. Suchdatashall not contain arithmetic averages;

(iii) peer evaluations of the Member's Teaching;

(iv) curriculum development**,** course design, or course re-design, of whatever format, undertaken by the Member;

(v) teaching award nominations and teaching awards received by the Member;

(vi) other significant activities relevant to the Member's Academic Responsibilities in the area of Teaching;

(vii) other documents that allow for, or provide, an assessment of the Member's performance in Teaching.

Note: Limited-Duties contracts for curriculum development, course design, and/or course creation, such as, but not limited to, those awarded per Clause 6.1 of the Article *Implications of Technology*, should be reported under (iv) above.