

FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Committee on Academic Policy and Programs

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DATE: October 10, 2017 for November 2, 2017

AGENDA ITEM: 3a

ITEM IDENTIFICATION:

Revised Divisional Teaching Evaluation Guidelines for the following Faculty of Music:
“Guidelines for the Assessment of Teaching”

JURISDICTIONAL INFORMATION:

The Committee on Academic Policy and Programs has the authority to approve revised Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity (*AP&P Terms of Reference, Guidelines Regarding Levels of Approval*)

GOVERNANCE PATH:

1. **Committee on Academic Policy and Programs (November 2, 2017) – for approval**
2. Academic Board (November 23rd, 2017) – for information

PREVIOUS ACTION TAKEN:

HIGHLIGHTS:

The attached are the newly revised divisional teaching evaluation guidelines for the Faculty of Music. This is one of a series of revised guidelines that are being or will be brought forward for approval by AP&P following local divisional approval.

These revisions are part of a University-wide initiative to bring divisional teaching evaluation guidelines into line with recent changes to the *Policy and Procedures on Academic Appointments* [PPAA] and the approval of the new *Policy and Procedures Governing Promotion in the Teaching Stream* [PPPTS].

In December 2014, the Special Joint Advisory Committee negotiations between the University of Toronto administration and the University of Toronto Faculty Association resulted in agreement on a series of changes in principle in respect to teaching stream faculty (Approved February 26, 2015). Revisions to the *Policy and Procedures on Academic Appointments* [PPAA] were approved in June 2015 by Governing Council. These included a number of changes including the introduction of professorial ranks and titles for faculty in the teaching stream.

The agreement in principle achieved through the SJAC process also included agreement that promotion from Associate Professor, Teaching Stream to Professor, Teaching Stream “shall be based on excellent teaching, educational leadership and/or achievement, and ongoing pedagogical/professional development, sustained over many years.” The new PPPTS (approved December 16, 2016) enshrined this in policy.

In order to be implemented, the new policy relies on divisional teaching evaluation guidelines - like the PPAA (which governs the appointment and tenure review or continuing status review of faculty with continuing appointments in the tenure and teaching stream) and the Policy and Procedures Governing Promotions [PPP] (which governs the promotion of tenure stream faculty). As Vivek Goel explained in PDAD&C memo #134, the University's "Guidelines for Developing Written Assessments of Effectiveness of Teaching in Promotion and Tenure Decisions" provide a framework for the development by each division of the approved divisional guidelines for the evaluation of teaching. The “approved divisional guidelines have the force of policy.”

These divisional guidelines:

- Explain what evidence will be gathered to assess the candidate’s teaching
- Specify what a teaching dossier should contain, and
- Clarify what constitutes excellent teaching in the divisional context
- Describe the standards / expectations against which external referees should be evaluated

The revisions being made to divisional teaching evaluation guidelines by all divisions at this time include changes to bring them in line with recent changes as a result of the SJAC process to reflect

- Changes to the existing PPAA including:
 - New professorial rank for the teaching stream,
 - Introduction of mandatory probationary review
 - Change in terminology where teaching stream faculty now come forward for “continuing status review” rather than “promotion”
 - New language clarifying the criteria for continuing status
 - New language clarifying the scope of what is included under scholarship
 - The continuing status dossier must include “Written specialist assessments of the candidate's teaching and pedagogical/professional activities from outside the University.”
- Approval of the new *Policy and Procedures on Promotion in the Teaching Stream*, 2016 [PPPTS]

In the Faculty of Music, a number of additional changes were made as follows:

- addition of mastery of subject area as a criterion for teaching competence
- mention of creating experiential learning opportunities as a criterion for teaching excellence
- mention of awards/honours and student achievement as criteria for teaching excellence
- inclusion of video as a possible format for items in the teaching dossier
- clarification that colleague letters, evaluations, and peer reviews are solicited by the Dean's Office

The previous version of these divisional teaching evaluation guidelines was approved in 2003.

The process by which the divisional guidelines were revised involved a highly consultative process. Within the Faculty of Music an initial set of revisions undertaken by then Acting Dean Ryan McClelland and Prof. Lori-Anne Dolloff (Coordinator of Music Education) were reviewed at the Teaching and Learning Committee meeting on March 31, 2017. Following that discussion, a second draft was prepared and reviewed by the Executive Committee on May 16, 2017. (The Executive Committee consists of the Coordinators of all divisions within the Faculty of Music.) That feedback, along with comments from the Office of the VPFAL, was incorporated into a third draft reviewed by the Executive Committee on September 12, 2017. This third draft was then emailed to all Faculty of Music full-time faculty (teaching-stream and tenure-stream) on September 13, 2017 with comments due by September 20, 2017. Those comments were reviewed and, as appropriate, incorporated into the final version that was submitted to the Vice-Provost, Faculty & Academic Life for approval on September 25, 2017.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

BE IT RESOLVED

THAT the revised “Guidelines for the Assessment of Teaching” brought forward from the Faculty of Music as attached, be approved **effective immediately**.

DOCUMENTATION PROVIDED:

- Faculty of Music:
 - “Guidelines for the Assessment of Teaching”;
 - Previous Guidelines approved 2003

UNIVERSITY OF TORONTO FACULTY OF MUSIC

GUIDELINES FOR THE ASSESSMENT OF TEACHING

(for use in interim/probationary, tenure, continuing status, and promotion reviews, and in helping to determine annual progress-through-the-ranks (PTR) evaluation)

The University of Toronto is committed to excellence in teaching. As part of the ongoing efforts to foster continuing development in teaching, there is a mandate to ensure continuing excellence through regular evaluation. These guidelines for the Faculty of Music provide a faculty-specific interpretation of the University of Toronto's common guidelines for the evaluation of the teaching of members of the professoriate.

TEACHING GOALS

The Faculty of Music is devoted to the development of professional and independent attitudes to music in its many forms and contexts.

The Faculty of Music seeks to stimulate critical and scholarly thought, performance abilities, pedagogical skills, and creative imagination, both by example and by guidance, so that students may grow into assured and creative professionals.

The Faculty of Music encourages all of its instructors to continue to explore new avenues for teaching excellence.

CRITERIA FOR ASSESSMENT OF TEACHING EFFECTIVENESS

University policy indicates two standards of teaching effectiveness: Competence and Excellence. In addition, evaluation of teaching for teaching-stream faculty involves consideration of Educational Leadership/Achievement and Pedagogical/Professional Development.

CRITERIA FOR ASSESSING COMPETENCE IN TEACHING

- Mastery of the subject area
- Success in stimulating and challenging students and promoting their intellectual, musical and scholarly development
- Strong communication skills
- Success in developing students' mastery of a subject and of the latest developments in the field
- Success in encouraging students' sense of inquiry and understanding of a subject through a variety of teaching strategies and learning contexts

- Active engagement with students' learning progress and accessibility to students, in class situations and outside of class time
- Promotion of academic integrity and adherence to grading standards of the division and the ethical standards of the profession
- Creation of opportunities which involve students in the research/creative process
- Creation of supervisory conditions conducive to a student's research, intellectual and musical growth, and academic progress

CRITERIA FOR ASSESSING EXCELLENCE IN TEACHING

In addition to the criteria for competence some combination of the following must be demonstrated:

- Superlative teaching skills
- Creative educational leadership
- Successful innovations in the teaching domain, including the creation of new and innovative teaching processes, materials and forms of evaluation, and experiential learning opportunities
- Significant contribution to the technological enrichment of teaching in a given area
- Publication of innovative textbooks and/or teaching guides
- Development of significant new courses and/or reform of curricula
- Development of innovative and creative ways to promote students' involvement in the research process and provide opportunities for them to learn through a wide variety of teaching methods
- Significant contribution to pedagogical changes in a discipline, including publications on pedagogical topics, participation in conference sessions on pedagogical research and technique, and presentation of workshops on teaching
- Recognition through nomination or receipt of honours or awards
- Evidence of student achievement, such as positions at universities and performing organizations, awards, grants, etc.

CRITERIA FOR ASSESSING EDUCATIONAL LEADERSHIP/ACHIEVEMENT

Educational Leadership and/or Achievement in Music (for promotion to Professor, Teaching Stream) is demonstrated through some combination of the following:

- Contributions to scholarly and other professional conversations surrounding pedagogy, primarily through engaging with professional groups who focus on the teaching and learning of the field of music and related fields
- Ongoing creation of models and methods of effective teaching in music and related fields
- Evidence of significant engagement with developing policy around pedagogy
- Publication of innovative textbooks and/or teaching guides

- Development of advances in delivering teaching and learning in music, including but not limited to the use of technology, the creation of meta-pedagogical materials, and advances in modes of delivery
- Leadership in organizing and offering conferences, symposia and workshops
- Mentorship of colleagues, teaching assistants and other instructional teams in the development of teaching skills and in the area of pedagogical design
- Service to professional bodies or organizations through any methods that can be described as instructional

CRITERIA FOR ASSESSING PEDAGOGICAL/PROFESSIONAL DEVELOPMENT

Evidence of demonstrated and continuing future Pedagogical/Professional Development (for teaching-stream continuing status review) and evidence of ongoing Pedagogical/Professional Development (for promotion to Professor, Teaching Stream) are demonstrated through some combination of the following:

- Consistent engagement in and contributions to professional conferences related to the individual's field
- Teaching or teaching-related activity outside of the faculty member's own classroom responsibilities, including workshops, masterclasses, and symposia, as well as teaching residencies at other institutions
- Discipline-based scholarship, performances, and other professional work that allows the faculty member to maintain a mastery of his or her subject area
- Plans for developing teaching skills and/or future contributions to teaching
- Evidence of reflection on the individual's own teaching practice and new teaching practices
- Invitations to consult and participate in curriculum development or program evaluation in professional organizations or other academic institutions

MATERIALS OF ASSESSMENT

TEACHING PORTFOLIO (submitted by candidate)

The portfolio is a purposeful collection of materials that provides evidence of the depth and breadth of the teaching practice and achievement, and documents continuing growth over time. The portfolio should include:

- a table of contents of the portfolio
- statement of teaching goals, aims and methods
- self-evaluation and reflections on career teaching development
- list of courses taught, including course enrollment
- list of students supervised, including thesis topics and dates of the period of supervision
- course outlines, bibliographies, listening, reading and viewing lists, required texts
- samples of assignments, tests and examinations
- samples of video, audio and media resources used in teaching
- samples of student work, including audio, video, and print material, as appropriate and with permission
- copies of annual student evaluations
- evidence of contributions to course curriculum development
- lists of current and former students who have distinguished themselves in the field

Additional items may include:

- video documentation of teaching, coaching and/or masterclass situations, as appropriate and with permission
- evidence of innovative uses of technology
- evidence of innovative teaching methods
- evidence of creative and innovative student assignments
- evidence of continuing professional development in teaching
- evidence of conference presentations and/or publications on pedagogical topics
- documentation of applications for instructional development grants, or similar documents
- documentation of teaching-based workshops, pedagogical partnerships within and external to the university
- examples of mutual enrichment of teaching and research
- awards and honours for teaching
- examples of efforts to mentor colleagues in the profession
- service to professional bodies in an instructional capacity
- community outreach and service through teaching functions
- preparation or performance of educational concerts
- supervision of students in teaching or other experiential learning opportunities
- participant evaluations from teaching-related institutes, workshops, and masterclasses in venues outside the university

STUDENT EVALUATIONS (collected by Faculty of Music)

Student evaluations should be specific to the course design, reflecting the individual needs and contingencies of each teaching-learning context. Additionally, while the evaluations remain anonymous, it is important that students be given an opportunity to indicate their level of interaction with the teaching context indicated in each question. There is an opportunity for both standardized rating scale and students' written responses.

PEER EVALUATIONS (solicited by Faculty of Music)

For teaching-stream faculty (both for continuing status review and for promotion to Professor, Teaching Stream) evaluations of the teaching dossier will be solicited from external reviewers with knowledge of the specific field of teaching and professional practice.

For tenure-stream faculty (both for tenure and promotion to Professor) and teaching-stream faculty (both for continuing status review and for promotion to Professor, Teaching Stream) a two-member internal faculty committee will observe teaching in at least one instructional setting.

LETTERS (solicited by Faculty of Music)

The Faculty of Music will invite letters from current students, former students, and faculty colleagues at interim/probationary, tenure, continuing status, and promotion reviews.

It is understood that nothing in this policy for assessing teaching in the Faculty of Music is to be construed in any way that contradicts established University policy.

UNIVERSITY OF TORONTO
FACULTY OF MUSIC

GUIDELINES FOR THE ASSESSMENT OF TEACHING

(for use in helping to determine promotion, tenure, and merit increase)

The University of Toronto is committed to excellence in teaching. As part of the ongoing efforts to foster continuing development in teaching, there is a mandate to ensure continuing excellence through regular evaluation. These guidelines for the Faculty of Music provide a faculty-specific interpretation of the University of Toronto's common guidelines for the evaluation of the teaching of members of the professoriate.

TEACHING GOALS

The Faculty of Music is devoted to the development of professional and independent attitudes to music in its many forms and contexts.

The Faculty of Music seeks to stimulate critical and scholarly thought, performance abilities, pedagogical skills, and creative imagination, both by example and by guidance, so that students may grow into assured and creative composers, performers, teachers and scholars.

The Faculty of Music encourages all of its instructors to continue to explore new avenues for teaching excellence.

CRITERIA FOR ASSESSMENT OF TEACHING EFFECTIVENESS

University of Toronto policy indicates that annual evaluation and promotion is based in part on an assessment of teaching effectiveness. University policy indicates two standards of teaching effectiveness: competence and excellence. While all instructors are expected to demonstrate teaching competence, it is expected that they will strive for and achieve excellence, particularly in situations of promotion and tenure.

CRITERIA FOR ASSESSING COMPETENCE IN TEACHING
(The minimum standard required of all teachers)

- Success in stimulating and challenging students and promoting their intellectual, musical and scholarly development
- Strong communication skills
- Success in developing students' mastery of a subject and of the latest developments in the field
- Success in encouraging students' sense of inquiry and understanding of a subject through a variety of teaching strategies and learning contexts

- Active engagement with students' learning progress and accessibility to students, in class situations and outside of class time
- Promotion of academic integrity and adherence to grading standards of the division and the ethical standards of the profession
- Creation of opportunities which involve students in the research/creative process
- Creation of supervisory conditions conducive to a student's research, intellectual and musical growth, and academic progress

CRITERIA FOR ASSESSING EXCELLENCE IN TEACHING

(Tenure cases based on excellence in teaching must go well beyond the level of "competence")

In addition to the criteria for competence some combination of the following must be demonstrated:

- Superlative teaching skills
- Creative educational leadership
- Successful innovations in the teaching domain, including the creation of new and innovative teaching processes, materials and forms of evaluation
- Significant contribution to the technological enrichment of teaching in a given area
- Publication of innovative textbooks and/or teaching guides
- Development of significant new courses and/or reform of curricula
- Development of innovative and creative ways to promote students' involvement in the research process and provide opportunities for them to learn through a wide variety of teaching methods
- Significant contribution to pedagogical changes in a discipline

MATERIALS OF ASSESSMENT

TEACHING PORTFOLIO

In preparation for the three-year review, tenure and promotion, each faculty member should maintain a Teaching Portfolio. The portfolio is a purposeful collection of materials that provides evidence of the depth and breadth of the teaching practice and achievement, and documents continuing growth over time. While these portfolios are not required for an annual review or for PTR awards, they may be submitted with the annual PTR forms, or as further evidence in the case of inconclusive or insufficient evidence during the PTR evaluation process.

The Portfolio should include:

- description of the contents of the portfolio
- statement of teaching goals, aims and methods
- self-evaluation and reflections on career teaching development
- list of courses taught, course enrollment

- course outlines
- bibliographies, listening, reading and viewing lists, required texts
- assignments, tests and examinations
- samples of student work
- copies of annual student evaluation
- contributions to course curriculum development
- lists of current and former students who have distinguished themselves in the field
- examples of supervision of theses and major papers

Additional items may include:

- videotape documentation of teaching, coaching and/or masterclass situations
- evidence of innovative uses of technology
- evidence of innovative teaching methods
- evidence of creative and innovative student assignments
- evidence of continuing professional development in teaching
- documentation of applications for instructional development grants, or similar documents
- documentation of teaching based workshops, pedagogical partnerships within and external to the university
- examples of mutual enrichment of teaching and research
- awards and honours for teaching
- examples of efforts to mentor colleagues in the profession
- service to professional bodies in an instructional capacity
- community outreach and service through teaching functions
- preparation or performance of educational concerts
- supervision of students in teaching opportunities

STUDENT EVALUATIONS

Student evaluations should be specific to the course design, reflecting the individual needs and contingencies of each teaching learning context. Additionally, while the evaluations remain anonymous, it is important that students be given an opportunity to indicate their level of interaction with the teaching context indicated in each question. There is an opportunity for both standardized rating scale and students' written responses.

PEER EVALUATION and/or other participant evaluations from teaching related institutes, workshops and masterclasses in venues outside the university.

LETTERS from colleagues, former students, and external reviewers.

IMPLEMENTATION

Every instructor, regardless of rank or terms of appointment, and every course should be surveyed by student questionnaire, without exception, including applied music, the Opera Division and the Graduate Department.

The questionnaires, teaching portfolio and additional documentation taken together will be used in reviews relating to tenure and to promotion. Results of the questionnaire will also be available for consideration of merit increases, but the other categories may be considered if requested by the Dean or the instructor.

It is understood that nothing in this policy for assessing teaching in the Faculty of Music is to be construed in any way that contradicts established University policy.

October 2003