



FACULTY TEACHING IN DEGREE PROGRAMS

Approved by: Academic Coordinating Committee

Authorizer: Executive Director, Human Resources

Reference Code: HR4 V1

Effective Date: 9/1/2013

PROCEDURE STATEMENT:

This procedure provides guidelines which apply to faculty involved in the delivery of degree programs. The purpose of the procedure is to outline the requirements of faculty (at the individual and program level) who are teaching in degree programs to ensure consistency across Conestoga in undertaking expectations related to professional currency and scholarship which are related to external requirements, e.g. Postsecondary Educational Quality Assessment Board (PEQAB), Association of Professional Engineers of Ontario (APEO).

SCOPE:

This procedure applies to human resource processes as they relate to the hiring, evaluation and ongoing development of full time faculty teaching in degree programs. This procedure is intended to complement existing human resource practices and provisions in the academic collective agreement.

DEFINITIONS:

College Degree Programs – “A degree program in an applied area of study is a prescribed set of courses/studies and work-related experiences oriented to a field of practice that culminates in mastery of the bodies of knowledge and skills appropriate to the honours baccalaureate degree standard in the field of study, and mastery of the knowledge and skills necessary to be an effective practitioner upon graduation and to remain professionally current thereafter.” (Postsecondary Education Quality Assessment Board Handbook for Ontario Colleges, 2010)

Collaborative Degree Programs – Programs in which the curriculum is delivered collaboratively with a recognized post-secondary institution.

Faculty in Degree Programs – Faculty teaching primarily in degree programs who contribute to the theoretical basis for the degree or degree content and ensure currency in their field through a level of scholarship, research or creative activity.

Scholarly Activity Fund for Degree Programs – Funds specifically allocated in the annual Organizational Development budget to facilitate faculty’s ability to meet the currency and scholarly activity requirements of degree teaching. Funds will be available to one faculty member per program per academic year.

RESPONSIBILITIES:

Academic managers within the School, in consultation with Human Resources, will develop a multi-year human resources plan to ensure program faculty teams possess the necessary knowledge, skills and credentials to effectively deliver degree programs. The plan will address future program requirements by ensuring appropriate succession plans are in place where unique knowledge, skills and expertise are required for the ongoing success of the program.

The hiring manager (Chair) is responsible for defining the academic and professional credentials required of faculty teaching in the degree programs. These qualifications will be reflected in the recruitment activities carried out by the Human Resources department. The hiring manager, in conjunction with the Human Resources representative on the selection committee, is responsible for advising faculty candidates, at the time of the interview, the expectations of faculty teaching in a degree program.

Human Resources is responsible for ensuring faculty teaching in degree programs provide evidence, supplied directly to Conestoga from the degree granting agency or accrediting body, of the highest academic credentials and any required professional credentials. Such documentation will be retained in the employee’s human resources file.

The Academic Chair will contribute to the enhancement of teaching excellence by clarifying standards and reviewing faculty performance, including student appraisal of teaching, in accordance with established practices at Conestoga. Performance reviews are conducted in each of the semesters within a faculty member’s probationary period and biennially thereafter.

The faculty member, in consultation with the Chair, will develop a scholarly plan and identify professional development activities, both within and outside the college, to ensure currency of faculty and promote curricular and instructional innovation.

The Associate Director, Organizational Development is responsible for allocating degree scholarly activity funds and monitoring expenditures related to scholarly activities .

REFERENCES:

Academic Policy: Professional Currency and Scholarship

Academic Procedure: Scholarly and Professional Development Leaves

Academic Procedure: Professional Currency and Scholarship

Human Resources Procedure: Hiring

Professional Development Procedure: Tuition Assistance

REVISION LOG:

APRIL 26 2013

POLICIES AND PROCEDURES COMMITTEE – APPROVED

MAY 21 2013

ACADEMIC COORDINATING COMMITTEE - APPROVED