

# Sessional Lecturer Performance Review Expectations and Procedures in the Faculty of Arts

January 1, 2025 – December 31, 2027

This document describes performance review expectations and procedures for Sessional Lecturers in accordance with URFA Academic CBA art. 17.23. Consult Art. 17.23 for frequency of review, timelines for review, and University-wide principles and procedures.

## 1. The Reviewer

The Designated Reviewer shall be the department Head or their designate. Once notified that they are scheduled for performance review, Sessional Lecturers may within five business days confidentially notify their Head of any department members who should be excluded from being Designated Reviewer for them.

## 2. Expectations

In combination, the following descriptors constitute effective teaching in the Faculty of Arts. While their application may vary from one type of class to another, it is expected that teachers in the Faculty of Arts will include many of them in their teaching practice.

### A. PREPARATION FOR EFFECTIVE SCHOLARLY TEACHING

An effective teacher:

- thinks critically about and reflects on their teaching practices and works continuously to improve them
- is well-prepared for their classes
- keeps current with the developments in their field
- informs their teaching by relevant research.
- Regularly reviews the content and design of frequently scheduled courses.

### B. EFFECTIVE KNOWLEDGE COMMUNICATION

An effective teacher:

- communicates enthusiasm for the subject and for the task of teaching
- provides conceptually clear and accessible explanation of course content
- actively engages students in the subject and in the classroom
- exhibits flexibility, adjusting well to unexpected questions or new and changing circumstances in the classroom
- recognizes that students have differing strengths and weaknesses. When students are having difficulty grasping new ideas, effective teachers adjust their teaching to accommodate and overcome these difficulties
- grades fairly and gives prompt, constructive, and substantial feedback
- uses class time efficiently to guide students to course learning objectives
- encourages interaction and cooperation among students.

### C. POSITIVE LEARNING EXPERIENCES & OUTCOMES

- An effective teacher:
- inspires students to be independent learners
  - prepares students to critically evaluate and, when appropriate, assimilate new information and ideas
  - develops more sophisticated minds in order to generate higher-level thoughts and actions
  - enables students to build on and transfer learning from previous courses and to move

- quickly into areas of new
- related content
- enables students to creatively and critically apply problem-solving skills to address unique questions
- structures the teaching/learning environment to enhance the learning process
- has ambitious but reasonable expectations of their students and communicates these clearly.

#### D. MENTORSHIP & SUPERVISION

An effective teacher:

- motivates students to fully comprehend important issues in their chosen subject(s) of study
- is approachable, both in the classroom and other appropriate settings (such as office hours)
- treats their students with respect
- guides students in developing independent and creative research projects
- fosters the professional development of their students.

#### E. PROFESSIONALISM AND RESPECT

An effective teacher:

- always maintains professionalism and treats students with respect in accordance with the Respectful University policy [<http://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html>]. Evidence and assessment of professional conduct will form part of the review process.

### 3. Required Materials

To be provided by Sessional Lecturer:

- Updated Curriculum Vitae (CV),
- A 2-5-page document that includes both a statement of teaching philosophy and a self-reflection about the Sessional Lecturer's attainment of the five (A-E) categories of expectations listed in 2,
- All course outlines and final examinations from all sections the Sessional Lecturer has taught in the review department since their last review (Sessional Lecturers undergoing their first performance review should include all course outlines and final exams for courses taught in the review department.),
- Examples of other teaching materials, such as assignments, learning activities, or other supporting materials, used in the review department since the last review.

To be provided by the Designated Reviewer:

- Faculty of Arts Sessional Lecturer Performance Review form,
- Summarized student course/instructor evaluations from all courses taught since the previous review,
- Peer review of teaching solicited by and submitted directly to the Designated Reviewer. This review should include (a) class visit(s) and a peer review summary,
- Material in the Sessional Lecturer's official file, including previous performance reviews, relevant to the period under review,
- Outcome of the previous review (if applicable).

To be provided by either party:

- Documents and other works relevant to the Sessional Lecturer's performance of duties during the period under review,
- Transparency statement, if Generative AI was used in any portion of the performance review.

**4. Documentation**

- Following the review, the Designated Reviewer shall provide the Sessional Lecturer with a written summary in a timely fashion.
- All review documentation and materials are confidential and shared only with relevant review personnel and the Sessional Lecturer.
- Copies of the written summary are provided to the Sessional Lecturer, Dean's Office, Human Resources and Faculty Association.

# Sessional Lecturer Performance Review Form in the Faculty of Arts

## Section 1: Sessional Lecturer Information

Sessional Lecturer Name: \_\_\_\_\_

Department: \_\_\_\_\_

Review Semester (e.g., 202510) : \_\_\_\_\_

Designated Reviewer and Position: \_\_\_\_\_

## Section 2: Submission Checklist

Due date for submissions: \_\_\_\_\_

To be provided by Sessional Lecturer:

- Updated Curriculum Vitae (CV).
- A 2-5-page document that includes both a statement of teaching philosophy and a self-reflection about the Sessional Lecturer's attainment of the five (A-E) categories of expectations listed in 2,
- All course outlines and final examinations from all sections the Sessional Lecturer has taught in the review department since their last review (Sessional Lecturers undergoing their first performance review should include all course outlines and final exams for courses taught in the review department.),
- Examples of other teaching materials, such as assignments, learning activities, or other supporting materials, used in the review department since the last review.

To be provided by the Designated Reviewer:

- Summarized student course/instructor evaluations from all courses taught since the previous review.
- Peer review of teaching solicited by and submitted directly to the Designated Reviewer.
- Material in the Sessional Lecturer's official file, including previous performance reviews, relevant to the period under review.  
Specify: \_\_\_\_\_
- Outcome of the previous review (if applicable). \_\_\_\_\_

To be provided by either party:

- Documents and other works relevant to the Sessional Lecturer's performance of duties during the period under review.  
Specify: \_\_\_\_\_
- Transparency statement, if Generative AI was used in any portion of the performance review.

If submissions missing or delayed, explain here: \_\_\_\_\_

**Section 3: Review Meeting**

Meeting date: \_\_\_\_\_

Attendees:

- Designated Reviewer: \_\_\_\_\_
- Sessional Lecturer: \_\_\_\_\_
- Other (specify): \_\_\_\_\_

Discussion Points:

**1. Performance Overview and Strengths**

Provide an overview of teaching and learning performance, highlighting any strengths and positive feedback.

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**2. Areas for Development (if applicable)**

Identify any areas for improvement and provide specific recommendations.

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**3. Teaching and Learning Recommendations**

Note suggested strategies, resources, or supports to help the Sessional Lecturer enhance their teaching and learning.

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**Section 4: Designated Reviewer's additional remarks (optional):**

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**Section 5: Documentation**

- Following the review, the Designated Reviewer shall provide the Sessional Lecturer with a written summary in a timely fashion.
- All review documentation and materials are confidential and shared only with relevant review personnel and the Sessional Lecturer.
- Copies of the written summary are provided to the Sessional Lecturer, Dean's Office, Human Resources and the Faculty Association.

Designated Reviewer Signature: \_\_\_\_\_  
Date: \_\_\_\_\_