

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Faculty Performance Review Policy

EFFECTIVE DATE: January 7, 2020

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all faculty who are involved in the delivery of course content at Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).

2. PURPOSE AND PRINCIPLES

2.1 Purpose

- 2.1.1 To promote continuous improvement and professional growth for Canadore Professors.
- 2.1.2 To provide a process through which Professors’ performance is reviewed, recognized, and documented.
- 2.1.3 To ensure a regular, comprehensive discussion occurs between Professors and their supervisors about performance, progress, and professional development.
- 2.1.4 To support Professors in their pursuit of quality teaching.

2.2 Principles

- 2.2.1 The College is accountable for setting and maintaining standards of academic quality. All College employees have a role in maintaining and promoting academic quality.
- 2.2.2 The College is committed to a philosophy of continuous improvement. Results of Faculty Performance Reviews provide input for each Professor’s development.
- 2.2.3 Canadore is committed to teaching excellence and high-quality programs, and this includes explicit and systematic feedback on teaching effectiveness.
- 2.2.4 Performance review is a formative process designed to support Professor’s contribution to student learning.

3. DEFINITIONS

3.1 Dean

For the purpose of this policy, Dean refers to the Academic Administrator with program responsibilities.

4. POLICY

4.1 The Faculty Performance Review process is communicated, documented, and filed in a confidential manner.

4.2 The process supports teaching effectiveness by using a variety of tools and methods, including:

- student course feedback surveys;
- class observations by the Dean;
- professors' self-reflection; and
- faculty performance review summary and debrief meeting.

4.3 The Faculty Performance Review process occurs within a framework that:

- acknowledges and appreciates quality performance;
- assesses skills and performance;
- clarifies employment expectations;
- identifies training and development needs;
- supports the alignment of Professors' goals and performance with those of the College; and
- incorporates input from the Professor, students, and the Dean.

4.4 The performance of non-probationary, full-time professors is reviewed at least once every three (3) years.

4.5 The performance of probationary, full-time and partial-load professors is reviewed within three months of continuous employment or four full months of accumulated non-continuous employment.

4.6 The performance of part-time and sessional professors is reviewed during the initial teaching semester at a minimum and ongoing as required.

5. ROLES AND RESPONSIBILITIES

5.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5.2 Vice President Academic

The Vice President Academic is responsible for the effective implementation of this policy and to resolve any disputes arising over policy interpretation.

5.3 Director, Organizational Development & Talent Management

The Director of Organizational Development & Talent Management is responsible for the organization, storage, management, and communication of the Faculty Performance Review cycle.

5.4 Dean

The Dean is responsible for the timely, accurate, and thorough conduct of Faculty Performance Reviews.

6. EVALUATION

This policy will be evaluated every five years or earlier if required.

7. RELATED MATERIALS

PA-12 Faculty Performance Review Procedure

Academic Employees Collective Agreement

Postsecondary Education Quality Assessment Board Manual for Ontario Colleges