

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: Faculty Performance Review

EFFECTIVE DATE: June 2, 2016

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

1.2.1 This policy applies to all Professors of Canadore College who are involved in the delivery of course content.

1.2.2 This policy applies to all Professors that have been contracted to deliver Canadore College curriculum through a partner institution.

2. PURPOSE AND PRINCIPLES

2.1. Purpose

2.1.1 To provide a framework for the process through which Professors' performance is reviewed, recognized, documented, developed and enriched.

2.1.2 To ensure a regular comprehensive discussion occurs between Professors and their supervisors about overall performance, progress, and professional development.

2.1.3 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. Performance review is a formative process designed to support each Professor's contribution to student learning, the school/department, and the success of the College.

3. POLICY

- 3.1. Demographic shifts, new technologies, industry innovations and advances in pedagogy necessitate the continuous review and development of teaching skills and abilities.
- 3.2. Faculty Performance Review is an ongoing process.
- 3.3. The Faculty Performance Review process is communicated, documented, and filed in a confidential manner.
- 3.4. Faculty Performance Review occurs within a framework that: acknowledges and appreciates quality performance; assesses clear and demonstrable skills and behaviours; clarifies employment expectations; identifies training and development needs; supports the alignment of Professors goals and behaviours with those of the College and; incorporates input from students, Professors and administration.
- 3.5. Non-probationary full-time Professors have their performance reviewed at least once every 36 months.
- 3.6. Probationary full-time Professors have their performance reviewed each four months of continuous employment or four full months of accumulated non-continuous employment.
- 3.7. Part-time, sessional and partial-load Professors have their performance reviewed during their initial semester of employment, and at a minimum, once every six teaching semesters thereafter.

4. ROLES AND RESPONSIBILITIES

4.1. 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.

4.2. Vice President Academic

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

5. EVALUATION

This policy will be reviewed every three years.