



SECTION: Human Resources	
TOPIC: Faculty Evaluation Procedure	
EFFECTIVE DATE: June 26, 2001	REPLACES: Procedure 400-19-01 Procedure 400-20-01 Procedure 400-21-01 Procedure 400-21-01 Appendix Procedure 400-22-01 Procedure 400-23-01
RECONFIRMED DATE:	
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Original signed by President + CEO	

INTENT

Teaching, collegial and community service, and professional activities and achievements represent the essential contractual obligations of the faculty member. These activities are intertwined and mutually supportive. Active engagement with the faculty member's discipline underpins creative and/or scholarly growth and academic development, and is essential to maintaining the currency of the faculty member's teaching practice.

The Alberta College of Art + Design (ACAD) requires that all faculty members be regularly evaluated on teaching, professional activities and achievement, and service.

SCOPE

This procedure applies to all faculty members at ACAD.

DEFINITIONS

For Faculty Members With Contractual Teaching Responsibility

Teaching means teaching and teaching-related responsibilities.

Professional Achievements or Activities means recognition of a faculty member's professional studio or scholarly practice, including the production and the dissemination of such activity in forms and by means appropriate to the specific endeavor or discipline. Professional activity may include research which means those pursuits that may, at their most fundamental, be defined as original investigation undertaken in order to gain knowledge and understanding, including the invention and



generation of ideas, images, performances, objects, design, and artifacts that lead to new or substantially improved insights.

Service means involvement with functional responsibilities to the College, including committee work and contributions to the community beyond ACAD.

For Faculty Members Without Contractual Teaching Responsibility

Student Counseling Responsibilities means personal and career counseling activities; the facilitation of learning supports; and individual and group work.

Non-Counseling Responsibilities means administrative and professional duties related to counseling and student services which may be assigned by the Vice-President, Student Experience + Admissions or designate.

Professional Responsibilities means research, professional development, college service and other professional responsibilities.

PROCEDURE SECTIONS

- Part I: Evaluation Process
- Part II: Probationary Period: Permanent Track Appointments
- Part III: Faculty Annual Report
- Part IV: Student Course Evaluations
- Part V: Faculty Evaluation Appeals Committee
- Part VI: Procedure Revisions

PART 1: EVALUATION PROCESS

GUIDELINES

Criteria for Faculty with Contractual Teaching Responsibility

1. The faculty evaluation process begins with the ongoing dialogue between each faculty member and his/her area Head. In the case of a faculty member teaching in multiple programs, all of the relevant area Heads should be involved in the process as appropriate. In the case of the area Head, the dialogue will include the Dean of Undergraduate Studies.
2. All faculty will be evaluated on the following categories as applicable:
 - a. teaching responsibilities, including the results of student course evaluations
 - b. professional activities and achievements
 - c. service responsibilities

3. The relative weighting of each of these categories will vary for individual faculty members. The relative weighting of these categories for faculty members will be recommended by the area Head in consultation with the faculty member and an Assistant Dean to the Dean of Undergraduate Studies to attain an overall evaluation of performance. This relative weighting will reflect the relevance of each of the three evaluation categories to the appointment of the faculty member being evaluated, the discipline in which he/she is teaching, and the demands and opportunities in the specific review period.

Criteria for Faculty Without Contractual Teaching Responsibility

4. For faculty members without contractual teaching responsibilities, the evaluation process begins with the ongoing dialogue between the faculty and his/her supervisor.
5. Non-teaching faculty will be evaluated on the following criteria:
 - a. student counseling responsibilities
 - b. non-counseling responsibilities
 - c. professional responsibilities.
6. The relative weighting of each of these categories will be recommended by the faculty member's supervisor to the Vice-President, Student Experience + Admissions to attain an overall evaluation of performance.

Stakeholder Input

7. The following stakeholders are seen as contributors to the evaluation process within the following defined areas of strength in which they may competently evaluate a faculty member's performance:
 - A. Students:
 - Instructional delivery skills (e.g. clarity of syllabus)
 - Instructional design skills (e.g. delivery of syllabus as evidenced by their classroom experience)
 - Dissemination of particular course content within the context of the curricular program.
 - B. Peers, Heads, Assistant Deans, and academic administrators:
 - Instructional design skills
 - Professional achievement
 - Research
 - Course management
 - Course content
 - Instructional design
 - Service
 - Collegiality
 - Relevant academic strategic plans
 - College strategic plan

Faculty Annual Report

8. Each faculty member will submit an annual report on those college responsibilities that are in accordance with their category of appointment and assignment of workload. The report will address achievements in each of the three (3) evaluation categories since the last review.

Formal Written Performance Evaluation

9. The Dean of Undergraduate Studies will review the area Head's written summary of the annual meeting with the faculty member, the student course evaluation forms, and annual report. The Dean will prepare a formal written performance evaluation for each faculty member every three years for permanent faculty and every year for faculty on probation and submit it to the Provost + Vice-President, Research + Academic Affairs. This formal written performance evaluation will include a summary of student course evaluations for the faculty member.
10. The formal written evaluation will include one of the following recommendations regarding performance:

PERFORMANCE EVALUATION RECOMMENDATIONS

Recommendation	Definition
Successful	The faculty member has successfully fulfilled all of his/her contractual obligations and contributed to the College during the period being evaluated.
Partially Successful	<p>The faculty member has successfully fulfilled some of his/her contractual obligations but there are specific areas where the faculty member has not been fully successful. This recommendation will indicate to a faculty member that performance must improve.</p> <p>Where a faculty member receives this recommendation, a meeting will be held with the faculty member, area Head, Dean, and Provost + Vice-President, Research + Academic Affairs to establish a program for remedial opportunities and mentoring. A formal faculty evaluation will continue annually until a successful evaluation is achieved. Three consecutive years of Partially Successful recommendations will result in Unsuccessful Performance.</p>
Unsuccessful	<p>The performance by the faculty member is considered to be academically and/or professionally deficient, and therefore unacceptable in relation to his/her contractual obligations.</p> <p>If such a finding is accepted by the Provost + Vice-President, Research + Academic Affairs, and upheld by the Faculty Evaluation Appeals Committee if appealed, the matter will be forwarded to the President + CEO with a recommendation for further action, up to and including</p>

	termination.
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11. **For faculty without contractual teaching responsibility**, the above guidelines will apply with the Vice-President, Student Experience + Admissions acting in place of the Dean.

Appeals

12. A faculty member may appeal the result of a formal evaluation to the Faculty Evaluation Appeals Committee.

PROCEDURES

1. Each faculty member will meet annually with the area Head to discuss the past year's performance. The area Head will develop a short written summary of the discussion to aid in the preparation of the formal written evaluation. This summary must be signed by the faculty member acknowledging the substance of the summary. The summary will be reviewed by the Dean of Undergraduate Studies and forwarded to the Provost + Vice-President, Research + Academic Affairs for review and filing. A copy of the summary will also be provided to the faculty member.
2. The Dean will submit a formal written evaluation, including the performance recommendation, for permanent faculty every three years, and every year for faculty on probation. to the Provost + Vice-President, Research + Academic Affairs.
3. A copy of the Dean's evaluation will be provided to the faculty member.
4. The Provost + Vice-President, Research + Academic Affairs will confirm or deny the Dean's recommendation in a letter copied to the faculty member.
5. If the recommendation of the Dean is denied, the Provost + Vice-President, Research + Academic Affairs will propose a new recommendation based on the faculty member's performance.
6. In the event that there can be no agreement between the Dean and the Provost + Vice-President, Research + Academic Affairs, the matter will be referred to the Faculty Evaluation Appeals Committee.
7. **For non-teaching faculty**, the above procedures will apply with the supervisor acting in place of the area Head and the Vice-President, Student Experience + Admissions acting in place of the Dean.

PART II: PROBATIONARY PERIOD – PERMANENT TRACK APPOINTMENTS

GUIDELINES

1. Permanent track appointments normally have a probationary period of three (3) years. Within the first semester of the third (3rd) year, the Dean of Undergraduate Studies will submit one of the following written recommendations regarding the probationary permanent track appointee to the Provost + Vice-President, Research + Academic Affairs:
 - a. that an overall successful performance of the faculty member be confirmed on the date of the third (3rd) anniversary of the member's initial appointment following the completion of the probationary period

- b. that the probationary period be extended by one (1) year for further evaluation and assessment
 - c. that no further appointment be offered to the faculty member following completion of the third (3rd) year of his/her probationary period, due to a series of partially successful or unsuccessful performances.
- 2. A copy of the Dean's recommendation will be sent to the faculty member.
- 3. The Provost + Vice-President, Research + Academic Affairs will confirm or deny the Dean's recommendation.
- 4. If the recommendation of the Dean is denied, the Provost + Vice-President, Research + Academic Affairs will propose a new recommendation, based on the faculty member's performance.
- 5. In the event that there can be no agreement between the Dean and the Provost + Vice-President, Research + Academic Affairs, the matter will be referred to the Faculty Evaluation Appeals Committee.
- 6. If a faculty member is granted one or more leaves during a probationary period, and the length or type of leave is such that it materially affects the performance on which the faculty member is to be assessed, then the probationary period may be extended for one (1) or more years on the recommendation of the Provost + Vice-President, Research + Academic Affairs..
- 7. **For non-teaching faculty**, the above procedures will apply with the Vice-President, Student Experience + Admissions acting in place of the Dean.

PROCEDURES

- 1. In the event that a permanent appointment is offered to the faculty member, the appointment will commence on the date of the third (3rd) anniversary of the faculty member's initial appointment (i.e. the beginning the faculty member's fourth year).
- 2. In the event that the faculty member is not offered a permanent appointment, the faculty member's contract of employment will terminate at the conclusion of the winter semester of the third academic year.
- 3. The following table outlines the key steps and timelines in the faculty evaluation process.