



Academic Faculty Member Performance Review – Policy 115

It shall be the responsibility of the Chief Academic Officer or delegate to conduct a performance review for each full-time or part-time Academic Faculty Member (AFM).

Related Policy

Employee Appointment
Faculty Professional Development

Definitions

A full-time or part-time AFM means an employee responsible for direct instruction of students of the University.

Formative Review means an evaluation that evaluates an AFM's performance solely with a view to their professional improvement or development.

Probationary Review means a Summative Review in the first year of an AFM's contract.

Summative Review means an evaluation that recommends the continuation or cessation of an AFM's contract.

Regulations

The Chief Academic Officer or delegate will conduct a Probationary Review towards the end of a new AFM's first year.

The Chief Academic Officer or delegate will conduct a Formative Review of each AFM at least once in each five-year period.

The Chief Academic Officer or delegate may conduct a Summative Review of an AFM with cause.

All reviews of part-time AFMs will include student evaluation data and fidelity to the course outline. Reviews for full-time AFMs will also include scholarly output.

Results of the review will be shared with the AFM who will have the right to submit a response.

A copy of the review and response (if any) will be forwarded to the office of the President and will include a recommendation concerning further evaluation, continued employment, termination of employment or professional development.

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012; August 30, 2019
Revised: August 30, 2019; October 15, 2023
Responsibility: Chief Academic Officer
