

TYPE:	Employment-Related
TITLE:	Faculty Performance Appraisal
NO.:	EMPL-304
RESPONSIBILITY:	Chief Administrative Officer and Vice-President, Academic
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	February 2020
REVISED DATE(S):	
REVIEW DATE:	February 2023

1. Introduction

Durham College faculty members are academic leaders whose skills and abilities contribute directly to student success, program quality and support the College in meeting its mission and mandate. Appraising, acknowledging and enhancing faculty skills and abilities are vital to the sustainability, relevance and success of our College.

2. Purpose

Durham College is committed to both academic excellence and the development of its employees. This policy and procedure documents the process for the appraisal of faculty. Demographic shifts, new technologies, industry innovations and advances in pedagogy necessitate the continuous review and development of teaching skills and abilities and expertise.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

4.1. Appraisal of faculty performance will occur within a framework that:

- Acknowledges and appreciates quality performance;
- Assesses clear and measurable skills and behaviours;
- Clarifies performance expectations;
- Identifies professional development needs;
- Supports the alignment of faculty goals, performance and behaviours with those of the College; and
- Incorporates feedback from students, the faculty member and academic administration.

- 4.2. Individual performance appraisals are documented, communicated and filed in a confidential manner.

5. Procedure

5.1. General

Appraisal activities shall encourage faculty to continue professional development initiatives and to identify potential areas for professional development based on discussions and feedback.

The purpose of the performance appraisal is to provide an assessment of performance that allows recognition of a faculty member's strengths and achievements, and to identify potential areas for professional development.

- 5.1.1. Elements included in the faculty performance appraisal process may include but are not limited to: classroom observations, Student Feedback Questionnaires (SFQs), review of professional development completed in past academic year, faculty self-reflection, community and college involvement, professional designations, program and course development work, and other relevant teaching and learning materials. The Executive Dean/Dean/Associate Dean or designate may pursue additional methods of appraisal if faculty performance indicates a need for development.

The frequency and requirements for each of the elements included in the faculty appraisal process varies by type of faculty appointment.

- 5.1.2. The Executive Dean/Dean/Associate Dean or designate will complete classroom observations of the faculty and the complete the Classroom Observation Form.
- 5.1.3. The classroom observation setting (e.g. classroom, lab, shop or studio) will be determined in consultation between the Executive Dean/Dean/Associate Dean or designate and the faculty.
- 5.1.4. SFQs will be collected using the College approved survey tool and the feedback will be provided to the faculty and the Executive Dean/Dean/Associate Dean or designate. SFQs will be retained by Human Resources according to the Common Records Schedule and then destroyed.

- 5.1.5. Completed copies of the Classroom Observation Form will be provided to the faculty. The Classroom Observation Form will be filed in the School Office according to the Common Records Schedule and then destroyed.
- 5.1.6. The School SFQ Summary Report will be provided to the Vice-President, Academic and the appropriate Executive Dean/Dean/Associate Dean. The copies of the School SFQ Summary Report will be filed in the School Office for a retention period of 5 years, as per the Common Records Schedule, and then destroyed.
- 5.1.7. The Executive Dean/Dean/Associate Dean or designate may determine after review of the appraisal documents that a formative plan is warranted in order to conform to the College's goals and employment expectations. The Faculty Self-Reflection will be completed by the faculty member and shared with their Executive Dean/Dean/Associate Dean or designate. A signed copy of the Faculty Self-Reflection will be filed in the School Office according to the Common Records Schedule and then destroyed.
- 5.1.8. Performance appraisal feedback will be provided to the faculty member verbally and in writing using the Faculty Performance Appraisal Summary by the Executive Dean/Dean or Associate Dean. The purpose of the summary is for Executive Dean/Dean or Associate Dean to provide observations, and/or other forms of evaluative feedback.
- 5.1.9. A signed copy of the Faculty Performance Appraisal Summary document will be provided for the full-time faculty member and a copy will be retained in Human Resources according to the Common Records Schedule and then destroyed.

5.2. Full-time Faculty

Performance appraisals for full-time faculty will be conducted a minimum of once per academic year by the Executive Dean/Dean/Associate Dean or designate and will include:

- a) a classroom observation and Classroom Observation Form,
- b) SFQs at least two per academic year, one class per semester,
- c) a Faculty Self-Reflection,
- d) a follow-up meeting with the Executive Dean/Dean/Director or Associate Dean, and
- e) a written Faculty Performance Appraisal Summary.

5.3. Probationary Faculty

Performance appraisals for probationary faculty will be conducted in each teaching semester for the first year, or more frequently if deemed appropriate, by the Executive Dean/Dean/Associate Dean or designate will include:

- a) a classroom observation and Classroom Observation Form,
- b) SFQs at least two per academic year, one class per semester,
- c) a Faculty Self-Reflection,
- d) a follow-up meeting with the Executive Dean/Dean/Director or Associate Dean, and
- e) a written Faculty Performance Appraisal Summary.

5.4. Contract Faculty (sessional, partial-load)

Performance appraisals will be conducted at least once every academic year, by the Executive Dean/Dean/Associate Dean or designate and includes:

- a) a classroom observation, and Classroom Observation Form and
- b) one class of SFQs per semester.

5.5. Contract Faculty (part-time)

Performance appraisals will be conducted at least once every four academic semesters (more often if deemed necessary), by the Executive Dean/Dean/Associate Dean or designate and includes:

- a) a classroom observation, and Classroom Observation Form and
- b) one class of SFQs per semester

6. Roles and responsibilities

- 6.1. The Chief Administrative Officer and the Vice-President, Academic are responsible for ensuring that the Faculty Performance Appraisal policy and procedure is fully implemented.
- 6.2. The Executive Dean/Dean/Associate Dean or designate is responsible for appraising faculty, and for providing constructive feedback and access to resources to faculty in order that they can develop their teaching skills and abilities.

- 6.3. The faculty member is responsible for meeting the expectations to support effective learning by students and a positive learning environment by accessing the appropriate resources to develop and enhance their teaching skills and abilities.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

- 8.1. Non-compliance with this policy and procedure would be in violation with the Academic Employees Collective Agreement.
- 8.2. Non-compliance with this policy could impact the College's quality audit process, and negativity impact the academic plan.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- Durham College Faculty Teaching Skills and Abilities Matrix