

PERFORMANCE EVALUATION

1. The purpose of Performance Evaluation is to:
 - a) provide an assessment of performance that allows recognition of achievements and identifies areas for development in the

Workload;
 - b) provide for formative support and mentoring;
 - c) provide a basis for salary increments linked to performance for Full-Time Members.
2. Performance Evaluation shall be conducted for all Full-Time Members once every three years except for:
 - a) Full-Time Members in their final year of service;
 - b) Members who decline to provide a Performance Evaluation Report under the terms of Clause 10.1;
 - c) Members who are required to participate in Performance Evaluation annually under the terms of Clause 11.5.
- 2.1 Performance Evaluation shall be optional for Part-Time Members. By October 1st every year all Part-Time Members may indicate to their Chair or Director, or Dean in Faculties without a Departmental structure, that they have opted to participate in Performance Evaluation during that year only.
3. By October 31 of every year the Chair, Director or Dean in a Faculty without departmental structure

- c) Two Full-Time alternates, to act only in the case of absence or conflict of interest of a Full-Time Committee member, and a Part-Time alternate, where required according to 5.1 b), to act only in the case of absence or conflict of interest of a Part-Time Committee member.

5.1.1 Equity Representative as identified in Clause 9 of the Article *Employment Equity*.

5.2 For Members with Joint Appointments, the assessment shall be done by a joint Committee composed of at least two Members from each of the Performance Evaluation Committees in each Unit involved, unless the work of either or both of these Committees has been delegated to the Chair, Director or Dean, in which case the Chair(s), Director(s) or Dean(s) shall comprise the representative(s) on the joint Commi

7. The assessment of performance of a Full-Time Member with a Joint Appointment shall be done using procedures and criteria that are an amalgam of those of the two Units involved, and that are acceptable to the Member and approved by the Employer at the time of appointment. Where the procedures and criteria of any of the Units involved are substantively changed, such that the amalgamated joint appointment criteria would be affected, a new amalgam will be created that is acceptable to the Member and approved by the Employer.
- 7.1 In the absence of procedures and criteria that have been accepted by the Member and approved by the Employer, the Employer shall determine the procedures and criteria to be used by the joint Committee. The Employer shall inform the joint Committee in writing of the reasons for not approving the proposed procedures and criteria. In determining the procedures and criteria, the Employer shall take into consideration past practices in the Units and past practice in the disciplines; these procedures and criteria shall be consistent with the procedures and criteria in the Article *Compensation and Benefits*.
8. By March 30 of the final year of the three-year Performance Evaluation period, copies of the procedures and criteria shall be made available to Members, in the Faculty or Department or School office, as applicable, and a copy shall be sent to the Association.

Performance Evaluation Assessment

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10.1 Notwithstanding Clause 10, the following Members may decline to provide a Performance Report:

- a) Full-Time Members in the final year of their Appointment;
- b) Full-Time Members who did not have a Full-Time Appointment for more than three months during the period of assessment;
- c) Full-Time Members on Sabbatical Leave at the time of the Report submission;
- d) Full-Time Members on Sabbatical Leave who have a prior agreement with their Dean to receive the same assessment as in the year prior to the Sabbatical Leave, in accordance with Clause 21 of the Article *Sabbatical Leave*; and
- e) Members on sick leave, Long Term Disability, Pregnancy, Parental/Adoption Leave, Caregiving Leave or on approved Leave of Absence.

10.1.1 Where a Member declines to provide a Performance Report for any reason in Clause 10.1 b) e), performance shall be evaluated during the next year in the three-year Performance Evaluation cycle. The Member will also be moved into a new three-year Performance Evaluation cycle, starting in the reassigned year.

10.2 The Performance Report shall be submitted by the Member in a single electronic format agreed on by the Association and the Employer, and as modified from time to time by agreement between the Association and the Employer. Members may also choose to submit their Performance Report in paper format. Members will not be asked to re-submit information contained within the electronic version of the Performance Report within the same year or reporting cycle unless updated information is required by external agencies or the implementation of an electronic template agreed upon by the Parties.

10.3 The Performance Report shall contain the following:

- a) an up-to-date *curriculum vitae*;
- b) a statement of the areas (i.e., Teaching, Research and/or Service) in which a Member has Academic Responsibilities;
- c) for Full-Time Members, a statement of the Normal Workload in the Article *Workload*, and as ratified in

Appointment and by any arrangements arising from application of the provisions of this Collective Agreement, during the period of time covered by the Performance Report. These modifications may include, but are not limited to, arrangements resulting from application of the provisions of the Articles *Alternative Workload, Association Rights, Department Chairs and Directors of Schools, Reduced Workload*, or Articles addressing any form of Leave;

d)

Teaching during the preceding three Academic Years. This record may include some or all of the following, with relevant details:

- (i) a list of the graduate and undergraduate courses taught, whether in the classroom, online or off campus, including enrolment in the hours per course, and any other information relevant to an assessment of the Workload associated with courses taught, as set out in Clause 5 of the Article *Workload*;
- (ii) Information about student experience in the classroom as reflected by data from Student Questionnaires on Courses and Teaching for all courses taught by the Member, where available. For each course, such data shall consist of class size, response rates, and the distribution of ratings, as well as other factors the Member would like to comment on, for example, course characteristics such as elective or required status and mode of delivery. Such data shall not contain arithmetic averages;
- (iii)
- (iv) curriculum development, course design, or course re-design, of whatever format, undertaken by the Member;
- (v) supervision by the Member of undergraduate thesis or project research, clinical work, practicum or internship training, or any other
Where applicable, details of supervision by the Member of such project research, clinical work, practicum or internship training should also be provided including start and end dates of the supervision, the meetings or other interactions;
- (vi) participation by the Member in the advising, examination and supervision of the thesis work of graduate students, or other work by

- (iv) a list of any other publications (e.g., patents, technical reports, case
 - (v) professional meetings, indicating which are invited, refereed or contributed. Where a presentation is multi-contribution to the work should be described;
 - (vi) or exhibitions indicating which are invited or reviewed, or which are part of a schedule of performances or exhibitions in the University or in other public venues;
 - (vii) a list of any honours and awards received by the Member, and any area of Research;
 - (viii) a list of grants, contracts and other sources of funds for the support which are applied for, and, where applicable, whether the Member is the principal investigator, a co-investigator, or a co-principal investigator;
 - (ix) Academic Responsibilities in the area of Research;
 - (x) any other documents that allow for, or provide, an assessment of the performance in Research.
- (f) as applicable, a record of the Member's performance during the preceding three Academic Years in the area of Scholarship Activities. This may include some or all of the following:
- (i) a list of the Member's papers for publication, whether submitted, accepted for publication, in press, or published. Where a publication is multi-authored, the Member's contribution to the work should be described;

at meetings, and a brief description of the work of the committee as
utions to the work of the committee;

(iv)

Responsibilities in the area of Service;

(v)

other documents that allow for, or provide, an assessment of the

11.5.1 Members who are required to participate in Performance Evaluation annually as

Evaluation only.

12.4 A Member on Sabbatical Leave shall have a Workload consisting exclusively of activities de

report.

- 13.5 Each year before July 31 the Employer shall provide the Association and the Employment Equity Committee with the following data:
- a) number of Members assessed in each Faculty; and
 - b) means and standard deviations of performance scores for the Faculty and for each Unit within the Faculty
 - i) in aggregate and;
 - ii) broken down by scores for Teaching, Research and Service and by gender.
14. Any Grievance of the provisions of this Article shall commence at Step 1 of the Formal Grievance Process described in the Article *Grievance and Arbitration*.
- 14.1 For any grievance of the provisions of this Article that is proceeding to Step 3 (Arbitration), the Employer shall require the Performance Evaluation Committee to provide written reasons for each assessment. Such reasons shall be forwarded to the Association and Member.
15. The Performance Evaluation process described in this Article shall be separate from promotion and tenure processes described in the Article *Promotion, Tenure and Continuing Status*, and disciplinary processes described in the Article *Discipline*, except as specifically outlined in this Collective Agreement.
- 15.1 The Association and the Employer agree that a categorization by the Performance

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