COLLEGE POLICY

POLICY TYPE:	Employment-Related
POLICY TITLE:	Faculty Performance Evaluation
POLICY #:	EMPL-304
RESPONSIBILITY:	VP, Administration and VP, Academic
POLICY APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	June 23, 2014
REVISED:	
REVIEW DATE:	November 2017

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. Evaluating, acknowledging and enhancing faculty skills and abilities are vital to the sustainability, relevance and success of our college, our faculty and the students we serve.

Purpose

This policy provides a framework for the documented process through which faculty performance will be assessed, recognized, documented, developed and enriched.

Definitions

Pedagogy refers to educational aims, methodologies and theories that address the way in which learning takes place.

Policy statements

1. Demographic shifts, new technologies, industry innovations and advances in pedagogy necessitate the continuous review and continuous development of teaching skills and abilities and expertise.
2. Evaluation of faculty performance will occur within a framework that:
    *   Acknowledges and appreciates quality performance;
    *   Assesses clear and measureable skills and behaviours;
    *   Clarifies employment expectations;
    *   Identifies professional development needs;
    *   Supports the alignment of faculty goals, performance and behaviours with those of the college; and
    *   Incorporates input from students, the faculty member and administration.
3. Evaluation of faculty performance will occur as follows:
    *   Non-probationary full-time professors - annually;
    *   Probationary full-time and partial load professors - each semester;

- Part-time and sessional professors – in their initial teaching semester and at a minimum once every fourth teaching semester thereafter.
3. Performance evaluation process is documented, communicated and filed in a confidential manner.

A detailed description of the process for implementing this policy is contained in the Faculty Performance Evaluation Procedure.

Accessibility and AODA considerations

Durham College's commitment to accessibility and AODA standards has been considered in the development of this policy and it adheres to the principles outlined in the AODA standards and Durham College Accessibility Policy (ADMIN-203).

Roles and responsibilities

The vice-president, Administration and the vice-president, Academic are responsible for ensuring that the Faculty Performance Evaluation policy is fully implemented.

A detailed description of roles and responsibilities relating to this policy is provided in the Faculty Performance Evaluation Procedure.

Non-compliance implications

Non-compliance with this policy may result in lack of progression of probationary faculty to non-probationary status.

Non-compliance with this policy by non-probationary faculty may result in follow-up action plans and formal documentation in the faculty member's file in Human Resources.

Communications Plan
A message will be posted on ICE alerting faculty/staff 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.

Related policies, procedures and directives

Durham College Academic Freedom Policy ACAD 123 and Procedure ACAD 123.1
Durham College Copyright – Fair-Dealing Policy ACAD 122 and Procedure ACAD 122.1
Durham College Program Quality Assurance Process Policy ACAD 121 and Procedure ACAD 121.1
Durham College Responsible Conduct of Research Policy ACAD 116 and Procedure ACAD 116.1
Durham College Professional Development Policy EMPL 307 and Procedure EMPL 307.1
Durham College Professional Development Leave- Academic Policy EMPL 314 and Procedure EMPL 314.1
Durham College Intellectual Property Policy EMPL 306

Durham College Academic Integrity Policy ACAD–101 and Procedure ACAD–101.1
Durham College Acceptable Use of IT Policy ADMIN–208 and Procedure ADMIN–208.1
Durham College Course Outlines Policy ACAD–108 and Procedure ACAD–108.1
Durham College Curriculum Development Policy ACAD–102 and Procedure ACAD–102.1
Durham College Faculty Performance Evaluation Procedure EMPL-304.1
Durham College Faculty Teaching Skills and Abilities
Durham College Grading and Promotion Policy ACAD–112 and Procedure ACAD–112.1
Durham College Harassment and Discrimination Policy ADMIN–202 and Procedure ACAD–202.1
Durham College Learning Management System Usage Policy ACAD–118 and Procedure ACAD–118.1
Durham College New Full Time Faculty Development Program Policy EMPL–312 and Procedure EMPL–212.1
Durham College New Program Development Policy ACAD–104 and Procedure ACAD–104.1