



Academic Employees Performance Review Policy	
Date Approved: December 9, 2019	
Effective Date: April 1, 2020	
Date Reviewed: Spring 2019	Replaces: Faculty Evaluation and Professional Development Policy

Purpose

Cambrian College is committed to excellence in teaching and learning, and to student success. A consistent process of performance review for Academic Employees, as part of a larger professional development/instructional improvement effort, is intended to assist in achieving that goal.

The academic employees' performance review process:

- Recognizes the importance of the Academic Employee's contribution to institutional success
- Demonstrates to students a concern for the quality of their educational experience and ensures that students are involved in the evaluation process
- Provides a forum for discussion of individual strengths and identification of areas where professional development might be appropriate
- Provides support for improvement of performance, ongoing development and ultimately, achievement of excellence for Academic Employees.

Definitions

Academic Employee: Any employee (full-time and non-full-time) classified as a Professor, Instructor, Counsellor, and Librarian.

Probationary Faculty: A full-time academic employee will be on probation until completion of the probationary period, which is one year of continuous active employment. However, the probationary period of an employee may be extended for up to one additional year where the College determines that the employee's performance has not met expectations.

Non-full-time Academic Employee: Part-time professor/instructor, Partial load professor/instructor, and Sessional professor/instructor categories as defined by the Academic Employee Collective Agreement.

Application/ Scope

This policy applies to all Academic Employees, both teaching and non-teaching, at Cambrian College.

Policy Statements

1. General

- a. All collective agreement clauses that are specific to teaching and non-teaching faculty and evaluation and professional development are aligned with this policy as they apply.
- b. Emphasis is placed on continuous improvement and professional growth.



Academic Employees Performance Review Policy

Date Approved: December 9, 2019

Effective Date: April 1, 2020

Date Reviewed: Spring 2019

Replaces: Faculty Evaluation and Professional Development Policy

2. Academic Employee Evaluation

- a. The Cambrian College evaluation process for teaching faculty has been organized and developed around six components that have been identified as having a major impact on the quality of teaching and learning and are also considered to be fundamental to student success. These components are:

- Course content
- Course design
- Instructional delivery
- Instructional relationships
- Course management
- Professional development

Additionally, the evaluation process also allows an opportunity to reflect and comment upon leadership that is shown outside of the classroom.

- b. For non-teaching faculty in the role of Counselor, the evaluation process has been organized and developed around several key components that have been identified as having a major impact on student success. These components are:

- Program development and design
- Provision of effective services
- Client and Service Relationships
- Professional development

- c. For non-teaching faculty in the role of Librarian, the evaluation process has been organized and developed around several key components that have been identified as having a major impact on student success. These components are:

- Information Resources & Copyright
- Information Management
- Information Technology
- Information Literacy
- Professional Relationships
- Research and Scholarly Communications
- Professional Development

- d. Cambrian measures and reviews performance using a variety of tools and methods including, but not limited to, the following:

- Academic Employee Performance Review Summary
- Annual Academic Employee Reflection
- Annual Academic Employee Goals and Objectives
- Class observations (where applicable)
- Student feedback (i.e. Course Evaluations and Workshop Evaluations)



Academic Employees Performance Review Policy	
Date Approved: December 9, 2019	
Effective Date: April 1, 2020	
Date Reviewed: Spring 2019	Replaces: Faculty Evaluation and Professional Development Policy

- Peer Input Forms (optional)
 - Academic Employee Portfolios (optional)
- e. For full-time Academic Employees, the process entails a full review once every three years, provided that the Academic Employee has successfully completed their probation at Cambrian College.
 - f. For Probationary Academic Employees, the process is conducted in each semester during the probationary period as defined in the Collective Agreement.
 - g. For Non-full-time Academic Employees, the process is conducted, typically, during the initial semester or at a minimum in the first year of employment and, at a minimum, once every three years thereafter, by the Dean or Chair or another academic administrator. The full process details are outlined in the 'Academic Employee Performance Review Process and Procedures' document.
 - h. Academic Employees are provided with a copy of their performance review and an opportunity to add their views to the appraisal as per the Collective Agreement.
 - i. The final copy of the supervisor's written performance review (Academic Employee Performance Review Summary) for each Academic Employee is provided to Human Resources.
 - j. Probationary Faculty receive a copy of their performance review, which forms part of their employment record. Individuals are provided with an opportunity to add their views to the appraisal before it is filed in their personnel records as per the Collective Agreement.
 - k. The academic supervisor may choose to keep a copy of some/all of the performance review documents for follow-up purposes.
 - l. Every effort is made to ensure that all of this information remains confidential.

3. Professional Development

- a. Cambrian is committed to supporting teaching and non-teaching Academic Employees in the pursuit and achievement of professional development activities to ensure continuous improvement in their roles and to support personal growth.
- b. Cambrian provides professional development support and assistance with the expectation that teaching and non-teaching Academic Employees will make every effort to take advantage of this assistance and support.
- c. Professional development activities may occur within and outside of the College and may include, but not be limited to – further academic, professional, or technical education; participation in conferences, meetings, and industry placements, and job shadowing or exchanges.



Academic Employees Performance Review Policy	
Date Approved: December 9, 2019	
Effective Date: April 1, 2020	
Date Reviewed: Spring 2019	Replaces: Faculty Evaluation and Professional Development Policy

Responsibilities and Accountability

Vice President- Academic has the responsibility to

- Ensure implementation and compliance of this policy and associated process and procedures
- Make available all related documents

Academic Advisory Council has the responsibility to

- Review and provide recommendations for the continuous improvement of the process and its associated documents

Human Resources has the responsibility to

- Work with the Deans/Chairs and Directors to monitor, track, and report on the three-year review cycle
- Maintain a record of the performance review for each individual teaching and non-teaching Academic Employee
- Include a copy of the formal review in the individual's official personnel file

Related Policies / Directives / Regulations

Academic Employees Collective Agreement

Duty to Accommodate Policy

Health and Safety Policy

Related Procedures

Academic Employees Performance Review Operating Procedure

Student Feedback Process