



<b>FACULTY PERFORMANCE REVIEW PROCEDURE</b>			
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<b>Procedure Type:</b>	Institutional	<b>Initially Approved:</b>	July 10, 2023
<b>Procedure Sponsor:</b>	Executive Director, People and Culture	<b>Last Revised:</b>	July 10, 2023
<b>Administrative Responsibility:</b>	Human Resources	<b>Review Scheduled:</b>	July 2028
<b>Approver:</b>	President and CEO		

**A. PURPOSE**

The purpose of the Faculty Performance Review Procedure is to provide feedback that acknowledges a faculty member’s achievements, identifies areas for improvement, and suggests opportunities for development.

**B. SCOPE**

This procedure applies to all Faculty at Alberta University of the Arts, including Probationary, Permanent, Limited-Term appointment, Sessional Instructors, and Non Teaching Faculty.

**C. PROCEDURES**

**1. PERFORMANCE REVIEW FOR PROBATIONARY, PERMANENT AND LIMITED TERM FACULTY**

- 1.1 Annual Reports
  - a) An annual report template will be provided by the University. Review of the template will be conducted by the University at least every five (5) years.
  - b) Except for faculty members appointed in the previous three (3) months, all faculty holding Probationary, Permanent or Limited-Term appointments are required to complete an annual report by June 1, which will detail their activities from the current academic year July 1- June 30 inclusive.
  
- 1.2 Overview
  - a) A performance review will be conducted each year for all faculty who are required to submit an annual report (Probationary, Permanent, and Limited Term).
  - b) A faculty member’s performance will be reviewed in each component of assigned workload, and the faculty member will be provided with feedback for each component.
  - c) The faculty member will be understood to have met the expectations related to their assigned duties unless the Associate Dean deems the

- faculty member's performance "Unsatisfactory" and requires a Performance Development Plan as described in section 1.4.
- d) Normally, a faculty member's performance will not be deemed to be "Unsatisfactory" unless the Associate Dean has, following the faculty member's most recent performance review, met with the faculty member to discuss how the faculty member must improve and has advised the faculty member of the process in section 1.4.
  - e) No part of this procedure will preclude informal communication or processes that may contribute constructively to the performance of faculty members in their roles.
  - f) Where a faculty member has been on leave, the period of leave will be removed from the period considered in the performance review.
  - g) Should a faculty member be on leave on June 1, the Member will be required to submit an annual report within twenty (20) working days of return from leave.

### 1.3 Performance Review Form and Process

- a) A performance review form will be provided by the University. At minimum, it will allow for:
  - i. The Associate Dean, Undergraduate Studies' feedback on each component of a faculty member's workload.
  - ii. The faculty member's commentary on the Associate Dean's feedback.
  - iii. The overall assessment and signature by the Associate Dean.
  - iv. The completed, assessed performance reviews will be forwarded for review to the Dean, Academic Programs.
- b) Annual performance review will be based on all of the following:
  - i. A faculty member's annual report.
  - ii. Documents relevant to the performance review of that faculty member's teaching, professional practice, scholarly activity, or service in the period under review, as outlined in section 9.04 of the Collective Agreement.
- c) It is each faculty member's explicit responsibility to provide, in the annual report and in any supporting documents, sufficient detail of activities to enable a review of performance.
- d) For each faculty member who has submitted an annual report, the Associate Dean, will:
  - i. Conduct an initial review of performance.
  - ii. Seek clarification from a faculty member regarding the content of an annual report, when necessary.
  - iii. Complete the required sections of the performance review form.
  - iv. Confer with the Dean throughout the review process, as appropriate.
- e) The performance review form will be signed by both the Associate Dean and the faculty member. The faculty member may add written comments to the review prior to signing the document. The signature of the faculty member does not constitute agreement with the review.
- f) The Associate Dean will gather and forward to the Dean, by October 31 copies of all completed performance review forms.
- g) Using the signed performance review form as the basis for the review of each faculty member, the Dean will complete the review by providing an overall assessment of the Member's performance. This assessment will

be deemed to be the formal outcome of the performance review for the faculty member.

- h) With the assistance of Office of Research and Academic Affairs (ORAA), the Associate Dean will communicate the results of the performance review to each faculty member in writing by November 30. This will include, at minimum, the completed performance review form, signed by the Associate Dean.
- i) Subject to a satisfactory performance review, the faculty member will receive a salary increment as per the collective agreement Article 22.01.
- j) A faculty member has the right to respond in writing to the Associate Dean's review within ten (10) working days of receiving a performance review. The response will be kept in the faculty member's Human Resources File with the performance review form.

#### 1.4 Unsatisfactory Performance

- a) Should a faculty member's performance be deemed "Unsatisfactory," the Dean, Academic Programs, in consultation with the faculty member and the Associate Dean, will develop, by May 1, a sixteen (16) month Performance Development Plan, for all of the faculty member's workload components and responsibilities so that the faculty member may have guidance in an effort to return to, at minimum, a standard of performance comparable to that of their peers in the field at their academic rank.
- b) Where a faculty member's performance is deemed "Unsatisfactory" and the faculty member is placed on a Performance Development Plan, the Member will be advised of section 1.4 and the potential consequences of a second consecutive "Unsatisfactory" assessment.
- c) The Dean will meet with the faculty member and the Associate Dean in order to discuss the implementation of the Performance Development Plan.
- d) The Dean will ensure that the faculty member is offered support and has access to reasonable resources to implement the Performance Development Plan. The Performance Development Plan will be kept in the faculty member's Official File and copies will be provided to the faculty member, the Associate Dean, and the Faculty Association.
- e) A faculty member will not receive salary increments while on a Performance Development Plan.
- f) A faculty member pursuing a Performance Development Plan will complete an annual report, as set out in 1.1, but this annual report will not be assessed formally, and will be used only as a four (4) month benchmark in the plan. The Associate Dean will provide feedback on each component of the faculty member's workload.
- g) The faculty member and the Associate Dean will continue to review progress and achievement every four (4) months until the Performance Development Plan's conclusion.
- h) At the conclusion of the Performance Development Plan, the faculty member will again complete an annual report that will be reviewed in keeping with 1.1. The performance of a faculty member who has just concluded a Performance Development Plan will be assessed as either having met the expectations arising from the Performance Development Plan or "Unsatisfactory."

- i) The faculty member will be eligible for a salary increment in the next performance review cycle subject to a satisfactory performance review as per the collective agreement Article 22.01.
- j) If a faculty member's performance is deemed "Unsatisfactory" in two (2) consecutive performance reviews, then the member may be subject to disciplinary provisions.

## **2. PERFORMANCE REVIEW FOR SESSIONAL INSTRUCTORS**

- 2.1 Performance review of sessional instructors will be based on teaching materials including:
  - a) Course syllabi and a sample course assignment
  - b) Student course assessments
- 2.2 Sessional Instructors are not required to submit a yearly annual report.
- 2.3 For sessional instructors teaching in the fall term, course syllabi and a sample course assignment will be submitted to the Associate Dean by the sessional contract end date in the fall term. For sessional instructors teaching in the fall and/or winter term course syllabi and a sample course assignment will be submitted to the Associate Dean by the sessional contract end date in the winter term. For sessional instructors only teaching in the spring term, course syllabi and a sample course assignment will be submitted by the sessional contract date in the spring term.
- 2.4 To conduct the performance review of sessional instructors, the Associate Dean will review the course assessment, course syllabi, and a sample course assignment.
- 2.5 The Associate Dean may seek clarification regarding the content of the documents, when necessary. The sessional instructor may also contact the Associate Dean with any concerns they may have around the documents.
- 2.6 If the sessional instructor is successful in their performance review, the Associate Dean will approve and sign the form.
  - a) This assessment will be deemed to be the formal outcome of the performance review for the sessional faculty member.
  - b) The assessment will be made available to the sessional instructor by the Office of Research and Academic Affairs as directed by the Associate Dean.
- 2.7 Sessional instructor salary grid step progression will take place as per the collective agreement Article 22.03.
- 2.8 If a sessional instructor is not successful in their performance review, a meeting will be held between the Associate Dean and that instructor to discuss concerns, provide feedback, and advice on pedagogical training that might be pertinent moving forward.
- 2.9 The Associate Dean has the ability to initiate a discussion and review of a sessional member at his/her discretion.

## **3. PERFORMANCE REVIEW FOR NON-TEACHING FACULTY**

- 3.1 The process and criteria of the performance review of non-teaching faculty with permanent and Limited Term Appointments will be outlined and conducted with their Direct Manager.

**D. DEFINITIONS**

**University:** Alberta University of the Arts

**ORAA:** Office of Research and Academic Affairs

**E. RELATED POLICIES**

- Faculty Assignment, Promotion and Appeal of Academic Rank Procedure

**F. RELATED DOCUMENTS**

- Collective Agreement between the Board of Governors of Alberta University of the Arts and the Alberta University of the Arts Faculty Association

**G. REVISION HISTORY**

<b>Date (mm/dd/yyyy)</b>	<b>Description of Change</b>	<b>Sections</b>	<b>Person who Entered Revision (Position Title)</b>	<b>Person who Authorized Revision (Position Title)</b>
07/10/2023	New Procedure	ALL	Dean, Academic Programs	Executive Director, People and Culture