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INTENT

Teaching, collegial and community service, professional activities and achievements represent the essential contractual obligations of the faculty member. These activities are intertwined and mutually supportive. Active engagement with the faculty member's discipline underpins creative and/or scholarly growth and academic development, and is essential to maintaining the currency of the faculty member's teaching practice.

The Alberta College of Art and Design (ACAD) requires that all faculty members regularly be evaluated on teaching, professional activities and service as applicable. All faculty members will receive formal evaluations based on a peer review process. Appropriate Senior Administrative Officers will forward evaluation recommendations to the VPRAA or designate for approval or denial. An appeal process is available in the case of unsatisfactory performance.

SCOPE

This procedure applies to all faculty members at ACAD.

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DEFINITIONS

For faculty with contractual teaching responsibility

Teaching Responsibilities	means teaching and teaching-related responsibilities, including currency, pedagogic effectiveness
Professional Activity Responsibilities	means a faculty member's professional, creative, and scholarly activities and achievements, including the production and the dissemination of such activities in forms and by means appropriate to the faculty member's specific endeavor or discipline.
Service Responsibilities	means involvement with operational responsibilities to the College, including committee work, and contributions to the community beyond ACAD.

For faculty without contractual teaching responsibility

Student Service Responsibilities	means those student service responsibilities related to the faculty member's specific position (e.g., counseling responsibilities)
Operational Responsibilities	means administrative and college service responsibilities related to the faculty member's specific position, which may be assigned by the appropriate Senior Academic Officer or designate.
Professional Activity Responsibilities	means research, professional development, and other professional responsibilities.

PART 1: EVALUATION CATEGORIES, COMPONENTS and CRITERIA

1) Categories for Faculty with Contractual Teaching Responsibility

- a) All faculty will be evaluated on the following categories as applicable:
- teaching responsibilities, including the results of student course evaluations
 - professional activity responsibilities
 - service responsibilities

The evaluation of a faculty member's responsibilities is made consistent with the standards and practices that apply to teaching, service and professional activities in a post-secondary context, while acknowledging the particular nature of The Alberta College of Art and Design. The criteria listed below describe the professional attributes which facilitate the carrying out of a faculty member's responsibilities.

- **Accountability:** Accepts the full rights and responsibilities incumbent in the position of a faculty member, both in the context of the ACADFA ACAD Collective Agreement and in the larger context of collegial, professional and academic standards.
 - **Innovation:** Approaches challenges in a thoughtful, creative and effective manner.
 - **Initiative:** Actively pursues professional and collegial goals.
 - **Cooperation** - Demonstrates a willingness to work collegially to accomplish objectives.
 - **Professionalism:** Maintains supportive and respectful workplace.
- b) The relative weighting of each of these categories will vary for individual faculty members and will be commensurate with the individual faculty member's workload and category of employment. Normally, the weighting will be 60% teaching, 20% professional activities and 20% service responsibilities. This relative weighting will reflect the discipline, in which he/she is teaching, and the demands and opportunities in the specific review period.

2) Categories for Faculty Without Contractual Teaching Responsibility

For faculty members without contractual teaching responsibilities, the evaluation process begins with the ongoing dialogue between the faculty and his/her supervisor.

- a) Non-teaching faculty will be evaluated on those categories that are directly related to their position and student service, operational and professional responsibilities:
- b) The relative weighting of each of these categories will be recommended by the faculty member's supervisor to the relevant Senior Academic or Administrative Officer to attain an overall evaluation of performance.
- c) The criteria applied to a faculty member without teaching responsibility shall be consistent with the criteria noted in 1 a).

3) Stakeholder Input

The following stakeholders contribute to evaluation in these areas commensurate with their position and expertise:

- a) Students:
- Course delivery (e.g. clarity of syllabus)

- Course design (e.g. delivery of syllabus as evidenced by their classroom experience)
 - Dissemination of particular course content within the context of the curricular program.
- b) Peers and Academic Administrators:
- Course design skills
 - Currency of course content
 - Course management
 - Cyclical Program Review
 - Professional activities
 - Service

4) Faculty Annual Report

Each faculty member will submit an annual report on those responsibilities that are in accordance with their category of appointment and assignment of workload. The report will address activities and achievements in each of the three (3) evaluation categories since the last review and set goals for the next year. The report will use the current approved evaluation template.

5) Student Course Evaluations

Student evaluations will follow standard format.

6) Performance Evaluation Recommendations

- a) Formal evaluations will result in one of the following three recommendations:

Recommendation	Definition
Successful	The faculty member has successfully fulfilled all of his/her contractual obligations during the period being evaluated. This recommendation does not preclude the faculty member from being commended for outstanding performance, nor does it preclude the faculty member from receiving constructive advice.
Partially Successful	<p>The faculty member has successfully fulfilled some of his/her contractual obligations but there are specific areas where the faculty member has not been fully successful. This recommendation will indicate to a faculty member that performance must improve.</p> <p>Where a faculty member receives this recommendation, the Chair/s will provide the member with a written report a meeting will be held with the faculty member, VPRAA to establish a program for remedial opportunities and mentoring. A formal faculty evaluation will continue annually until a successful evaluation is achieved. Three consecutive years of Partially Successful recommendations will result in Unsuccessful Performance.</p>
Unsuccessful	The performance by the faculty member is considered to be academically and/or professionally deficient, and therefore delinquent in relation to his/her contractual obligations. If such a finding is accepted by the

	VPRAA, and upheld by the Faculty Evaluation Appeals Committee if appealed, the matter will be forwarded to the President + CEO with a recommendation for further action, up to and including termination.
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b) Interim evaluations will result in one of the follow two recommendations:

Successful	The faculty member has successfully fulfilled all of his/her contractual obligations during the period being evaluated.
Formal Evaluation Required	Review of annual report and student evaluations indicates that a formal evaluation is warranted

7) **For faculty without contractual teaching responsibility**, the above guidelines will apply with the Vice-President, Student Experience + Admissions acting in place of the Chair.

8) **Appeals**

A faculty member may appeal the result of a formal evaluation to the Faculty Evaluation Appeals Committee

PART 2: EVALUATION PROCESS FOR TEACHING FACULTY

PERMANENT FACULTY

Permanent faculty shall receive a formal evaluation at least every three years. An interim evaluation shall occur on years in which there is no formal evaluation.

FORMAL EVALUATION GUIDELINES

- 1) A faculty member's formal evaluation will be conducted by a Faculty Evaluation Committee (FEC).
- 2) The FEC shall consider student evaluations, current and past faculty annual reports, and any other relevant material.
- 3) The FEC shall meet with the faculty member being evaluated to discuss the faculty member's activities since the previous formal evaluation, and the faculty member's future goals.
- 4) Based on the submitted material, the conversation with the faculty member, and in light of the faculty member's relative responsibilities, the committee will make a performance evaluation recommendation
- 5) The Chair of the FEC shall forward the evaluation recommendation along with FEC Summary Report, to the VPRAA.
- 6) The VPRAA will either approve or deny the Chair's performance evaluation recommendation within 30 days of receipt of the recommendation. If no action is taken within 30 days, the recommendation shall be deemed accepted.
- 7) If the Chair's performance evaluation recommendation is accepted by the VPRAA, the Faculty member will be provided with a copy of the FEC Summary Report.
- 8) If the Chair's performance evaluation recommendation is denied the VPRAA will propose a new performance evaluation recommendation for the Faculty Member to the FEC. If the

FEC accepts the new performance evaluation recommendation, the Chair of the FEC will forward a revised FEC Summary Report to the VPRAA.

- 9) If the FEC does not accept the VPRAA's new performance evaluation recommendation, the faculty member will be informed in writing that no accepted recommendation has been determined, and the matter shall be referred to the Faculty Evaluation Appeals Committee.

FACULTY EVALUATION COMMITTEE

Committee Composition

One or more FECs will be struck by the School Chairs in consideration of number of formal evaluations required in an academic year. One committee will be struck for each school in which formal evaluations are occurring. The faculty membership on the committees may be the same across schools membership on this committee may vary as required.. A FEC must have sufficiently diverse representation and knowledge to ensure that it is competent to conduct the evaluations it undertakes.

- Chair – Chair of a FEC will be the Chair of the School in which the faculty member being reviewed is appointed, or, if specific appointment is unclear, the Chair of the School with which the faculty member is deemed by the Chairs and VPRAA to have the most significant association.
- Faculty Members – at least three permanent faculty members drawn from at least two different schools

Roles and Responsibilities

A FEC's role is to assess faculty performance within the relevant categories of faculty responsibilities, to make a recommendation of performance evaluation, and to provide direction and support for faculty members to help them achieve their goals. A FEC will make its recommendations based on an assessment based on the criteria set in 1 a) and the faculty member's personal career objectives and in consideration of their assigned workload. The committee will make recommendations on the basis of consensus and will make every effort to achieve consensus. If a FEC cannot reach consensus then a new committee will be struck by the Chair.

All members of a FEC must uphold highest principals of professionalism and confidentiality. Any conflicts of interest must be identified before the evaluation process begins, and members with a conflict of interest must recuse themselves from the committee and be replaced by a suitable alternate.

Interim Evaluation

The Chair of the School in which the faculty member is appointed or is most closely associated will consider student evaluations, the faculty annual report and any other relevant material. If a faculty member teaches across Schools, other relevant Chairs may be consulted as required. A meeting between the School Chair and the faculty member may be requested by either party, but is not required unless requested. After reviewing material, the School Chair will recommend either a satisfactory interim evaluation, or that a formal evaluation is

required for that academic year. A satisfactory recommendation is sent for approval or denial to the VPRAA or designate. In the case of denial, a formal evaluation will commence for the faculty member.

SCHEDULE

Permanent faculty annual reports are due by September 30th, for the previous academic year. Interim and formal reviews are to be completed by November 15st.

SESSIONAL FACULTY EVALUATIONS

Sessional faculty shall receive either a formal or informal evaluation every academic year in which they have contractual teaching duties

FORMAL EVALUATION GUIDELINES

Sessional faculty will receive a formal evaluation at least every three years or once within the duration of their current letter of engagement and during the academic year in which they are under contract. Although sessional evaluations will normally be conducted on a calendar year schedule, if necessary, a sessional faculty member may be required to submit an Annual Report and receive an evaluation immediately following a semester in which they have taught.

- 1) A faculty member's formal evaluation will be conducted by a Sessional Faculty Evaluation Committee (SFEC).
- 2) The SFEC shall consider student evaluations, current and past faculty annual reports, and any other relevant material.
- 3) The SFEC shall meet with the faculty member being evaluated to discuss the faculty member's activities since the previous formal evaluation, and the faculty member's future goals.
- 4) Based on the submitted material, the conversation with the faculty member, and in light of the faculty member's relative responsibilities, the committee will make a performance evaluation recommendation
- 5) The Chair of the SFEC shall forward the evaluation recommendation along with FEC Summary Report, to the VPRAA.
- 6) The VPRAA will either approve or deny the Chair's performance evaluation recommendation within 30 days of receipt of the recommendation. If no action is taken within 30 days, the recommendation shall be deemed accepted.
- 7) If the Chair's performance evaluation recommendation is accepted by the VPRAA, the Faculty member will be provided with a formal confirmation of the recommended evaluation along with copy of the FEC Summary Report.
- 8) If the Chair's performance evaluation recommendation is denied the VPRAA will propose a new performance evaluation recommendation for the Faculty Member to the FEC. If the SFEC accepts the new performance evaluation recommendation, the Chair of the SFEC will forward a revised FEC Summary Report to the VPRAA.
- 9) If the SFEC does not accept the VPRAA's new performance evaluation recommendation, the faculty member will be informed in writing that no accepted recommendation has been determined, and the matter shall be referred to the Faculty Evaluation Appeals Committee.

SESSIONAL FACULTY EVALUATION COMMITTEE

Committee Composition

One or more SFECs will be struck by the School Chairs in consideration of number of formal evaluations required in an academic year. At least one committee will be struck for each school in which formal evaluations are occurring; membership on this committee may vary as required. The faculty membership on the committees may be the same across schools. A SFEC must have sufficiently diverse representation and knowledge to ensure that it is competent to conduct the evaluations it undertakes. Programs in which the faculty member being evaluated teaches, should be represented on the committee.

- Chair – Chair of a FEC will be the Chair or Associate Chair of the School in which the faculty member being reviewed is appointed, or, if specific appointment is unclear, the School with which the faculty member is deemed by the Chairs and VPRAA to have the most significant association.
- Faculty Members –at least two permanent faculty members

Roles and Responsibilities

A SFEC's role is to assess faculty performance within the relevant categories of faculty responsibilities, to make a recommendation of performance evaluation, and to provide direction and support for faculty members to help them achieve their goals. A SFEC will make its recommendations based on an assessment based on the criteria set in 1 a) and the faculty member's personal career objectives and in consideration of their assigned workload. The committee will make recommendations on the basis of consensus and will make every effort to achieve consensus. If SFEC cannot reach consensus then a new committee will be struck by the Chair.

All members of a SFEC must uphold highest principals of professionalism and confidentiality. Any conflicts of interest must be identified before the evaluation process begins, and members with a conflict of interest must recuse themselves from the committee and be replaced by a suitable alternate.

Interim Evaluation

An interim evaluation will be provided for sessional faculty members who have contractual teaching duty in a year in which they do not receive a formal evaluation.

The Chair of the School in which the faculty member is appointed or is most closely associated will consider student evaluations, the faculty member's annual report, and any other relevant material. If a faculty member teaches across Schools, other relevant Chairs may be consulted as required. A meeting between the School Chair and the faculty member may be requested by either party, but is not required unless requested.

After reviewing material, the School Chair will recommend either a satisfactory interim evaluation, or that a formal evaluation is required for that academic year.

A satisfactory recommendation is sent for approval or denial to the VPRAA or designate. In the case of denial, a formal evaluation will commence for the faculty member. An interim evaluation may not be appealed.

SCHEDULE

Sessional faculty annual reports are due by February 1st, for the previous calendar year. Interim and formal reviews are to be completed by April 1st.

PART 3: PROBATIONARY PERIOD FOR PERMANENT TRACK APPOINTMENTS

GUIDELINES

1. Probationary faculty members shall receive a formal evaluation each year for the duration of the probationary period.
2. Permanent track appointments normally have a probationary period of four (4th) years. Within the first semester of the fourth (4th) academic year of a faculty member's appointment, Chair of the School in which a faculty member is appointed will submit one of the following written recommendations regarding the probationary permanent track appointee to the VPRAA:
 - a. that a successful completion of the probationary period of the faculty member be confirmed as a result of the successful performance of the faculty member
 - b. that the probationary period be extended by one (1) year for further evaluation and assessment
 - c. that no further appointment be offered to the faculty member following the conclusion of the academic year due to a series of partially successful or unsuccessful performances.
3. A copy of the Chair's recommendation will be sent to the faculty member.
4. The VPRAA will confirm or deny the Chair's recommendation.
5. If the recommendation of the Chair is denied, the VPRAA will propose a new recommendation, based on the faculty member's performance.
6. In the event that there can be no agreement between the Chair and the VPRAA, the matter will be referred to the Faculty Evaluation Appeals Committee.
7. If a faculty member is granted one or more leaves during a probationary period, and the length or type of leave is such that it materially affects the performance on which the faculty member is to be assessed, then the probationary period may be extended for one (1) or more years on the recommendation of the VPRAA.
8. In the event that a permanent appointment is offered to the faculty member, the appointment will commence on the date of the third (3rd) anniversary of the faculty member's initial appointment (i.e. the beginning the faculty member's fourth year).
9. In the event that the faculty member is not offered a permanent appointment, the faculty member's contract of employment will terminate at the conclusion of the academic year.
10. **For non-teaching faculty**, the above procedures will be applied by the relevant managers and administrators, which will be set out in writing for the faculty member at the commencement of their appointment.

PART 4: FACULTY ANNUAL REPORT

GUIDELINES

1. The annual report will be used in the preparation of evaluations and recommendations for the VPRAA, and in the case of **non-teaching faculty**, the relevant SAO.
2. For faculty members with contractual teaching responsibilities, the report will consist of two sections: first, a descriptive summary of activities carried out in the period being reported; and second, a self-evaluation reflecting on the faculty member's performance in the areas of teaching, professional activities, and service.
3. **For faculty without contractual teaching responsibility**, the report will be a self-evaluation reflecting on the faculty member's performance in the areas of student counseling responsibilities, and non-counseling and professional responsibilities.
4. Faculty Reports must be submitted on the approved form.
5. Part 1 of the annual report will be used by the College for data collection and reporting purposes. Parts 1, 2 and 3 will be used in the evaluation process. The annual report document and all written letters in the review file will become part of the faculty member's file in accordance with ACAD/ACADFA Collective Agreement.
6. Faculty annual reports will be made available to the Faculty Evaluation Appeals Committee as required.
7. The provision of a faculty member's annual report to any party for purposes beyond those noted above requires the faculty member's consent.

PROCEDURES

Faculty Members with Contractual Teaching Responsibility

1. The annual report will include a consideration of the following components:
 - Teaching
 - Student evaluations
 - Professional activities and achievements and/or research
 - Service and committee activities
 - Position description (e.g. for faculty-based supervisory positions)
 - Academic/School/program strategic plans and/or initiatives
 - College strategic plans
 - Key Organizational Attributes

The report should also reflect on the attainment of the professional and educational goals stated in the previous annual report.

Faculty Members without Contractual Teaching Responsibility

2. The report will include a consideration of the following components:
 - Student counseling responsibilities and the facilitation of learning supports
 - Related administrative and professional duties to counseling and student experience as assigned by the appropriate Senior Administrative Officer
 - Research, professional achievements and personal development
 - Area strategic plans and/or initiatives
 - College strategic plan

- Service and committee activities

The report should also reflect on the attainment of the professional and educational goals stated in the previous annual report.

PART 5: STUDENT COURSE EVALUATIONS

GUIDELINES

1. Student course evaluations for credit courses will occur each semester.
2. The evaluations will be made available to faculty members and to those parties named in the procedure for the purposes of evaluation after final grades for the assessed course have been submitted to the Registrar's office.

PROCEDURES

1. Student course evaluation forms will be distributed to students in all scheduled credit courses during the two weeks prior to the Critical and Creative Studies exam period..
2. A student will be asked by the instructor to deliver the evaluation forms to students during class hours. The faculty member will provide class time for the completion of the forms and will leave the classroom for the duration of the evaluation.
3. The completed evaluation forms will be collected by the student and immediately delivered to the Office of Research and Academic Affairs or, if this is not possible, alternate arrangements will be communicated by the Office of Research and Academic Affairs
4. The evaluations will be made available to faculty members after submission of the final grades to the Registrar's Office.
5. Student Course Evaluations will be maintained as per the Collective Agreement.
6. The evaluations may be used during an appeal by a faculty member to the Faculty Evaluation Appeals Committee.

PART 6: FACULTY EVALUATION APPEALS COMMITTEE

MANDATE

The mandate of the Faculty Evaluation Appeals Committee is:

- 1) To determine the outcome of an appeal made by a faculty member against one of the following recommendations made by the VPRAA:
 - a) That the faculty member's performance is partially successful
 - b) That the faculty member's performance is unsuccessful; and
- 2) To determine an unresolved evaluation as per the formal evaluation guidelines (9) for permanent or sessional faculty.

The decision of the FEAC will be final.

MEMBERSHIP

The membership of the Committee will be as follows:

- A neutral Senior Administrative Officer (Chair, non-voting member) AVP or appropriate supervisor if non-teaching faculty
- 2 Chairs (neither of whom participated in the original evaluation)

- 2 Associate Chairs
- 3 permanent faculty members appointed by the Alberta College of Art and Design Faculty Association (ACADFA) from multiple majors/areas of study.

PROCEDURES

1. A faculty member wishing to appeal a performance recommendation must submit written notice of the appeal within one calendar month of being notified of the recommendation.
2. The written notice of appeal must include the following:
 - The basis and argument on which the appeal is being made
 - Any documentation or evidence in support of the faculty member's case that was not available when the recommendation was made.
 - Any supporting materials from peers.
3. The Committee will consider materials submitted by the FEC and the appeal documents from the faculty member and have the opportunity to interview the member and other relevant parties involved in the process. All interviews will be conducted in confidence. The faculty member has the right to ACADFA representation.
4. The Committee decision will be based on a vote. In the case of a tie, the Chair will cast the deciding vote.

PART 7: PROCEDURE REVISIONS

The Faculty evaluation procedure shall be reviewed as necessary, but at least every three years. Proposed revisions shall be made by the Faculty Evaluation Review Committee. The Committee shall be representative and satisfy contractual obligations. All of the following may elect to serve on the Committee:

- VPRAA
- School Chairs
- Faculty Members
- HR Representative

Changes shall be recommended by the Committee for approval by the President and CEO.

REFERENCE

- ACAD Faculty Collective Agreement
- ACAD Comprehensive Institutional Plan and Academic Strategy.