# Probationary Faculty - Evaluation

# Frequency

The Probationary Faculty evaluation process (both formative and summary) will be performed according to the following timelines, unless circumstances warrant otherwise:

1. Probationary faculty – once every 4 months

H&OD will issue an e-mail reminder to Deans with the list of probationary faculty for which evaluations will be required.

# Probationary Faculty

A primary outcome of the evaluation/review process with probationary faculty is to promote interaction between the probationary faculty and the Dean. Strengths and opportunities for development are identified to guide the probationary faculty’s development plan goals and to facilitate increased teaching effectiveness.

During the probationary period, the review process occurs as per article 27.02D of the Academic Employees Collective Agreement, which states: “During the probationary period an employee will be informed in writing of their employee’s progress at intervals of four months continuous employment or four full months of accumulated non-continuous employment and a copy given to the employee.”

The review process will include:

**Every 4 Months:**

* A classroom/lab/field experience observation by the Dean
* Review of available student feedback (faculty/course evaluation results, solicited student feedback at the initiation of the Dean) NOTE: If faculty teach in a program where the intakes are other than the standard Sept. 1st or Jan. 1st, then faculty/course evaluation results may not be available to align with review dates. In such cases, the evaluation of performance shall occur focused on feedback available through other components (peer -- classroom and team, self).
* Written Probationary Evaluation review is completed by the Dean. A copy is given to the probationary faculty within two weeks and a copy is kept in the faculty member’s official HR file in Human & Organizational Development.

**Annually:**

* Review of the faculty member’s professional development plan
* Review of peer review (classroom and team)
* Faculty member’s self-assessment

# Evaluation Frequency

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| --- | --- | --- | --- | --- |
|  | **Faculty/Course** | **Peer (Classroom/**  **Team)** | **Self** | **Dean’s Summary** |
| **Probationary Faculty** (every 4 months) | X |  |  | X |
| **Probationary Faculty** (annually) | X | X | X | X |